

ORDINANCE AND REGULATIONS
for
Undergraduate (UG) Programmes
(B.Tech.)
w.e.f.
Academic Session 2024-25



NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
KURUKSHETRA-136119 (HARYANA) INDIA

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UG.1. DEFINITIONS

- (i) “NITKKR” shall mean the Institute i.e. National Institute of Technology Kurukshetra.
- (ii) “Director” shall mean the Director of NITKKR
- (iii) “Senate” shall mean the academic Senate of NITKKR
- (iv) “BoS” shall mean the Board of Studies of a Department/School of NIT Kurukshetra.
- (v) “DAC” shall mean the Departmental Affairs Committee of a Department/School of NIT Kurukshetra.
- (vi) “HoD” shall mean Head of Department in which a UG student is registered/ proposes to register.
- (vii) “Degree” shall mean the Degree of undergraduate (B.Tech.) programme of NIT Kurukshetra.
- (viii) “Educational Institute” shall mean those institutes, which run full-time Bachelor’s, or higher degree programmes.
- (ix) “ORG” shall mean a PSU / Government Department / R&D Unit.
- (x) “UG student” shall mean a person who is registered in the UG Programme in any Department/School of NITKKR.
- (xi) “Supervisor” shall mean a member of the regular academic staff of NIT Kurukshetra, appointed by the concerned Head of the Department (HoD) to supervise the Minor/Major Project work of the UG student.
- (xii) “Co-Supervisor” shall mean additional supervisor as appointed by the HoD. Co-supervisor from outside the Institute must have the academic qualifications and research credentials as prescribed for a Supervisor in the Institute.
- (xiii) “Caretaker Supervisor” shall mean a supervisor appointed to look after the work progress in Major Project in the absence of the regular supervisor when the Minor/Major Project of the UG students is ready to be submitted. The caretaker supervisor also must have the academic and research qualifications as prescribed for a supervisor.
- (xiv) “Registration Period” shall mean the length of the time span for which a person remains a UG student.
- (xv) “Minimum Registration Period” shall mean the minimum period for which a UG student must remain registered to complete the requirements for a UG degree.

UG.2. REGULATIONS

Admission to the UG Programme will be regulated by the regulations made and approved by the Senate from time to time.

UG.2.1. Provision of these regulations shall come into force with effect from the academic year 2024-2025 and shall be applicable to all the undergraduate courses (unless otherwise stated) offered by the Institute.

UG.2.2. Eligibility criteria for admission must be satisfied on the date of admission in undergraduate programs.

UG.2.3. The date of admission for the student is as per the allotment letter issued by the Institute.

UG.2.4. In no case, the period of unauthorized absence will exceed one semester. If the period of unauthorized absence exceeds one semester, the student's name will be struck off from the roll sheet of the Institute.

UG.2.5. All academic issues of the students other than those affecting the Institute rules and regulations framed from time to time may be looked into by the Dean (Academic).

UG.2.6. All problems of the students not related to academics may be looked into by the Dean (Student Welfare).

UG.2.7. At the end of each semester (i.e. after the end-semester examination), students will be supplied a Grade Card indicating the Grade (CGPA/SGPA) secured in each course and up-to-date CGPA.

UG.2.8. The maximum period in which a student must qualify for the award of the undergraduate degree will be eight years, failing which a student will not be allowed to continue his/her study for a undergraduate degree.

UG.2.9. The percentage of marks obtained by a student if so required, can be calculated as follows;

$$\text{Percentage of marks} = \text{CGPA multiplied by } 9.00.$$

UG.2.10. The student will be required to complete all the requirements for the award of the undergraduate degree within a period specified in the regulations.

UG.2.11. In case of a change in permanent address, mobile number, email, etc, the student must inform the changes to Institute's Academic Section through Departments/Schools.

UG.2.12. It is the responsibility of the student himself/herself to abide by the rules and regulations mentioned in the prospectus and any modifications made from time

to time. All the modifications will be uploaded on the Institute website in due course of time.

UG.2.13. The student has to claim for refund of the Caution Money within two years from the declaration of the final semester result i.e. date mentioned on the Detailed Marks Certificate (DMC) of the final semester else caution money shall be credited to the Student Welfare Fund.

UG.2.14. The Institute has switched over to a credit-based system of continuous evaluation with effect from the 2003-04 session.

UG.3. ADMISSION

The minimum academic qualification for admission shall be as decided by the competent authority and the distribution of seats including reservations shall be approved by the Ministry of Education (MoE), Govt. of India, from time to time.

UG.3.1. Admissions to the undergraduate programs will be made based on JEE (Mains) rank, conducted by National Testing Agency (NTA) on behalf of the Govt. of India, through Central Counselling conducted by Joint Seat Allocation Authority (JoSAA)/ Centralised Seat Allocation Board (CSAB).

UG.3.2. Admissions for the undergraduate programs also be made through the following schemes:

- (i) Direct Admission of Students Abroad (DASA)
- (ii) Ministry of External Affairs (MEA)
- (iii) Indian Council for Cultural Relations (ICCR)
- (iv) Ministry of External Affairs, Nepal Scholarship Scheme (NSS, MEA)
- (v) Ministry of External Affairs, Syrian Scholarship Scheme (SSS, MEA)
- (vi) Study in India (SII)
- (vii) Self-finance courses
- (viii) Any other scheme proposed by MoE from time to time.

UG.3.3. The undergraduate (B.Tech.) programmes are offered by the following Departments in the related areas of specializations as decided by the Institute with the approval from appropriate bodies such as the Senate/Board from time to time:

S. No.	Name of Undergraduate Programme (B.Tech.)	Name of the Department
1	Civil Engineering	Civil Engineering

2	Computer Science & Engineering	Computer Engineering
3	Information Technology	
4	Artificial Intelligence & Machine Learning	
5	Artificial Intelligence and Data Science	
6	Electrical Engineering	Electrical Engineering
7	Sustainable Energy Technologies	
8	Electronics & Communication Engineering	Electronics & Communication Engineering
9	Industrial Internet of Things	
10	Microelectronics and VLSI Engineering	
11	Mechanical Engineering	Mechanical Engineering
12	Production & Industrial Engineering	
13	Robotics and Automation	
14	Mathematics & Computing	Mathematics
15	Bachelor of Architecture	Architecture & Planning

UG.3.3.1. The provisions of these regulations shall also be applicable to any new discipline that may be introduced from time to time.

UG.3.3.2. Prescribed prerequisite courses relevant for all the Programmes listed in UG.3.3 are supported by the following departments.

- a) Introduction to department run by individual engineering departments.

- a) Mathematics
- b) Humanities and Social Sciences
- c) Physics
- d) Chemistry
- e) Physical Education & Sports Section

UG.3.3.3. The eligibility for admissions to the Undergraduate Programmes will be published by the centralized counselling and allotment agency or by the Institute from time to time.

UG.3.3.4. Candidates have to fulfil the medical standards required for admission as set out in the Information Brochure of the Institute or by any other body or organization entrusted by MoE/ the Institute.

UG.3.3.5. The selected candidates shall be admitted to the Undergraduate Programme after they fulfil all the admission requirements and after payment of the prescribed fees.

UG.3.3.6. In all matters related to admission to the Undergraduate Programme, the decision by the Institute or by any other body/ organization entrusted by MoE/ the Institute and its interpretation given by the Chairman of the Senate shall be final and binding.

