

REGULATIONS
FOR
THE DEGREE OF
Bachelor of Technology (B. Tech.)
(EFFECTIVE FROM ACADEMIC SESSION 2007-08)



NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA

Every faculty, staff and student of NIT Rourkela is passionately committed to the mission of making India a world leader in technology and science, and nurtures this commitment with honesty, hard work and team spirit.



National Institute of Technology

Rourkela

Message from the Director

An NIT undergraduate is a gifted child. From over a billion people in India, only a few thousand make it to elite institutions like AIIMS, IITs or NITs. And from among those, a chosen few make it to NIT Rourkela, the jewel of the NIT family. This coveted position brings with it a responsibility, which is far greater than that of your batch mates in lesser institutions. You must give yourself an education commensurate with the superior social position that you command. Our Institute has a dream, the dream of being a part of the mission to make India a world leader in technology and science. We can do it through hard work, honesty, perseverance and mutual cooperation.

The faculty and staff of our Institute are carefully selected to guide these gifted individuals and to create an atmosphere that is conducive to scholastic thinking. That makes all of us a special class of professionals in the society. It is my honour and pride to hand over to you – the students, staff and faculty of NIT Rourkela this booklet containing the complete regulations of the Undergraduate (B.Tech.) programme in engineering. I hope, with a copy in the hand of every student and every teacher, there will be little chance of error or conflict.

There are universities and institutions that lay their primary emphasis on evaluation rather than on instruction. An open university or a professional society is essentially an examining entity that limits itself to checking a student's knowledge of the field before awarding a degree or certificate. In contrast, at NIT Rourkela, we exist for imparting instruction and for creating an environment that is conducive to learning by self-study or discussion with peers. Therefore, attendance in all classes is far more important for us than for many of your friends in other institutions. Whether you are a student or a teacher, never miss a class. That is the fundamental recipe for success. These regulations are very harsh with those who do not honour this basic foundation of our academic programme.

Continuous evaluation is another hallmark of our academic system. Your learning will be proper and your academic experience will be complete, only if you take the home assignments and class tests seriously. Needless to say, you will be fully prepared for the semester examinations without struggling during those last few days.

There is no society on earth where all men and women have equal abilities and identical aptitudes. We also have bright students and not-so-bright students. To help the student who is either not so bright or has an aptitude different from engineering, the regulations provide a variety of routes for evaluation. There are alternative mid semesters, supplementary examinations, backlog papers, repeat courses and summer courses. The regulations minimize the hardship to a weak student without compromising on the quality of learning. I request all students and teachers to please go through the provisions carefully so that you follow the path optimally suited to your circumstances.

Then there are those few students whose strengths and aptitudes lie in totally different fields – literature, music, philosophy or painting. They do not enjoy engineering and perform poorly, consistently. It is better for them to leave the B.Tech. programme early rather than graduate with an ultra-poor grade and suffer during the rest of their invaluable lives. The regulations make it clear that if you are not cut out for engineering you should leave NITR early and start a career in an alternative discipline where you will excel.

NIT Rourkela is an institute with a difference. Learning of professional subjects is the basic foundation of any engineering programme. We do that; but we also go far beyond, far in terms of the quality of our project work, in terms of entrepreneurship and in terms of our breadth of knowledge. Our regulations provide credits for extra academic activities, open electives and project work that stimulate the mind. We are correctly poised for creating technology rather than assimilating it, for creating intellectual property rather than simply using some one else's invention. Our Institute has adopted one of the best intellectual property policies of the country. Let us take advantage of it. Let each one of us try to work towards realization of a patentable technology; I am sure, some day soon we shall make an indelible mark in the technological history of mankind.

With my very best wishes,

Sunil Kr Sarangi

Mission

To advance and spread knowledge in the area of science & technology, leading to creation of wealth and welfare of humanity.

Vision

To become an internationally acclaimed institution of higher learning that will serve as a source of knowledge and expertise for the society and be a preferred destination for undergraduate and graduate studies.

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1. Introduction

- 1.1 The provisions contained in these regulations govern the conditions for imparting courses of instruction, conducting examinations and evaluation of students' performance leading to the Degree of Bachelor of Technology (B.Tech.).

These regulations are effective for the batches of students admitted in the Academic Session 2007 – 08 onwards. These are also applicable to the earlier batches with some necessary modifications to be decided by the Senate from time to time.

- 1.2 Disciplines: The disciplines in which the courses of study are available and degrees will be offered are:

1. Biomedical Engineering (BM)
2. Biotechnology (BT)
3. Civil Engineering (CE)
4. Chemical Engineering (CH)
5. Ceramic Engineering (CR)
6. Computer Science & Engineering (CS)
7. Electronics & Communication Engineering (EC)
8. Electrical Engineering (EE)
9. Electronics & Instrumentation Engineering (EI)
10. Mechanical Engineering (ME)
11. Metallurgical & Materials Engineering (MM)
12. Mining Engineering (MN)

New disciplines may be added in future with approval of the BOG.

- 1.3 The provisions of these regulations shall also be applicable to any new discipline(s) that is(are) introduced from time to time and added to the list in Section 1.2.
- 1.4 The Board of Governors of the Institute may, on the recommendation of the Senate, change any or all parts of these regulations at any time.

- 1.5 Supplementary regulations, whenever necessary may be framed and implemented by the Senate.

2. Admission

- 2.1 Admission to all courses will be made in the Autumn Semester of each session at the First Year level through All India Engineering Entrance Examination (AIEEE), the counseling for which is done by Central Counseling Board (CCB).

If a student fails to join the Institute and attend classes within a week of starting of classes, he will be deemed to have abandoned the programme. In case of serious illness or a family calamity, he may be granted leave according to provisions of Section 6. In serious cases, a student may take break for a year and join the Institute along with the next batch of students.

- 2.2 Besides the successful AIEEE candidates, a specified number of foreign nationals selected under the policy laid down by the Government of India may be admitted directly to the 1st year of any of the courses covered by these regulations.

- 2.3 There is no provision of transfer of students from other NITs/Engineering colleges. However, in exceptional cases as defined and laid down by the Board of Governors, the Institute may admit students to a course on transfer from other NITs and IITs. Such admission may be made at any level considered appropriate **except at 1st year level** by a procedure to be defined by the Senate on case to case basis. In such cases a Subject Equivalence Committee will be formed by the Senate to recommend the courses to be taken by the student so admitted.

- 2.4 The Institute reserves the right to cancel the admission of any student and ask him to discontinue his studies at any stage of his career on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline.

2.5 At the time of admission, the student is required to provide the following documents:

- (a) A certificate for proof of age (Birth certificate or Board certificate).
- (b) Pass certificate of the qualifying examination.
- (c) College / School leaving certificate.
- (d) Migration certificate. (If applicable)
- (e) 2 recent passport size colour photographs.
- (f) Application for enrolment on Form AC/101

The student is also required to fill up forms AC/102 (Application for branch allotment under sliding process), Form AC/103 (Address slips of parents) and Form AC/106 (Dual money receipt). Students desirous of staying outside hostel need to apply in Form AC/104 with full justification.

A provisional admission may be given if any of the certificates is not produced. It has to be submitted before September 30, or any other date to be fixed by the Senate, failing which admission will be cancelled and all fees deposited will be forfeited.

2.6 The department will assign a faculty member to each batch of students to serve as 'Faculty Adviser', who will continue to act till all students admitted in a batch graduate or leave the Institute. He will serve as a mentor to the students and shall proactively monitor their academic progress. He will approve selection of elective courses, liaison with course teachers in matters of attendance and performance, recommend leave of the students to higher authorities, and communicate with their parents. His role is critical in case of academically weak or de-motivated students, who need to be guided out of their academic or social situations.

3. Academic Calendar

- 3.1 The academic session is divided into two semesters each of approximately 17 weeks duration: An Autumn / Odd semester (July – November) and a Spring / Even semester (January – May). In addition, a summer session (May – July) may be offered at the discretion of the Senate under special circumstances.
- 3.2 The AIEEE selected candidates have to take admission to the institute on the dates as per Academic Calendar approved by the Senate. Under special circumstances, e.g. foreign students nominated by the Government of India or a serious medical illness, the Senate may condone delay up to one month from the starting of classes.
- 3.3 The Senate will approve the academic calendar consisting of schedule of activities for a session inclusive of dates for registration, Mid-semester and End-semester examinations, inter-semester breaks etc. well in advance of start of a semester. The academic calendar shall usually provide for at least 80 working days (including examination dates) in each semester, excluding holidays and days when classes are suspended.
- 3.4 The academic calendar will also reflect the scheduled holidays. Classes lost in holidays need not be compensated. In addition to holidays, the Director, in capacity of Chairman Senate, may announce suspension of classes when the situation so demands. Such suspended classes may or may not be compensated on a weekend/holiday as per decision of the Director.
- 3.5 Unlike many traditional universities in India, NIT Rourkela's academic programme is based on a direct contact between the teacher and the student. The teacher enjoys considerable freedom in deciding the contents and method of instruction, evaluation and grading. The printed syllabus is a guideline, rather than a legally enforced constraint. It is mandatory for the class (teacher and students) to conduct all scheduled classes. There is no concept of

“finishing a course” because the syllabi are flexible, and permit instruction and practice till the last day of the semester.

4. Course Structure

- 4.1 The duration of the course leading to B.Tech. degree will ordinarily be four years. A student may, however, opt for the slow pace programme if he does not feel comfortable with the work load. Under certain cases, e.g., poor grades, he is required to proceed in slow pace to minimize the time required to complete the programme.
- 4.2 The curricula for the different degree programmes as proposed by the respective departments and recommended by the Under-graduate Programme and Evaluation Committee (UGPEC) (Appendix - VIII) shall have the approval of the Senate. The departments will also prepare the syllabus of each subject containing the scope of studies and instructions to be imparted which must have the approval of the Senate.
- 4.3 (a) All subjects will have Lecture – Tutorial – Laboratory / Design components (L–T–P) to indicate the contact hours. Theory courses will have 3-0-0 (3 credits) or 3-1-0 (4 credits) structure. Design or laboratory courses will be offered as distinct (0 – 0 – P) courses without being mixed with lecture components. There may be a few special courses of structure 0-0-2 (1 credit). Some courses may have pre– and co-requisites. Co-requisite courses may be taken in the same or different semesters.
- (b) Normally, subjects based on engineering or scientific principles or on thought - provoking information, where it is possible to conduct a closed book examination, will be taught as theory courses, whereas those based on applications and practice (conceptual, computational or experimental) will be covered under Design or Practical courses. The dividing line between the two, however, is fuzzy and will be decided by Departmental Academic Committees.
- (c) All subjects will have a credit count ‘C’. Teaching of subjects will be reckoned in terms of credits.
- (d) Every course, identified by a single course identifier, shall be taught by a single teacher, who may be assisted by adjunct faculty, teaching assistants, postgraduate and research students, and by other faculty members. The administrative responsibility including decision on contents of instruction and examination as well as submission of grades shall rest solely on the subject teacher. The academic office will recognize only one teacher per course, who will be a regular member of the Institute faculty unless otherwise arranged with approval of Director.
- (e) Large classes, e.g., those of first year courses, will be divided into several sections, each section being taught by one teacher. [A single teacher may handle more than one section of the same course.] Teachers of all sections of a subject will form the coordination committee (see Appendix – X) for the course which will collectively take all decisions on the course. The Head of the Department will choose one of the members as the Chairman of the Committee.
- (f) Student feedback on courses [Forms AC/118 and AC/119] assist a teacher to improve the contents and delivery. It is the duty of every student to give his thoughtful response to the questions in Form AC/118.
- 4.4 The prescribed coursework shall be grouped under 3 heads – core courses, professional electives and open electives. The core courses, not to exceed 50% of the course load

will cover all essential skills associated with a given department. Professional electives will be taken from a list prescribed by the department, covering courses from the same and allied disciplines. These courses shall reflect the different specialized topics in a field including the latest developments taking place around the world. Open electives shall cover courses from any department of the Institute. They will generally be, but not limited to, broad based courses that will widen the knowledge horizon of the students.

There shall be no batch-wise segregation of students in any course. All courses will be open to students of all years if they satisfy the pre- and co- requisites. In particular, open electives and departmental electives shall have students from many batches. A given course may be a core subject for one department and an elective for another. Final and pre-final year UG students may take PG (MTech and MSc) courses as electives where the departmental curriculum so permits.

- 4.5 In each of the first two semesters, there shall be two credits for Extra Academic Activity (EAA) / Physical Education consisting of at least 3 hours activity per week. The EAA may be N.S.S., N.C.C., Sports or any other physical activity. The detailed instructions will be imparted and practice supervised by the concerned faculty and/or officers. EAA course shall have syllabi, instruction and examination like any other course. The class timing of the EAA courses will be chosen differently from academic courses, depending on weather conditions.

The Senate may, at its discretion, recommend EAA courses as electives in higher semesters. Higher semester EAA activities may be NSS, NCC, sports or cultural activity of superior standard. Only those students who have shown special aptitude or leadership in a particular extra academic activity will be permitted by Dean (AA) / Director to register in an EAA course in a higher semester.

- 4.6 The curricula to be followed in the first two

semesters by the students of all disciplines shall be almost common. The Senate may alter the contents of 1st year curriculum for any branch keeping the total academic (credit) load unchanged.

- 4.7 The curricula for B.Tech. course will include a programme of “Shortterm Industrial or Research Experience (SIRE)” of 8 weeks duration after the 6th semester. The experience may be obtained in any reputed industry, research laboratory, IIT, NIT and any other organization of comparable repute. The place of work has to get prior approval of the Department. On completion of the programme, the student shall submit a report to the department, which will earn 4 credits in the 7th semester. For certain branches of study, the Senate may prescribe additional practical work and study tours. Detailed procedure for administration of SIRE is given in Appendix – XIII.

In special circumstances (e.g., a 6th semester student who needs to write a supplementary examination or attend a summer course), the total period of 8 weeks may be split into 2 parts to be completed during the same or different vacation (including summer vacation after 8th semester) periods.

- 4.8 Under special circumstances, a student may be permitted by the Senate, or by the Chairman Senate on behalf of the Senate, to carry out a mini-project of 8 weeks duration at NIT Rourkela in lieu of the external experience. Such a project, should preferably be based on a real life industrial or social problem, under the supervision of a faculty member.

- 4.9 In addition to regular course work and SIRE, a B. Tech. student must carry out a major project in final year under the guidance of one or two supervisors. The Project work will carry a total of 10 credits between 7th & 8th Semesters, the distribution being 4 & 6 (or 6 & 4) credits respectively.

- 4.10 Every programme shall provide a “Seminar and Technical Writing” course [2 credits] during the 7th and 8th semesters where the

students shall learn and practice essential writing and presentation skills, and attend seminars by reputed engineers and scientists organized by the Departments. Each student will also present 1 or 2 seminars and/or poster presentations before his class. Evaluation will be based on attendance in departmental and Institute seminars, presentation in seminars, poster presentations and technical writing supervised by the course teacher.

4.11 When circumstances so permit, it will be possible for a student to spend a semester or more in another NIT, IIT or another reputed institute of comparable standing and transfer the credits to NIT Rourkela. The core (compulsory) courses need to have a one-to-one correspondence between the participating institutions. The Senate shall constitute a course equivalence committee to establish the adequacy of the education received in another institution.

4.12 Summer Course : If the number of F or UR grades in a subject taught in autumn or spring semester is significant, a department may offer the course during the summer vacation. When a summer course is offered, it will be compulsory for all students who have secured an 'F' grade in that subject. There will be no alternative mid semester or supplementary examination in that course. Students who need to sit for supplementary or alternative mid semester exams on medical, family calamity or any other reason except poor academic performance may sit in the corresponding exams of the summer course, without attending classes if they satisfy the attendance requirement.

The summer courses will be identical in scope and manner of execution to the corresponding courses of regular semesters, except that the number of class hours per week may be higher. Attendance requirement will also be identical. The examinations will be conducted by the Academic section in the usual manner.

Summer courses will be announced around the middle of the spring semester. Registration for the courses will be done towards the end

of the spring semester. Students securing F grades in Spring semester courses may be permitted to register within one week of starting of classes.

Teachers of spring semester courses in which summer courses have been announced will make an effort to publish the grades early, particularly for students who have secured less than 25 out of the 50 points already examined (Mid semester + Teacher's assessment). For the benefit of the students, the grades may be displayed on doors of teacher's rooms and announced on Institute's web site or communicated to students by any other means.

It is the student's responsibility to enquire about grades of courses in which he has performed poorly. No separate examination will be arranged for students who miss the summer course, or any other examination.

4.13 All instructions, practices and examinations will use the SI system of units or any unit system recognized by Government of India.

5. Registration

5.1 Every student in undergraduate programme is required to be present and register at the commencement of each semester on the date fixed and notified in the Academic Calendar.

The registration process has 3 components :

- (a) physical presence of the student in campus on the first day of semester,
- (b) payment of semester fees including any unpaid dues of past semesters, and
- (c) selection of courses to be studied during the semester.

For selection of courses, a "Pre-Registration" process may be organized during the previous semester. Based on pre-registration data, low demand courses may be dropped, student strength in high-demand courses may be limited and sections may be formed. If courses of a student's choice are not available, he may be given alternative courses with approval of Faculty Advisor.

5.2 Registration of students in each semester will be organized by the Academic Section. The registration will be done in respective departments; the subject details being verified by the Faculty Adviser of the batch. Payment of dues etc. will be verified by the Academic Section. An appropriate semester registration form (Form AC/109) will be used for the purpose.

Once registered, a student may amend the registration within a week of original registration date. The same Form (AC/109) shall be used for the purpose with "Amended Registration" marked on the top.

5.3 A student who does not register on the day announced for the purpose may be permitted by Dean (AA), in consideration of any compelling reason, late registration within next 5 working days on payment of an additional fee as prescribed by the Institute. Normally no late registration shall be permitted after the fifth working day from the scheduled date, except in special cases like those directed by MHRD or MHRD approved authorities in 1st semester, a serious medical problem, a family calamity or participation in a national event, to be approved by the Director on recommendation of Dean (AA). However, under no circumstances late registration after 45 calendar days from the scheduled date of registration is allowed. A student must repeat the semester in the following year. The percentage of attendance of students registering late will be calculated from the date of their joining. However no special allowance may be claimed in the matter of assessment / evaluation or grading.

5.4 In the rare case of transfer from other NITs (See clause 2.3) after the semester commences, such a student must produce his/her attendance statement from the concerned Institution in each subject at the time of admission.

5.5 (a) Only those students will be permitted to register who have
(i) cleared all Institute and Hall dues of the previous semesters,

- (ii) paid all required prescribed fees for the current semester,
- (iii) not been debarred from registering for a specified period on disciplinary or any other ground,
- (iv) satisfied the academic requirements outlined in Clause 5.8.
- (v) not been struck off from the rolls of the Institute.

5.6 To be able to register in the 2nd year (3rd semester) and continue his/her study in the Institute at the end of 1st year, a student must

- (i) complete satisfactorily at least 40 credits of courses prescribed for the two semesters, i.e., secure 'P' or higher grade in at least 40 credits of prescribed courses,
- (ii) obtain a Cumulative Grade Point Average (CGPA) of not lower than 5.70 (considering all courses including those in which the student has secured an F grade).

The method for calculating SGPA and CGPA is illustrated in Appendix-II.

If the CGPA at the end of the First year is between 5.00 and 5.69, the student may be permitted to suspend his studies and resume it in the following year along with the next batch of students. In the repeat year, he must attend classes and be treated at par with fresh students, with no memory of grades in the previous year. The B.Tech. programme must be completed within 6 years of the original admission. However, if the CGPA is less than 6.00 in the repeat year, the student must leave the Institute.

5.7 While registering for 3rd, 5th or 7th semester, a student may register for backlog papers of 1st, 3rd or 5th semester respectively and while registering for 4th, 6th or 8th semester, he/she may register for backlog papers of 2nd, 4th or 6th semester respectively. A student need not attend classes in papers registered as

“backlog papers”. He has to sit for both mid-semester and end-semester examinations and the grade will be awarded based on the scores of the latest examinations. The Teacher’s assessment component will be same as that given by the instructor in the original semester, when he attended classes. The registration for backlog papers must be done at the time of semester registration. In all such cases of “backlog paper”, the grade awarded will be one step lower than what the student actually obtained, except for the grade ‘P’ which remains unchanged.

Alternatively, a student may opt to repeat a course afresh, in which case he will attend classes, and there will be no reduction of grade awarded. He will, however, be ineligible for awards of medals and prizes which are based on academic performance. If regulations and examination schedule otherwise permit, a student may register for an even semester elective in odd semester and vice versa. A student may change an elective course if he satisfies the pre-requisites and if the timetable permits.

If a student has completed 8 semesters of study but has a few F grades still left, he must register for them as full time courses and attend classes if time table permits, instead of only writing exams as backlog papers. The entire programme must be completed within 6 years.

