

**ORDINANCE AND REGULATIONS**  
**for**  
**Undergraduate (UG) Programmes**  
**(B.Tech.)**

**w.e.f. Academic Session 2025-26**



**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 of NITKKR.
- (v) “DRC” shall mean the Departmental Research Committee of a Department of NIT Kurukshetra.
- (vi) “DAC” shall mean the Departmental Advisory Committee of a Department of NIT Kurukshetra.
- (vii) “HoD” shall mean Head of Department in which a UG student is registered/ proposes to register.
- (viii) “Degree” shall mean the Degree of Undergraduate (B.Tech.) Programme of NITKKR.
- (ix) “Educational Institute” shall mean those institutes, which run full-time Bachelor’s, or higher degree programmes.
- (x) “ORG” shall mean a PSU / Government Department / R&D Unit.
- (xi) “UG student” shall mean a person who is registered in the UG Programme in any Department of NITKKR.
- (xii) “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.
- (xiii) “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.
- (xiv) “Caretaker Supervisor” shall mean a supervisor appointed to look after the work progress in Minor/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.
- (xv) “Registration Period” shall mean the length of the time span for which a person remains a UG student.
- (xvi) “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 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 an 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 Department.
- UG.2.12.** It is the responsibility of the student himself/herself to abide by the rules and regulations mentioned herein 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 reservation shall be approved by the Ministry of Education (MoE), Govt. of India (GoI), 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)/ Centralized 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:

| <b>S. No.</b> | <b>Name of Undergraduate Programme (B.Tech.)</b> | <b>Name of the Department</b>   |
|---------------|--------------------------------------------------|---------------------------------|
| 1             | Civil Engineering                                | Department of Civil Engineering |
| 2             | Computer Science & Engineering                   | Department of Computer          |

|    |                                            |                                                       |
|----|--------------------------------------------|-------------------------------------------------------|
| 3  | Information Technology                     | Engineering                                           |
| 4  | Artificial Intelligence & Machine Learning | Department of Data Science & Artificial Intelligence  |
| 5  | Artificial Intelligence and Data Science   |                                                       |
| 6  | Electrical Engineering                     | Department of Electrical Engineering                  |
| 7  | Sustainable Energy Technologies            | Department of Energy Science & Engineering            |
| 8  | Electronics & Communication Engineering    | Department of Electronics & Communication Engineering |
| 9  | Industrial Internet of Things              |                                                       |
| 10 | Microelectronics and VLSI Engineering      | Department of VLSI Design & Systems Engineering       |
| 11 | Mechanical Engineering                     | Department of Mechanical Engineering                  |
| 12 | Production & Industrial Engineering        | Department of Robotics & Industrial Engineering       |
| 13 | Robotics and Automation                    |                                                       |
| 14 | Mathematics & Computing                    | Department of Mathematics                             |

**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 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 admission 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 the MoE/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 fee.

**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 of a UG programme.

**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:

| <b>Sr. No.</b> | <b>Course Category</b>               | <b>Explanation</b>                                                               |
|----------------|--------------------------------------|----------------------------------------------------------------------------------|
| 1              | Institute Core (IC)                  | Basic Sciences<br>Engineering Arts and Sciences<br>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 other departments/ MOOCS                                   |
| 5              | Non-Conventional Institute Core (NC) | Courses only qualifying in nature                                                |
| 6              | Audit Course (AU)                    | Holistic personality development                                                 |

**UG.4.1.** The curriculum of any branch of Undergraduate Programme is designed to have a requirement of minimum 160+6 credits. A student should also satisfactorily complete the prescribed NCC/NSS/Sports/Yoga/Clubs/Technical Societies course.

**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, 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 14 distinct variations of Bachelor of Technology Programmes. They are classified as Basic Degree Programmes, namely Undergraduate, Undergraduate with Minor Degree.