UG.3.3.7. If, at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the Institute or any other body or organization entrusted for the admission by MoE/ the Institute, the Dean (Academic) may revoke the admission of the candidate and report the matter to the Senate.

UG.3.3.8. The fee structure shall be decided by MoE, GoI or any other body or organization entrusted by MoE, GoI or the Institute, from time to time. The same will be required to be paid by the students.

UG.3.3.9. There will be no provision for branch change at the end of first year UG.

UG.3.3.10. Every Undergraduate student of the Institute shall be associated with parent department offering the degree Programme that the student undergoes, throughout his/her study period.

UG.3.3.11. The medium of instruction, examinations and project reports shall be English.

UG.4. COURSE STRUCTURE OF UG PROGRAMME

The course structure for Undergraduate Programmes shall have the following categories of courses: -

Sr. No.	Course Category	Explanation
1	Institute Core (IC)	Basic Sciences Engineering Arts and Sciences Humanities and Social Science
2	Program Core (PC)	Courses specific to the relevant Programme/discipline
3	Program Elective (PE)	Elective Courses specific to the relevant Programme/discipline
4	Open Elective (OE)	Elective Courses from any domain/MOOCs
5	Non-Conventional Institute Core (NC)	Courses only qualifying in nature

UG.4.1. The curriculum of any branch of Undergraduate Programme is designed to have a requirement of minimum 160 credits. A student should also satisfactorily complete the prescribed NCC/NSS Programme.

UG.4.2. The DAC (Department Advisory Committee)/DUGC (Department Undergraduate Committee) of the parent department will discuss and finalize the exact credits offered for the Programme for the components of UG.3.1, the semester-wise distribution among them, as well as the syllabi of all courses offered by the Department along with course outcomes of each course, course articulation matrix and pre-requisites, from time to time and recommend the same to the Senate through Board of Studies for consideration and approval.

UG.4.3. The Institute offers a total of fifteen distinct variations of Bachelor of Technology Programmes. They are classified as Basic Degree Programmes, namely Undergraduate, Undergraduate with Minor, and B. Arch.

The associated degree nomenclature of each of the undergraduate Programmes is given below:

Programme Type Degree nomenclature

1. Basic Degree Undergraduate (_____)
2. Basic + Minor Undergraduate (_____) with Minor in (_____)

UG.4.4. A student shall fulfil the following requirements for the award of the Undergraduate degree:

- (a) Credit Requirements: Minimum Earned Credit Requirements for the award of Degree is 160 with a CGPA of not less than 4.5.

- (b) A student shall also complete the specified mandatory non-credit courses satisfactorily.
- (c) The minimum duration for a student for complying with the Degree requirement is FOUR academic years from the date of first registration for his/her first semester.
- (d) The maximum duration for a student for complying with the Degree requirement is Eight academic years (excluding temporary discontinuation) from the date of first registration for his/her first semester.

UG.4.5. The general pattern of the credit system followed in the Institute is

- (i) one credit for each lecture session per week per semester,
- (ii) one credit for two hours laboratory practical sessions per week per semester,
- (iii) one credit for three hours laboratory practical sessions per week per semester,
- (iv) two credits for one lecture and three drawing sessions per week per semester
- (v) appropriate credits for design/ seminar/ project/ thesis/ lecture clubbed sessions per week per semester.

UG.4.6. Each B. Tech Programme offered by the Institute shall have a curriculum and syllabi of courses approved by the Senate. The syllabus of any course gets modified/ updated by the Senate from time to time on the recommendation of the respective DAC/DUGC and Board of Studies (BoS).

UG.5. MINOR DEGREE PROGRAMMES

UG.5.1. The registered B.Tech. students may apply for one of the Minor Degree Programmes offered by any other branch of the Institute from time to time along with their B.Tech. Degree Programme.

UG.5.2. Students registering for a Minor Degree Programme need to credit a set of 4 additional courses carrying total credits in the range 12-16 from a basket of courses prescribed for the Minor Programme. Additionally, such students registering for the minor Programme shall be required to credit two of their OE category courses as per the advice of the faculty coordinator for the respective Minor Programme.

UG.5.3. A student opting for a Minor Degree Programme has to register for the relevant Minor courses 1 to 4 in the semesters 4 to 7 respectively and earn the credits for the same with a stipulated CGPA of 7 for the minor degree courses to become eligible for the award of the B. Tech Degree with the Minor.

- UG.5.4.** Grades secured for courses of Minor Degree Programme except for the OE courses as mentioned in UG.5.2, shall not be counted for the CGPA of the B.Tech. Programme. Separate grade card will be issued for the courses credited as part of the minor Programme. A student who successfully completes the minor Programme shall be awarded the degree in the respective branch with a minor in the chosen specialization as a single certificate.
- UG.5.5.** Institute shall have the power to set the minimum number of students required for offering a Minor Degree Programme and shall limit the number of seats for any Minor Degree Programme. Also, the total number of seats in the Minor Degree Programmes will be a fraction of the sanctioned intake for the UG Programmes. CGPA for the first two semesters shall be the admission criteria for the minor degree programme.
- UG.5.6.** Institute cannot guarantee admission to any specific Minor Degree Programme. Also, there shall be separate fees applicable for the Minor Degree Programme, which will be decided by the Institute from time to time.

UG.6. REGISTRATION AND ENROLMENT

- UG.6.1.** Every student is required to be present and register at the commencement of each semester on the date fixed and notified by the office of Dean (Academic).
- UG.6.2.** Registration Procedure from the second semester onwards: All students have to register on the Online Portal only after the clearance of all dues of the Institute, except the students who have been debarred from registering for a specific period on any ground as per procedure adopted by the Institute.
- UG.6.3.** Late Registration: Fine will be imposed for registration as under, for the students who have registered themselves for upcoming semester after expiry date of registration period as notified by office of the Dean (Academic).

Registration Period	Fine to be charged
Up to one week after the last date of registration	Rs. 1000/-
Two to Five weeks after the last date of registration	Rs. 2000/-
Beyond Five weeks after the last date of registration until the end of the semester	Rs. 5000/-

- UG.6.4.** Registration of a student refers to the selection of courses planned by the student, to be credited in the next semester as per the applicable curriculum through Institute Information Management System (IIMS), during the time

frame specified for the same by the academic section. Enrolment refers to the physical reporting of the students before the Faculty Advisor (FA) on the day specified by the academic section immediately before the commencement of the semester.

- UG.6.5.** Maximum credits that can be registered by an Undergraduate student of any semester (except eighth semester) is the normal credits of the concerned semester as per the relevant curriculum. However, students who are repeating failed courses/crediting dropped courses along with regular courses shall be permitted to overload one course in addition to the normal credit of the semester. Students who are only repeating the courses/crediting the dropped courses or who are in the eight semester, the maximum credits that can be registered is 24. Also, students who have opted for the Minor Degree Programme will be permitted to credit one course extra as part of such programme from semesters 4 to 7.
- UG.6.6.** A student with F grade can either repeat the course or appear for a Re-examination (Reappear Examination). If the particular course is not available in the revised curriculum, then the student shall register for the approved equivalent course available. A student with F grade in an elective course can either repeat the same elective course or register for a new elective course based on the advice of the FA.
- UG.6.7.** Registration for higher semester courses is permissible only after registering for all the remaining/ backlog (if any) core courses from lower semesters that are being offered at the time, subject to the maximum number of credits permitted.
- UG.6.8.** Adding/ dropping course(s) to/ from the initial registration is permitted only on valid reasons within the stipulated time as per the guidelines and procedure notified by the academic section.
- UG.6.9.** A student shall be eligible for registration and enrolment only if (i) minimum requirement to continue the programme (ii) cleared all the dues in the Institute, Hostel & Library up to the end of the previous semester and (iii) not debarred from enrolment by a disciplinary action of the Institute (iv) completed the course feedback on the courses registered in the previous semester, as notified by the academic section (v) paid all the tuition fees and all other relevant fees, if any, prescribed by the Institute.