- 5.8 A student can register for a full suite of courses of the 5th, 6th, 7th or 8th semester provided he/she has obtained at least Pass (P) Grade in all subjects of 1st, 2nd, 3rd or 4th semester respectively; i.e., for registering in the full list of courses of any semester beyond 4th semester, a student must have cleared ALL courses studied two years earlier. If he still does not clear papers due 2 years earlier he has to formally register for the courses and attend classes. In such a case he gets full credits for the course as per his performance without the penalty of 1 step in grade as applicable to supplementary exams and backlog papers. He will, however, be ineligible for medals and prizes, which are based on academic performance. In case of

elective courses, he may change the courses if he so desires. The Faculty adviser will help him in selecting courses for registration considering the students’ academic ability and possible timetable conflicts. Starting with the lowest level courses (due two or more years earlier) he may take courses up to the current semester, the total credit load being lower than that of a normal student. The student and his faculty advisor must check the time table before deciding the courses.

If a student gets a CGPA less than 6.00 in three consecutive semesters, he must leave the Institute. Therefore, it is in a student’s interest to estimate his own capability and register under a slow pace mode from third semester onwards, or even from the First semester. Faculty Advisors will help students in choosing the course load that is just right for each student separately.

- 5.9 (i) It is necessary for a student to maintain a CGPA equal to or above 6.00 at all times. If the CGPA falls below 6.00 he should enter a slow pace programme in his own interest. The following procedure will be used to make “slow pace” mandatory for a student with poor performance.

A modified grade point average called MGPA will be computed by replacing all F and X grades by P grades. If the MGPA equals or exceeds 6.00, he may be permitted to register for a full suite of higher semester courses at the discretion of Faculty Advisor. If the MGPA remains below 6.00 the student must enter a slow pace programme.

- (ii) **If a student scores CGPA (Not MGPA) below 6.00 in three consecutive semesters, he must leave the Institute.**

The director, at his discretion, may grant, or recommendation of the department, a special concession to students who have completed at least five semesters in the institute and have cleared at least 100 credits of course work. Such students may be permitted to register in one or two

additional semesters of course work within the same academic year to bring their CGPA comfortably above 6.0. The course to be covered in these extra semesters must be repetition of old courses with F, P or D grades; no new courses are permitted during these semesters. If the CGPA does not rise above 6.00 at the end of the academic year, the student must leave the institute. This concession shall not be available to students who do not satisfy the criteria stated above and to students who, in the opinion of the director, have little chance of completing the programme within six years of admission to NIT.

- (iii) In case of a First Year student, if the CGPA is between 5.00 and 5.69, he will re-register in the First Semester and start the programme afresh. The CGPA in the repeat year must exceed 6.00, else the student has to leave the Institute.
- (iv) If CGPA is less than 5.00, a student must leave the Institute.

classes, even if it is a repeat course. The student, however, becomes ineligible for medals and prizes, which are based on academic performance.

- 5.11 The provisions of sections 5.7 and 5.9 will continue to be valid even after a student has attended classes for 8 semesters.
- 5.12 A student must pay full semester fees till he clears all courses even if he is registered for no course or one course only in a particular semester, or the number of semesters he has registered in exceeds 8. [A situation of “zero course” registration shall arise when a student has cleared all courses except some even or odd semester.]
- 5.13 The classes of all semesters will start from the day following the registration, or any other date decided by the Senate.
- 5.14 A student who has been debarred from appearing at an examination either (i) as a measure of disciplinary action or (ii) for adopting malpractice at an examination and consequently awarded a grade ‘X’, may

Grade	At the end of First Year	For Higher Year Students
MGPA >= 6.00	To register in 3rd semester with full suite of courses.	To register in higher semester with full suite of courses
5.70 <= CGPA < 6.00 and MGPA < 6.00	To register in 3rd semester in slow pace.	To register in higher semester in slow pace, the number of courses being decided by Faculty Advisor. To leave the Institute if CGPA falls below 6.00 in three consecutive semesters.
5.00 <= CGPA <= 5.69	To get readmitted to First Year.	
CGPA < 5.00	To leave the Institute	

5.10 Ordinarily a student is not permitted to re-register in a course when he has secured a “P” or higher grade. But it is allowed for students who have secured a CGPA below 6.00 and need to improve their score. It is not possible to improve the score in a course by writing examinations only. This clause can help a student to avoid the possibility of leaving the Institute under provisions of Clause 5.9 (ii).

There shall be no reduction of grade when a student registers for a course and attends

register for the subject(s) as backlog papers in the following semester. Those who have been awarded grade UR (“unregistered”) because of poor attendance or for any other reason need to register for the course and attend classes as per rules.

- 5.15 For the purpose of computing CGPA towards satisfying provisions of this section, summer courses will be counted with the previous spring semester. Supplementary examinations, if any will also be taken into account before the provisions of this section are implemented.

6. Attendance and Leave

- 6.1 (a) Unlike many examining universities, NIT Rourkela's academic programme is based primarily on the teaching-learning process. Attendance in classes, participating in classroom discussions and participating in the continuous evaluation process are the most essential components of the academic programme. All teachers and students must appreciate that the number of classes scheduled for a course under the approved academic calendar and time table must be held during the semester. Form AC/117 gives the format of a monthly attendance sheet.
- (b) If because of personal leave or official duty, or on student request, a teacher is unable to hold a class on the scheduled hour, he will hold the compensating classes at a mutually convenient hour. A teacher may communicate with his class by announcing in the class, through messages on Institute and hostel notice boards or through e-mail. Attendance in these compensatory classes is mandatory for every student.
- (c) Under special situations, when a teacher is unable to communicate with the students in advance about his absence from a scheduled class, the students present may mark their attendance in the Academic Section. If the class is compensated by the teacher on a later date, this attendance sheet will be replaced by the attendance record provided by the teacher.
- (d) A teacher, at his discretion, may hold additional classes beyond what is originally scheduled, particularly when several classes are lost due to holidays or suspension of classes. Attendance in these classes are also mandatory for the students.

- 6.2 Attendance in all classes (Lectures, Tutorials, Laboratories, Seminars etc.) is compulsory. A student shall be debarred from appearing at an examination or, if he has already written the examination, the grades will be rejected on ground of unsatisfactory attendance, if the attendance is below what is prescribed in clause 6.3, or if in the opinion of the course teacher the student has not participated effectively in the class in terms of home assignments, class tests etc.

In such a case a student shall be given UR grade, and the student will need to register for the course once again and attend classes with seriousness.

- 6.3 (a) Considering that attendance in classes, participating in the teaching-learning process is the basic foundation of our academic programme, a student is expected to attend all classes conducted as per Institute calendar and time table.

However, to provide for exigencies, absence to the extent of 15% (approx) of scheduled number of classes in every course will be condoned as a matter of routine.

- (b) In deserving cases, a further relaxation of 15% (approx) (i.e., 30% of scheduled number of classes) may be made by Dean(AA); but the student's grade will be reduced by one step. A 'P' grade will be reduced to 'F', and the student will be permitted to write supplementary examination if offered or register as a backlog paper in the following year.
- (c) The following table gives the number of classes that a student may miss with and without penalty in grade.

L-T-P	witout penalty	with reduction of one step in grade
3-0-0	6	12
3-1-0	8	16
0-0-3	2	4

It may be noted that missed classes are of one hour duration in theory courses and of 3 hour sessions in lab (0-0-3) courses.

- (d) If a student has attendance lower than that prescribe under item (c), he will get a UR grade. He may register in a summer course if offered or register for the course in a subsequent semester. In the latter case he may not be able to complete the programme in four years.
- (e) The institute will fix a cut off date before every examination to compute the missed classes.
- (f) In case there are truly exceptional circumstances, the Senate or the Director as Chairman Senate, may relax attendance requirements (with reduction of grade) as they think fit.
- (g) If a student is engaged officially outside the classroom, e.g, in a placement programme, an institute level meeting or in a specially approved SAC activity, his attendance will be marked by the concerned faculty or officer and communicated to the academic section. It is the student's responsibility to ensure that the attendance is marked and sent to the Academic Section.

6.4 It is possible for a student to get leave of absence from classes in deserving cases [Use Form AC/110 to apply for leave]. Dean (AA) may sanction leave up to a maximum of 10 working days total per semester on recommendation of Faculty Advisor and Head of the Department on one of the following grounds :

- (i) illness of the student, based on prescription of "Unfit for class" by institute Medical Officer or on hospitalization and post-hospitalization rest approved by attending physician of the hospital, countersigned by Institute Medical Officer. The medical rest recommended by Institute Medical Officer must be on the student's medical record book, and that of external hospitals on the discharge certificate. Advice of rest must be dated prior to the rest

period, not later, except under special circumstances. **It may be noted that such advice of rest is not sufficient for missing examinations, for which a specific recommendation must be obtained on Form AC/112. Because the 15% relaxation in attendance includes some days for short illness, the first five days of recommended medical rest in a semester shall not qualify for medical leave.**

- (ii) a family calamity demanding absence of the student. [Documentary proof is to be submitted by the student if asked for.]
- (iii) participation in inter-NIT or other national level student competitions inside or outside the Institute. To avail such leave of absence from classes, a student should be selected by SAC to represent the Institute through a process of open competition. A copy of appropriate office order of SAC must be enclosed with the application. (Limited to 5 working days per semester.)
- (iv) for academic work or presentation of papers related to final year project, if the project involves visit to Industry or other Institutes or to participate in a Conference. The application must be recommended by the Project Guide and relevant documents are to be enclosed. (Limited to 5 working days per semester.)
- (v) for officially arranged placement programmes on recommendation of Professor, T & P. (Limited to 5 working days per semester.)

The Director, as Chairman Senate may approve leave beyond this period upto 40 working days on ground of prolonged illness or unusually serious circumstances. Consideration will be given to students who give prior and continuous information either directly or through parents, project guide or faculty advisor. Family

functions (social or religious), illness of family members, participation in student activities such as organizing functions or raising money, preparing for other examinations or searching of jobs are not adequate grounds for leave of absence from classes (including project work).

It should also be appreciated that a single student is unlikely to require all the categories of leave listed above during all the semesters. The Dean (AA) or Director will sanction leave under any of the above categories only when he is convinced that the leave will not adversely affect the student's academic programme.

- 6.5 A student will give a list of missed classes (course wise) in his leave application. If approved, the student will be deemed to be present in classes during that many hours for the purpose of computing unauthorized absence from classes.
- 6.6 A student may be given mess rebate (in units of one day) by the Warden of the hall for the period of approved leave and permission to leave station. For this purpose he must produce the approval by the competent authority and submit a photocopy if the Warden so desires. Medical 'rest' while in Rourkela will not qualify for mess rebate, nor will absence from hostel without proper approval to leave station. Minimum duration of absence should be 5 days to qualify for mess rebate.
- 6.7 No sanction of leave is necessary if a student wants to leave station over weekend or holidays except when there is a scheduled compensatory class. No mess rebate is admissible for such absence. The student, however, is required to inform the Warden of his Hall of Residence.
- 6.8 Form AC/111 will be used by students seeking permission, with or without financial support to travel for authorized academic or extra curricular work. Such absence from classes shall not be counted as leave.

7. Assessment of Performance

- 7.1 There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the Subject Teacher / Coordination Committee formed for this purpose. The constitution of the Coordination Committee in multi section subjects is given in Appendix-X.
- 7.2 In general, there is no strict marks-to-grade linkage. The following should be taken as a guideline to ensure uniformity of grading among all courses.
- (a) For arriving at a grade obtained by a student for a particular subject, initially a numeric marks obtained by the student out of 100 (hundred) is to be determined and then, the same is to be converted to letter grade following the guidelines given in Appendix-I.
- (b) For theory subjects, the subcomponents and the respective weights assigned to these are given below.
- | Subcomponent | Weight |
|-----------------------------|--------|
| Teacher's Assessment (T.A.) | 20% |
| Mid-Semester Examination | 30% |
| End-Semester Examination | 50% |
- (c) For assigning marks in Teacher's Assessment (T.A.), performance in home assignments, class tests, tutorials, viva-voce, attendance etc. are to be considered. It is recommended that at least two class tests for 4 credit theory courses and 1 test for 3 credit theory courses are to be conducted for a subject. The weights of different subcomponents of T.A. may be announced to the students by the teacher at the beginning of the Semester.
- (d) In case of students given an F, I or X grade, the teacher must submit the marks under T.A. head to the Department Office for use in future.

- (e) For assignment of marks in the laboratory component (P – component) the relevant subcomponents that are to be considered are: day-to-day work, regularity, tests (recommended : one test in 2 credit practical course) assignments, viva-voce etc. Percentage weights of the different subcomponents in deciding the final marks are to be announced at the beginning of the Semester. The evaluation process must be completed before the beginning of end semester examination.

Unlike purely examining universities, design and laboratory courses at NIT Rourkela will put greater emphasis on day to day work than on end semester examinations. To the extent possible, laboratory work should be completed and evaluated every class thus ensuring continuous evaluation. Final examination and/ or viva voce, if any, may not carry more than 20% marks. No external examiner shall be associated with evaluation of laboratory or theory courses.

- 7.3 The eight-week programme on industrial or R&D experience (SIRE) undergone by the students in the summer vacation will be assessed in the 7th semester. The students are required to submit written reports on the programme and give a seminar, on the basis of which a grade will be awarded. The students are also required to submit to the Head of the Department or to the faculty member in-charge, a completion certificate in the prescribed form from the competent authority of the organization where the work was done, without which he/she will not be assessed.

SIRE shall also include credit for industrial tours organised by the institute during the first seven semesters of a student's career. The marks will be distributed in the ratio 75% for summer work and 25% for industrial tours.

8. Examinations

- 8.1 (a) The Examination office of the Academic Section will centrally conduct the Mid-semester and End-semester Examinations

in respect of theory subjects unless otherwise arranged. The Institute shall provide sick room facility inside the Institute building or in a nearby hospital as deemed convenient by the Institute to assist students who may fall sick during the examinations.

The examinations will normally be “closed book type”, where the students are not permitted to bring any material from home or hostel. All necessary charts & tables will be provided by the Institute. It is the course teacher's responsibility to recommend the material to be provided, and to check with the Examination office that the arrangement has indeed been done. While normal scientific calculators are permitted, other electronic devices such as programmable calculators and calculators containing communication devices are forbidden. Any exception to these provisions must be specially approved by the Senate.

All question papers submitted by the teachers will be treated as “confidential documents” till the end of the examination of the subject concerned. It is an open document after the examination is over. The institute will archive question papers in physical and electronic form, and make them available to future students.

- (b) The answer scripts will be dispatched by the examination office to the Subject Teacher (Examiner) on the same day or on the immediate next working day of the examination. If the concerned examiner is not available on that day, the copies will be handed over to the respective Heads of the Department (or Department office) who will pass on the copies to the concerned examiners at the earliest. It is the joint responsibility of the subject teacher (examiner) and the HOD to ensure that the scripts are examined and the grades submitted before the due date.
- (c) In order to provide an additional opportunity to the students who failed (obtained an 'F' grade) in one or more subjects in the Autumn and/or the Spring Semester in a year, Supplementary Examinations equivalent to

the End-Semester Examination arranged centrally by the Examination Office will be conducted before commencement of the next session every year. Regulations relating to the Supplementary Examination are given in Appendix–XII. Supplementary examination will be offered only if there are at least 5 students appearing or if there is some other compelling reason.

8.2 (a) A student will be permitted to appear in an examination, only if he/she has:

- (i) attendance record as per section 6 of these regulations in theory and laboratory classes and has completed the assignment works given.
- (ii) paid all Institute and Hall dues of the semester.
- (iii) not been debarred from appearing in the examination as a result of disciplinary proceedings or on recommendation of the subject teacher or Chairman coordination committee.

(b) A student may be debarred from appearing at the Mid-Semester or End-Semester Examination in the subject on the report of Subject Teacher / Chairman, Coordination Committee, if his/her

- (i) attendance at lecture/tutorial/laboratory classes in that subject has not been satisfactory during the period, and/or,
- (ii) performance in the assignment works in that subject during the semester has not been satisfactory.

8.3 A student will be permitted to appear in the examinations in only those subjects for which he/she has registered at the beginning of the semester and has not been debarred.

8.4 (i) Class tests, assignments, tutorials, viva-voce, laboratory assignments, etc., are the constituent components of continuous assessment process, and a student must fulfill all these requirements as prescribed by the teacher / coordination committee of

the subject. If due to any compelling reason (such as participation in national / international events with due approval of the institute, his/her illness, calamity in the family, etc.) a student fails to meet any of the requirements within/ on the scheduled date and time, the teacher/coordination committee may take such steps (including conduction of compensatory tests/examinations) as are deemed fit.

(ii)(a) Appearing both at the Mid-Semester and End-Semester Examination of theory courses is compulsory. Normally, if a student fails to appear in the Mid-Semester Examination without any valid reason he/she should get zero for that component. If his case is examined and cleared as per Clause 8.4 (ii)(c), the student will be permitted to sit for Alternative Mid-Semester examination in the same or following year. In such cases, the grade will be reduced by one step, but not below the grade P. In deserving cases, the student may be given full credit only if he has a 95% attendance in the course.

(b) If a student misses the End-Semester Examination due to compelling reason like participation in an national / international event with due approval of the Institute, serious illness of himself or a calamity in the family, he may appeal to the Dean, Academic Affairs, through his faculty advisor and Head of the Department for permitting him to appear at the Supplementary Examination(s) if offered subject to fulfilling of attendance requirement. [See Appendix XII for rules on Supplementary exams]

(c) A student must apply in Form AC/113 to appear in an alternative mid semester or supplementary end semester examination.

If it is medical ground, the student has to submit the medical certificate from the Institute Doctor or the recommendation of the Institute Doctor

for treatment elsewhere. In case of treatment outside the Institute (including hospitals referred by the Institute), the student must produce all medical documents (discharge certificate, prescriptions, visit slips, pathological reports, medicine purchase receipts etc.) in original. The reason for leaving the campus must also be genuine and with permission of competent authority. In case of family calamity the student's application must be supported by a letter from the parent/guardian along with copies of documents such as medical records, death certificates (if that happens).

A Sub-committee of the Under-graduate Programme & Evaluation Committee (UGPEC) consisting of the following members shall examine all applications for alternative mid semester and supplementary examinations. The committee will recommend those cases for a repeat examination where student has missed the original examination for sufficiently valid reasons.

UGPEC Sub-Committee for examinations

- | | |
|--|-------------|
| (i) The Dean of Academic Affairs | - Chairman |
| (ii) The Dean of Student Affairs | - Member |
| (iii) The Professor-In-Charge of Examination | - Member |
| (iv) Deputy/Assistant Registrar (Academic) | - Secretary |
| (v) Faculty Advisor of the student | - Invitee |

The student will be given an 'I' grade (Incomplete) till the alternative mid semester and supplementary examinations are conducted. On availability of the grades from the teacher, the Examination office will reduce the grades by 1 step, except for those students who have a 95% attendance record. Full credit is admissible only in case of students having 95% attendance (not more than 2 lost classes in theory courses and 1 session in laboratory courses) in the subject and writing supplementary examination after missing the end semester examination.

In case of prolonged illness of a student, if he/she misses both the End-Semester Examination and its Supplementary, if any, the student must register for the courses as a backlog paper. In that case the student shall

be awarded an I grade till he clears the paper.

- 8.5 The final grades awarded to the students in a subject must be submitted by the Teacher / Chairman, Coordination Committee, within ten days from the date of holding the Examination to the concerned Head of the Department for onward transmission to the Examination Office, which has to be done by the Head on the same or next working day. The teacher will submit a separate report on all students obtaining F or I grades on Forms AC/121 and AC/122. A teacher, at his discretion, may display the grades (including partial lists) on his door or on any electronic forum. Display of grades by a teacher is for benefit of students and cannot be cited for legal purposes.
- 8.6 The Examination Office will place the results and statistical reports of all examinations before the UGPEC, which will examine them and recommend to the Senate for approval. In case the Senate meeting is delayed, the recommended results can be published with approval of the Chairman, Senate. The same may be ratified by the Senate at its next meeting. The Senate has the authority to correct any mistake in the results, even if they are already approved by the Chairman.
- 8.7 For the benefit of and as a process of learning by the students, the scripts after correction of all class tests, Mid-semester Examinations, assignments etc. will be shown to the students within 3 weeks from the date of Tests / Examinations. The evaluated scripts of the End-Semester Examinations are to be shown to the students at the beginning of the next semester, but not later than 2 weeks from the starting of classes. There is no limit on how early a teacher can show the evaluated scripts to the students.
- 8.8 Any change of grade of a student in a subject [Form AC/120], consequent upon detection of any genuine error of omission and/or commission on part of the concerned teacher, must be recommended by the Departmental Academic Committee and forwarded by the Head of the concerned Department to the Examination Office within three weeks from the date of commencement of the next semester. Every Department will send one

comprehensive report for each semester in a standard format.