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 (including 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 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 department 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 Degree. Additionally, such students registering for the Minor Degree 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 courses in the semesters 5 to 8 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 a 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 Degree 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. 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 criterion for the minor degree programme.
- UG.5.6.** Institute cannot guarantee admission to any specific Minor Degree Programme. Also, there shall be separate fee 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 register themselves for upcoming semester after expiry date of registration period as notified by office of the Dean (Academic).

| <b>Registration Period</b>                                                          | <b>Fine to be charged</b> |
|-------------------------------------------------------------------------------------|---------------------------|
| 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 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 eighth 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 he/she:
- (i) satisfies minimum requirement to continue the programme
  - (ii) has cleared all the dues in the Institute, Hostel & Library up to the end of the previous semester
  - (iii) is not debarred from enrolment by a disciplinary action of the Institute
  - (iv) has completed the course feedback on the courses registered in the previous semester, as notified by the academic section
  - (v) has paid all the tuition fees and all other relevant fee, 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 REQUIREMENT TO CONTINUE THE UG PROGRAMME**

A student admitted to B. Tech. Programme in the first semester can continue up to eighth 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:

- He applies to the Institute stating fully the reasons for withdrawal together with supporting documents and endorsement from his parent/guardian
- 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.
- There are no outstanding dues with the Departments / Institute / Hostels / Library etc.

- Scholarship holders are bound by the appropriate Rules applicable to them.
- 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:

| <b>Minimum Requirement</b>                                                                                                                                       | <b>Award</b>                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 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 the Department as follows:

1. Head of the Department – Ex-officio Chairperson
2. Convener
3. Faculty members serving as Course Coordinators, Mentors, Supervisors, and/or Faculty Advisors

The Convener and other members of the DUGC shall be proposed by the Head of the Department, based on the recommendation of the Departmental Advisory Committee, for a term of two years commencing from the month of July of the Academic Session.

**UG.12.2.** Responsibilities of the DUGC:

The DUGC committee shall review, discuss and recommend all matters relating to the B.Tech. 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.
- (viii) 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).
- (ix) DUGC will be vigilant for the specific issues of concern, arising due to the effect of periodic revision of curriculum and academic regulations.
- (x) 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.
- (xi) 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 1<sup>st</sup> year of each undergraduate programme
- (ii) One student from 2<sup>nd</sup> year of each undergraduate programme
- (iii) One student from 3<sup>rd</sup> year of each undergraduate programme
- (iv) One student from 4<sup>th</sup> year of each undergraduate programme
- (v) One student from 5<sup>th</sup> 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 Ph.D. 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**

##### **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, 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 students 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).

- In special cases, if any student is detained in the current\* semester in only one or two courses may be allowed to repeat the theory/lab course(s) through self-study and appear in the end semester exam of 100 marks in the upcoming# (Odd/Even) semester. Chairman, Senate is authorized to take decision in this regard.
- 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.

**Note:**

\*Current semester refers to the regular semester in which the student was initially allotted the subject and attended the classes for the first time.

#Upcoming semester refers to any subsequent semester (Odd/Even, as applicable) after the completion of the semester in which the student was initially allotted the subject for the first time.

**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. 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.
- UG.15.3.** The marks for the teaching assessment shall be finalized by the course faculty.
- UG.15.4.** 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.15.5.** 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.15.6.** 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 lecture (including tutorial) and Practical.

**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 |
|        | <b>Total</b>          | <b>100</b> |                                     |

**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 |
|        | <b>Total</b>                | <b>100</b> |                                     |

\*The maximum attendance for the calculation of attendance component of sessional marks shall be 90% of total classes held.

**Evaluation process for Integrated (Theory + Lab) courses**

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

**UG.16.2. Mid-Term Examination for Internal Component of Course**

1. The sessional evaluation is to be made based on only two mid-term tests in the theory subjects. However, there shall be a provision of a make-up test only for the students who miss one of the tests due to some valid reason preferably with the prior permission of the HoD. If due to some compelling reasons, the student is unable to obtain the prior approval of the HoD for missing a test, he/she may apply for 'post-facto' approval to the HoD.
2. The reappear mid-semester examinations for even and odd semesters will be held every semester at the Department level. The Academic Section will notify the schedule for submission of examination forms from the students having re-appear in the internal component of the course.
3. There is no examination fee for mid-term examinations from re-appear students.
4. A cut list for the mid-semester examination will be prepared and notified by the Academic Section.