UG.6.10. The institute reserves the right to cancel the registration of a student to a semester subsequent to the registration, if it is found that any of the conditions in UG.6.9 were violated at the time of registration, unless the initial registration was made with the explicit prior written permission from the Chairperson of the Senate.

UG.6.11. Students have to ensure that their names are included in the list of registered students with each course faculty at the beginning of the semester on the first instructional day itself. If the name is not included, students have to contact their FA.

UG.7. MINIMUM REQUIREMENTS TO CONTINUE THE UG PROGRAMME

A student admitted to B. Tech. Programme in the first semester can continue up to 8th semester, in the ascending order, subject to the successfully maintain registration to all the semesters. Further, appropriate exit policy will be applicable for the credits earned by the students based on the Institute norms.

UG.8. MAXIMUM DURATION OF THE UG PROGRAMME

The normal duration of the B.Tech. Programme is Eight semesters (Four years). However, a student may complete the programme at a slower pace by taking more time, but in any case, not more than Sixteen semesters (Eight years) including the semesters withdrawn on temporary discontinuation.

UG.9. WITHDRAWAL FROM THE PROGRAMMEME

UG.9.1. Temporary Withdrawal:

- (a) A student who has been admitted to a degree Programme of the Institute may be permitted to withdraw temporarily, for a period of one semester or more, on the grounds of prolonged illness or grave calamity in the family, etc., provided:
 - (i) He applies to the Institute stating fully the reasons for withdrawal together with supporting documents and endorsement from his parent/guardian
 - (ii) The Institute is satisfied that, without counting the period of withdrawal, the student is likely to complete his requirements of the degree within the specified time.
 - (iii) There are no outstanding dues with the Departments / Institute / Hostels / Library etc.
 - (iv) Scholarship holders are bound by the appropriate Rules applicable to them.

(v) The decision of the Director of the Institute regarding withdrawal of a student is final and binding.

(b) Normally, a student will be permitted only one such temporary withdrawal during his tenure as a student and this withdrawal will not be counted for computing the duration of study.

UG.9.2. Permanent Withdrawal:

Any student who withdraws admission before the closing date of admission for the Academic Session is eligible for the refund of the all the fees and deposits, after a deduction of a processing fee. Once the admission for the year is closed, the following conditions govern withdrawal of admissions:

(a) A student who wants to leave the Institute for good, will be permitted to do so (and take Transfer Certificate from the Institute, if needed), only after clearing all the dues, if any. Also, all the fees and charges already paid will not be refunded on any account.

(b) Those Students who have received any scholarship, stipend or other forms of assistance from the Institute shall repay all such amounts to the Institute.

(c) The decision of the Director of the Institute regarding all aspects of withdrawal of a student shall be final and binding.

UG.9.3. In case of a change in the curriculum/syllabi, a student has to register for the approved equivalent courses (meeting the credits) as per the revised curriculum/ syllabi as per the advice of FA, whenever the student is allowed to continue the Programme after the period of discontinuation.

UG.9.4. Students proceeding for temporary withdrawal are required to maintain the Institute registration by paying the Institute registration fee applicable for keeping the registration alive till they resume normal academic activities. Once they join back after temporary withdrawal, fees applicable for regular students shall be applicable and paid.

UG.9.5. Entry and Exit Options (not applicable to 5-year integrated programmes)

For the students who want to opt for multiple entry /exit option for the programme, the rules are as follows:

(i). Throughout the 4-year degree course, a student has the opportunity to choose from 2 different leaving options.

The following certificates will be awarded:

Minimum Requirement	Award
Successfully earned 50% Credits of Total Credits (50% of 160 = 80 Credits) with minimum 40 Credits from Programme core + Industrial Training	UG Certificate in Engineering stream
Successfully earned 75% Credits of Total Credits (75% of 160 = 120 Credits) with minimum 80 Credits from Programme core/Programme elective + Industrial Training	UG Diploma in Engineering stream

- (ii). Throughout the duration of the 4-year degree course, a student has the freedom to exit from the study at any point for any reason. For taking an exit, the student needs to apply to Dean(Academic) for the same through concerned Head of the department, and after sanction of the application only, the student can leave. His/her credits will remain preserved.
- (iii). If a student enrolls at the institution but exits before completing the course or at a certain point, they have the opportunity to re-enrol within three years of their exit and complete their Undergraduate degree within a maximum of eight years. Meanwhile, if the teaching scheme is changed, the student will be required to meet the updated requirements of the course when they re-enter. The credits obtained previously in various categories (such as Programme core, electives, etc.) will be retained.

UG.10. DISCIPLINE

- UG.10.1.** Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activities which shall tend to bring down the prestige of the Institute.
- UG.10.2.** Ragging of any nature is a criminal and non-bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the Institute. In all cases of harassment, if any, of the junior students by the seniors, the Institute level Anti-Ragging Committee will take appropriate decisions for immediate implementation by the Institute. Each student of the Institute, along with the parent, is required

to give an undertaking in this regard and the same is to be submitted at the time of registration.

UG.10.3. Any Public Display of Affection and engaging in private activities in academic areas, rest rooms, and poorly lit areas as well as anywhere on and around the NIT Kurukshetra campus, can make others feel uncomfortable and distract from the educational environment. Institute strongly discourages such type of activities. This will also be considered as a matter of indiscipline.

UG.10.4. Any act of indiscipline or misbehavior of a student reported to the Dean (Students Welfare) will be referred to the appropriate disciplinary committee for further action.

UG.10.5. The student who receives punishment, may appeal to the Chairman, Senate, whose decision shall be final & binding in all respects.

UG.11. ACADEMIC MENTOR/ FACULTY ADVISOR

To help the students in planning their courses of study and to render general advice regarding the academic programme, the Head of the Department concerned, will assign every batch of students, a faculty member who will be called as Academic Mentor/ Faculty Advisor. The set of students thus assigned will continue to be under the guidance of the Mentor till they complete the programme until otherwise the mentor is changed.

UG.12. DEPARTMENT UNDERGRADUATE COMMITTEE

UG.12.1. The Departmental Undergraduate Committee (DUGC) shall be constituted by the Head of Department, as given below:

1. Head of the Department as ex-officio Chairperson
2. Convener
3. Faculty of the course coordinators and the mentors/supervisors/Faculty Advisors
4. The Convener, DUGC, and other members of the DUGC shall be proposed by the Head of the Department along with the recommendation of the Departmental advisory committee for a term of two years starting from the month of July of the Academic Session.