- 8.9 If a student is dissatisfied with his/her grade, he/she may bring it to the attention of the teacher within two weeks from the first day of commencement of classes in the next semester. The teacher may change the grades if he finds an error in evaluation. The teacher will report the change of grade to the Departmental Academic Committee [Form AC/120] along with all relevant papers (answer scripts, attendance register etc) before a specified date. The DAC will submit a consolidated report as per standard form to the Examination office for correction of records. If the student still feels aggrieved, he/she will file a formal complaint with Dean (AA) through his/her faculty advisor and HOD with a copy to the teacher (evaluator). If no complaint is filed within one month from the first day of classes in the next semester, the student is deemed to have accepted the results and no further change of grade is permitted.
- 8.10 The teachers are expected to retain all answer scripts, assignments and laboratory records for a period of two months from the starting of classes in the next semester. After that the material may be disposed off, except for the students who have filed a complaint. In case of complaint filed before the expiry of two months, the material need to be saved till all disputes are settled and final grade awarded. The relevant material will be handed over by the teacher to the Head of the Department for safe keeping. The teacher, at his discretion, may keep photocopy in his records.

9. Project Work

- 9.1 The project is an important component of the Institute's B.Tech. programme. It gives an opportunity to the student to express his/her creative talents and prepare for his future career.
- 9.2 The Departmental Academic Committee (Appendix - VII) will invite research topics for U.G. projects from its own faculty (including adjunct faculty) and from other departments across the Institute at the beginning of the 6th semester. One member of the faculty may be designated to coordinate this activity. Faculty members may propose project topics, singly or in collaboration with a colleague from the same or another department. A co-supervisor from other departments, industry or other institutions may also be accepted.
- 9.3 The Departmental Academic Committee will assign research topics to students towards the middle of the sixth semester (preferably before January 31), after taking into consideration the requirements of the projects and choice of the students.
- 9.4 Each topic may be taken by a single student or a team of two students. In case of specially challenging problems, larger teams may work on a single problem, with prior approval of Dean(AA).
- 9.5 B.Tech. projects may be analytical, computational, experimental or developmental or combinations thereof. The department will make the necessary resources available to the students, including access to laboratory and computing facilities outside normal working hours. It will be the moral and legal responsibility of the supervisor (s) to arrange the facilities. Students are encouraged to discuss such matters with their supervisors, and if not satisfied, with HODs and higher authorities.
- 9.6 Each team of students, consisting of one or more members and working on a single problem, will be given an official "Project Record Book" by the Institute. Guidelines for Project Book is given in Appendix-III. All concepts, drawings, formulas, derivations, experimental observations, graphs, charts, photographs, computer flow charts and pseudo codes must be recorded by the student on this note book, which must be produced before all evaluation boards. There shall no blank pages in between the writings.
- 9.7 The student is required to submit formal project reports at the end of 7th and 8th semesters, that submitted at the end of the 8th semester being in the form of a well bound thesis. The Departmental Academic Committee will constitute one or more evaluation boards, for continuous monitoring of the projects. The Boards will examine the day to day records and conduct viva-voce and/or oral presentations by the students at least twice in each semester.

The departments, at the discretion, may invite external members to viva voce Boards.

- 9.8 For the purpose of assignment of a grade, the following will be weightage of the different components in each semester.

Mid Semester assessment by Supervisors = 20%
(based on day to day work and record book)

Mid Semester assessment by
Evaluation Boards = 20%
(based on record book only)

End Semester assessment by
Supervisors = 20%
(based on day to day work and record book)

End Semester Assessment by
Evaluation Board = 20%
(through oral presentation,
viva-voce, and record book)

Project Report
(assessed by Evaluation Board) = 20%

- 9.9 On completion of evaluation, the Departmental Academic Committee or its subcommittee constituted for the purpose shall decide the grade awarded. If the performance of a student is unsatisfactory, the Committee may recommend one of the following:

- (i) rewriting of report and submission for evaluation,
- (ii) extension of time for completion of the work (the time duration is to be specified),
- (iii) complete repetition of the project in the following year.

The resubmitted thesis will be evaluated by the Committee and the grade will be sent to the examination office.

- 9.10 Students are encouraged to work on research topics with a potential for creation of new technologies and issue of patents. Forms IP/3 and IP/4 may be filled up by the students.

Rights to all intellectual property generated in project shall be distributed equally among the students, technicians and the supervisors, except where the concerned workers mutually settle on a distribution formula. If a project is supported by a sponsor, the sponsoring organization will be given IPR as per the contract, and the balance divided among the faculty, students and technicians.

10. Graduation Requirement

- 10.1 In order to qualify for a B.Tech. degree of the Institute covered under these Regulations, a student must:

- (a) Complete all the credit requirements for the degree, as laid down in the prescribed curriculum of the discipline, with a minimum grade 'P' scored in every subject.
- (b) Obtain a CGPA of 6.00 or higher at the end of the semester in which he/she completes all the requirements for the degree.
- (c) Have cleared all dues of the Institute, the Hall of Residence, the Library, the Department, NCC, NSS and Student Activity Centre.

- 10.2 The minimum total credit requirements that has to be satisfactorily completed for the award of B.Tech. degree will vary between 210 – 215 depending on the course structure of various departments or as decided by the Senate from time to time.

- 10.3 Normally a student should complete all the requirements consecutively in eight semesters for B.Tech. degree. Academically weaker students may be granted time up to 6 years (12 semesters) to complete all the requirements for the degree. However, in special cases the Senate may further extend this limit for completion of all requirements for the degree to 7 years (14 semesters), depending upon the merit of the case, particularly for students with superior attendance record and/or record of contributing to the Institute's academic or cultural life.

- 10.4 All graduating students are required to submit their suggestion for improvement of courses to the Director in Form AC/123. The suggestions will be summarized on Form AC/124 and presented before the Senate.

11. Award of Degree

- 11.1 A student who satisfies graduation requirement and hence qualifies to get the B.Tech. degree is awarded the division as per the following norms :

CGPA \geq 8.00	- Honours
CGPA \geq 6.50 and $<$ 8.00	- 1st Class
CGPA \geq 6.00 and $<$ 6.50 and have secured at least P grade in all courses	- 2nd Class

- 11.2 The year in which a student clears all papers of B.Tech. degree will be mentioned in the degree Certificate and Grade sheet as the year of passing irrespective of the year in which he has cleared the 8th Semester courses.
- 11.3 Students passing in Autumn and Spring semesters and in the Supplementary examinations if any will be getting their degrees in the next convocation and will be deemed to have graduated in the academic session ending in the month of April of the same academic year.

12. Medals and Awards

Medals and Awards shall be given to the deserving students every year in the convocation of the Institute. A student recommended for award of a medal or prize should have ordinarily cleared all papers in single chance, (or through alternative/ supplementary examination with loss of grade and should not have been awarded a major punishment) and should not have been awarded any punishment during his career by the Institute's Disciplinary Committee.

Students, who have taken more than 8 semesters to complete a programme, have obtained credit in Supplementary or Alternative Mid Semester exams without reduction of a P grade, have taken summer courses or have repeated a course to improve grades will not be eligible for medals & prizes based on academic performance. They are however, eligible for all other awards, e.g., those based on performance in sports or cultural activities. Students who have been penalized in terms of reduction of grade by 1 step because of supplementary, backlog paper or alternative mid semester examination will be eligible for medals & awards, if they are still able to stand at the top in spite of these penalties.

Students who have been permitted full credit in alternative examinations on grounds of excellent attendance record will also be eligible for medals & prizes. All gold medals should be of at least 10 grammes of 22 carat gold.

The medals and prizes awarded by the Institute basing on academic performance are the following :

The norms for selection of the best all-rounder are outlined below :

A. Academic Performance	: 500 points
[Points = CGPA x 50]	
B. Extra curricular & Co-curricular activities	: 500 points
(i) Excellence in Technical activities	: 100
(based on prizes awarded by Technical Society, SAC)	
(ii) Excellence in Cultural activities	: 100
(based on prizes awarded by Cultural Society, SAC)	
(iii) Excellence in Games & Sports activities	: 100
(based on prizes awarded by Games & Sports Society, SAC)	
(iv) Excellence in Music & Films	: 100
(based on prizes awarded by Music & Film Society, SAC)	
(v) Leadership in entrepreneurship or creation of intellectual property	: 50
(vi) Leadership in activities outside SAC	: 50
(HAC, NCC, NSS, Value education, Others)	

Total : 1000

1. Institute Gold Medal for Best Graduate
This is a Gold Medal awarded to the student securing highest CGPA among the B.Tech. degree (considering all branches) recipients of the passing out batch of the Institute.
2. Prof. B.Behera Gold Medal for Best B.Tech. all-rounder

This is an Institute Gold Medal awarded to the best all-rounder of the outgoing batch of B.Tech. students. The jury for selection of the

best all-rounder shall consist of the following :

1. Dean (SA) - Chairman
2. Dean (AA) - Member
- 3&4. Two faculty members nominated by Director - Members
5. Dy. Registrar/Asst.Registrar (Acad) - Non-Member Secretary

The faculty members nominated by Director should preferably (not mandatory) have served as Vice-Presidents of the SAC at the time of award or in the past.

The following procedure will be employed to compute the points scored against items B(i) to B(vi):

- Medals & Prizes awarded by SAC (maximum 80 points per society) [Items B(i) to B(iv)]

Event	Score			
	Participation	Third	Second	First
Intra-NIT competitions	NIL	2	5	10
Recognized Inter-Institutional competitions	NIL	5	10	20

- Organisation of a SAC Society (Maximum 20 points per society) [Items B(i) to B(iv)]

General Convener of SAC (to be given by society in which the student is an elected convener)	20
Elected Convener of a Society, Leader of a house	10
Nominated member of Executive Council	5
Elected member of a society	5
Nominated member of a society	2
President / Secretary of a Satellite Society supported by SAC	5
Winner of Certificate of Appreciation by SAC (if not covered above)	5

- Leadership in Entrepreneurship or Creation of Intellectual Property (Maximum 50 points) [Items B(v)]

Patent Application filed to patent office	50
Patent Application accepted by the Institute for filing	25
Patentable work done in the Institute	5– 20
Award in Business plan competition or other Entrepreneurial activity	5– 20
Technical projects carried out in the Institute outside prescribed course work or project work.	5– 20

- Leadership Activity outside SAC (Maximum 50 points) [Items B(vi)]

General Secretary of Hall Administrative Committee (each year)	10
Any other elected post in hall.	5
Under Officer in NCC / NSS	10
Sergeant in NCC / NSS	5
Convener of Value Education Society	10
Significant leadership role in other activity	10 / 5

Note :

1. For a group/team event in cultural/sports competition, a student will be given 75% credit in comparison to individual events.
2. Any adverse report in Hall, Institute or outside the campus is an act of indiscipline will disqualify an applicant. A critical assessment in this regard is to be made by the jury.
3. Gold Medal for the Best B.Tech. Project

This is an Institute Gold Medal awarded to the student who has made the most significant contribution in his B.Tech. Project. The selection of the Best Project awardee is made by a Committee consisting of the following members:

1. Dean (Acad) - Chairman
2. Dean (SR) - Member
3. Prof-in-Charge, IP - Members
- 4-6 Three faculty members - Members nominated by Director

The faculty members nominated by the Director should preferably have made significant contribution in R&D through research and consultancy projects, guidance of Ph.D. and M.Tech. students, publication in scholastic journals or made an impact in the Institute's technical life through guiding technical activities under SAC.

The following procedure will be followed :

- (a) B.Tech. students who carry out projects individually or in groups of two students are eligible for award of the medal.
- (b) The student should have completed the project in a single stretch spanning two semesters only.
- (c) Preliminary scrutiny of projects shall be made at the end of March each year

by the respective departments and the names of two students for each B.Tech. branch will be forwarded by the H.O.D. to the scrutiny committee along with a report of length 3 to 6 pages by each student, duly forwarded by the supervisor(s).

- (d) Single student projects will be given preference. In case of joint projects by two students, the name of the student making the highest contribution shall be forwarded by the HOD. There is no bar against recommending names of two students from the same project. Multi-student (more than two) projects will not be eligible for the award, because it will be difficult to evaluate individual contributions.
- (e) If any of the six Committee members happens to be the supervisor of one of the ten short listed students, he will request the Director to be excused and the Director will nominate an alternative member in his place.
- (f) The members of the scrutiny committee shall evaluate the reports and choose the students for making oral presentation before an open audience.
- (g) The Scrutiny Committee shall organize an open presentation and display of any physical device or software by the selected students within a week after the End Spring Semester examinations. It will also receive the completed theses of the potential awardees within the dates to be announced by the Committee.
- (h) The scrutiny committee will examine the final theses and record books before arriving at a recommendation.
- (i) The Scrutiny committee shall consider the following aspects of the projects before making the final recommendations:

1.	Originality of concept, scientific approach, industrial or social utility and prospect of patent or publication.	50
2.	Experimental, computational or analytical skills learnt during the process.	10
3.	Understanding of the topic and clarity of concepts as expressed through presentation.	10
4.	Organization and quality of presentation including audiovisual material.	10
5.	Record of day-to-day work as given in Project Record Book and documents referred therein.	10
6.	Quality of thesis: content, organization and aesthetics	10

4. Institute Silver Medals

These medals are awarded to the students securing the highest CGPA in each branch of B.Tech, M.Sc. and M.Tech. (Specialisation-wise) programmes. If two branches of B. Tech. run in one department, there will be two silver medals.

A procedure similar to award of Institute gold medals will be followed in selection of the awardees.

5. Endowment Medals and Cash Awards

These medals and prizes are awarded by donors to NIT students in appreciation of their academic performance. The rules and procedures are to be approved by the Senate in case-to-case basis. Some medals are awarded during a student's stay in NIT, while some are intended for graduating students. Medals awarded to continuing students will be given on Institute Day, while those awarded to graduating students will be given in the evening function (if any) associated with the Annual Convocation. Medals of high value, typically exceeding 10 grams of gold, will be awarded during the convocation function. Such awards may be presented in the convocation only if the time permits. The Senate will announce the list of such medals from time to time.

Endowment medals and cash awards will be reviewed after every 10 years for viability. At that point of time if it is found that the interest on the deposit is not sufficient to give the award or medal, the donor will be requested to donate more funds. If sufficient funds are not available the medal or cash award will be discontinued. Detailed rules on the subject are given in Appendix – IX.

13. Conduct and Discipline

13.1 Students shall conduct themselves within and outside the campus of the Institute in a manner befitting the students of an Institution of National standing.

13.2 Detailed rules regarding conduct and discipline are given in Appendix–IV.

14. Change of Branch

14.1 The students admitted to a course leading to B.Tech. degree in a particular branch will ordinarily be required to continue in that branch of studies.

14.2 However the Institute may permit a few students, subject to their fulfilling the prescribed conditions to change over from one branch to another after second semester. Detailed rules governing the change of branch are given in Appendix–XI. A student may use Form AC/114 to apply for a change of branch before the end of second semester.

15. Residential Requirement

15.1 The Institute is essentially a residential one and unless otherwise permitted, every student shall be required to reside in and be a boarder of Hall of Residence to which he/she is assigned.

15.2 A student permitted to stay outside the Halls, will be attached to one of the Halls. He is permitted to participate in all the Hall activities. All female students permitted to stay outside the Hall will be attached to the Ladies Hall.

15.3 The terms and conditions that a student must fulfill during his stay in a Hall of Residence are mentioned in Appendix–VI.

16. Fees and Refunds

16.1 A student admitted to any course shall be required to pay, at the time of joining, and also in subsequent semesters, prevalent tuition and other fees as prescribed by the Institute till he/she is on roll including the period beyond the normal four-years duration. There is no discount in fees for reduced academic load. Normally the fee structure will not change during the programme; but if the Institute revises the structure in the middle of a programme, a student is obliged to comply. The fee structure is given in Appendix – V.

The fees will be collected under the broad heads: Admission fee, Tuition fee, Students'

Activity fee, Hall seat rent, Caution money, Convocation fee and Miscellaneous fees. Boarders will also pay all Hall dues in time. Students permitted to stay outside have to pay part of the Hall fees such as Hall Admission, Hall Common Room and Hall Establishment fees and any other fee fixed by the Senate from time to time. Caution money collected will be returned at the end of the programme after due adjustment, if any, except for those who leave the Institute prematurely.

When a student leaves the Institute on successful completion of the course, caution money deposit is refundable after deduction of dues and charges, if any.

- 16.2 If a student is removed or he withdraws/leaves the Institute in the mid-session without completing the entire course, all fees paid including the caution deposit will be forfeited by the institute. Mess advance may be refunded after deduction of dues, if any.
- 16.3 If a student withdraws from the institute within 30 days from his date of admission, on necessary approval of the withdrawal request, following deposits may be refundable after deduction of dues, if any:
- (i) Institute General caution money
 - (ii) Mess Advance.
- 16.4 Forms AC/107 and AC/108 should be used by the students to seek permission for paying tuition and other dues (except normal semester registration fees) to the Institute or halls of residence.
- 16.5 If a student does not pay fees and register in three consecutive semesters his name will be struck off the rolls.

17. Transition issues

These regulations shall come into effect from AY 2007-08 Autumn Semester. Students enrolled prior to this date shall also be covered under these regulations, except when the implementation of these regulations leads to obvious anomalies and serious hardship to the students. The final decision on each specific

issue will be taken by the Senate (or Chairman Senate on its behalf) on case-to-case basis.

18. Dissemination of information and Issue of Certificates

- 18.1 A copy of this document shall ordinarily be given in print or electronic form to every B. Tech. student on admission. It will also be made available on the Institute's web site. Not possessing a copy, however, shall not exempt a student from complying with these regulations.
- 18.2 The Assistant/Deputy Registrar (Acad) is authorized by the Institute to issue formal certificates of studentship [Form AC/115] and Expenditure Certificate [Form AC/116]. Dean (AA) will sign all certificates of studentship on behalf of the Director when external agencies seek such certificates from Head of Institution.
- 18.3 On publication of final results a student will be issued a provisional certificate on Form AC/127 and a college leaving cum migration cum conduct certificate on Form AC/126. Form AC/127 will be signed by Dean (AA) on behalf of the Director, while Form AC/126 will be signed by Dean (SA). The final degree certificate will be signed by Registrar, Director and Chairman, Board of Governors.

19. Exceptions

- 19.1 Notwithstanding anything stated in the rules, the Senate can make special provisions and exceptions depending on the merit of a case. Such cases shall not be cited as precedence in future occasions of similar nature.
- 19.2 In emergency situations, the Director in capacity of the Chairman Senate, can exercise powers of the Senate and discharge the functions of the Senate. Such decisions must be reported to the Senate at its next meeting.



Guiding Principles

- Build an environment that is conducive to academic pursuit, nurturing creative thoughts and inculcating a spirit of inquiry.
- Promote free exchange of knowledge and experience with others, while respecting each other's right to intellectual property.
- Ensure quality, speed, economy and transparency in all spheres of our activities.
- Create a truly multicultural community and promote cultural bonding and teamwork among all.
- Provide opportunity to every member of the Institute for achieving academic excellence, developing all round personality and realizing his or her full potential.
- Adopt state-of-the-art technology in all endeavors.
- Serve the society around, using the knowledge and expertise of the Institute.

A P P E N D I C E S



Quality Policy

Every student and employee of NIT Rourkela as well as all external agencies providing service to the Institute shall strive to achieve quality, speed and economy (in that order of importance) in all their endeavors. They will employ and create TECHNOLOGY to enhance productivity, protect the environment and uphold human dignity.

APPENDIX – I**GUIDELINES FOR AWARD OF LETTER GRADES**

1. In general there shall be no rigid marks-to-grade linkage. Difficulty levels of the examinations, tests, assignments, viva-voce and other factors that contributed to the final marks are to be considered by the teacher / coordination committee of a subject while converting marks into letter grades.
2.
 - (a) The grades 'F' and 'Ex' are to be considered as bench mark grades.
 - (b) The cut-off marks below which a student would be assigned an 'F' grade is 35 for the theory component and 40 for the laboratory component.
 - (c) The exceptionally brilliant performance is to be assigned an 'Ex' grade. Even the best student of any class needs to be judged against best students of previous batches to be awarded the 'Ex' grade.
3. In case of a relatively large class and/or classes where the performance level depicts more or less a normal distribution:
 - (a) The average performance (around mean value of marks) is to be assigned 'C' grade. However, if by the teacher's/coordination committee's perception the general level of the class is considered to be appreciably higher than that of other batches, the average performance may be assigned 'B' grade.
 - (b) All other marks for grade conversion are to be done relatively with respect to the average performance in between (but excluding) the 'F' and 'Ex' grades, which have already been assigned, by choosing appropriate boundary marks between grades.
 - (c) Normally, in a reasonably large class of students distribution of grades is expected to be as follows:

Ex	:	< = 10%
A	:	10 – 20 %
B,C,D	:	20 – 35%
P	:	10 – 25%
F	:	0 - 5 %

4. For classes where excessive bunching occurs resulting in almost all the marks tending to cluster into same category, conversion from marks to grade may be done using the table given below. However, the teacher may, on his/her perception of the difficulty level of assessment process undertaken, alter the boundary (cut-off) marks by +/- 5 marks.