**UG.16.3. End Semester Examination for External Component of Course**

1. The end-semester examinations for the theory component of the course for regular students will be conducted after the closing of teaching in the semester.
2. The end-semester examinations for practical components will be conducted at the Department level and the same will be conducted before the start of theory examinations.
3. The schedule of practical/project/seminar will be prepared and notified by

the Departments.

4. The schedule of the theory examination will be prepared and notified by the Examination Cell.
5. The cut list of regular students will be sent to the examination cell by the Academic Section before the last day of teaching. The cut list also includes program elective courses, open elective courses along-with compulsory courses.
6. The reappear students are required to submit examination forms for reappear courses of even and odd semesters as per the schedule notified by the Academic Section.
7. The Academic Section will notify the schedule for submission of examination forms for students having reappear. The students will be required to pay the exam fee as approved by the Senate from time to time.

#### **UG.16.4. Fees and charges for drop/repeat/detained cases**

The Tuition fee will be charged to the students repeating semester courses due to detention and other reasons as per the below formula:

$$Fee = \frac{\text{Tuition fee}}{\text{Total no. of Courses in a semester}} \times \text{No. of repeating Courses}$$

|                |                                                                                                     |
|----------------|-----------------------------------------------------------------------------------------------------|
| Tuition Fee    | The tuition fee applicable to his batch in the respective semester                                  |
| No. of Courses | Total no. of courses in the respective semester including all theory/practical/project etc. courses |
| Repeat Courses | Nos. of courses in which the student is detained and repeats the same courses to get normal grades. |

#### **Note:**

1. A nominal continuation fee of Rs. 5000/- per semester may be charged to the students for the gap period in which the students have not actually attended the Institute and used the resources. In addition, the penalty of Rs. 5000/- per semester will also be charged to the students in case the gap is without prior permission.

2. In addition to above-mentioned tuition fee and nominal continuation fee and/or penalty, the student has to pay other institute charges as applicable to the current studying batch.
3. A student will be allowed to be a Day scholar only if approved by the Dean (Students Welfare) on the recommendation of the Chief Warden (Boys/Girls Hostels).

In addition to these fees, the student must pay hostel room rent as per availability and allotment to him/her and other miscellaneous expenses during his/her study that semester.

## **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.

**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 6-8 weeks after 6<sup>th</sup> 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 7<sup>th</sup> 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 7<sup>th</sup> semester. All students required to submit a report on the internship to the respective departments.
- UG.18.4.** Department will have the freedom to prescribe Project work in the 7<sup>th</sup> and 8<sup>th</sup> 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 7<sup>th</sup> 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 6<sup>th</sup> semester to 8<sup>th</sup> semester as independent or connected works, individual or groups and form project groups across the departments.
- UG.18.6.** Students of UG programmes will be allowed for internship in 8<sup>th</sup> 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 8<sup>th</sup> 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, 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. 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  $i^{\text{th}}$  course and  $G_i$  indicates the Grade Point equivalent to the Letter Grade obtained by the student in the  $i^{\text{th}}$  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 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 by a student in a course work, through MOOCs (as per the marks sheet) | Performance | Grade Point |
|------------------|----------------------------------------------------------------------------------------|-------------|-------------|
| A+               | $\geq 85$                                                                              | Excellent   | 10          |
| A                | 84 - 75                                                                                | Very Good   | 09          |
| B                | 74 - 65                                                                                | Good        | 08          |
| C                | 64 - 50                                                                                | Average     | 6.5         |
| D                | 49 - 40                                                                                | Pass        | 4.5         |
| F                | $< 40$                                                                                 | Re-appear   | 00          |

On recommendations of DUGC, the department shall decide on other matters pertaining to credits, duration, normalization of marks etc. of the online courses.