UG.12.2. Responsibilities of the DUGC: The committee shall review, discuss and recommend all matters relating to the B.Tech./B.Arch. programmes, including but not limited to:

- (i) The Curriculum and Syllabus revision required for the programme including new elective courses for the existing programmes. If there are separate departmental committees for curriculum revision, the members of DUGC shall be automatically part of such committees.
- (ii) attending to the problems of UG students and advising them in academic matters.
- (iii) coordinating grade submission to the office of Dean (Academic).
- (iv) obtaining feedback of the performance appraisal of the Course Instructors from the students in the prescribed format.
- (v) advising the students with regard to opting online courses or courses offered by other Institutions.
- (vi) Providing guidance to students in choosing minor and elective courses, and facilitating the allocation of these courses in consent with the Dean (Academic) office. The relevant departments will develop associated modalities according to the needs.
- (vii) Process the application for condonation of attendance shortage and provide recommendation to HoD.
- (vi) With HoD as Chairperson, DUGC shall conduct inquiry on examination malpractice cases reported from undergraduate examinations and make recommendations to the Dean(Academic) regarding penalties to be imposed. Additional members for this purpose may be appointed by the HoD, if required. Such an inquiry committee will have an external member nominated by the Dean(Academic).
- (vii) DUGC will be vigilant for the specific issues of concern, arising due to the effect of periodic revision of curriculum and academic regulations.
- (viii) DUGC will report the Dean (Academic) about the matters related to implementation of new academic policies, evaluation of credits earned from other Institutions as part of exchange Programmes, Academic Bank of Credits (ABC) and similar initiatives.
- (ix) Any other activities/tasks assigned by the Chairperson from time to time.

UG.13. STUDENT COUNCIL COMMITTEE

To make the students participate in the student related activities of the Institute and develop their career, personality and organizational skills through interactive Programmes with the faculty, administration and society.

The Director of the institute will be the Patron of the Student's Council. Dean (Student's Welfare) will act as the Chairman of the Students' Council and its Core committee with Associate Dean(s) (Students' Welfare) as Faculty advisor(s).

The Students' Council will further consist of:

- (i) One student from 1st year of each undergraduate programme
- (ii) One student from 2nd year of each undergraduate programme
- (iii) One student from 3rd year of each undergraduate programme
- (iv) One student from 4th year of each undergraduate programme
- (v) One student from 5th year of B.Arch. and each integrated programme
- (vi) One M.Tech. student from each Engineering Department.
- (vii) One MBA and one MCA student.
- (viii) Five PhD. students.
- (ix) Five students nominated by the Director who represent various sections of the student community such as foreign students, girl students, Technical societies, Sports, cultural, NSS, NCC, etc.
- (x) One Professor nominated by the Director as a faculty representative in the Students' Council.

UG.14. ATTENDANCE AND LEAVE

UG.14.1. Attendance requirement for being eligible to appear in the end-semester examinations

Minimum requirement of attendance for being eligible to appear in the end semester examinations shall be 75%. However, this may be relaxed upto a maximum of 10%, i.e. upto 65% by the Director. An extra relaxation of upto 5%, over and above the already existing relaxation of a maximum of 10%, may be granted by the Director under special circumstances, on the specific recommendations of concerned HoD/School Coordinator, to meet the minimum attendance requirement of 75%. In cases of medical exigency, minimum attendance requirement can be relaxed by the Director to 50% on recommendations of HoD and Dean (Acad.). The application for attendance benefit on medical ground should be endorsed by CMO of concerned District/SMO of the Institute Health Centre. Those having attendance below 65% are not allowed to appear for the end-semester examination of that/those course (s) and shall be notified as 'Detained'. All such students, depending upon their attendance shall be further categorized into two categories A & B, as follows:

Category A: (Attendance between 50 % to 64.99 %) A student has two options

Option 1: To repeat the course through classroom/lab studies and obtain whatever grade he/she can obtain.

Option 2: Student is permitted to attend classes of the next semester and can appear for the mid-semester examinations of course(s) when the opportunity is available. However, such a student is restricted to a grade of 'D' only.

Category B: (Attendance below 50%) Such students have to mandatorily repeat that/those course (s).

The list of students having attendance below 50%, calculated up to 10 days after the 1st mid-semester examination, in respect of all the subjects, shall be displayed on the department notice board. The same will be forwarded to the Dean (Academic) for further communication to the Parents/Guardian of the students.

UG.14.2. If a student could not attend any of the classes due to medical issues or any other compelling reasons, leave application as detailed below needs to be submitted to the course faculty.

- (i) Application for any leave shall be submitted within five instructional days after returning from leave or, on or before the last instructional day of the semester, whichever is earlier.
- (ii) Application for leave on medical grounds must be supported with necessary treatment records for the period of leave applied for. It is expected that the student shall inform the course faculty before proceeding on medical leave under normal circumstances.

UG.15. ASSESSMENT PROCEDURE

UG.15.1. The Senate shall decide the assessment procedure from time to time. It shall be based on the system of tests, assignments, tutorials, presentations, quizzes, course projects, reports, etc. and the end semester examinations in each course in each semester.

UG.15.2. Minimum two mid-semester test each with a minimum duration of 50 minutes are mandatory for lecture based courses and for the courses where lectures are clubbed either with practical, drawing, projects, etc. The number of assignments, tutorials, presentations, quizzes, course projects, reports, etc. shall be decided by the course faculty.

- UG.15.3.** One end-semester examination with a minimum of three hours duration for each lecture based course and for each course where lectures are clubbed either with practical or drawing or projects etc. End semester examination is not mandatory for laboratory/practical/drawing courses.
- UG.15.4.** The marks for the teaching assessment shall be finalized by the course faculty.
- UG.15.5.** The method of assessment for laboratory/practical/drawing courses, shall be based on tests and the performance of students in the regular laboratory/practical/drawing classes which will be finalized by the course coordinator. The end semester examination is for a laboratory/practical/drawing course, shall be conducted before the last instructional day and the weightage for it should not exceed 40%.
- UG.15.6.** The evaluation policy of courses, offered as part of Activity Credits (AC) shall be finalized by the instructor as per the guidelines issued by the Dean (Academic) from time to time.
- UG.15.7.** The Course Coordinator, nominated by the Department Head, will typically coordinate with the associated Faculty Member(s), if necessary, to decide the content of the paper for each Theory Course.

UG.16. EXAMINATION AND EVALUATION SYSTEM

Examination in each semester will be held according to the syllabus prescribed by the Senate. Each course will carry credits as per the scheme of courses. A student must study all the courses given in the scheme approved by the Senate. The examination will be held at the end of the semester on such dates as may be fixed by the Examination Branch/Department. In order to appear in the end-semester examination, a student must have registered for the concerned paper(s) and must have attended not less than 75% of total classes in lectures (including tutorials) and Practicals.