Range of Marks	Grade
(90 – 100)	Ex
(80 – 89)	A
(70 – 79)	B
(60 – 69)	C
(50 – 59)	D
(35 – 49)	P for Theory Courses
(40 – 49)	P for Laboratory Courses
< 35	F for Theory Courses
< 40	F for Laboratory/Design Courses

5. The Coordination Committee will moderate the results of the different sections of a class if wide disparity in performance across sections are observed.
6. In the case where a student appears in an alternative mid semester or a supplementary examination, the conversion from marks to grade would be done applying the same norm as was framed for the original class.

Ordinarily a student appearing in an alternative mid semester or supplementary examination in a theory course or repeating experiments in a laboratory / design course will get one grade less than what he/she deserves otherwise (to account for the additional time the students get for preparation), but not less than P grade. Award of full credit in a supplementary examination or in a backlog paper will require at least 95% attendance in the class, in addition to providing a justified cause for missing the examinations.

The teachers will send the basic grade to the AR (Acad) who will adjust the grade as per rules before posting in the Institute records.

7. All the requirements for the laboratory component are to be satisfied by a student within deadline set-up by the teacher/coordination committee before the start of the end-semester examination. If a student, due to a reason like participation in national / international event or illness of himself/herself or calamity in the family, cannot complete a particular course, the teacher/coordination committee may allocate him/her additional time with permission of Dean(AA). In this case, an I-grade may temporarily be allocated to the student in the subject. However, the requirement has to be fulfilled within 3 weeks after the end of the end-semester examination and the grade finalized.
8. There is no provision for supplementary examination in the laboratory component. If a student cannot clear the laboratory component of a particular subject, he/she will be assigned the grade 'F' in that subject. In extra-ordinary circumstances, to be decided by the Senate or Chairman, Senate on its behalf in consultation with subject teacher and concerned Head of the Department, a student may be given a chance to complete the laboratory requirement in the summer vacation. If the student cannot satisfactorily complete the laboratory work and again gets 'F' Grade in the laboratory, he/she has to repeat the subject in the next academic year.



APPENDIX – II**GRADING SYSTEM**

1. As a measure of students' performance, a 7-scale grading system using the following letter grades and corresponding grade points per credit, shall be followed:

Performance	Letter grade	Grade point per credit
Excellent	Ex	10
Very Good	A	9
Good	B	8
Fair	C	7
Average	D	6
Pass	P	5
Fail	F	2

In addition, there shall be three transitional grading symbols which can be used by the examiners to indicate the special position of a student in a subject.

I	-	for "Incomplete Assessment"
X	-	for "Debarred" (<i>due to poor attendance, disciplinary action or any other reason</i>)
UR	-	for "Unregistered" (<i>a student needs to register for the course afresh and attend classes.</i>)

The grades I and X will be converted to the normal letter grade when the assessment process is over or when the student completes the examination. Normally, he does not have to attend classes for the conversion.

When a student is required to register afresh for a course and to attend classes, he is given the status "UR" in that course. Such a situation shall arise when a student is deregistered for having poor attendance record, a paper is scratched and a student de-registered for examination malpractice or as some other disciplinary measure, or fails to clear an F grade through supplementary exams and backlog papers during the next one year. When a student goes past a semester without acquiring the required number of credits, the courses in the grade card will also show "UR" status against courses not completed by the student.

2. Semester Grade Point Average (SGPA) will be computed for each semester. The SGPA will be calculated as follows:

$$SGPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

Where 'n' is the number of subjects registered for in the semester, 'c_i' is the number of Credits allotted to a particular subject, and 'g_i' is the grade points carried by the letter corresponding to the grade awarded to the student on the subject. SPGA will be rounded off to the second place of decimal and recorded as such. The SPGA would indicate the performance of the student in the semester to which it refers.

3. Starting from the second semester, at the end of each semester S, a Cumulative Grade Point Average (CGPA) will be computed for every student as follows:

$$CGPA = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i}$$

Where 'm' is the total number of subjects the student has registered for from the first semester onwards up to and including the semester S, 'c_i' is the number of Credits allotted to a particular subject s_i and 'g_i' is the grade point carried by the letter corresponding to the grade awarded to the student for the subject s_i. CGPA and SGPA will be rounded off to the second place of decimal and recorded as such. All courses registered including EAA will count towards calculation of SGPA and CGPA.

In addition to registered courses, a student may 'audit' additional courses with the consent of the teacher. Those courses will not appear in official records and will not count towards calculation of SGPA and CGPA.

The CGPA would indicate the cumulative performance of the student from the first semester up to the end of the semester to which it refers.

The SGPA, CGPA and the grades obtained in all the subjects in a semester will be communicated to each student at the end of every semester.

For determining the inter se merit ranking of a group of students, only the rounded off values (to 2 decimal places) of the CGPAs will be used.

4. When a student gets the grade 'I' for any subject(s) during a semester the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated ignoring this (these) subjects. After the 'I' grade(s) has (have) been converted to appropriate grades, the SGPA and CGPA for that semester will finally be recalculated after taking into account this (these) grade(s).
5. When a student gets the grade 'F' in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only '2' points for each such 'F' grade. After the 'F' grade(s) has/have been substituted by better grades during a subsequent semester, the SGPA and the CGPA of all the semesters, starting from the earliest semester in which the 'F' grade has been updated, will be recomputed and recorded to take this change of grade into account.
6. Courses with status "UR" will not be counted in calculation of grade point averages.



APPENDIX – III**GUIDELINES FOR USE OF PROJECT RECORD BOOK**

1. The Project Record Book constitutes the bona fide record of project work carried out by undergraduate, postgraduate and research students of NIT Rourkela.
2. The book contains day to day record of all conceptual, analytical, laboratory and computational activities carried out by a student as a part of his project.
3. It is a permanent record of academic activity and contains intellectual property created by the student and his supervisor.
4. The book should be treated with respect and maintained with care. Pages must not be torn or used for rough work.
5. The student should record all his thoughts, observations, flow charts, computational steps etc., directly on this notebook. Use of second rough book and final copying to this record book is discouraged.
6. All information recorded here must start with a date on the left margin. The work of the day must be organized into sections such as objective, experimental or computational methods, observations, program flow charts, pseudo-codes, conclusion, discussion etc., as relevant to the problem at hand. Short computer prints, photographs, charts and graphs may be pasted neatly wherever necessary.
7. The supervisor should examine the progress of the student and record his observations, comments and suggestions in a regular manner, typically once every week.
8. The student must produce this record book before all Examination Boards for evaluation and grading of his day to day performance, and for award of medals and prizes. The first evaluation of the project will be made basing on the record book only.
9. On completion of the project, the student must surrender this book to his supervisor for archiving. If the same problem is continued by students of the following batch, the supervisor may choose to give it to those students for the sake of continuity. Projects with supervisor intellectual material may be sent to Departmental Library for permanent archival.
10. The students who do work worth publishing and/or patenting are advised to proceed with those activities. The IPR Cell of the Institute will organize the patenting process.
11. All research students shall be provided with Project Record Books as per need with no limit on the number of books used. Blank books will be provided by the Department office or by the Academic Section.



APPENDIX – IV

RULES REGARDING CONDUCT AND DISCIPLINE

Following rules shall be in force to govern the conduct and discipline of all students:

1. Students shall show due respect to the teachers of the Institute, the Wardens of the Halls of Residence, the Sports Officers and the Officers of the National Cadet Corps; proper courtesy should also be extended to the employees of the Institute and of the Halls of Residence. They shall also pay due attention and courtesy to visitors.
2. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year. Law bans ragging in any form to anybody. Any act of physical or mental pressurization of junior students, individually or in group, will be considered as an act of ragging. Ragging also includes forcing junior students to meet seniors outside institute premises, or in places where a student has no valid reason to be present, asking irrelevant questions or using abusive language. Ragging will be considered as gross indiscipline and will be severely dealt with, which may include expulsion from the institute.

Any incident of ragging inside or outside the campus must be reported to a warden, the chief warden or a faculty member designated to look after ragging issues by any student, senior or fresher, who has witnessed an incident. Failure to report a ragging incident will be considered a serious offence, even if one is not personally involved in it.

If a junior student yields to any form of ragging by senior students and does not inform the Institute or hall authorities, or willfully withholds the information in an enquiry of ragging incident, the matter will be treated as indiscipline on the part of the junior student and invite punishment comparable to those against ragging itself. Willful withholding of complaint by a junior student does not automatically exempt a senior from punishment.

3. The following acts of omission and/or commission and comparable offences shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
 - Furnishing false statement of any kind in the form of application for admission or for award of scholarship or prizes etc.
 - Furnishing false statement to the Disciplinary Committee, or willfully withholding information relevant to an enquiry.
 - Organizing or participating in any activity that has potential for driving fellow students along lines of religion, caste, home state, batch of admission, hall of residence or any other unhealthy criterion.
 - Physical or mental harassment of freshers through physical contact or oral abuse.
 - Getting involved in a brawl or fight with persons outside the Institute, either alone or in a group, irrespective of who initiated the conflict.
 - Willfully damaging or stealthily removing any property belongings of the Institute, Hall or fellow students.
 - Adoption of unfair means in the examinations.
 - Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.

- Organizing or participating in any group activity except purely academic and scientific programmes in company with others in or outside the campus without prior permission of the Dean of Student Welfare.
- Mutilation or unauthorized possession of library books.
- Not cooperating with faculty, officers or security personnel investigating a potential disciplinary issue.
- Resorting to noisy and unseemly behaviour, disturbing studies of fellow students.
- Disturbing in drunken state or otherwise an incident an academic or student function or any other public event.
- Not obeying traffic rules on campus, not following safety practices or causing potential danger to oneself or other persons in any way.
- Displaying lack of courtesy and decorum, resorting to indecent behaviour any where within or outside the campus.
- Not intimating his/her absence to the Warden of the hall before leaving campus.
- Getting involved in an activity that violates state or national laws.

Commensurate with the gravity of the offence, the punishment may be

1. Reprimand,
2. Additional work in the institute,
3. Debarment from student activities and elections and captaincy of sports teams,
4. Debarment from medals and prizes,
5. Partial (one month or one semester) or complete debarment from campus placement,
6. Reduction in grade in one or more courses,
7. Award of F or UR grade in one or more courses with or without forcing to study in slow pace,
8. Expulsion from the Hall of Residence,
9. Rustication for a specified period, or
10. Outright expulsion from the Institute.

Punishments under items (v) to (ix) will constitute "Major Punishments" and will debar a student from all academic medals and prizes, as well as important non-academic awards.

In addition, for economic offences (either misappropriation of money or damage to Institute property), the cost to the Institute will be recovered along with a penalty which may be up to ten times of the cost recovered.

5. For a minor offence committed (a) in a hall of residence, (b) in the department or a class room and (c) elsewhere, the warden, the head of the department and the dean of student welfare, respectively, shall have the authority to reprimand, impose fine or take any other suitable measure. All cases involving punishment other than reprimand or fine shall be reported to the chairman of the standing disciplinary committee in a formal manner.

6. (a) All major acts of indiscipline, which may have serious repercussion on the students in general and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Standing Institute Disciplinary Committee appointed by Senate. The standing Disciplinary Committee consists of the following ex-officio and other members:
- Dean of Student Welfare - Chairman
 - Chief Warden of Halls of Residence-Member
 - Two members of faculty nominated by the Senate, for a period of two years-Member
 - Two senior students nominated by the Director for a period of one year-Member
 - Deputy / Assistant Registrar (Academic)-Member Secretary
 - Wardens of the Halls of Residence of the concerned students, Vice Presidents of SAC and other faculty members may be invited to the proceedings of the ISDC at the discretion of the chairman as per need.
- (b) The standing Disciplinary Committee shall investigate complaints, examine available evidence and award punishment.
- (c) Recommendation of the committee, which will include the suggested punishment in cases of guilt proven, will be forwarded to the Chairman, Senate for necessary action.
- (d) Proof of guilt need not necessarily be at the same level as necessary in a court of law. The committee, in order to protect the academic rights of a greater body of students, may award disciplinary measures if it is reasonably satisfied that such measures are in the greater interest of the students.
- (e) The Director, at his discretion may take additional measures keeping in mind long term issues and impact on other aspects of Institute management. The Director in capacity of Chairman, Senate may make minor changes in the nature of punishment awarded or reduce the level (as per item 4 above) and/or quantum of punishment if he feels appropriate. But he shall not increase the quantum of punishment recommended by the ISDC.
- (f) On approval of Director, the Deputy / Assistant Registrar (Academic) will bring out appropriate orders with copies to the parents / guardians of the student.
- (g) If the Director feels that the nature and/or quantum of punishment is not commensurate with the offence and may create long term problems, he may refer the matter to the full Senate. The Senate's decision in the matter will be final.
7. Acts which may be classed as 'crimes' rather than acts of indiscipline will be reported to the state authorities; they include such acts as causing serious injury to fellow students or others, causing major damage to Institute property, being involved in activities prejudicial to national security or to that maintaining communal harmony etc.
8. Cases of adoption of unfair means in an examination shall be dealt with by the Examination Disciplinary Committee consisting of the following members:
- | | | | |
|-----|--|---|----------|
| (1) | Professor in charge of Examinations | - | Chairman |
| (2) | The concerned examiner(s) & the faculty reporting the incident | - | Members |

- (3 & 4) Two members of faculty nominated by the
Senate for a term of two years - Members
- (5) Dy/Asst. Registrar (Acad) - Member Secretary

If adoption of unfair means is proved, the punishment may be, depending on the quantum of the offence and prior record, reduction of grade, de-registration of a course, expulsion for one or more semesters or outright expulsion from the Institute.

The Committee shall recommend appropriate measures in each case to the Chairman of the Senate for awarding the punishment.

In case of minor offences in the examination hall, the invigilator can enter a punitive deduction of marks on the answer script which will be implemented by the course teacher at the time of evaluation of the script.

9. Any act of indiscipline in a hall will be investigated by a Hall Disciplinary Committee which will recommend the action to the warden, Halls of Residence, who will decide the course of action to be taken and implement it. However, in case the matter is in serious nature, the warden will forward it to the Dean (SW) through Chief Warden, Hall. The Dean (SW) who is the Chairman of the standing Institute Disciplinary Committee shall take necessary action. The Hall Disciplinary Committee shall consist of the following members:

- (i) Assistant Warden - Chairman
- (ii) General Secretary - Member
- (iii) One boarder of the hall to be nominated by the
Chief Warden of Halls in consultation with the Warden - Member

10. Cases of indiscipline in a class room or laboratory can be handled by the class teacher by expelling from the class, marking the student absent for a few classes or penalizing on marks under teacher's assessment.
11. An invigilator in an examination hall may recommend deduction of marks (up to 10 marks) on the answer script for indiscipline in the examination hall, disobeying advice of the invigilator or other minor offences. In case of adoption of unfair means in examination or creation of serious disturbance in the examination hall, the invigilator shall report a student to the examination malpractice committee.
12. Any act of the indiscipline and steps taken by the Director will be reported to the Senate in its next meeting. If opportunity still exists, the Senate may deliberate and alter the nature and/or quantum of punishment awarded.
13. A punishment, once awarded and notified cannot be changed by the Director, the Standing Disciplinary Committee, or any administrative authority. However, when new facts come to light, the Senate can amend the punishment and take any other corrective measures that it feels appropriate.
14. Ordinarily minor disciplinary offences and punishments will not be reflected in a students' Conduct Certificate. But in serious cases, Disciplinary Committee, the Director or the Senate may decide to make an appropriate entry in the students' Conduct Certificate.



APPENDIX-V**FEE STRUCTURE FOR B.Tech/M.Tech./M.Sc./Ph.D./ M.Tech.(Res.) Courses**

Sl.No.	Fee	Amount			
		B.Tech.	M.Tech	M.Sc.	Ph.D/M.Tech(R)
1.	Admission fee (one time fee)	Rs.1000/-	Rs.1000/-	Rs.1000/-	Rs.1000/-
2.	Tuition fee (per annum)	Rs.35000/-	Rs.35000/-	Rs.12000/-	Rs.5000/-
3.	Other fees (Exam., Library. etc.) (per annum)	Rs.4000/-	Rs.4000/-	Rs.4000/-	Rs.4000/- (at the time of submitting thesis)
4.	Institute Development Contribution. (One time fee – to be directly deposited into corpus fund at the time of admission)	Rs.10000/-	Rs.5000/-	Rs.5000/-	Nil
5.	Student Activity fee (per annum)	Rs.2000/-	Rs.2000/-	Rs.2000/-	Rs.2000/-
6.	Medical & insurance fees (per annum)	Rs.1000/-	Rs.1000/-	Rs.1000/-	Rs.1000/-
7.	Hostel admission fee (one time fee)	Rs.500/-	Rs.500/-	Rs.500/-	Rs.500/-
8(a)	Hostel seat rent (per annum)				
	Single seated	Rs.5000/-	Rs.5000/-	Rs.5000/-	Rs.5000/-
	Double seated	Rs.4000/-	Rs.4000/-	Rs.4000/-	Rs.4000/-
	Four seated	Rs.3000/-	Rs.3000/-	Rs.3000/-	Rs.3000/-
	Family Accommodation	-	-	-	Rs. 6000/- or 8000/-
8(b)	Permitted to stay outside due to shortage of rooms	Lower fees appropriate to the hall to which attached			
9.	Souvenir fee in pre final semester	Rs.500/-	Rs.500/-	Rs.500/-	Nil
10.	Caution Money (one time fee, refundable)	Rs.5000/-	Rs.5000/-	Rs.5000/-	Rs.2500/-
11.	Book Fee (Per Annum)	Rs.2000/-	Nil	Rs.2000/-	Nil

MISCELLANEOUS FEES

Grade Cards and Certificates (Original)	NIL
Grade Cards and Certificates except degree certificate (Duplicate)	Rs. 500/-
Duplicate Certificate to correct errors	NIL
Degree Certificate (Duplicate) with Police FIR and Affidavit	Rs. 2000/-
Duplicate Identity Card	Rs. 500/-
Duplicate Health Card	Rs. 100/-
Delayed Registration (up to one week)	Rs.500/-
Delayed Registration (exceeding one week)	Rs. 2000/-
Official transcripts for students (one time payment)	Rs. 500/-
Official transcripts for Alumni (per institution) (Subject to a minimum fee of Rs.500/-)	Rs. 200/-
Fees for summer courses (per courses)	Rs. 2000/-
Alternative mid-sem or supplementary exam (per course)	Rs. 500/-
Fees for mid term TC	Rs. 1000/-
Miscellaneous services (each service)	Rs. 500/-

Note:

- 1) Tuition fee and all other Fees except the one time fees will be collected in two equal installments during semester registration.
- 2) SC/ST students taking admission in all postgraduate and research Programme are exempted from paying tuition fee.
- 3) Students provided with family accommodation in Institute quarters (if any) will be attached to a Hall for married students. They will pay seat rent at the higher rate of JRD Tata Hall.
- 4) Hostel seat rent (except that for family accommodation) includes electricity charges upto 50 units per student per month, average. Excess consumption will be billed extra, uniformly for all the students of the hall.
- 5) Tuition fees and Development fees can be borne by research projects in case of students of all categories, if the student's research activity has a bearing on the project.
- 6) Medical & insurance fee will entitle the student to free treatment and medicines at the Institute dispensary, plus insurance cover against hospitalization. It also provides insurance cover against other (non-medical) losses as per contract between the Institute and the insurance company.
- 7) Students are required to pay fees during all the semesters (or part thereof) they are in the roll of the Institute, from admission till thesis submission.
- 8) Institute employees enrolled in M.Tech.(Res.) or Ph.D. programme are exempted from all fees except Admission fee, Examination fee and Alumni fee.
- 9) Foreign students coming under different schemes will pay tuition fee at a rate fixed under the scheme, instead of the rate given above.
- 10) Ph. D., M.Tech.(R) and M.Tech. students who are granted withdrawal are exempted from paying fees under Sl. Nos. 6 and 8 (a & b) above.
- 11) A student permitted to stay outside the halls at his own request shall pay full seat rent for the hall he is attached to.
- 12) Alumni fees will be utilized by the institute for promotion of alumni activities. A part of the funds may be transferred with approval of the Director to the NIT, Rourkela Alumni Association (NITRAA) for conducting various alumni programmes.
- 13) The seat rent chargeable to students who have taken withdrawal during short term visit to the institute shall be 10 % of annual rent for each month (30 days) or part there of.
- 14) When persons other than students are given hostel accommodation, they will pay seat rent at the same rate as for students, but on 6 monthly basis, payable at entry, in January and in July, irrespective of their date of entry. Every payment amount shall be 50% of annual seat rent.
- 15) Candidates for D.Sc. degree will pay thesis evaluation fee equal to that for Ph.D. students.
- 16) B.Tech. & M.Sc students will be given coupons to buy books of their choice against the book fee paid at the beginning of every semester.



