RA-2
RULES AND REGULATIONS (UG PROGRAMME)
(Read with OA and under Section 8 of MoA)

CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR
(Deemed to be university, MHRD, Govt. of India)

Kokrajhar, Assam – 783370
(Amended and approved in the 7th Meeting of the Senate on June 4, 2019)

B. Tech / B. Des Rules and Regulations
1. PROGRAMS

1.1	The Institute shall offer the following B.Tech and B.Des programs:

B.Tech programs	Intake	Department
Civil Engineering	60	Civil Engineering
Computer Science and Engineering	90	Computer Science and Engineering
Electronics and Communication Engineering	60	Electronics and Communication Engineering
Food Engineering and Technology	60	Food Engineering and Technology
Instrumentation Engineering	60	Instrumentation Engineering

B.Des programs	Intake	
Design	30	Multimedia Communication and Design

2. ADMISSION & REGISTRATION	
2.1	The number of seats in each branch of the B.Tech / B.Des programs, as per the AICTE norms shall be approved by the Board of Governors (BoG) of the Institute. Reservation of seats, subject to fulfillment of eligibility criteria, shall be approved by the BoG of the Institute. The admission process, including conducting the CIT Degree Entrance Examination (CITDEE) and CIT Lateral Entrance Test (CITLET), shall be conducted and coordinated by the Admission Cell formed by the Institute from time to time. All B.Tech / B.Des admissions shall be carried out during Odd Semester only in each Academic Session.
2.2	<u>Eligibility for B.Tech</u>: The minimum marks shall be 50% at 10+2 level with compulsory subjects of Physics, Chemistry and Mathematics, subject to the condition that the student fulfills other criteria of admission. There shall be a relaxation of 5% marks in case of reserved category (SC/ST) students. <u>Eligibility for B.Des</u>: The minimum marks shall be 50% at 10+2 level in any stream or an equivalent examination** from any Institute approved by Board/AICTE/Recognized University with not less than 50% marks, subject to the condition that the student fulfills other criteria of admission. A relaxation of 5% marks in case of reserved category (SC/ST) students shall be allowed. ** Minimum of 2 years Diploma after 10th Standard in relevant field (e.g., Visual Art, Fine Art, Commercial Art, Fashion Technology etc.) from any Govt. recognized Institute approved by State Technical Board / AICTE / University are eligible.
2.3	Reservation of seats for B.Tech / B.Des Programs for Direct Entry students shall be according to the Clause 4.1 of the OA

2.4	Admission pattern for B.Tech: Admission tests for all B.Tech programs shall be conducted in the odd semester of each session as per the following pattern approved by the BoG of the Institute.		

	Year	Intake	Remark
	1st	45 / 70	Direct Entry: 40% of the seats are reserved for students having valid JEE score and 60% through CIT Degree Entrance Examination (CITDEE), and the selection shall be on the basis of student' ranks in the relevant Entrance Examination
	2nd	15 / 20	Vertical Entry: Diploma students passing out from the Institute in the relevant branch with the minimum qualifying marks of 65% for general candidates and 60% for ST and SC candidates.
		6 / 9	Lateral entry: 10% of seats over and above 60 / 90 intake approved by the AICTE in a B.Tech degree program shall be admitted through Lateral Entry from accredited polytechnic Institutes / Colleges (as per AICTE mandatory requirements) and Diploma students passing out from CITK, who could not qualify for Vertical entry. The Lateral Entry students from the relevant branch, who qualify with a minimum of 60% marks (for General category) and with a minimum of 55% (for ST and SC categories) shall be selected on the basis of their ranks in the CITLET Entrance. Candidates having Diploma in Animation & Multimedia Technology from CIT Kokrajhar with a minimum aggregate of 60% are eligible for admission in B.Tech CSE program on the basis of their ranks in the CITLET Entrance.

The vacant seat(s) in Direct and Lateral Entry categories (if any) shall be open for admission through Vertical Entry category.

Admission pattern for B.Des: Admission tests for the B.Des program shall be conducted in the odd semester of each session as per the following pattern approved by the BoG of the Institute.

	Year	Intake	Remark
	1st	25	Direct entry: All the eligible students shall be admitted according to their merit / rank in the UCEED
	2nd	5	Vertical entry: Candidates having Diploma in Animation & Multimedia Technology course from CIT Kokrajhar with a minimum aggregate of 60% are eligible for this course and shall be admitted directly to the 3rd semester (2nd Year) of the B. Des. course.