UG.16.1. Evaluation process for courses

Evaluation process for theory courses

S. No.	Theory Papers	Weightage	Assessment
1	Mid Semester-I Exams	15	Internal Assessment out of 50 Marks
2	Mid Semester-II Exams	15	
3	Attendance	10	
4	Teacher's Assessment	10	

5	End Semester	50	External Assessment out of 50 Marks
	Total	100	

Evaluation process for Lab courses

S. No.	Practical	Weightage	Assessment
1	Viva-voce-I & II	15+15=30	Internal Assessment out of 60 Marks
2	Practical File & Class Work	20	
3	Attendance	10	
4	End Semester	40	External Assessment out of 40 Marks
	Total	100	

Evaluation process for Integrated (Theory + Lab) courses

S. No.	Total Credits of the Course	Theory Credit	Practical Credit	Theory Multiply Factor	Practical Multiply Factor
1	4	3	1	$3/4 = 0.75$	$1/4 = 0.25$
2	4	2	2	$2/4 = 0.50$	$2/4 = 0.50$
3	4	1	3	$1/4 = 0.25$	$3/4 = 0.75$
4	3	2	1	$2/3 = 0.66$	$1/3 = 0.33$
5	3	1	2	$1/3 = 0.33$	$2/3 = 0.66$
6	2	1	1	$1/2 = 0.50$	$1/2 = 0.50$
	x	p	q	p/x	q/x

UG.17. MAKE-UP EXAMINATION

UG.17.1. Students who miss the mid semester examinations due to ill-health requiring hospitalization /physical indisposition with inability to move or any other compelling reason judged to be valid by the FA/HoD, are eligible for make-up examinations. Requirement of hospitalized treatment is not applicable in the case of contagious disease like chicken pox.

- UG.17.2.** Make-up examination for the mid-semester component shall be conducted based on the mutual convenience between the students and course faculty during the semester.
- UG.17.3.** Those who miss mid semester examination in a course shall apply to the HoD concerned through FA within five instructional/ working days after the missed mid semester examination or before the prescribed date indicated in the academic calendar whichever is earlier, giving the reasons/proofs for the absence. Applications received after this period will not be entertained.
- UG.17.4.** Students applying for make-up examination due to medical reasons must produce a medical certificate (as the proof for absence) from a Registered Medical Practitioner certifying that the student was admitted to hospital during the period of examination or the student was not in a condition to write the examination. The same medical certificate should be endorsed by the Health Center of the Institute.
- UG.17.5.** All applications for make-up examinations when approved by the HoD, will be forwarded to the concerned course faculty for necessary action. The list of students permitted to appear for the make-up examinations for the mid semester examinations shall be published by the department/school.

UG.18. INTERNSHIP/ PROJECT

The curricula of all B.Tech. Programmes shall provide opportunity to do projects/internship with explicit credits awarded to each of them. The Internship/ Project work is mandatory for all the B.Tech. students.

- UG.18.1.** One or more Summer internships with a total duration 6-10 weeks after 6th semester is mandatory for all the B.Tech. students. It is to be preferably done in an Industry/ R&D organization / Govt. Departments / Start-up companies / reputed academic and other institutions in India or abroad.
- UG.18.2.** Students who are not getting the opportunity to do summer internship outside the Institute can do the same in the Institute by associating with the R&D or other suitable projects of faculty members.
- UG.18.3.** The evaluation of this internship will be done during 7th semester by one or more committees duly constituted by the HoD and a letter grade shall be awarded along with grading for other courses enrolled in the 7th semester. All students required to submit a report on the internship to the respective departments/schools.

- UG.18.4.** Department/school will have the freedom to prescribe Project work in the 7th and 8th semester as mandatory or optional. If it is prescribed as optional in the curriculum, students will be able to replace it with Programme Elective courses of equivalent credits. If the academic requirements as per curriculum permits, a student will be able to replace project work in the 7th semester with internship. This shall be permitted by the FA and HoD of the student concerned.
- UG.18.5.** Enough flexibility shall be provided to students to choose topics projects from 6th semester to 8th semester as independent or connected works, individual or groups and form project groups across the departments/schools.
- UG.18.6.** Students of UG programmes will be allowed for internship in 8th semester where internship + full time employment (FTE) offered by particular organizations/industries through the drives conducted by Training and Placement Cell of the Institute. If in 8th semester, there are courses to be completed, they can be done through MOOCs platform and the successful credits earned through MOOCs shall be counted by the Institute for overall credit calculation. Other students will do the course work.
- UG.18.7.** The project work/Internship will be assessed by a panel of examiners (within the Department or within the Institute) decided by the HoD. In the case of multidisciplinary projects involving students from different departments/schools, the guidelines issued by the Senate shall be followed for the constitution of the evaluation committee.
- UG.18.8.** On completion of the project, students shall submit a report in the prescribed format to the department/school. Number of copies and the format will be as per the department guidelines. Soft copy of the report shall be submitted to the Institute Digital Library.
- UG.18.9.** Students are expected to make serious efforts to do the project in each of the phases so as to attain tangible outcomes such as publications, patents and copyrights from each of them or jointly.

UG.19. RESULTS

- UG.19.1.** Evaluation and Grading System: The student will be awarded Letter Grade which indicates the level of performance in a course and has a Grade Point for the purpose of computing the Cumulative Grade Point Average (CGPA) as per the tables given below:

All Courses (except Non-Conventional Institute Core Courses)

Marks obtained & Grade	Performance	Grade Point
$85 \leq A+ \leq 100$	Excellent	10
$75 \leq A < 85$	Very Good	09
$65 \leq B < 75$	Good	08
$50 \leq C < 65$	Average	6.5
$40 \leq D < 50$	Pass	4.5
$0 \leq F < 40$	Re-appear	00

Non-Conventional Institute Core Courses

Marks obtained & Grade	Performance	Grade Point
$40 \leq A+ \leq 100$	Satisfactory	10
$0 \leq F < 40$	Re-appear	00

A student who earns an F Grade in a course shall have to re-appear in that course in the subsequent examination (s). The CGPA is the weighted average of all the grades and computed as follows:

$$CGPA = \frac{\sum C_i G_i}{\sum C_i}$$

The C_i denotes credits assigned to i^{th} course and G_i indicates the Grade Point equivalent to the Letter Grade obtained by the student in the i^{th} course.

Note: The Percentage of marks obtained by a student be calculated as = CGPA multiplied by 9.00.

UG.19.2. After completing the internal evaluations and end-semester examination evaluation the Course Faculty/ Course coordinator will submit the internal and external marks on the online portal supported by the Institute. The copy of the final results/ consolidated grade sheet signed by the Course Faculty/ Course coordinator and by the HoD should be forwarded to the Dean (Academic) for the deceleration of the results. One set of hard copies of consolidated results shall be kept at the department/school for reference and records.

UG.19.3. Semester results will be published on the date fixed for the declaration of results as per the academic calendar of the Institute.

UG.19.4. Once Grades are submitted, any correction thereafter will only be made with the approval of the Director on the recommendation of the Dean Academic.

UG.19.5. Grading Online Courses

The grades equivalence of the marks obtained (as stated in the marks sheet of the student) by a student in a course work through online courses / MOOCs / courses offered by other Institutions under MoU shall be adopted as given below.

Equivalent Grade	% Marks obtained (as per the marks sheet of the student) by a student in a course work, through MOOCs	Performance	Grade Point
A+	≥85	Excellent	10
A	84.99 - 75	Very Good	09
B	74.99 - 65	Good	08
C	64.99 - 50	Average	06
D	49.99 - 40	Pass	04
F	< 40	Re-appear	00

On recommendation of DUGC shall decide on other matter pertaining to credits, duration, normalization of marks etc. of the online course.