APPENDIX – VI

CONDUCT RULES FOR RESIDENTS OF HALLS OF RESIDENCE

Following are the detailed rules governing residence requirements of students:

1. The NIT, Rourkela is a totally residential institution and all students are required to stay in one of the Halls of Residence.
2. Under special circumstances, the Director or Dean (AA) may permit a student to reside with his/her Parent/Guardian in the Institute Campus or within a reasonable distance from the Institute. Such a student shall, however, be attached to a Hall of Residence and will be required to pay full seat rent and certain other to pay dues as decided by the Warden of the Halls. However, this permission may be withdrawn at the discretion of the Institute, at any time without assigning any reason.
3. The mess of each Hall of Residence shall function as a single integrated unit and shall not, under any circumstances be sub-divided into any kind of groups or sub-groups.
4. The allotment of rooms in a Hall should be directed towards integration of students of different courses, batches, residential districts and communities. Wardens may reshuffle allotment in the middle of a year if this objective is not met adequately.
5. Married student accommodation may be available only to married students of Ph.D. and M.Tech(R) programmes, if the spouse of the student lives continuously with the student. It will, ordinarily, not be provided whose spouses live elsewhere and visit the student intermittently. Other dependents such as parents, sibling or relatives are not permitted to stay in married student accommodation provided by the institute.
6. No student shall come into or give up the assigned accommodation in any Hall of Residence without prior permission of Dean(AA).
7. A student shall reside in a room allotted to him/her and may shift to any other room only under the direction/permission of the respective Warden of the Hall. Mutual interchange of room without consent of the Warden is forbidden.
8. Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfecting and shall vacate the rooms when leaving for the vacations/holidays.
9. Students shall be responsible for the proper care of the doors, windows, furniture, fan, and other fittings in the rooms allotted to them and shall generally assist the Warden in ensuring proper use, care and security of those provided in the Halls of common use of all students.
10. Students will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause the Institute shall accept no responsibility and shall not be liable for payment of any compensation.
11. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator etc. by a student in the Hall of Residence is prohibited.
12. Consumption of tobacco, alcoholic drinks and hallucinogenic substances is strictly forbidden.
13. Students must honour the timing of the hostels in matters of moving in or out of halls and meal times.
14. The Halls have an autonomous management system based on student participation. Every student must make an effort to participate in hall management and other welfare activity within the hall.
15. Keeping of motorcycles, mopeds or automobiles by the boarders is not permitted even if a student parks his vehicle outside the hall. Students permitted to stay outside the campus may come to the institute riding their own vehicles but are not permitted to ride them in the hall area. Any exception shall need the explicit approval of the Director.



APPENDIX – VII**COMPOSITION OF DEPARTMENTAL ACADEMIC COMMITTEE (UG)**

There shall be one Departmental Academic Committee in each Department, which will be responsible for smooth functioning and monitoring of all academic activities relating to the Department.

Composition

- | | | | |
|----|--|---|----------|
| 1. | A senior member of the faculty (including himself) designated by the HOD | - | Chairman |
| 2. | Four to six faculty members | - | Members |

Members to the DAC (UG) will be co-opted covering each specialization of the department.

In very small departments one or more faculty members of other departments may be co-opted by the HOD with approval of Dean(AA).

One or more external members may be co-opted by the Chairman, DAC on specific occasions such as syllabus making for new courses, revamping of present syllabus etc. The tenure of the Departmental Academic Committee shall be two years.

Functions

- 1) To decide the course structure and detailed syllabus of the subjects offered by the Department.
- 2) To assign teaching duties to the teachers and to make the facilities available for teaching.
- 3) To monitor progress of teaching in all courses and to ensure that classes are conducted as per rules.
- 4) To allot faculty advisors to the new batches of students admitted.
- 5) To consider any change of grade of a student in a particular subject / subjects due to any omission / commission and recommend (Clause 9.8 of regulation).
- 6) To review the cases of weak students and decide appropriate action in advance in coordination with faculty advisors.
- 7) To assign under-graduate Projects to the teachers of the Department.
- 8) To constitute evaluation boards for projects, viva voce, training reports etc.
- 9) To monitor delivery of instruction and ensure that all classes are held as per regulation.
- 10) To guide teachers towards ensuing continuous evaluation by conducting class tests, giving assignments etc.
- 11) Moderate question papers if so necessary.
- 12) To decide award of medals and prizes wherever available based on departmental merit or activities.
- 13) Any other duties to be assigned by the Senate.

The DAC will meet as often as necessary. Faculty advisors and other members of the faculty may be invited to meetings when necessary. The DAC will seek and review the reports of all course teachers and faculty advisors, and submit its reports to HOD for remedial action if so warranted. The DAC's recommendations may, if situation so demands, be discussed and amended by a meeting of the Full faculty of a Department.

Appendix – VIII

**COMPOSITION OF UNDERGRADUATE PROGRAMME
EVALUATION COMMITTEE (UGPEC)**

Composition

1.	Dean (Academic Affairs)	-	Chairman
2.	Dean (Student Affairs)	-	Member
3.	Chairmen of all Departmental Academic Committees	-	Members
4.	Head, Central Workshop	-	Member
5.	Professor in charge of EAA	-	Member
6.	Professor in charge Examination	-	Member
7.	Professor In-charge, Time Table	-	Member
8.	Deputy / Assistant Registrar (Academic)	-	Secretary

Functions

- i. To consider the recommendations of the Departmental Academic Committee on matters relating to under-graduate programme and to make suitable recommendation to the Senate.
- ii. To frame and revise curricula for the under-graduate courses of study.
- iii. To ensure that all norms and regulations pertaining to under-graduate programme are strictly followed.
- iv. To make periodic review of ordinances, regulations and instructions pertaining to under-graduate programme and to recommend to the Senate any modification thereof.
- v. To recommend to the Senate the results of all U.G. examinations and award of degrees.
- vi. To review the academic performances of students in general and make suitable recommendations to the Senate.
- vii. To recommend to the Senate, the award of stipends, scholarships, medals & prizes etc.
- viii. To draw off general time table for the under-graduate course and finalize the UG academic calendar to be put up to the Senate.
- ix. To consider and recommend to the Senate any special cases related to attendance, examination, registration etc.
- x. Any other job assigned by the Senate.

Frequency of Meetings

At least twice every semester.

APPENDIX - IX**RULES REGARDING ENDOWMENT MEDALS & PRIZES**

The Institute awards medals and cash prizes to the eligible continuing and graduating students for excellence in academic or extra academic activities. Some of the medals are funded by the Institute, while some are given by donors such as parents of deceased students, Government, Organisations and individuals. These medals and prizes are awarded to graduating students in the Annual Convocation and to continuing students on Institute day. It is decided that the medals and cash awards will be given according to the following rules : -

1. Gold Medals :

A Gold Medal awarded by the Institute will be of 10 gm standard weight at current rate, will cost around Rs.10,000/-. Minimum capital to be given by the donor as principal will be of Rs.2.00 lakhs. Existing donations of lower capital will be converted to cash prizes. The minimum value of cash prize shall be Rs. 5000/-, except for those awards which are given in memory of deceased students.

2. Memory of Past students:

Some awards are given by parents or friends in memory of deceased students of the Institute. The criteria for giving such endowments is as follows : -

- a) *Gold Medal* : as per clause 1.
- b) *Cash Award* : 5% of endowment or Rs.1000/- whichever is higher.

These awards will be continued even if the interest from the principal falls below the cost. In case of deficiency, donors will be requested to increase the amount of endowment but if they either do not exist or one not in a position to contribute more funds, the Institute will bear the difference in expenditure in memory of its old students.

3. Government/Institution of Engineers/Organisation donors/Individual donors:

- a) *Gold Medal* : as per clause 1.
- b) *Cash Award* : 5% of endowment or Rs.5000/- whichever is higher. In case of deficiency of capital, the donors will be contacted for increasing the amount of endowment. If they are not in a position to contribute the funds required, these endowments will be discontinued after funds are exhausted. In the closing year, if Rs.5,000/- is not available, the amount will be absorbed by the endowment fund and used for covering deficiencies in the endowment given in the memory of deceased students.

4. In all the above cases, the figures will be reviewed in July of every 5th year i.e. in July of year 2010, 2015, 2020 etc.

5. For awarding the above prizes, an Institute Committee appointed by the Senate will decide winners a month before the Convocation or the Institute day whichever is earlier. The composition of the Committee shall be as follows :

Dean (SA)	-	Chairman
Two faculty members nominated by the Senate	-	Member
Deputy /Asst. Registrar (Acad)	-	Member

6. For prizes based on attributes other than academic performance or SAC activity, a special committee may be constituted by Director in consultation with donors. Donors who choose to pay annually are required to pay minimum Rs.5000/- towards the endowment. They must send the cheque before September 30 of each year to sustain the endowment. If payment is not received in time, the award will be dropped for the year. Late payment will go to next year.

7. List of prizes, method of selection and names of winners will be posted on the Institute website.

APPENDIX - X

**COMPOSITION OF CO-ORDINATION COMMITTEE FOR
U.G. COURSES**

Composition

A Co-ordination Committee will be constituted for each subject taught by more than one teacher of one or more Departments. The committee will consist of all the teachers who are involved with the teaching of the subject during the semester.

One of its members will be nominated by the Head of the Department, under whose name the subject is being offered, to act as its Chairman.

Tenure

The semester in which the subject is being offered.

Functions

- (i) To lay down the course plan for the subject.
- (ii) To coordinate instructions and progress of teaching in the subject and to ensure that the full syllabus is covered.
- (iii) To review periodically the performance of students who have registered in the subject.
- (iv) Organise preparation of question paper.
- (v) To moderate the question papers on the subject and ensure that the syllabus is well covered by the question papers.
- (vi) To forward the results of the examinations and the final grades obtained by each student taking the subject, to the Academic Section through concerned Head of the Department.

Frequency of Meetings

Each Coordination Committee shall meet at least four times during the semester.



APPENDIX - XI**RULES FOR CHANGE OF BRANCH**

1. A student admitted to a particular branch of the B.Tech. Course will normally continue studying in that branch till completion.
2. However, in special cases the Institute may permit a student, admitted through AIEEE or other approved avenues to change from one branch of studies to another after second semester, provided vacancies exist in such branches. However, the remaining strength of the source branch will not be allowed to fall below 60% of the sanctioned strength.
3. Only those students will be eligible for consideration for a change of branch after the second semester, who have -
 - (a) Completed all the credits prescribed in the first and second semesters of their studies, in the first attempt, without supplementary examination or attending a summer course,
 - (b) Secured a CGPA not less than 8.0 (1st and 2nd semester taken together), and
 - (c) Not been awarded a major or minor punishment by the standing disciplinary committee.
4. Application for a change of branch must be made by intending eligible students in the form prescribed for this purpose. The Academic office will call for application sometime before start of summer vacation and the completed forms must be submitted to this office by the last date specified in the notification.
5. Students may enlist all the available choices of branch, in order of preference, to which they wish to change over. It will not be permissible to alter the choices after the application has been submitted.
6. Change of branch shall be made strictly on the basis of inter-se-merit of the applicants. For this purpose the CGPA obtained at the end of the Second (Spring) Semester shall be considered. Ties will be broken by the AIEEE rank.
7. In order to avoid delay in change of branch, the branch change shall be made on the basis of 2nd semester CGPA after it is passed by UGPEC and approved by the chairman, Senate. In the event of a student securing above 8.0 on verification of his evaluated answer scripts, the student (if interested for a branch change) can be allotted a branch commensurate with his grade, irrespective of whether a seat is vacant in that branch or not. This seat will be over and above the sanctioned strength of that branch.
8. Seats available for branch change will cover all vacancies caused by students not joining the programme or leaving before completion of Spring Semester. Vacancies created by failure of students and permitted to re-register will not be counted.
9. All changes of branch made in accordance with the above rules will be effective from the Third (Autumn) Semester. No changes of branch shall be permitted thereafter.
10. All changes of branch will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch offered.
11. Notwithstanding the provisions of foregoing paragraphs the Senate may, under very special circumstances, permit the transfer of a student from one branch to another, in deviation of the above mentioned rules. In each such case the special reasons for which the transfer is permitted must be recorded in the Senate resolution. Such transfers, if any, will be over and above the regular transfers, and their number will not be counted in the computation of 'Actual Number of Students' in a given branch.

APPENDIX - XII**RULES REGARDING ALTERNATIVE MID-SEMESTER AND SUPPLEMENTARY EXAMINATIONS, SUMMER COURSES AND BACKLOG PAPERS**

- Supplementary exams will normally be offered at the discretion of the Institute only in subjects where the number of applicants is 3 or above, if a summer course is not offered in that subject. In addition, the senate, or Chairman senate on its behalf, may approve supplementary exams in other subjects, particularly in 400 level courses.

Except as specified in Clause 8.3(ii)(c), a student will be eligible to appear in the supplementary examination in a subject if he obtains grade F, X or I with required attendance record. There is no provision for improvement of grade, if it is P or higher, except when a student's CGPA falls below 6.00. Students with CGPA < 6.00 may write Supplementary Examination or attend summer courses to improve grades. The higher of the two grades will be recorded.

- A student will ordinarily not be allowed to appear in more than 5 (five) subjects in the supplementary examinations.
- Intending students must submit their application in the proforma given in this book through his/her faculty advisor and his/her Head of the Department, along with the necessary fees to the Examination office by the date as announced by the office.
- The supplementary examination shall be held on such dates as laid down in the Academic Calendar for the year or as notified separately.
- The grade in the subject scored by the student appearing in the supplementary examination will be recomputed by substituting the marks scored in the last end-semester examination by that scored in the supplementary examination. The final grade awarded to the students must be sent to the Examination Office within 5 days of receipt of answer scripts.
- Unless exempted as per regulation in Clause 8.3 (ii)(b), a student is entitled only to one grade lower than the actual grade thus scored, except that the performance grade 'P' remains unaltered, as elucidated in the table below. The conversion of grade shall be done by the Examination office.

Grade Obtained	Grade to be awarded
F	F
P	P
D	P
C	D
B	C
A	B
Ex	A

- When the situation so demands, e.g. large number of students failing in a subject, the Institute may decide to offer summer courses to students with an F grade in Autumn or Spring semester. Attendance in such a course shall be compulsory and no separate supplementary examination shall be offered in the subject.

8. Students who have missed the mid or end semester examination due to serious illness or family calamity may appear in the corresponding semester examination of the summer course without attending classes if permitted to do so.
9. A student can register for a maximum of three summer courses. The maximum number of courses in supplementary examinations as stated in clause 2 will be reduced by the number of summer courses taken.
10. If a student secures at least P grade in a course and has CGPA higher than 6.00, he will not be permitted to upgrade his grade in that particular course. However, for enhancement of knowledge he/she can audit that course during summer courses with the consent of the course teacher by payment.
11. Students who miss a mid semester examination due to serious illness, family calamity or some other reason may be permitted to appear in an alternative mid semester examination, if there exists sufficient reason to miss the examination.

The grade awarded, however, will be lowered by one step. If a student has class attendance exceeding 95% (overall, approximate) at the end of the semester, he may be given full credit as given in Section 8.3 [ii (c)].

Thus, to be eligible for full credit, a student's absence from classes in any course must not exceed 2 hours in a theory course and one laboratory session in a practical course. Students permitted to avail full credit are eligible for medals and prizes.

12. If a student does not clear a course during a semester including supplementary exams (or summer course), he may register for the course in the following semester as a "BACKLOG PAPER". In case of 'backlog papers' the student is not required to attend classes, but must write both mid- and end-semester examinations. The TA marks will be carried forward from the previous semester.
13. If a student fails in a backlog paper, he may write supplementary examination in summer (if offered) or attend summer courses once again. If he still does not clear the paper, he must register for the course and attend classes, thus automatically joining the slow pace programme. The status in the grade sheet will appear as "UR" (Unregistered).
14. If a student completes all 8 semester with some uncleared F grades, or CGPA less than 6.00, he must continue to live in the hostel and attend classes. He must register for as many courses as time table permits, the balance (the more recent courses) being taken as backlog papers.
15. If a student does not clear all courses in 6 years or has CGPA less than 6.00 at the end of the 6th year including supplementary exams (if offered), he must leave the Institute without being awarded a degree, unless granted additional time by the Senate. Such time extension shall not exceed one year.

APPENDIX – XIII

PROCEDURE FOR ADMINISTRATION OF SHORT TERM INDUSTRIAL OR RESEARCH EXPERIENCE (SIRE PROGRAMME)

1. The SIRE programme shall be of at least 8 weeks duration after 6th semester of B.Tech and 2nd Semester of M.Sc programme. The experience should preferably be earned in an industry of repute, major R & D laboratory, an IIT, NIT or IISc. The key word is “repute”.
2. While summer work after 6th semester of B.Tech. is compulsory, a student may, at his discretion, acquire experience at the end of the 4th semester of the B.Tech. in addition to the programme after the 6th semester.
3. The Training and Placement department shall arrange places of work for all students of 3rd year B.Tech and 1st year M.Sc. It may also assist students of second year B.Tech to find work opportunities at mutual convenience.
4. The work may be carried out either in India or abroad. The Institute shall not bear the cost of travel or accommodation in any place. Some organizations offer work experience to engineering students against a fee. The Institute will examine such programmes for their content and spirit and approve deserving cases. The student shall bear the expenses.
5. Students are encouraged to receive financial support from the organizations where they are placed or from other sources. Such financial offers will not count as alternative scholarships.
6. Students will not be permitted to enroll in regular, periodic or aperiodic courses (e.g. CAD/CAM course, Oracle course) offered by companies, even if the subject is of interest to the academic programme. If a subject is of relevance to the Institute’s academic programme, it should be included in the curriculum instead of requiring the students to study it outside the Institute by paying additional fees.
7. Considering difficulties of accommodation and travel, the Institute shall work out places of work taking into account the convenience of students. For this to happen, the T & P Centre shall put up a notice seeking suggestions from students for possible work sites. When the seats are made available to the Institute, the students who made the suggestion shall get the first preference in allotment.
8. Some time around February-March of the year, the T & P department shall finalise the list of work sites for the students and announce it on the notice boards. The students will then make railway reservation and take other steps necessary. Railway concession will be made available by the Institute.
9. Students will have no freedom to choose their own places of work beyond giving suggestions to the T & P Centre. In case a student faces difficulty with the assigned place, he should bring it to the attention of the Professor T & P so that he can be given a fresh allotment. Any change of place of work after starting of the summer vacation must be approved by the Professor T & P on the merit of the case. Any work at a place not approved in advance will not count towards credit requirement.
10. The T & P Centre shall have the responsibility to inspect the places of work to ensure that the students are sincere in their assigned responsibility. If it is found that a student is not attending his work place on full time basis, the student shall get ‘F’ grade and the SIRE programme is to be repeated at the end of the 8th semester with consequent delay in completion of the students’ academic programme.

- 11 The SIRE report will be evaluated by the department at the beginning of the 7th semester, preferably within one month of the starting of the semester. The department will assign one or two faculty members to coordinate presentation by the students and evaluation of the reports. The grades must be sent to the examination office before the mid semester examination of the autumn semester.
- 12 The T & P Centre shall be the nodal agency for arranging places of industrial experience. But departments also need to play a strong role. Many faculty members are well known in industry and the industry honours the requests of faculty members and Heads of Departments.
- 13 There will be a Training & Placement Advisory Committee headed by the Professor of Training & placement. Every department shall nominate one faculty member having strong connection with industry and a strong perception of all aspects of the department's academic programmes.
- 14 SIRE will also include credit for the industrial tours and visits arranged by the Institute during the first seven semesters of a student's career. The relative assignment of marks between the two components shall be : 75% for summer work and 25% for the industrial tours.



APPENDIX – XIV

TIME TABLE CONCEPTS

The Institute shall follow a Central Time Table, which will be common across all programmes, branches and years.