**UG.20. RE-APPEAR EXAMINATION**

**UG.20.1.** The academic rules for promotion to higher semester of B.Tech. programme with the following guidelines:

- (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 which will be effective from academic session 2023-24 for the students of 2023 batch onwards.
- (iii) Special reappear examination for B.Tech. final year students will be conducted within a month of the declaration of the result of final year (7<sup>th</sup> & 8<sup>th</sup> semesters) during even semester. Only those students will be allowed for special examinations who are having not more than five reappears (of 7<sup>th</sup> and/or 8<sup>th</sup> semester). The special examinations will be conducted by the department concerned.

**UG.20.2. Mercy Chance for Ex-Students**

Only one such chance is given to UG students to appear for Odd as well as Even Semester re-appears after a gap of one year from the completion of a maximum duration of UG degree i.e. 8 Years from the date of admission, subject to the following conditions: -

- 1. The students should not have more than 5 re-appears in all Odd/Even semester separately and not more than 10 re-appears in total.
- 2. The Internal and External reappear examinations for odd and even semesters can also be conducted simultaneously as per the requirements.
- 3. Internal and External reappear having different course codes will be considered as separate reappears wherever applicable.

**UG.21. RE-EVALUATION**

**UG.23.1.** 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.23.2.** 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.23.3.** The HoD will constitute a committee of two subject experts for the re-evaluation of answer books.
- UG.23.4.** 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.23.5.** 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  $\geq 7.5$  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)**

**UG.24.1.** 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.

**UG.24.2.** 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.

**UG.24.3.** What constitutes a 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.

**UG.24.4.** 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-In-Charge (Examination).

**UG.24.5.** Categories of Offences and Punishments:

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

### **Category-1**

**Offence:** 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.

**Action:** 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.

## Category-2

**Offence:** 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.

**Action:** The first answer book to be withdrawn and cancelled. The student shall be provided with a second answer book which will only be evaluated.

## Category-3

**Offence:** If during the Examination (Theory/Practical) a student

- 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 examination. But, it is established that he/she has not used the material or the material is irrelevant.
- a) In case of Practical examinations presenting to the examiner a practical or class work note book not prepared by himself / herself.
- b) Making an appeal to the examiner in the answer book

**Action:** The performance of the candidate in the said Theory/Practical Examination of the concerned paper to be cancelled.

## Category-4

**Offence:** If during the Examination (Theory/Practical) a student

- a) During the Theory / Practical Examination a student is found to be copying from any means enlisted in Category 3(a).

- 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.
- 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.

**Action:** The performance of the candidate in the said Theory/Practical Examination of the concerned paper to be cancelled. Disqualification for at least one semester (forthcoming) in the concerned paper

### **Category-5**

**Offence:** If during the Examination (Theory/Practical) a student

- a) Leaving the examination hall without delivering to the invigilator concerned the answer book or any part thereof or taking away the same or tearing it or otherwise disposing it of or tearing the answer-book of other candidate.
- 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.
- c) Smuggling an answer book of a continuation sheet or any part thereof in or outside the place of examination.
- d) Knowingly writing another student's Roll Number on one's answer book.
- e) Coming to the examination hall under the influence of alcoholic drink or drugs.
- 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.

**Action:** The performance of the candidate in the said Theory/Practical Examination of the concerned paper to be cancelled. Disqualification for at least two semesters (forthcoming) in the concerned paper.

### **Category-6**

**Offence:** If during the Examination (Theory/Practical) a student

- a) Misbehaving with the Centre Superintendent/invigilator 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 misconducting 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.
- b) Using abusive or obscene language in the answer book.
- c) Repeating of offences of Category 5.