UG.20. RE-APPEAR EXAMINATION

The academic rules for promotion to higher semester of B.Tech. programme with the following guidelines which will be effective from academic session 2023-24 for the students of 2023 batch onwards.

- (i) A student will be promoted to the higher semester irrespective of number of reappears in lower semesters. However, student will not be allowed to appear in the examinations for more than N+6 courses in any semester, where 'N' is the total no. of courses of the current semester the student is studying in and 6 is the maximum number of reappear courses (internal and/or external).
- (ii) The examination of odd semester courses (both internal and external) will be held in odd semester and the examination of even semester courses (both internal and external) will be held in even semester.
- (iii) Special reappear examination for BTech. Final year students will be conducted within a month of the declaration of the result of final year (7th & 8th semesters) during even semester. Only those students will be allowed for special examinations who are having not more than five reappears (of 7th and/or 8th semester). The special examinations will be conducted by the departments concerned.

UG.21. RE-EVALUATION

- UG.21.1.** The students may be allowed to apply for re-evaluation of answer books of end semester examinations within 20 days of the declaration of the results by the examination cell in the concerned department.
- UG.21.2.** A nominal fee of Rs. 1000/- per subject may be charged for the purpose of re-evaluation. The student will pay the necessary fee in Institute account and submit the request for re-evaluation in the concerned department.
- UG.21.3.** The HoD will constitute a committee of two subject experts for the re-evaluation of answer books.
- UG.21.4.** In case of change of status after revaluation (fail to pass or change of grade), the revised result will be sent to the office of Dean (Acad.) by the concerned department. for the approval of the Competent Authority. In case, after re-evaluation the status changes from pass to fail, the student will be considered pass with the lowest passing grade.
- UG.21.5.** The revised results must reach the office of Dean (Acad.) within a fortnight of declaration of the result.

UG.22. TRANSFER OF CREDITS

The courses credited elsewhere, in Indian or foreign University/Institutions/ Colleges by students during their study period at Institute may count towards the credit requirements for the award of degree. The credits transferred will reduce the number of courses to be registered by the student at Institute. The guidelines for such transfer of credits are as follows:

- a) UG students with consistent academic performance and CGPA ≥ 7.5 can credit courses approved by the concerned DUGC of the Programme, in other Institutions during 3rd and 4th year and during summer breaks.
- b) Credits transferred will not be used for SGPA/CGPA computations. However, credits transferred will be considered for overall credits requirements of the Programme.
- c) Students can earn external credits only from IISC/IITs/NITs/IIMs and other Indian or foreign Universities/Institutes /Colleges with which NIT Kurukshetra has an MOU (and that MOU must have a specific clause for provision of credit transfer by students)
- d) Credits transfer can be considered only for the course at same level, i.e UG, PG etc.
- e) A student must provide all details (original or attested authentic copies) such as course contents, number of contact hours, course instructor /project guide and evaluation system for the course for which he is requesting a credits transfer. He shall also provide the approval or acceptance letter from the other side. These details will be

evaluated by the concerned departmental academic bodies (DUGC) before giving approval. These academic bodies will then decide the number of equivalent credits the student will get for such course(s) in NIT Kurukshetra. The complete details will then be forwarded to Dean (Academics) for approval.

- f) The maximum number of credits that can be transferred by a student shall be limited to 20.
- g) A student has to get minimum passing grades/ marks for such courses for which the credits transfer is to be made.
- h) Credits transfers availed by a student shall be properly recorded on academic record(s) of the student.

UG.23. ELIGIBILITY FOR THE AWARD OF UG DEGREE

UG.23.1. A student becomes eligible for the award of the B. Tech. Degree when

- (i) credited all the core courses in the relevant B.Tech. curriculum within the stipulated time,
- (ii) acquired the category-wise minimum credits and activity points in the relevant B.Tech. curriculum,
- (iii) no dues to any departments/ sections of the Institute including hostels, and
- (iv) no disciplinary action is pending.

UG.23.2. The award of the degree shall be recommended by the Senate and approved by the Board of Governors of the Institute.

UG.24. UNFAIR MEANS CASES (UMCs)

INSTRUCTIONS AND PENALTY FOR USE OF UNFAIR MEANS

1. The students are advised to carefully go through the salient instructions for the conduct by a student in the Examination which are printed on the cover page of the answer book.
2. Before the start of Examination each day, the Invigilator(s) shall call upon all the candidates to deliver to him/her all papers, books, notes or any other material / mobile, Bluetooth, smartwatch etc. which they may have in their possession. The candidates shall also be warned that if any of them fails to do so or adopts any other Unfair Means, he/she shall be liable to penalty.

3. What constitutes an UMC Case

A student necessarily need not be actively involved in cheating to be viewed as a case of UMC. Willful or even unintentional mistake of noncompliance of instructions/guidelines

for the examination may also be charged as UMC. The acid test for the same is possession of material or indulgence in an act which may provide unlawful gains.

4. **Actions by the Invigilator on Detecting Unfair Means Case**

The invigilator will report the matter to the Centre Superintendent. The Invigilator/Center Superintendent will proceed as per the guidelines given below:

- (a) As soon as a student is suspected by the invigilator or any other authorized person of having resorted to unfair means he/she shall immediately take possession of the answer book along with the relevant material found with the student. The papers, notes, books, electronic devices etc. found in possession of the student shall be duly signed by the student and the invigilator, sealed and attached with the seized answer-book in presence of the student. In case the student is found to have written something on the body part, a photo of same may be taken on the web cam available etc., if possible. In case student indulges in UMC other than possession of unauthorized material like talking to fellow student, attempting to copy from fellow student, allowing fellow student to copy, discussing answer with fellow student outside the hall etc., the nature of offence must be duly recorded by the invigilator.
- (b) **The Invigilator/Center superintendent will** get the prescribed form (attached) for unfair means filled and signed by the student and give his / her comments on the same, in prescribed place.
- (c) After completing all the above formalities, a fresh answer-book shall be given (wherever applicable) to the student for completing the Examination.
- (d) If the student does not hand over the relevant material and / or refuses to fill up and sign the prescribed form, the same shall be recorded on the prescribed form. In this case, co-Invigilator (if any) may sign as a witness to the event.
- (e) No extra time will be given for completing the Examination as a result of this procedure.
- (f) After Examination is over, these answer books duly marked as Copy-I (confiscated copy) and Copy-II (freshly issued copy) along with the material found in possession and the prescribed form duly filled and signed by the Invigilator and counter-signed by the Centre Superintendent shall be delivered separately to the Faculty Incharge (Examination).

5. **Categories of Offences and Punishments**

Following actions may be taken for different categories of offences listed below:

Category of Offence	Nature of Offence	Action to be taken
1	Talking to another candidate or to any person other than the members of the supervising staff in or outside the Examination Hall during the Examination hours.	The answers to the running question will be crossed / cancelled on the spot by the invigilator on duty with red pen by putting his / her signature, name & Department. The matter shall be reported to the Centre Superintendent.
2	If during the Examination (Theory/Practical) a student a) Refuses to Obey the orders of the Invigilator / Centre Superintendent or argues unnecessarily. b) Changes the seat without permission of the Centre Superintendent / Invigilator or occupies the seat not allotted to him / her. c) Writes solutions either on the question paper or anywhere else except the Answer Book. d) Repeats offence of Category 1.	The first answer book to be withdrawn and cancelled. The student shall be provided with a second answer book which will only be evaluated.
3	a) Being in possession in the Examination Hall, of papers, books, notes or writing on any part of the candidate's clothes or any writing on his/ her body or table or desk or instruments like programmable calculators, electronic gadgets, mobiles, Bluetooth, iPod etc. or any other material intended to be of possible help to the candidate in the	The performance of the candidate in the said Theory / Practical Examination of the concerned paper to be cancelled.