The main features of the timetable are the following :

1. There are 2 sequences – ‘TP’ and ‘PT’. Some sections will follow the TP sequence, i.e. Theory in the morning and Practical in the afternoon. While others will follow the PT sequence which is the reverse.
2. The entire week of $8 \times 5 = 40$ periods is divided into a few time slots: 4 Practical slots named PA, PB, PC and PD, and 6 theory slots named TA, TB, TC, TD, TE and TF. Each practical slot is of 3 continuous hours, while each theory slot has 4 hours on 4 days. Two separate slots shall have no period in common.
3. A course is taught over a time slot allocated to it. For example, say, for a section, a subject is taught in TA slot. It means it will be taught during the 4 periods marked as TA1, TA2, TA3 and TA4 in the Time Table. All courses assigned TA slot will be taught during the same hours.
4. Slotting in TP sequence is different from slotting in PT sequence. Theory slots TD, TE and TF are common between the two sequences.
5. First year B. Tech. students shall normally have no class after 4.15pm. They are expected to go to NCC/NSS/Sports classes after 4:30 pm. Therefore, for First year B. Tech. students, the E slot will have 3 hours and F slot will be free. Other students will have classes till 5.15 pm.
6. Wednesday mornings are totally off for all classes. This time can be used for compensatory classes, extra tutorials, laboratory or workshop classes and for make up class etc. This can also be used for Senate Meetings, HOD Committee and all Committee meetings including those in the departments.
7. During Wednesday afternoons, there are theory classes but no lab or workshop classes. Labs and workshops will be kept open for repeat and compensating classes.
8. In exceptional cases lab slots can be created on Wednesday if there is no other alternative available to a department.
9. All classes must be held in the periods specified in the Time Table, at least for the first one week of a semester. It will be considered a serious offence to the academic community if teachers change class timing arbitrarily thus forcing students to miss a class elsewhere.
10. After the elapse of a week, teachers and students together may decide to shift a class if and only if no student is inconvenienced by the shift. Even if just one student has a conflict with another class officially allotted in timetable or otherwise, the shift is disallowed.
11. When 3-period subjects are allotted to a 4-period slot, the teacher may choose the 3 periods. He may choose at his discretion, to teach during all four periods and give a few classes off during the semester, the total number of classes being not less than what is expected.
12. Among the 6 theory slots – three (TA, TB, TC) are reserved for compulsory courses, two (TD, TE) are for professional elective courses, and one (TF) slot is for OPEN ELECTIVE. Professional elective slots may be used for compulsory courses, if the department does not offer enough electives. This facilitates mixing of different branches and batches in the elective courses.

13. The Central Time Table Committee has allotted time slots to all B. Tech. first year courses and to those higher year courses that are taken by many departments. Departmental Time Table Committees are expected to fill up the rest of the slots.
14. PG courses MUST follow the same slots. It is because UG students may take PG subjects as electives and because the same teachers will teach UG and PG subjects.
15. EAA classes are to be held in both morning and evening hours as decided by EAA faculty and sports officers. They are not to be shown in the time table.
16. Subjects such as Projects and Seminars may or may not be assigned time slots in the timetable at the discretion of a department. Teachers and students are, however, expected to spend proportionate amount of time on these activities.
17. Courses should be made in a manner that the contents match with the total time available during a semester, which is approximately 14 weeks of instruction, excluding holidays and examinations. There should be approximately 40 lectures for a 3-credit course and about 52 for a 4-credit course. In lab courses, there should be at least twelve 3 – hour experiments, plus some time for quizzes or viva voce.
18. Theory & practical courses have been standardized only under 3 configurations:

3 credit theory courses	:	L-T-P = 3-0-0
4 credit theory courses	:	L-T-P = 3-1-0
2 credit practical courses	:	L-T-P = 0-0-3

Mixed courses such as L-T-P = 3-1-3 have been discontinued. Similarly 4 credit (LTP =0-0-6) practical courses should be reorganized as two separate courses of 0-0-3 (2 credits).
19. Experiments in laboratory courses should be re-cast to make them more challenging, so that the process of Instruction + reading manuals + experiments + report writing is completed within 3 hours. There should be no provision for producing FAIR LAB BOOKS at the end of the semester or producing fair notes every class. In fact, no purpose is served by copying lab books; it is a remnant of the college-university system to which we have bade Good Bye. Every class should be self-contained so that students need not work on their lab books at home.
20. The character of Lab courses is changing continuously. A good fraction of our labs should be based on computer simulation and use of good technical software. In these courses, computer facilities should be made available well beyond normal office hours for practice and assignments.
21. There is often a feeling in some quarters that laboratory courses cannot contain black board lectures. This need not be the case. Teachers must brief students on the scientific foundation of the experiments before the actual experiments. This is particularly necessary and practicable in courses like computer programming, software based labs, drawing and workshop classes where all students of a group carry out the same experiment.
22. M. Tech. laboratories should not be repetitions of the UG work. A teacher may give open-ended experiments lasting over several weeks where students can design, procure or fabricate components, assemble experiments and generate data. Standard 3-hour experiments do not do justice to M. Tech. laboratory courses.

CENTRAL TIME TABLE

For all semesters, all branches, all courses (UG and PG) and all subjects

GENERAL SLOT INFORMATION (TP Sequence)

Period	1	2	3	4	L U	5	6	7	8
DAY	8-9 AM	9-10 AM	10-11 AM	11-12 NOON			1.15- 2.15PM	2.15- 3.15PM	3.15- 4.15PM
MON	TA1	TB1	TC1	TD1	N	PA			TE1
TUE	TC2	TA2	TB2	TD2		PB			TF1
WED					C	TD3	TE2	TE3	TF2
THUR	TB3	TC3	TA3	TD4		PC			TF3
FRI	TA4	TB4	TC4	TE4	H	PD			TF4

GENERAL SLOT INFORMATION (PT Sequence)

Period	1	2	3	4	L U	5	6	7	8
DAY	8-9 AM	9-10 AM	10-11 AM	11-12 NOON			1.15- 2.15PM	2.15- 3.15PM	3.15- 4.15PM
MON	PE			TD1	N	TG1	TH1	TK1	TE1
TUE	PF			TD2		TK2	TG2	TH2	TF1
WED					C	TD3	TE2	TE3	TF2
THUR	PG			TD4		TH3	TK3	TG3	TF3
FRI	PH			TE4	H	TG4	TH4	TK4	TF4

SAMPLE NOTATIONS

T-P Sequence = Practical in afternoon [Slots TA, TB, TC, TD, TE, TF, PA, PB, PC, PD]

P-T Sequence = Practical in forenoon [Slots TG, TH, TK, TD, TE, TF, PE, PF, PG, PH]

TA1 = 1st Lecture of A slot for Theory courses

PA = A slot of Practical courses

Course Allocation

Slots TA, TB, TC and TG, TH, TK will normally be used for core (compulsory) theory courses.

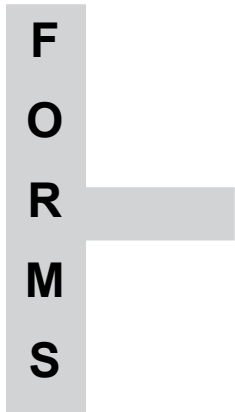
Slot TD will be used for open electives for all students, i.e. both T-P and P-T sequences.

Slots TE and TF will normally be used for professional electives in all departments.

Note

- If a department offers only 2 core courses in a semester, slots TC and TK can be used for professional electives, preferably for those courses that do not have students from other departments.
- If a department has 4 core courses, slot TF will be used for a core course.
- Slot TE shall always be used for a professional elective.
- For a theory course having L-T-P (3-0-0), it may preferably be assigned a TE or TF slot and one of the slots may be dropped, decided mutually between the faculty and the students.
- All the Theory courses for 1st year B. Tech. are compulsory and there are no elective/ open elective courses applicable for them.

**F
O
R
M
S**





National Institute of Technology Rourkela

Paste here your
recent passport size
colour Photograph

Application Form for Enrolment in B.Tech. Programme

Branch : _____ Session : _____

1. Name of the student in full : _____
(as on HSC or equivalent certificate)
2. Date of Birth in Christian era : _____
3. Blood Group & Rh : _____
4. Address for Communication : _____

Present Address	Permanent Address
Telephone No.	Telephone No.
Email :	

5. a) Full name of Father / Guardian: _____
b) Mother's Name _____
c) Relationship of guardian with:
applicant (if other than Father) _____
d) Occupation of Father / Guardian : _____
(State exact Designation, if employed whether in Private / Semi Govt. service with details)
e) Office Address of Father / Guardian : _____
(State exact Designation, if employed whether in Private / Semi Govt. service with details)

Telephone : _____

6. a) Nationality : _____ b) Religion : _____ c) Mother Tongue : _____
d) State to which you belong : _____ e) Sex : _____
f) Category : SC / ST / OBC / GEN g) Nearest Railway Station : _____

7. Academic Career : (Examination Passed)

Sl. No.	Level	Name of the Examination Passed	Name and Address of Institution	Name of Board / University	Class in which passed	Year of Passing	%age of Marks
1.	10 th Std.						
2.	12 th Std. / +2						

8. Name of the Institution last attended with the name of University : _____

P.T.O.

9. Contact person in Rourkela or nearby who can be contacted in case of emergency :
- a) Name : _____
- b) Address : _____
 _____ Tel. No. _____
10. Known Allergies and medical condition : _____
 (if any)

Declaration by the applicant

I do hereby declare that the information furnished in this application is true to the best of my knowledge and belief and if admitted I shall abide by the rules and regulations of the Institute and Halls attached to it. If any information furnished in this application is found to be false, I am liable to forfeit the seat allotted to me and legal action may be taken against me.

I agree to stay in Hall of Residence and room allotted to me by the authorities and shall abide by the rules of the Hall.

I shall not participate in any move to create group / class feeling amongst the various students. I am aware of the rules regarding ragging / harassment of juniors as well as the punishments thereof. I undertake that if found guilty of the above I will be liable for punishment as deemed fit by the authorities. **I also understand that I shall cooperate with the authorities in curbing ragging (including reporting incidents of ragging to authorities), failing which disciplinary action as per rules will be taken against me.**

I clearly understand that under the continuous learning cum evaluation system of the Institute, attendance in all classes is compulsory and that I shall be deregistered from courses on ground of unsatisfactory attendance record. I also understand that I must leave the Institute unless I secure the minimum grade as per regulations.

Date : _____ **Full signature of the Applicant**

Declaration by the Parent / Guardian

I agree to meet the expenses as fixed by the Institute which may be enhanced from time to time during the period of study of my son / daughter / ward Sri / Ms. _____ for the entire course and during his/her stay in the halls of residence.

I undertake to ensure that my son/daughter/ward conducts himself/herself in accordance with the rules of NIT Rourkela and its halls of residence, and in a manner commensurate with an institution of repute. I will also ensure that he attends all classes (which is mandatory) and appears in all tests and examinations. If his attendance record is unsatisfactory as per norms fixed by the Institute or his academic performance is below the prescribed minimum, I shall withdraw him from the Institute.

I shall continuously monitor his progress and keep contact with his Faculty Advisor.

Date : _____ **Full signature of the Parent / Guardian**

FOR OFFICE USE

Year of Admission : _____ Branch : _____
 Roll No: _____ Hall : _____

ASST. REGISTRAR (ACADEMIC)



NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA

APPLICATION FORM FOR ALLOTMENT OF BRANCH UNDER
SLIDING PROCESS 20 - 20 .

1. Name (in Block letters) : _____
2. Present Branch (if allotted) : _____
3. Roll No. (if allotted) : _____
4. All India Rank in AIEEE : _____
5. State eligibility : _____
6. Category : OP / SC / ST / PH / OBC

7. Preference of Branches :
(Allotment will be made as per availability of branch under respective state quota, category wise or under any other formula approved by the Central Counselling Board or by the Institute Senate.)

- | | |
|----------|-----------|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

Date:

Signature of the Student

N.B: Branches at N.I.T, Rourkela :

(1) Biomedical Engineering (2) Biotechnology (3) Ceramic Engineering (4) Chemical Engineering (5) Civil Engineering (6) Computer Science & Engineering (7) Electrical Engineering (8) Electronics & Instrumentation Engineering (9) Electronics & Communication Engineering (10) Mechanical Engineering (11) Metallurgical & Materials Engineering (12) Mining Engineering

Note :

Application once submitted, cannot be withdrawn or modified.



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA**

ADDRESS SLIPS

FATHER'S / GUARDIAN'S ADDRESS SLIP

To

Dr. / Shri.....

.....

.....

Pin CodeState.....

FATHER'S / GUARDIAN'S ADDRESS SLIP

To

Dr. / Shri.....

.....

.....

Pin CodeState.....

FATHER'S / GUARDIAN'S ADDRESS SLIP

To

Dr. / Shri.....

.....

.....

Pin CodeState.....

FATHER'S / GUARDIAN'S ADDRESS SLIP

To

Dr. / Shri.....

.....

.....

Pin CodeState.....

SPECIMEN SIGNATURE FOR IDENTITY CARD

NAME : _____

1.	
2.	
3.	



NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

REQUEST FOR PERMISSION TO STAY OUTSIDE HOSTEL

1. Name : _____ 2. Roll No. _____
3. Programme: _____ 4. Department _____ 5. Year _____
6. Reason for not staying in the Hall of Residence : _____

7. Name & address of with whom student will stay : _____

 _____ Phone : _____
8. Relationship with the student : _____
9. Distance from the Institute: _____ km.
10. Proposed mode of travel : _____
 (If proposed to travel by a motor vehicle, a photo copy of Driving licence to be enclosed. I promise to wear safety helmet or seat belt while driving, and promise not to drive in the hostel area.)
11. We certify that adequate physical facility exists for accommodation of Shri / Ms _____ and the place is conducive for studying. The place of stay is close to the Campus and the student shall face no difficulty in attending classes and laboratories both during and outside regular working hours. Adequate safety measures will be taken during travel for female students.
- The student shall pay full seat rent for his allotted hall and all other dues (except Mess dues) as decided by the Warden of the Hall.
12. Signature :

Student	Parent / Guardian	Guardian with whom student will live.
Recommendation :		

Faculty Advisor

Head of the Department

Approved / Not Approved

Dean(Academic Affairs)



NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

SCRUTINY SHEET

(Items 1 to 5 to be filled by the candidate)

Admission date : _____

1. Name of the candidate : _____
2. For Admission to : (B.Tech. / M.Tech. / M.Sc.) : _____
3. AIEEE / GATE (Rank / Score) : _____
4. Branch Alloted: _____ 5. Specialisation : _____
6. Verification of Documents (To be filled up by office)

S.No	Documents	Original	Photo copy	Remarks of verifying officer
(i)	High School Certificate or equivalent Examination Certificate showing the date of birth (Original to be returned)			
(ii)	Pass Certificate of the qualifying Examination (Original to be returned)			
(iii)	GATE SCORE Card (for PG students)			
(iv)	College / School Leaving Certificate issued by the institution last attended (Original to be retained)			
(v)	Conduct Certificate from the Institution last attended (Original to be retained)			
(vi)	SC/ST Certificate (Original to be returned)			
(vii)	Migration Certificate (Original to be retained)			
(viii)	Enrollment Form			
(ix)	Passport size photographs (3 nos.)			
(x)	Clearance Certificate from employers (for sponsored PG students only)			

Signature of the Verifying Officer

I undertake to produce the documents as found waiting and indicated above by (date) : September 30, failing which my admission may be cancelled and all fees paid be forfeited. I have accepted the branch allotted to me.

Signature of the Candidate

Admission fee collected

Vide Receipt No. _____ Dated : _____

Cashier

Dealing Assistant

Admitted Provisionally

Assistant Registrar(Academic)



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA**

(OFFICE COPY)MONEY RECEIPT

Sl.No. _____ Date: _____

Name : _____
 Roll No. : _____
 Branch : _____

Admission Fee (A): _____
Rs.25,000 (22,500/- for boarders permitted to stay outside)
 Less: Amount Deposited (B) _____
(Rs.15000/- for open/ Rs.5000/- for SC/ST)

Balance amount paid (A - B) : _____

Bank Draft No. _____ Dated _____

Drawn on bank _____

DEVELOPMENT FEE: _____ Rs.10,000.00

Bank Draft No. _____ Dated _____

Drawn on bank _____

TOTAL : _____

Date: _____ Cashier



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA**

(STUDENT COPY)MONEY RECEIPT

Sl.No. _____ Date: _____

Name : _____
 Roll No. : _____
 Branch : _____

Admission Fee (A): _____
Rs.25,000 (22,500/- for boarders permitted to stay outside)
 Less: Amount Deposited (B) _____
(Rs.15000/- for open/ Rs.5000/- for SC/ST)

Balance amount paid (A - B) : _____

Bank Draft No. _____ Dated _____

Drawn on bank _____

DEVELOPMENT FEE: _____ Rs.10,000.00

Bank Draft No. _____ Dated _____

Drawn on bank _____

TOTAL : _____

Date: _____ Cashier



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA**
(For Institute dues)

Name : _____
Roll No. : _____ Sem/Year : _____
Branch : _____ Hall : _____

Sl. No.	Particulars	Amount (in Rupees)
1.	Institute fee (Sem: _____)	
2.	Examination fee (Exam _____)	
3.	Other Academic fee (Specify _____)	
4.	Certificate/Marksheets etc. (Specify _____)	
5.	Medical Charges	
6.	Fine (Specify _____)	
7.	Fine Rs. 500/- for dishonoured bank voucher	
	Total	

(Rupees _____)
only by SBI Voucher / Demand Draft

Signature of the Student

FOR OFFICE USE ONLY

Sl.No. _____ Date : _____
Received Rs. _____ as stated above.

Cashier / Asst. Cashier

N.B. The receipt is valid subject to realization of the amount from Bank. A fine of Rs. 500/- will be imposed in case the SBI Voucher is dishonoured by the bank.



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA**
(For Institute dues)

Name : _____
Roll No. : _____ Sem/Year : _____
Branch : _____ Hall : _____

Sl. No.	Particulars	Amount (in Rupees)
1.	Institute fee (Sem: _____)	
2.	Examination fee (Exam _____)	
3.	Other Academic fee (Specify _____)	
4.	Certificate/Marksheets etc. (Specify _____)	
5.	Medical Charges	
6.	Fine (Specify _____)	
7.	Fine Rs. 500/- for dishonoured bank voucher	
	Total	

(Rupees _____)
only by SBI Voucher / Demand Draft

Signature of the Student

FOR OFFICE USE ONLY

Sl.No. _____ Date : _____
Received Rs. _____ as stated above.

Cashier / Asst. Cashier

N.B. The receipt is valid subject to realization of the amount from Bank. A fine of Rs. 500/- will be imposed in case the SBI Voucher is dishonoured by the bank.



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA**
(For Institute dues)

Name : _____
Roll No. : _____ Sem/Year : _____
Branch : _____ Hall : _____

Sl. No.	Particulars	Amount (in Rupees)
1.	Institute fee (Sem: _____)	
2.	Examination fee (Exam _____)	
3.	Other Academic fee (Specify _____)	
4.	Certificate/Marksheets etc. (Specify _____)	
5.	Medical Charges	
6.	Fine (Specify _____)	
7.	Fine Rs. 500/- for dishonoured bank voucher	
	Total	

(Rupees _____)
only by SBI Voucher / Demand Draft

Signature of the Student

FOR OFFICE USE ONLY

Sl.No. _____ Date : _____
Received Rs. _____ as stated above.

Cashier / Asst. Cashier

N.B. The receipt is valid subject to realization of the amount from Bank. A fine of Rs. 500/- will be imposed in case the SBI Voucher is dishonoured by the bank.



Form : NITR/AC/108

NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

REQUEST FOR PAYMENT OF FEES THROUGH E-BANKING

(To be submitted on approval of application)

Date: _____

1. Name of the candidate in full : _____
2. Roll No. : _____ 3. Department _____
4. Programme : B. Tech. M. Sc. M.Tech. M.Tech.(R) Ph. D.
5. Head of account and amount of fees to be paid

Serial No.	Head of Account	Amount
1	Semester Registration fee	Rs. _____
2	Thesis submission fee	Rs. _____
3	Supplementary/Alternative Examination fee	Rs. _____
4	Summer Course Registration fee	Rs. _____
5	Fines	Rs. _____
6	Transcripts & Certificates	Rs. _____
7	Hall dues (_____ Hall)	Rs. _____
8	Miscellaneous	Rs. _____

6. I may kindly be permitted to deposit the fees mentioned above in appropriate Institute account through e-banking.
7. Signature of student: _____

To

Assistant Registrar (Acad)

Permitted to deposit the fees through e-banking. Appropriate entry has been made on the computer for accepting the fees.

Office Assistant
(Academic Section)

Assistant Registrar (Acad)



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA**

Form : NITR/AC/109

Semester Registration for B.Tech./M.Tech. and M.Sc. Programmes

1. Programme of Study: B.Tech. M.Tech. M.Sc. MCA 2. Date of Registration: _____
3. Semester Autumn Spring 4. Year 20__ - 20__ 5. Roll Number
6. Full Name of the Student
7. Hall of Residence : 8. Whether permitted to stay outside : Y N
9. Branch of study: _____ 10. Branch Code:
11. Whether paid a) Institute dues for current semester : Y N b) Hall dues of previous semester : Y N
Necessary fee receipts for items 11 (a), (b) should be attached in original (Which will be returned after verification by Faculty Advisor)

12. Backlog Papers (Exams only)[Only for courses originally registered last year and awarded F or X grade]:

SINo	Subject Code	Name of Subject	Credits	First Registered Autumn / Spring & Year.
1.				
2.				
3.				
4.				
5.				