2.5	If, at any time after admission, it is found that a candidate has not fulfilled all the requirements specified by the Institute, the Institute may cancel the admission of the candidate, and report the matter to the Academic Senate for necessary action.
2.6	The Institute reserves the right to cancel the admission of any student and ask him / her to discontinue his / her studies at any stage of his / her UG program on the grounds of unsatisfactory academic performance or indiscipline or dishonest conduct.

2.7	Registration: All B.Tech / B.Des students shall register / renew their registration in each Semester, and in each of the Semester Examinations they appear. Students must complete their Registration / Renewal within the due dates, as notified by the Institute. Late registration with a fine (to be determined and notified by the Institute) is only permitted for a student with a valid cause of delay that is established by proper documentation to be produced by the concerned student.
2.8	The number of credits registered for during a semester should not be less than 30 credits and should not exceed 48 credits. The total L-T-P loading for a semester should not exceed 32 contact hours per week.
2.9	Only those students shall be permitted to register who have: a. cleared all Institute, Hostel and Library dues and fines (if any) of the previous semesters, b. paid all required advance payments of Institute and Hostel dues for the current semester, and c. not been debarred from registering on any specific ground. d. A student is required to register with the number of credits offered in a Semester by the concerned Department.
2.10	During registration following conditions must be fulfilled : a. A student must pass all first year courses before registering for the third year courses. b. Students obtaining grade "F" in any compulsory subject in any Semester may clear the backlog in the next appropriate semester when it is offered. c. Those who obtain grade "F" in an elective subject may similarly clear the backlog in the next appropriate Semester. d. In case of failure in Laboratory / Practical subject, the student shall have to reregister for it in the appropriate semester in the next academic session. e. Similarly, in case of failure in Extra Academic Activities, the student shall have to reregister for it in the appropriate semester of the next academic session.
2.11	Duration of B.Tech / B.Des program: A student is expected to complete all the requirements for B.Tech / B.Des program in eight (8) semesters. However, in case a student is unable to do so in his / her first attempt leading to repeated registration of Semester(s), he / she may be permitted for up to sixteen (16) consecutive semesters (from 1st semester registration of a Direct Entry student) / fourteen (14) semesters (from 3rd semester registration of a Lateral or a Vertical Entry student) to complete all the requirements of the Undergraduate degree program.
2.12	Temporary withdrawal from the Institute: A student admitted to B.Tech / B.Des program of the Institute may be permitted to withdraw temporarily from the Institute on the grounds of prolonged illness or grave calamity in the family for a period of one semester or more, provided: a. he / she applies to the Institute within at least 6 weeks of the commencement of the semester or from the date he / she last attended his / her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement from his / her guardian. b. the Institute is satisfied that, counting the period of withdrawal, the student is likely to complete his/her requirements of the B. Tech. Degree within the time limits specified in clause 2.11. c. there are no outstanding dues or demands in the Institute / Hostel / Department / Library / NCC / NSS.

2.13	A student who has been granted temporary withdrawal from the Institute under the provisions of Clause 2.12 shall be required to pay fees/charges (except tuition fees and hostel dues) until his/her name is on the Roll List. However, fees once paid shall not be refunded.
2.14	Normally, a student shall be permitted only one such temporary withdrawal during his / her tenure as a student of the B.Tech / B.Des program.

3. CREDIT REQUIREMENTS OF B.TECH / B.DES PROGRAM

3.1	B.Tech / B.Des credit requirements: In order to qualify for a B.Tech / B.Des degree, a student is required to successfully complete the required range of 300-320 credits (for Direct Entry), or 210-220 credits (for Lateral and Vertical Entry). The following table summarizes the break-up of the credit requirements in a B.Tech program

Sl. No.	Category	Guidelines for Credits* (Total 320)
1	Humanities and Social Sciences including Management courses	24
2	Basic Science courses	50
3	Engineering Science courses including workshop, drawing, basic electrical / mechanical / programming languages, etc.	48
4	Professional core courses	96
5	Professional Elective courses relevant to chosen specialization / branch	36
6	Open subjects – Electives from other technical and / or emerging subjects	36
7	Project work, seminar and internship / training in industry or elsewhere	30
8	Mandatory Courses [e.g. Environmental Sciences, Induction training, Indian Constitution, Essence of Indian Knowledge Tradition]	Non-credit

*Minor variation is allowed as per the needs of a branch.