	<p>examination. But, it is established that he/she has not used the material or the material is irrelevant.</p> <p>b) In case of Practical examinations presenting to the examiner a practical or class work note book not prepared by himself / herself.</p> <p>c) Making an appeal to the examiner in the answer book.</p>	
4.	<p>a) During the Theory / Practical Examination a student is found to be copying from any means. enlisted in Category 3(a).</p> <p>b) Receiving help or attempting to receive help for answering the question paper from any source in any manner, inside or outside the Examination Hall.</p> <p>c) Attempting to copy from another candidate or assisting another candidate to copy from the objectionable material in his/her possession or from his/her answer book.</p>	<p>The performance of the candidate in the said Theory / Practical Examination of the concerned paper to be cancelled.</p> <p>Disqualification for at least one semester (forthcoming) in the concerned paper.</p>
5.	<p>a) Leaving the examination hall without delivering to the invigilator concerned the answer book or may part thereof or taking away the same or tearing it or otherwise disposing it of or tearing the answer-book of other candidate.</p> <p>b) Swallowing or attempting to swallow a note or paper or running away with it or causing its disappearance or destroying it in any manner.</p> <p>c) Smuggling an answer book of a continuation sheet or any part thereof in or outside the place of examination.</p>	<p>The performance of the candidate in the said Theory / Practical Examination of the concerned paper to be cancelled.</p> <p>Disqualification for at least two semesters (forthcoming) in the concerned paper.</p>

	<p>d) Knowingly writing another student's Roll Number on one's answer book.</p> <p>e) Coming to the examination hall under the influence of alcoholic drink or drugs.</p> <p>f) Communicating or attempting to communicate, directly or through person, with an examiner with the object of influencing him / her in the award of marks.</p>	
6.	<p>a) Misbehaving with the Centre Superintendent/invigator or any other member of the Supervisory staff or any member of the inspection team or the flying squad, before, during or after the examination or creating disturbance in the examination hall or in its vicinity or organizing a walk out; or instigating others to walk out; or mis-conducting oneself in any manner in or outside the examination hall or disturbing or disrupting the examination in any manner whatsoever; or carrying into the examination hall fire-arms or any other weapon.</p> <p>b) Using abusive or obscene language in the answer book.</p> <p>c) Repeating of offences of Category 5.</p>	<p>All the ongoing Theory / Practical Examinations for the Semester to be cancelled. Disqualification for at least 2 semesters (forthcoming) for all Theory & Practical Examinations</p>
7.	<p>Getting oneself impersonated by any student of the Institute or someone in the examination or impersonating another candidate.</p>	<p>All the Theory / Practical Examinations for the ongoing Semester for both the candidates to be cancelled. Disqualification for at least four semesters (forthcoming)</p>

		for all Theory & Practical Examinations. FIR to be lodged against the concerned students.
8.	Anything not covered in the above guidelines.	To be decided by the Director upon the recommendations of the U.M.C. Committee.
Note: The Unfair Means Committee may reduce/increase the mentioned punishment depending upon the severity of the offence after thoroughly examining the case.		

6. The candidate can appeal against the decision of the Unfair Means Committee to the Director of the Institute within 15 days of the receipt of the copy of the decision, whose decision will be final.
7. The above UMC Rules will be applicable to all the Theory / Practical Examinations (Mid-Semester, End-Semester & Reappear).
8. **Convening of Committee on Unfair Means**

A Committee (Standing Committee) appointed by the Director shall enquire into cases of unfair means in Examination. Composition of the committee shall be:

- | | |
|--|----------|
| 1. Dean (SW) | Chairman |
| 2. Professor nominated by Director | Member |
| 3. Faculty Incharge (Examination) | Member |
| 4. Subject expert of the Concerned Department to be nominated by HOD | Member |
| 5. Concerned Center Superintendent | Member |
| 6. Concerned Invigilator | Member |

The committee shall thoroughly examine the UMC cases on the basis of the material/documents placed and give hearing to the student and the concerned invigilator. It shall submit its recommendations after laying down clearly the nature of the offence to the Dean (Academic) for consideration and further necessary action.

UG.25. AMENDMENT/RELAXATION

The procedures and requirements set out in the ordinances and regulations may be amended/relaxed in special circumstances by the Chairperson, Senate on the recommendation of a Committee framed time to time. All such exceptions are, however, reported to the Senate.

Annexure – I

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
FEED BACK FORM FOR THEORY COURSES

(To be filled by students registered in the course)

The objective of this form is to obtain feedback from the students so that the course can be improved further.

Course Code:

Semester:

Course Title:

Session & Year:

Course Instructor's Name:

Department:

Type of Course: Institute Core /Non-Conventional Institute Core/Programme Core/Programme Elective/Open Elective

(Mark '√' in the appropriate box)

RATINGS :		5	4	3	2	1
5 - Strongly agree 4 - Agree 3 - Neither agree nor disagree 2 - Disagree 1- Strongly disagree						
COURSE						
1.	The course plan provided sufficient information on the objectives and contents					
2.	The distribution of marks (for tests, assignments, tutorials and exams) was clearly stated in the course plan					
3.	I found the course materials (class notes, handouts, prescribed text books) useful					
4.	The assignments, tutorials, quizzes etc. helped me to understand the course					
5.	The tests and examinations covered to a large extent what was taught in the class					
6.	I was satisfied with the course coverage					
7.	The evaluation was fair and transparent					
8.	The course helped me to acquire knowledge and skills					
9.	This course motivated me to learn more					

10.	Overall, the course was satisfactory					
INSTRUCTOR						
1.	The instructor was generally well prepared for the classes					
2.	The instructor presented the contents effectively					
3.	The instructor generated interest in the subject					
4.	The instructor delivered the lectures at an appropriate pace					
5.	The instructor made use of appropriate teaching aids and methods					
6.	The instructor encouraged students participation and interaction in the class					
7.	The instructor provided timely and effective feedback regarding the assignments/tests/exams					
8.	The instructor was available outside class hours for consultation					
9.	The instructor was regular to the class					
10.	Overall, the instructor was effective in his/her role as a teacher					

SUGGESTIONS / COMMENTS: Please turn over

Note: This course feedback form is to be collected by any faculty member other than the course instructor and to be handed over to the concerned course instructor.

General Comments:

The work load in this course in comparison to other courses of this Semester was:

very little / just right/ too heavy

In relation to the general level of understanding of the class, the level of lectures was:

too low / just right / too high

Were the lectures held regularly and on time?

If the course had a self-study component (such as assignment, seminars, small projects and literature survey) comment on how it helped /inspired you to learn/probe further.

What did you like / dislike most about this course?

Would you rate this course as one of the five best courses you have had so far? **Yes / No**

Please write below your suggestions/comments if any to improve the teaching-learning process:

Annexure – II

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
FEED BACK FORM FOR PRACTICAL COURSES

(To be filled by students registered in the course)

The objective of this form is to obtain feedback from the students so that the practical sessions can be improved further.