13. Subjects of Study [Including papers of previous semester with UR status or repeat papers for students with CGPA < 6.00]

Sl. No	Subject Code	Name of the subject	L-T-P	Credits	Time Table Slot
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
Total					

14. We certify that courses listed under item 12 (Exams only) were originally taken during last academic year, and that all courses originally taken more than one year ago are listed under item 13. The student will attend classes for all courses listed under item 13. We also confirm that there is no time table conflict.

Signature of the student

Faculty Adviser

Head of Department

Dean (AA)

P.T.O

Instructions on Semester Registration

1. This form is to be used by every UG or PG student of NIT Rourkela at the beginning of a semester. Through this form, the student requests the courses that he intends to study during the semester or to write exams as backlog papers.
2. All roll sheets for classes and lists of examiners are from these registration forms. If you forget to mention a course here, you will not have another opportunity to attend classes or to sit in examination on that paper.
3. Please consult Institute time table before filling up this form. There should be no more than one course during a time slot. Please note that no department or teacher or administrator can change the time table later, except with the consent of every single stake holder. Do not ever give your consent to a change of time table if the change would create a conflict in your own schedule.
4. Please choose your electives in a manner that avoids time table conflict.
5. If you have 'UR' grades or 'F' grades more than one year old, please register for those courses first. The courses that you took last year for the first time may be taken as backlog papers, where you will write exams without attending classes. Courses first taken by you earlier than last year must be fully repeated.

Only after registering for the backlog and repeat courses, register for the current semester courses, starting with the core subjects. Your Faculty Advisor will guide you on choice of courses and electives.

6. If your CGPA is low (< 6.00), you are advised to enter the slow pace programme. Do not load yourself excessively and get more F grades in future.
7. Please note that if your CGPA is below 6.00 for 3 semesters in a row, you will have to leave the Institute. It is in your interest to slow down and plan your programme. It is better to be slow than to rush and be thrown out of the Institute without getting a degree.
8. You must complete the full B.Tech. programme in 6 years.
9. Attendance in class is extremely important. Maximum absence permitted in a theory course is 6 hours in a 3 credit course, and 8 hours in a 4 credit course, while that in a 2 credit practical course is only one session of 3 hours. Absence beyond these limits will mean loss of grade points, and in extreme cases, outright failure. Please do not take the risk.
10. God forbid, but if you ever fall sick during exams, only a 95% attendance record will ensure that you get the grade you deserve. Please attend ALL CLASSES.
11. Your Faculty Advisor is your best friend and your interface with the Institute. Always remain in touch with him. Any application to institute authorities should be through your faculty advisor.



NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

APPLICATION FOR LEAVE OF ABSENCE FROM CLASSES

(To be submitted in duplicate to the Department Office. Please do not submit to Academic Section)
(For U.G., P.G., Research Scholars and Fellows, Research and Teaching Assistants)
(Please do not use this form for visiting other institutions / industry for academic work)

Type of Leave : Personal Leave * Medical Leave **

1. Name : _____

2. Roll No.: _____ 3. Department : _____

4. Reasons for seeking leave (Give details) :

5. Period: From _____ To _____

6. No. of working days of absence : _____

7. Leave already availed during the semester : Medical _____; Personal _____

8. Address during the leave with Tel. No. _____

9. I understand that this leave does not entitle me to extra classes, alternative examination, credit for class tests / home assignments or mess rebate.

10. Enclosures: _____

* B Tech and M.Sc students can take personal leave only for a serious medical problem in the family, but not for other casual reasons.

** Medical leave may be availed for days of recommended "medical rest" in excess of 5 working days in a semester.

Photocopy of medical card with Institute Medical Officer's recommendation enclosed. In case of out station illness, all relevant medical papers (prescriptions, medicine purchase receipts, diagnostic reports etc) are also enclosed along with endorsement by Institute Medical Officer.

Signature of the student

Recommended for approval : ----- Noted in appropriate Leave Register : -----

Faculty Adviser

Department Office

Approved (Up to 10 workingdays)

Approved

Recommended

Recommended (Beyond 10 working days)

Head of the Department

Dean (AA)

Director

To

Assistant Registrar (Academic) for records [B.Tech. and M.Sc. students]

Head of the Department of _____ **for records [M.Tech., M.Tech(R) & Ph.D. students]**

Copy to : Student concerned (through HOD & Faculty Advisor)

Note : Heads of Departments are requested to forward both copies of this application to Academic Section. When the approval is received from the Academic Section, please pass it on to the Faculty Adviser for onward transmission to the student.



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA**

Request for permission to travel for academic work, conferences or student activity

(Please submit in duplicate if involves absence from classes)

1. Name of student : _____ 2. Roll No : _____
3. Programme: B.Tech/M.Tech/Ph.D./MSc _____ 4. Hall of Residence : _____
5. Purpose of travel : Academic Conference Student activity Other
6. Details of activity : _____

7. Place of visit : Organisation : _____ City: _____
8. Dates of business : From _____ To _____
9. Duration of absence including travel: From _____ To _____
10. Expenses : [See rules on reverse side]
Round trip Train fare in appropriate class (with concession if applicable): _____
Bus / Local Travel : _____
Registration fees _____, Living Expenses _____ Total _____
11. Special Request (if any) : _____
12. Enclosures: Correspondence with Institution to be visited
 Acceptance of paper Abstract of paper Conference brochure
 Other _____
13. Signature of the student: _____ 14. Date : _____
15. Recommendation of faculty advisor/thesis supervisor (for project related travel only) :

Thesis Supervisor (if applicable)

Faculty Advisor

For Project work without financial support or with financial support from Research projects	For Academic purpose with financial support	For Student Activity with financial support
<p>Recommendation of Project PI (if applicable) Travel grant will be provided from _____</p> <p align="center">_____ Signature of P.I.</p> <p>Approved. Prof T & P is requested to issue student concession.</p> <p align="center">_____ Head of the Department</p>	<p>Funds will be provided from Departmental operating grant as per rule towards Registration fee and/or fees charged by host institution.</p> <p align="center">_____ Supervisor _____ Head of the Department</p> <p>Travel and expenses approved. Prof T & P is requested to issue student concession. May be given Railway concession as per rules.</p> <p align="center">_____ Dean (AA)</p>	<p>May be permitted.</p> <p align="center">_____ Head of the Department</p> <p>Funds may be provided from SAC grant as per rules to the extent of Rs _____</p> <p align="center">_____ V.P. of Concerned Society</p> <p>Approved. The student is selected for deputation in accordance with SAC rules. May be given Railway concession as per rules.</p> <p align="center">_____ Dean (SA)</p>

To
Mr /Ms _____, Through HOD _____

- See reverse for relevant rules.
- Please enclose this form after approval with your claim for reimbursement of expenses.
- B.Tech. and M.Sc. students may submit a copy to Academic Section if the journey involves absence from classes.

Policy Regarding Travel Assistance to Students

A student may need travel support under three types of activities : (a) for academic work such as using an instrument or library in a different institution, or for collecting data as a part of his/her research work [Ph.D., M.Tech.(R), M.Tech., M.Sc. or B.Tech.], (b) for presenting a paper in a conference based on his/her project/research work or attending a short term or training programme essential for carrying out the proposed research programme or (c) participating in a student activity such as paper presentation, model competition, poster presentation not based on any mandatory academic assignment.

A. Travel for academic work [Data collection, Library work]

The Institute shall pay:

- (i) Round trip train fare or bus fare by essential class.
- (ii) Local travel Rs. 400/- lump sum
- (iii) Living expenses at the rate of Rs. 100/- per day excluding travel time.

It is limited to once in the career except for Ph.D. and M.Tech.(Res) students who may use the facility as needed, subject to availability of funds. There is no limit on such travel from sponsored research and consultancy projects.

All fees for use of equipment or services are to be borne from the operating grant of the Department.

B. Travel for presenting papers in a recognized conference or attending training programs based on research work carried out by a student under the supervision of faculty member of NIT.

The Institute shall pay :

- (i) Round trip train or bus fare by entitled class
- (ii) Local travel Rs. 400/- lump sum
- (iii) Living expenses at the rate of Rs. 100/- per day excluding travel time, if not included in the registration fee.
- (iv) Registration fee limited to Rs. 2000/-

It is limited to once in the career except for Ph.D. students who may use the facility once per semester, subject to availability of funds. There is no limit on such travel from sponsored research and consultancy projects. Participation in a training programme should be justified by the supervisor for long term benefit to the department.

All fees for registration are to be borne from the operating grant of the Department.

C. Travel for participation in student sports competition, model exhibition, paper contest or similar activity:

The Institute will ordinarily bear the expenses towards round trip sleeper class train fare or bus fare, when an official team is led by a faculty member or sports officer. The Institute will bear expenses towards local travel, living expenses and registration fees as decided by SAC.

This facility is provided only in cases where the student has been nominated to represent the Institute in a national level competition after going through an open competitive process within the Institute. The number of such travel supports and the mode of selection will be decided by SAC.

Regulations:

In cases of (A) and (B), if financial support is requested, the applications should be sent to Dean(AA) through supervisor and HOD. The following documents need to be enclosed with the application.

1. A formal request in approved form. (this form)
2. Acceptance from the host institute or conference organizers.
3. A brief description of the work to be done or abstract of the paper to be presented.
4. A summary of the research topic being pursued at NIT.

In case of (C), the application should be sent to Dean(SA) through concerned Vice President of SAC.

No advance will be paid to the student by the Institute. Reimbursement will be made against expenses made on production of proper receipts. The student must claim reimbursement using prescribed form within a week of returning from the journey. Mess rebate as per rules will be available if Warden of the concerned hall is informed before leaving the campus.

B.Tech. and M.Sc. students must submit a copy of the approved form to Academic Section if absence from classes is involved. All other students must submit a copy to their Department.

Class of Travel:

Ph.D. & M. Tech(R) – Equal to employees in pay band PB1

Note : Approval of travel against this form shall not entitle a student to alternative mid-sem or end-sem examination or class test.



NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

MEDICAL CERTIFICATE FOR MISSING EXAMINATIONS

1. Date of issue : _____ 2. Examination : Mid Semester End Semester
3. Name of Student : _____ 4. Roll No : _____
5. Rest advised for the period : _____ to _____
6. Description of medical condition *(The text must bring out the features that make a student incapable of appearing in an examination from a sick bed in the Institute)* :

7. For how long the student has been suffering ? _____
8. Is the student hospitalized or recommended for hospitalization ? (Give details) :
9. Other treatment given : _____

10. The student may be exempted from appearing in examination during the period :
 _____ to _____, because he is incapable of writing the examination even from a sick bed or hospital bed.

To
Assistant Registrar (Acad)

Signature of Medical Officer

Approval of Dean (AA)

The student is exempted from appearing in examination during the period recommended under item 10.

Dean (AA)

- * To be issued by Institute Medical Officer on request by a student or his Faculty Advisor, HOD, Warden or Chief Warden.
- * Request to be made on the earliest opportunity that a student or a faculty mentor gets to approach a Medical Officer of the Institute.
- * If exempted by Dean (AA), a student may get an opportunity for an alternative/supplementary examination as per prevailing rules. In that case the grade awarded will be reduced by one step, except when the student has 95% attendance record in the subject concerned.



Form : NITR/AC/114

NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA

APPLICATION FOR CHANGE OF BRANCH

**(Students Are Advised To Go Through The Rules Regarding Change Of Branch
Mentioned Overleaf Carefully Before Filling The Application Form)**

- 1. NAME (in BLOCK letters) : _____
- 2. PRESENT BRANCH : _____
- 3. ROLL NUMBER :

--	--	--	--	--	--	--	--
- 4. RANK IN AIEEE : _____
- 5. PREFERENCES **(In terms of BRANCH code only)**
(Branch codes are given overleaf)

1	2	3	4	5	6	7	8	9	10	11	12

Date : _____ Signature of the student _____

NOTE : The duly filled in application form should be submitted to the Academic Office in person on production of Identity Card on or before _____ by signing on the Roll Sheet. Application will not be entertained beyond the last date.

(For Office use)

Date of Receipt: _____ CGPA (upto to 2nd Sem) _____

D.A.

Assistant Registrar (Academic)

P.T.O.

RULES REGARDING CHANGE OF BRANCH

1. Change of branch may be considered, only if vacancy exists and if no department falls below 50% of its sanctioned strength because of branch change.
2. Change of Branch is not permissible for the students admitted against the quota for MEA/ICCR/SAARC countries/DASA Scheme, readmitted in the first semester due to any reason.
3. Students whose branch will be changed are advised to submit a no objection certificate from their parents/guardian on the official date of registration to the 3rd Semester.
4. Application received after the due date will not be considered.
5. Only those students will be eligible for consideration for a change of branch after the second semester who have (a) completed all the credits/course prescribed in the 1st and 2nd semesters of their study, in the first attempt, without having had to pass any course requirement in the supplementary examination; (b) must have secured a CGPA not less than 8.0 (1st & 2nd semesters taken together); (c) has not been awarded any punishment on disciplinary grounds.
6. Application once submitted can not be withdrawn.
7. Incomplete application in any reason will be rejected.
8. Change of Branch shall be made strictly on the basis of inter se merit of the applicants. For this purpose the CGPA obtained at the end of the Second (Spring) Semester shall be considered. Ties will be broken by AIEEE rank.
9. All changes of branch will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch offered.
10. Vacancies will be counted at the end of Autumn Semester results. Vacancies created after that, e.g., due to failures in Spring Semester will not be counted for filling up.
11. Change of branch will be implemented during the summer break. Any eligibility resulting from correction of grades will be honoured by additional seats, on approval of Director.
- 12.

SINo	BRANCH	CODE
1	Biomedical Engineering	BM
2	Biotechnology	BT
3	Ceramic Engineering	CR
4	Chemical Engineering	CH
5	Civil Engineering	CE
6	Computer Science & Engineering	CS
7	Electrical Engineering	EE
8	Electronics & Communication Engineering	EC
9	Electronics & Instrumentation Engineering	EI
10	Mechanical Engineering	ME
11	Metallurgical & Materials Engineering	MM
12	Mining Engineering	MN



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA**

Studentship Certificate

*Certified that Mr / Miss /Mrs _____
is a bonafide student in the _____ (Class)
of this Institute holding Roll No. _____
during the session 20 ____ - 20 ____.*

Date : _____

**ASSISTANT REGISTRAR
(Academic)**



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA**

Student's Expenditure Certificate

To whomsoever it may concern

This is to certify that an NIT student has to meet the following expenditure during his academic programme :

Programme	Institutional dues (per year)	One time Institutional dues	Books and Training (per year)	Hall dues except mess	Typical Mess Charge (per year)	Total =B+D+(A+C+E) x course duration
	A	B	C	D	E	
B.Tech (4 years)						
M.Tech (2 years)						
M.Sc (2 years)						
MCA (3 years)						
Ph.D. (4 years)						
M.Tech(R) (2 years typically)						

Purchase of Computer (one time) Rs. 50,000/-

This certificate is issued for purpose of award of scholarships or loans.

Assistant Registrar (Academic)

Form: NITR/AC/117



Month: _____ / _____

NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

Student Attendance Sheet

Subject ID : _____ Time Slot : _____

Subject : _____

L/T/P : _____ / _____ / _____ = _____ Credits

Department : _____

Teacher : _____

Time Table :

Timing \ Days	8.00 am - 9.00 am	9.00 am - 10.00 am	10.00 am - 11.00 am	11.00 am - 12.00 noon		1.15 pm - 2.15 pm	2.15 pm - 3.15 pm	3.15 pm - 4.15 pm	4.15 pm - 5.15 pm
Monday					L				
Tuesday					U				
Wednesday					N				
Thursday					C				
Friday					H				

[Continuous classes of 2 periods, if any will be marked twice in the Attendance Register]



National Institute of Technology Rourkela

STUDENT FEEDBACK ON COURSES

Course No.: Title :

Semester : Autumn / Spring Session: 20__ - 20__.

Nature of Course (Tick one): Theory / Laboratory / Project / EAA Compulsory / Elective

Name of the faculty : Prof..... Department :

Dear student,

The Institute is constantly striving towards improvement of the academic programme. The accuracy of your feedback is an important factor in its success. Please spend some time and give your opinion on the points listed below by ticking one of the choices on a scale of 1 to 5. Sections A, B, E and H are for all courses, while sections C, D, F and G are for specific type of courses.

Director , Chairman of the Senate

A. Contents and Organisation (for all courses)

1. Is the subject relevant to the academic programme?

1	2	3	4	5
Not at all			Highly essential	

2. Do the contents reflect the title of the course?

1	2	3	4	5
Not at all			Yes, fully	

Grossly inadequate Proper

3. Is the coverage adequate for one semester's load?

1	2	3	4	5
				5
Excessive		Proper		

4. Do the contents reflect modern and/or classical developments, or do they reflect old and obsolete material?

1	2	3	4	5
Old, obsolete and Irrelevant material			Relevant, modern material	

Too descriptive Proper combination

5. Are the contents mathematical or descriptive (in relevance to the subject) ?

1	2	3	4	5
				5
Too numerical		Proper combination		

6. Is the course well organized in its sequence?

1	2	3	4	5
Almost random			Properly organized	

7. Are the pre and co-requisites properly selected and linked to this subject?

1	2	3	4	5
Not at all relevant		Properly selected		

8. Will you recommend this course to a junior if (s)he has a choice?

1	2	3	4	5
Not at all			Certainly	

B. Attendance and Discipline (for all courses)

9. Are students attentive in the class?

1	2	3	4	5
Too much disturbance in class			Perfect attention	

10. Was the syllabus covered in time?

in advance				semester end
1	2	3	4	5

11. Were the number of classes taken equal to that given in the Time Table?

Much was left out				Just before semester end
1	2	3	4	5
Too few				Exactly equal
1	2	3	4	5
Far in excess				Exactly equal

12. Were missed classes compensated during off hours or over weekends?

1	2	3	4	5
Never				Always

C. Delivery of Lectures and tutorials (Theory courses only)

13. Are the Lectures stimulating to the mind?

1	2	3	4	5
Too boring			Highly stimulating	

14. Are questions and discussions encouraged in the class?

1	2	3	4	5
Totally forbidden			Highly encouraged	

15. Are tutorials used for clearing individual doubts?

1	2	3	4	5
No; they were like lecture classes			Highly interactive	

16. Are audiovisual aids used in class when they could help?

1	2	3	4	5
Never				Always

17. Is the progress of the subject in the class fast or slow?

Too slow				Just right
1	2	3	4	5
Too fast				Just right

18. Are real life examples discussed in class in relation to the subject?

1	2	3	4	5
Never				Always

D. Laboratories and Workshops (Practical courses only)

19. Are there adequate number of experiments in the lab for the number of classes assigned?

Too few				Just right
1	2	3	4	5
Far in excess				Just right

20. Are the experiments designed to cover the assigned duration of a class?

Too short; Lot of free time				Just right
1	2	3	4	5
Too long; cannot be completed				Just right

21. Are the experiments sufficiently stimulating to the mind?

1	2	3	4	5
Not at all			Very challenging	

Much

Just before

22. Did the course teach you enough practical skills?

1	2	3	4	5
---	---	---	---	---

Nothing A lot
23. Are the instruction manuals well written?

1	2	3	4	5
---	---	---	---	---

Manuals do not exist Very helpful and self explanatory
24. Are the technicians and/or teaching assistants helpful and knowledgeable?

1	2	3	4	5
---	---	---	---	---

No help at all Very competent & helpful
25. Is the assigned time well utilised or wasted in standing in queues?

1	2	3	4	5
---	---	---	---	---

Too much wastage Well utilised
26. Is the laboratory maintained clean and organised?

1	2	3	4	5
---	---	---	---	---

Never Always
27. Were the measuring tools sufficiently accurate and precise to get meaningful data?

1	2	3	4	5
---	---	---	---	---

Grossly Inaccurate Sufficiently accurate
28. Were the experimental apparatus (including computers) maintained in working condition?

1	2	3	4	5
---	---	---	---	---

None of them works Always
29. Were the experimental apparatus aesthetically pleasing?

1	2	3	4	5
---	---	---	---	---

Too ugly Really decent
30. Will you recommend this subject to a junior if (s)he has a choice?

1	2	3	4	5
---	---	---	---	---

Not at all Certainly

E. Evaluation Process

(For all courses)

31. Did the course have continuous evaluation through class tests and assignments?

1	2	3	4	5
---	---	---	---	---

Sporadic Truly continuous
32. Were the questions challenging to the mind?

1	2	3	4	5
---	---	---	---	---

Too easy Proper
33. Were there an adequate number of class tests and assignments?

1	2	3	4	5
---	---	---	---	---

Too tough Proper
34. How do you rate the question papers (Mid-sem and class tests)?