**Action:** All the ongoing Theory/Practical Examinations for the Semester to be cancelled. Disqualification for at least 2 semesters (forthcoming) for all Theory & Practical Examinations

### **Category-7**

**Offence:** If during the Examination (Theory/Practical) a student getting oneself impersonated by any student of the Institute or someone in the examination or impersonating another candidate.

**Action:** All the Theory / Practical Examinations for the ongoing Semester for both the candidates to be cancelled. Disqualification for at least four semesters (forthcoming) for all Theory & Practical Examinations. FIR to be lodged against the concerned students.

### **Category-8**

**Offence:** Anything not covered in the above guidelines.

**Action:** To be decided by the Director upon the recommendations of the UMC Committee.

**Note:** The Unfair Means Committee may reduce/ increase the mentioned punishment depending upon the severity of the offence after thoroughly examining the case.

**UG.24.6.** 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.

**UG.24.7.** The above UMC Rules will be applicable to all the Theory/ Practical Examinations (Mid-Semester, End-Semester, and Reappear).

**UG.24.8. Convening of Committee on Unfair Means**

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).

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 &amp; 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)

| <b>RATINGS:</b>                                                                                      |                                                                                                               |          |          |          |          |          |
|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|
| 5 - Strongly agree; 4 - Agree; 3 - Neither agree nor disagree; 2 - Disagree;<br>1- Strongly disagree |                                                                                                               |          |          |          |          |          |
| <b>COURSE</b>                                                                                        |                                                                                                               | <b>5</b> | <b>4</b> | <b>3</b> | <b>2</b> | <b>1</b> |
| 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 |                                                                                             | 5 | 4 | 3 | 2 | 1 |
|------------|---------------------------------------------------------------------------------------------|---|---|---|---|---|
| 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 &amp; 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)

|                                                                                               |                                                                                         |          |          |          |          |          |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|
| <b>RATINGS:</b>                                                                               |                                                                                         |          |          |          |          |          |
| 5 - Strongly agree 4 - Agree 3 - Neither agree nor disagree 2 - Disagree 1- Strongly disagree |                                                                                         |          |          |          |          |          |
| <b>LAB/PRACTICAL SESSIONS</b>                                                                 |                                                                                         | <b>5</b> | <b>4</b> | <b>3</b> | <b>2</b> | <b>1</b> |
| 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 carry out 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

| <b>Sl. No.</b> | <b>Course Code</b> | <b>Course Title</b> | <b>Department</b> | <b>Approval of the Course Coordinator(s)</b> |
|----------------|--------------------|---------------------|-------------------|----------------------------------------------|
| 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.:

Programme / 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:

Department:

Semester:

| Sl. No. | Roll No. | Name of the student | <b>Course Code and Credits</b><br><b>(Ex: MEPC201 (3))</b> |  |  |  |  |  | Signature |
|---------|----------|---------------------|------------------------------------------------------------|--|--|--|--|--|-----------|
| 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.

**Annexure – IX****Performa - UMC-1****FORM FOR UNFAIR MEANS CASES**

1. Roll No. : \_\_\_\_\_
2. Name of Student : \_\_\_\_\_
3. Program/Branch/Specialization : \_\_\_\_\_
4. Year of Admission : \_\_\_\_\_
5. Venue of Examination (Centre---) : \_\_\_\_\_
6. Date of Examination : \_\_\_\_\_
7. Time : From \_\_\_\_\_ to \_\_\_\_\_
8. Course Code : \_\_\_\_\_
9. Course Title : \_\_\_\_\_
10. Name of Invigilator(s) : \_\_\_\_\_

**Details of Seized Material** (Pl. Attach): All the material should be signed by the Invigilator of the Examination and the student. Mobiles confiscated shall be deposited with Centre Superintendent.

- 1.
- 2.
- 3.

**Statement of Student:**

Signature of Student

Date \_\_\_\_\_ Time \_\_\_\_\_

**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 \_\_\_\_\_

Annexure – X



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

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**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 \_\_\_\_\_
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@nitkk.ac.in**. The student must keep a photocopy of the same with him/her for future reference.