The following table summarizes the break-up of the credit requirements in the B.Des program

Sl. No.	Category	No. of class hours	Guidelines for Credits* (Total 320)
1	Lectures	64	128
2	Studios / Labs / Practical	172	172
3	Minor Project	8	8
4	Major Project	12	12

*Minor variation is allowed as per the needs of the Program.

3.2	Every B.Tech / B.Des. Program shall have a curriculum and syllabi for the courses prepared / reviewed / updated, from time to time, by the Departmental Undergraduate Program Committee (DUGPC), finalized by the Departmental BoS, followed by scrutiny of the Institute Undergraduate Program Committee (IUGPC), before final approval of the Senate. The composition, and functions of the Departmental BoS, DUGPC, and IUGPC are indicated in the Appendix – A of the OA.

3.3	Medium of instruction, examination, assignment, presentations, and project reports shall be English.
3.4	The curriculum of a B.Tech program shall include Summer Training / Industrial Training for four (4) to six (6) weeks for every student after completion of the 6th Semester Examination, during their summer vacation. Summer Training / Industrial Training shall be evaluated against due credits, as deemed fit by the Departmental Board of Study.
3.5	Each B.Tech / B.Des student shall be assigned a Departmental Mentor, to be decided at the DUGPC and approved by the Departmental Board of Studies under the Chairmanship of the HoD. Each faculty in the Department shall be assigned with 15 – 20 Undergraduate students to guide / help them with their overall academic activities / preparations / studies, and provide them with insights regarding their career opportunities and avenues in their future, as their Departmental Mentor.
3.6	No Semester shall have more than six lecture-based theory courses and more than four laboratory / studio / practical courses.
4. CHANGE OF BRANCH FOR B.TECH STUDENTS	
4.1	The Institute may permit a student admitted in a B.Tech program in a branch to change to the B.Tech program of another branch after completion of the first two semesters. Such changes shall be permitted, in accordance with the provisions laid down hereinafter.
4.2	Change of branch shall be subject to the limitation that the strength of a branch should not fall below the existing strength by more than ten percent (10%) and should not go above the sanctioned intake by more than ten percent (10%).
4.3	Eligibility for Branch change: The students shall be considered eligible for Branch change if – a. he / she has successfully completed all the credits requirements in the first two semesters of the B.Tech program in their first attempt, without any backlog. b. He / she must have CGPA of 6.5 or more in the 1st two Semesters in the 1st year of B.Tech program.
4.4	Eligible students may enlist up to two choices of branches, in order of their preference, to which they wish to change over. Any alteration in their choice(s) shall not be permissible after submission of their applications.
4.5	The Institute shall invite applications at the beginning of the Odd Semester in each academic session, and the completed forms submitted by the last date, as notified by the Institute, from eligible candidate(s), as mentioned in 4.3, shall be considered.
4.6	Change of branch shall be made strictly in order of merit of the applicants. For this purpose the CGPA obtained at the end of the Second Semester shall be considered. In case of a tie, the applicants' ranks in the Entrance Examination during admission shall be considered.
4.7	All changes of branch made in accordance with the above rules shall be effective from the third semester of the applicants concerned. No change of branch shall be permitted after this.

4.8	All changes of branch shall be final and binding on the applicants. No student applicant shall be permitted, under any circumstances, to refuse the change of branch offered.
5. PROMOTION CRITERIA	
5.1	The instructor(s), after online marks and/or grade submission, shall submit two copies of the same to the concerned Head of the Department at the end of each Semester by the due date specified in the concerned notification. The Head of the Department, after due diligence and verification, shall forward all the grades to the Examination Cell (a part of the Office of the Dean-Academic Affairs) by the due date specified in the concerned notification.
5.2	All evaluated works in a subject, except the End-Semester answer scripts, shall be shown to the students promptly after the evaluation. End semester examination answer scripts, attendance sheets shall be preserved in the Examination Cell (a part of the Office of the Dean-Academic Affairs) for a period of three years.
5.3	Criteria for Promotion: The standards for promotion of a B.Tech / B.Des student from a lower semester to a higher semester shall be as follows: (i) Maximum number of THREE (3) 'F' grades in any Semester can be carried into the next higher Semester at any point of time during the UG program. (ii) All 1st Semester courses must be cleared before getting promoted to the 5th Semester, and all 2nd Semester subjects must be cleared before getting promoted to 6th Semester.
6. EVALUATION OF B.TECH / B.DES STUDENTS	