Course Code:

Semester:

Course Title:

Session & Year:

Course Instructor's Name:

Department:

Type of Course: Institute Core /Non-Conventional Institute Core/Programme Core/Programme Elective/Open Elective

(Mark '√' in the appropriate box)

RATINGS :		5	4	3	2	1
5 - Strongly agree 4 - Agree 3 - Neither agree nor disagree 2 - Disagree 1- Strongly disagree						
LAB/PRACTICAL SESSIONS		5	4	3	2	1
1.	The practical sessions/Experiments provided me an opportunity to understand the subject					
2.	Handouts/laboratory manuals were available in advance					
3.	Clear instructions to carryout the practical/Experiments were given in advance					
4.	I was thoroughly prepared for all the practical/lab sessions					
5.	The assistance given during the practical sessions was useful					
6.	I was regular in submitting all my lab/practical reports					
7.	The instructor's feedback on my report was prompt					
8.	The instructor's feedback on my report was useful					
9.	The evaluation was fair and transparent					
10.	Overall, the lab/practical course was satisfactory					

SUGGESTIONS / COMMENTS: Please write below your suggestions/comments if any to improve the conduct of this lab/practical course

Note: This course feedback form to be collected by any faculty member other than the course instructor and to be handed over to the concerned course instructor.

Annexure – III

**NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
FORM FOR ADMISSION WITHDRAWAL FROM PROGRAMMEME**

Name of the student :

Roll No/Registration No. :

Branch :

Session and Semester :

Year of Joining :

Email ID (in block CAPS):

Reasons for withdrawal :

Any Supporting Documents:

Signature of the Student (with Date)

Remarks of Convener, DUGC :

Recommendation of the HOD :

Recommendation of the Dean(Academics) :

Approval of the Chairperson, Senate :

Annexure – IV

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
FORM FOR MAKE-UP EXAMINATION

(To be submitted within seven days of the last scheduled mid semester examination)

Name of the student:

Roll No. :

Branch :

Current Session and Semester :

Courses for make-up Examination

Sl. No.	Course Code	Course Title	Department	Approval of the Course coordinator(s)
1				
2				
3				
4				
5				
6				

Reasons for the failure to appear in the mid-semester examination with supporting documents:

Signature of the Student with Date:

Remarks of Convener (DUGC) :

Recommendation of HoD :

Recommendation of Dean(Academics) : **Approved / Not-approved**

Annexure – V

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA

Medical/ Semester/Study Leave Application

Name of the Student :

Roll No. :

Programmeme / Branch /Semester :

Type of Leave Applied for :

Reason for Leave :

Duration for which leave is required :

Supporting Documents Attached :

Signature of the Student with Date:

Remarks of Convenor (DUGC) :

Recommendation of HoD :

Signature of the Approving Authority* : **Approved / Not approved**

*Approving Authority for Medical leave and Semester Leave is Chairperson DUGC; Approving Authority for Study Leave is HOD;

Note: Approved copy to be submitted to office of Dean(Academics) for record and necessary action

Annexure – VI

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
COURSE REGISTRATION FORM (FACULTY ADVISOR COPY)

Name of Faculty Advisor:

Dept:

Semester:

Sl. No.	Roll No.	Name of the student	Course Code and Credits					Signature
			(Ex: MEPC201 (3))					
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								
21.								
22.								
23.								
24.								
25.								

Name & Signature of Faculty Advisor
with date

Name & Signature of HOD
(with date & Deptt. seal)

Annexure – VII

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA

COURSE REGISTRATION FORM

(Student Copy)

Name of the student:

Fee Receipt No:

Roll. No.:

Semester:

Dept.:

Sl. No.	Course Code	Course Title	Credits	Course Instructor's Name	Signature of Instructor's
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Signature of Student

Signature of Faculty Advisor

Signature of HOD with seal

Note: i. It is mandatory for a student to preserve this card as proof of his / her registration till the end of the Programme.

ii. To be signed by the student as soon as he/she completes the registration of all the courses and by the faculty advisor, the HOD after the last day of late registration announced in the academic calendar.

iii. To be signed by the student, faculty advisor and the HOD at the end of each semester after verifying the options exercised by the student and to be returned to the student at the end of the semester.

Faculty Advisor has to ensure that the entries in the Faculty Advisor Copy, Course Instructor Copy, and Student Copy are matching.

Annexure – VIII

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA

Approval Form for registration of MOOC courses as Elective during Odd / Even Semester (To be submitted on or before ‘Last Date of Course Registration of Odd / Even Semester as per the institute Academic Calendar)

(Student →FA of Parent Department→ DUGC of Parent Department)

[To be filled-in by the Student]

Date:

Name of the Student:

Roll No.:

Programme (B.Tech./B.Arch. in) :

Department:

Semester :

I wish to register for the MOOC course in this semester with the details as below :

Course Title :

Conducting Organization :

Start Date :

End Date :

No. of Hours :

Certificate issued after conducting examination criteria (Yes / No) :

Website URL for the course details :

Type of Course (Programme Specific Elective / Liberal Arts) :

I have attached the MOOC course syllabus and the qualifying examination criteria for the award of MOOC certificate. I understand that if MOOC Certificate is submitted by me on or before the class end date of this semester, it will be included in the grade card of this semester, else it will be included in the next semester grade card.

Signature of the Student, with Date:

Forwarded for favorable consideration of the request after scrutinizing the credentials of the MOOC course as well as the organization conducting MOOC course

Signature(s) of the Faculty Advisor

DUGC Resolution to be conveyed to students on or before ‘Drop / cU options’ date]

DUGC Meeting Date :

MOOC Course Registration : Approved / Not Approved

Number of Credits Stipulated for the MOOC Course :

The transfer of credits will be recommended to Dean (Academic) after submission of MOOC course certificate by the student issued by MOOC conducting organization on the basis of qualifying examination criteria

HoD/Chairman DUGC

Encl : (1) MOOC Course Syllabus

(2) Qualifying examination criteria for the award of MOOC certificate

Statement of Invigilator: (Record circumstances of offences in brief. The statement should be definite and unambiguous.)

Certified that the statement by the student was made in my presence or the student declined to give any statement. (Cut whichever not applicable)

Name: _____ Signature of Invigilator Date: _____ Time _____

Name: _____ Signature of Center Superintendent Date: _____ Time _____



**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA
KURUKSHETRA-136119**

NO DUES CERTIFICATE

Name of the Student: _____, Roll No. _____,

Programme: _____, Branch/Specialization: _____, Semester: _____.

Date.....

Signature of the Candidate

Nothing is due against the above-mentioned student

1. HOD/Coordinator _____
2. Workshop Superintendent _____
3. Prof. I/c(Clubs) _____
4. Prof. I/c(NCC) _____
5. Warden, Hostel No.() _____
6. Prof. I/c(Sports) _____
7. Prof. I/c(CCN) _____
8. Faculty I/c (T&P) Cell _____
9. Librarian _____
10. Assistant/Deputy Registrar (Accounts) _____

The student is requested to submit the “No Dues Certificate” in the office of the Dean (Academic) by speed post, in-person, or through email at **academic@nitkr.ac.in**. The student must keep a photocopy of the same with him/her for future reference.