6.1	Evaluation of B.Tech / B.Des students shall be based on grades earned during continuous assessment throughout the semester, the grades obtained in the Mid- and End-Semester Examination, and assessments by the appropriate committee(s) appointed by the concerned Department. The evaluation process shall be conducted on the following basis.
	a. In case of –
	  I. theoretical subjects, the evaluation shall be based on continuous assessments through quizzes, assignments, attendance, Mid-Semester Examination, followed by the End-Semester Examination.
	  II. laboratory courses / design / drawing / studio / workshop etc., the evaluation shall be on the basis of attendance, assessment of the tasks assigned and End Semester performance / viva.
	  III. the Project, the assessment shall be based on the supervisor's assessment of the project work (including project report), and assessment of project report and seminar presentation by an appropriate committee, as appointed by the concerned Department.
	b. In case of other requirements such as seminar, Extra Academic Activities e.g. Industrial Training, etc., evaluation shall be done by appropriate committee, as appointed by the concerned Department.
	c. In each semester, Mid-Semester (for full marks of 30) and End-Semester examination (for full marks of 100) for each of the theory courses. The durations of the examinations shall be 2 h and 3 h, respectively. The class-tests or quizzes or assignments shall be organized by the concerned instructor during the semester.
	d. The results of performance of the students in the Mid-Semester Examination shall be announced by the instructors.

6.2	The weightage for evaluation of theoretical subjects shall include the following.
	    a. Assignments or quizzes, as parts of the continuous assessment of the students, shall carry 5% weightage, student's attendance shall carry 5% weightage, and Class Test, based on the teacher's assessment, shall carry 5% weightage.
	    b. The Mid-Semester Examination shall carry 15% weightage. The results of performance of the students in the Mid-Semester Examination shall be announced by the teacher(s) of the subjects concerned within a fortnight from the date of examination.
	    c. The added weightage described in 6.2 a. and b. is 30%.
	    d. The End-Semester Examination shall consist of one paper for each of the courses, and the examination shall carry 70% weightage.

6.3	The sessional subjects i.e. laboratory / workshop / field work / studio project etc. shall be evaluated on the basis of continuous assessment and End-Semester Examination, including viva. The evaluation shall be done by the instructor/ teacher concerned with inputs from Teaching / Lab Assistants.
	    a. Marks allotted under continuous evaluation shall carry with 30% weightage, which includes 15% weightage on overall laboratory performance, 10% weightage on laboratory notebook / report / Mid-term assessment, and 5% weightage on attendance.
	    b. Student's performance in the End-Semester Examination, including viva shall carry 70% weightage.

6.4	<u>Evaluation of project</u>: The evaluation of the project work shall be based on sessional work assigned by the teacher, seminar, project report and project evaluation by an appropriate committee, as appointed by the concerned Department.
	    a. The project work is normally carried out in two stages, each spread over a semester – namely, 7th and 8th Semesters. At the end of the first stage (7th Semester), the student is required to submit a preliminary report of his/her work, and present it to the Internal Project Evaluation Committee, appointed by the concerned Department. The second stage of the work is continued in the following 8th Semester.
	    b. The second stage of project work (in 8th Semester) is also evaluated in the same manner as the first stage.
	    c. Those who fail in the first stage assessment shall be required to re-register for the first stage in the following appropriate semester. Likewise, those who obtain an 'F' grade in the project assessment shall be required to re-register for it in a subsequent appropriate semester.

	7. ELIGIBILIITY FOR THE AWARD OF B.TECH / B.DES
7.1	A student shall be declared to be eligible for the award of B.Tech / B.Des degree if he / she has: a. completed all the credit requirements for the degree with a grade "DD" or higher grade in each of the subjects (Theoretical, Laboratory, Studio, Workshop, Sessional etc), Seminar, Project etc. b. obtained a final CGPA of 5 or more at the completion of all the degree requirements. c. no dues to the Institute, Department, Hostels, NCC, NSS etc.; and d. no disciplinary action is pending against him / her.

7.2	a. A student scoring consistently a GPA of 8 or above in all courses in every semester shall be eligible for a B.Tech / B.Des degree with Distinction, and the nomenclature for such an exceptional achievement shall be "B.Tech / B.Des (Distinction)". b. Students securing highest CGPA in the respective branches shall be awarded with the "Department Gold medal - UG", and the student securing highest CGPA overall shall be awarded the "Institute Gold Medal –UG".
7.3	The award of B. Tech. / B. Des. degree must be recommended by the Senate and approved by the Board of Governors of the Institute

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