1	2	3	4	5
---	---	---	---	---

Too few Proper
35. Were there an adequate number of class tests and assignments?

1	2	3	4	5
---	---	---	---	---

Too many Proper
36. How do you rate the question papers (Mid-sem and class tests)?

1	2	3	4	5
---	---	---	---	---

Too descriptive Proper
37. Were evaluated assignments returned to the students on time?

1	2	3	4	5
---	---	---	---	---

Too Numerical Proper
38. Were evaluated assignments returned to the students on time?

1	2	3	4	5
---	---	---	---	---

Delayed Promptly
39. Did the students answer class tests and home assignments by themselves?

1	2	3	4	5
---	---	---	---	---

Mostly copied from others Absolutely no cheating

F. Projects

(For project courses only)

37. Was freedom exercised in choice of project topics?

1	2	3	4	5
---	---	---	---	---

 No choice at all Complete freedom
38. Are project topics stimulating to the mind?

1	2	3	4	5
---	---	---	---	---

 Not at all Certainly
39. Do the projects relate to useful products or processes?

1	2	3	4	5
---	---	---	---	---

 None All Projects
40. Do the students devote proportionate amount of their time to projects?

1	2	3	4	5
---	---	---	---	---

 Too little Proper
41. Are departmental facilities available for project work round the clock?

1	2	3	4	5
---	---	---	---	---

 Excessive Proper
42. Is competent technical support available?

1	2	3	4	5
---	---	---	---	---

 Not even in 24 hours
 working hours everyday
43. Do students get sufficient time to discuss matters with supervisors?

1	2	3	4	5
---	---	---	---	---

 None Plenty
44. Are students encouraged and supported to interact with organization and industry outside NIT?

1	2	3	4	5
---	---	---	---	---

 Hardly any Almost daily
45. Are official project books used for recording day to day work?

1	2	3	4	5
---	---	---	---	---

 Discouraged Supported adequately
46. Did you learn any new skills through the project work?

1	2	3	4	5
---	---	---	---	---

 Hardly ever Very regularly
47. Is evaluation proper and serious?

1	2	3	4	5
---	---	---	---	---

 Hardly any Significant
48. Will you recommend project work in lieu of course work to a junior?

1	2	3	4	5
---	---	---	---	---

 Not at all Rigorous
49. Will you recommend project work in lieu of course work to a junior?

1	2	3	4	5
---	---	---	---	---

 Not at all Certainly

G. Extra Academic Activities

NCC

NSS

Sports

49. Was the time spent on the EAA course proportional to the credits?

1	2	3	4	5
---	---	---	---	---

 Very little Proper
 Excessive Proper
50. Were faculty and staff helpful in organizing programs?

1	2	3	4	5
---	---	---	---	---

 Not at all helpful Very helpful
51. Were the physical facilities adequate?

1	2	3	4	5
---	---	---	---	---

 No facility Plenty
52. Was the evaluation proper?

1	2	3	4	5
---	---	---	---	---

 Erratic Rigorous
53. Did you enjoy the activity?

1	2	3	4	5
---	---	---	---	---

 Not at all Certainly
54. Will you recommend this course to a junior if (s)he has a choice?

1	2	3	4	5
---	---	---	---	---

 Not at all Certainly

H. Additional Comments

(For all courses)

55. Specific strengths of the course and suggestions for further improvement.

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56. Specific weakness of the course and suggestions for improvement.

.....
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National Institute of Technology Rourkela

Form : NITR/AC/119

Summary of Student Feedback on Courses

Course No.: Title :.....
 Semester : Autumn / Spring Session: 20__ - 20__.
 Nature of Course (Tick one): Theory / Laboratory / Project / EAA Compulsory / Elective
 Name of the faculty : Prof..... Department :.....
 Number of students in class :.....

For items marked *, i.e., with 2 branches, the second branch should be converted to $S' = 10 - S$ for meaningful average, the value 5.00 being the optimum.

A. Contents and Organisation (for all courses)	Avg rating (use 2 decimals e.g., d.dd)	Teacher's Remarks (if any)
1. Is the subject relevant to the academic programme?	.	_____
2. Do the contents reflect the title of the course?	.	_____
3. Is the coverage adequate for one semester's load? *	.	_____
4. Do the contents reflect modern and/or classical developments, or do they reflect old and obsolete material?	.	_____
5. Are the contents mathematical or descriptive? *	.	_____
6. Is the course well organized in its sequence?	.	_____
7. Are the pre and co-requisites properly selected and linked to this subject?	.	_____
8. Will you recommend this course to a junior if (s)he has a choice?	.	_____
B. Attendance and Discipline (for all courses)		
9. Are students attentive in the class?	.	_____
10. Was the syllabus covered in time? *	.	_____
11. Were the number of classes taken equal to that given in the Time Table? *	.	_____
12. Were missed classes compensated during off hours or over weekends?	.	_____
C. Delivery of Lectures and tutorials (Theory courses only)		
13. Are the Lectures stimulating to the mind?	.	_____
14. Are questions and discussions encouraged in the class?	.	_____
15. Are tutorials used for clearing individual doubts?	.	_____

16. Are audiovisual aids used in class when they could help?
17. Is the progress of the subject in the class fast or slow? *
18. Are real life examples discussed in class in relation to the subject?

D. Laboratories and Workshops (Practical courses only)

19. Are there adequate number of experiments in the lab for the number of classes assigned? *
20. Are the experiments designed to cover the assigned duration of a class? *
21. Are the experiments sufficiently stimulating to the mind?
22. Did the course teach you enough practical skills?
23. Are the instruction manuals well written?
24. Are the technicians and/or teaching assistants helpful and knowledgeable?
25. Is the assigned time well utilised or wasted in standing in queues?
26. Is the laboratory maintained clean and organised?
27. Were the measuring tools sufficiently accurate and precise to get meaningful data?
28. Were the experimental apparatus (including computers) maintained in working condition?
29. Were the experimental apparatus aesthetically pleasing?
30. Will you recommend this subject to a junior if (s)he has a choice?

E. Evaluation Process (For all courses)

31. Did the course have continuous evaluation through class tests and assignments?
32. Were the questions challenging to the mind? *
33. Were there an adequate number of class tests and assignments? *
34. How do you rate the question papers (Mid-sem and class tests)? *
35. Were evaluated assignments returned to the students on time?
36. Did the students answer class tests and home assignments by themselves?

F. Projects (For project courses only)

37. Was freedom exercised in choice of project topics?
38. Are project topics stimulating to the mind?
39. Do the projects relate to useful products or processes?
40. Do the students devote proportionate amount of their time to projects? *

- 41. Are departmental facilities available for project work round the clock?
- 42. Is competent technical support available?
- 43. Do students get sufficient time to discuss matters with supervisors?
- 44. Are students encouraged and supported to interact with organizations and industry outside NIT?
- 45. Are official project books used for recording day-to-day work?
- 46. Did you learn any new skills through the project work?
- 47. Is evaluation proper and serious?
- 48. Will you recommend project work in lieu of course work to a junior?

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G. Extra Academic Activities

NCC

NSS

Sports

- 49. Was the time spent on the EAA course proportional to the credits? *
- 50. Were faculty and staff helpful in organizing programs?
- 51. Were the physical facilities adequate?
- 52. Was the evaluation proper?
- 53. Did you enjoy the activity?
- 54. Will you recommend this course to a junior if (s)he has a choice?

▪
▪
▪
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▪

H. Additional Comments

(For all courses)

57. Specific strength of the course and suggestions for further improvement.

.....

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.....

.....

58. Specific weakness of the course and suggestions for improvement.

.....

.....

.....

.....

.....
Signature of the Faculty

To,
Head of Department of



NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA

Request for Change of Grade

(To be sent to Examination office within 3 weeks of starting of the next semester)

Department of Programme : Undergraduate / Postgraduate Semester : Autumn/Spring Session: 20__ - 20__.

SL No	Course		Student		Grades		Examiner			Justification (See note on reverse)
	Course ID	Course Title	Roll No	Name	Old grade	New (Revised)	Name	Deptt	Initial	
1.							Prof.			
2.							Prof.			
3.							Prof.			
4.							Prof.			
5.							Prof.			
6.							Prof.			
7.							Prof.			
8.							Prof.			
9.							Prof.			
10.							Prof.			

Certified that the Departmental Academic Committee has examined the requests of the teachers to revise the grades, and is satisfied that the new grades proposed are justified. Revision of grades is recommended.

..... Head of the Department

..... Chairman, Departmental Academic Committee

Date
To **Dean(AA)**
Copy to : (1) Assistant Registrar (Academic) Attn : Examination office (2) Departmental record.

Note : Reasons of change may be one of the following :

- a. Missing one or more answers in answer script.
- b. Error in evaluation of a question.
- c. Error in addition of marks in End-semester exam.
- d. Error in TA marks.
- e. Missing one of the components (End-Sem / Mid-Sem / TA) while adding final marks.
- f. Error in addition of the 3 components (End-Sem / Mid-Sem / TA).
- g. Error in translation of marks to grade.
- h. Missing some component of Laboratory work.
- i. Any other (Please specify).



Form : NITR/AC/121

NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

Department of

Report on Failure (F grade) in courses

[Use additional sheets if necessary]

Semester :.....Autumn / Spring Session:.....20__ - 20__.

Course No.: Title :

Instructor : Prof..... Department :

Type of Course (Tick one): Theory / Laboratory / Project / EAA

SL No	Roll No	Name of student	Theory Courses				Lab / Project / EAA (100)
			TA (20)	Mid Sem (30)	End Sem (50)	Total (100)	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

Total number of sheets _____

Total number of Failures : _____

Prof. -----

Teacher of the course

Head of the Department

To

(1) Assistant Registrar (Academic) Attn : Examination office

(2) Departmental record.

[The HOD will make a copy of this report available to the teachers for calculation of grade if the students appear in supplementary or backlog papers.]

Sheet No. /



NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

Department of

Report on Incomplete Assessment (I grade) in courses

[Use additional sheets if necessary]

Semester :Autumn / Spring

Session:20__ - 20__.

Course No.: Title :

Instructor : Prof..... Department :

Type of Course (Tick one): Theory / Laboratory / Project / EAA

SL No	Roll No	Name of student	Theory Courses				Lab/ Proj/ EAA (100)	Reason for Incomplete Grade	Expected Date of submission
			TA (20)	Mid Sem (30)	End Sem (50)	Total (100)			
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

Total number of sheets _____

Total number of I Grades : _____

Prof. -----

Teacher of the course

Head of the Department

To

(1) Assistant Registrar (Academic)

Attn : Examination office

(2) Departmental record.

[The HOD will make a copy of this report available to the teachers for calculation of grade if the students appear in supplementary or backlog papers.]

Sheet No. /



NATIONAL INSTITUTE OF TECHNOLOGY Rourkela

A GRADUATING STUDENT'S FEEDBACK ON ACADEMIC PROGRAMMES

Dear student,

The Institute is constantly striving towards improvement of the academic programme. The accuracy of your feedback is an important factor in its success. Since you have completed the academic programme, you are in a unique position of giving constructive suggestions to the administration. Please spend some time and give your opinion on the points listed below by ticking one of the choices on a scale of 1 to 5.

Director & Chairman of the

Senate

A. General Observations

1. Your academic program : B. Tech. M. Tech. M. Sc.
 M.Tech(R) Ph.D.
2. Your department (tick one) : **BM, CE, CH, CR, CS, CY, EE, EC, MA,
ME, MM, MN, PH**
3. Your CGPA till last semester :
4. Were the subjects relevant to the academic programme? :

1	2	3	4	5
Not at all			Highly essential	
Grossly inadequate		Proper		
5. Was the coverage generally adequate for one semester's load?

1	2	3	4	5
Excessive				Proper
6. Did the contents reflect modern and/or classical developments, or did they reflect old and obsolete material?

1	2	3	4	5
Old, obsolete and irrelevant			Relevant, modern	
Too descriptive		Proper		
7. Were the contents generally mathematical or descriptive (in relevance to the subject) ?

1	2	3	4	5
Too numerical				Proper

B. Course Work

(for all courses)

8. Name three courses that benefited you most.

_____ _____

9. Name three courses that benefited you least.

_____ _____

10. Were students generally attentive in the class?

1	2	3	4	5
Too much disturbance in class			Perfect attention	

11. Were the syllabi covered in time?

1	2	3	4	5
				5

Much
was left out

Just before
semester end

12. Were missed classes compensated during off hours or over weekends?

1	2	3	4	5
---	---	---	---	---

Never

Always

C. Laboratories and Workshops (Practical courses only)

13. Were there adequate number of experiments in the labs for the number of classes assigned?

Too few					Just right	
1	2	3	4	5		
				5		
1	2	3	4			

Far in excess

Just right

14. Were the experiments designed to cover the assigned duration of a class?

Too short; Lot of freetime					Just right	
1	2	3	4	5		
				5		
1	2	3	4			

Too long; cannot be completed

Just right

15. Were faculty members available to guide you during experiments?

1	2	3	4	5
---	---	---	---	---

Never

Always

16. Were the instruction manuals well written?

1	2	3	4	5
---	---	---	---	---

Manuals did not exist

Very helpful and self explanatory

17. Were the technicians and/or teaching assistants helpful and knowledgeable?

1	2	3	4	5
---	---	---	---	---

No help at all

Very competent and helpful

18. Were the laboratories maintained clean and organised?

1	2	3	4	5
---	---	---	---	---

Never

Always

D. Evaluation Process (For all courses)

19. Did the course have continuous evaluation through class tests and assignments?

1	2	3	4	5
---	---	---	---	---

Sporadic

Truly continuous

20. Were there an adequate number of class tests and assignments?

Too few					Proper	
1	2	3	4	5		
				5		
1	2	3	4			

Too many

Proper

21. Did the students answer class tests and home assignments by themselves?

1	2	3	4	5
---	---	---	---	---

Mostly copied from others

Absolutely no cheating

Much
in advance

Just before
semester end

22. Did question papers judge a students true ability and preparation?

1	2	3	4	5
Never				Always

23. Was their cheating in examination?

1	2	3	4	5
Cheating was rampant				Very rare

E. Projects

(For project courses only)

24. Was freedom exercised in choice of project topics?

1	2	3	4	5
No choice at all			Complete freedom	

25. Did the projects relate to useful products or processes?

1	2	3	4	5
None				All Projects

26. Did the students devote proportionate amount of their time to projects?

1	2	3	4	5
Too little				Proper
Excessive				
Excessive				Proper

27. Were supervisors interested in the outcome of the projects?

1	2	3	4	5
Hardly ever				Always

28. Did you learn any new skills through the project work?

1	2	3	4	5
Hardly any				Significant

29. Was evaluation proper and serious?

1	2	3	4	5
Not at all				Rigorous

F. Extra Academic Activities

NCC

NSS

Sports

30. Were faculty and staff helpful in organizing EAA programs?

1	2	3	4	5
Not at all helpful				Very helpful

31. Were the physical facilities adequate?

1	2	3	4	5
No facility				Plenty

32. Will you recommend EAA in higher semesters?

1	2	3	4	5
Not at all				Certainly

G. About the Institute

33. How do you rate the Institute's academic programme, in comparison with other NITs and IITs?

1	2	3	4	5
Bottom 20%				Top 20%

34. How do you rate the Institute's faculty in comparison with other NITs and IITs?

1	2	3	4	5
Bottom 20%				Top 20%

35. How do you rate the Institute's technical staff in comparison with other NITs and IITs?
- | | | | | |
|---------------|---|---|------------|---|
| 1 | 2 | 3 | 4 | 5 |
| Bottom
20% | | | Top
20% | |
36. Are the academic regulations helpful to a student's future?
- | | | | | |
|------------|---|---|--------------|---|
| 1 | 2 | 3 | 4 | 5 |
| Not at all | | | Very helpful | |
37. How do you rate the Institute's physical facilities, in comparison with other NITs and IITs?
- | | | | | |
|---------------|---|---|------------|---|
| 1 | 2 | 3 | 4 | 5 |
| Bottom
20% | | | Top
20% | |
38. How do you rate the Institute's cultural life in comparison with other NITs and IITs?
- | | | | | |
|---------------|---|---|------------|---|
| 1 | 2 | 3 | 4 | 5 |
| Bottom
20% | | | Top
20% | |
39. How do you rate the Institute's sports facilities and activities in comparison with other NITs and IITs?
- | | | | | |
|---------------|---|---|------------|---|
| 1 | 2 | 3 | 4 | 5 |
| Bottom
20% | | | Top
20% | |
40. How do you rate the Institute's computer system, in comparison with other NITs and IITs?
- | | | | | |
|---------------|---|---|------------|---|
| 1 | 2 | 3 | 4 | 5 |
| Bottom
20% | | | Top
20% | |
41. How do you rate the Institute's placement opportunities, in comparison with other NITs and IITs?
- | | | | | |
|---------------|---|---|------------|---|
| 1 | 2 | 3 | 4 | 5 |
| Bottom
20% | | | Top
20% | |
42. How do you rate the Institute's upkeep of the Institute premises in comparison with other NITs and IITs?
- | | | | | |
|---------------|---|---|------------|---|
| 1 | 2 | 3 | 4 | 5 |
| Bottom
20% | | | Top
20% | |
43. How do you rate the Institute's hostels, in comparison with other NITs and IITs?
- | | | | | |
|---------------|---|---|------------|---|
| 1 | 2 | 3 | 4 | 5 |
| Bottom
20% | | | Top
20% | |
44. How do you rate the Institute's food in the hostels, in comparison with other NITs and IITs?
- | | | | | |
|---------------|---|---|------------|---|
| 1 | 2 | 3 | 4 | 5 |
| Bottom
20% | | | Top
20% | |
45. Will you recommend increase in mess bill to increase food quality?
- | | | | | |
|------------|---|---|--------|---|
| 1 | 2 | 3 | 4 | 5 |
| Not at all | | | By 50% | |
46. Is the practice of ragging prevalent in the Institute?
- | | | | | |
|-----------|---|---|------------|---|
| 1 | 2 | 3 | 4 | 5 |
| Extensive | | | Not at all | |
47. Is use of alcohol common among students?
- | | | | | |
|-----------|---|---|------------|---|
| 1 | 2 | 3 | 4 | 5 |
| Extensive | | | Not at all | |
48. Is use of hard drugs common among students?
- | | | | | |
|-----------|---|---|------------|---|
| 1 | 2 | 3 | 4 | 5 |
| Extensive | | | Not at all | |
49. Are the teachers easy to approach for academic or social help?
- | | | | | |
|------------|---|---|--------------|---|
| 1 | 2 | 3 | 4 | 5 |
| Not at all | | | Very helpful | |
50. Is the administration responsive to student needs?
- | | | | | |
|------------|---|---|--------------|---|
| 1 | 2 | 3 | 4 | 5 |
| Not at all | | | Very helpful | |
51. Will you recommend NIT Rourkela to your younger brother/sister, if he/she qualifies in AIEEE?
- | | | | | |
|------------|---|---|-----------|---|
| 1 | 2 | 3 | 4 | 5 |
| Not at all | | | Certainly | |

H. Additional Comments

(For all courses)

52. Specific strengths of your academic programme and suggestions for improvement.

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53. Specific weaknesses of your academic programme and suggestions for remedy.

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54. Specific suggestions to improve the Institute facilities and administration.

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National Institute of Technology Rourkela

Summary of Graduating Student's Feedback on Academic Programmes

For items marked *, i.e., with 2 branches, the second branch should be converted to $S' = 10 - S$ for meaningful average, the value 5.00 being the optimum.

A. General Observations

1. Were the subjects relevant to the academic programme?
2. Was the coverage generally adequate for one semester's load? *
3. Did the contents reflect modern and/or classical developments, or did they reflect old and obsolete material?
4. Were the contents generally mathematical or descriptive (in relevance to the subject)? *

*Avg rating
(use 2
decimals
e.g., d.dd)*

**Teacher's Remarks
(if any)**

▪
▪
▪
▪

B. Course Work

(for all courses)

5. Were students generally attentive in the class?
6. Were the syllabi covered in time? *
7. Were missed classes compensated during off hours or over weekends?

▪
▪
▪

C. Laboratories and Workshops

(Practical courses nly)

8. Were there adequate number of experiments in the labs for the number of classes assigned? *
9. Were the experiments designed to cover the assigned duration of a class? *
10. Were faculty members available to guide you during experiments?
11. Were the instruction manuals well written?
12. Were the technicians and/or teaching assistants helpful and knowledgeable?
13. Were the laboratories maintained clean and organized?

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▪

D. Evaluation Process

(For all courses)

14. Did the course have continuous evaluation through class tests and assignments?
15. Were there an adequate number of class tests and assignments? *
16. Did the students answer class tests and home assignments by themselves?

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▪
▪

16. Did the students answer class tests and home assignments by themselves?

17. Did question papers judge a students true ability and preparation?

18. Was their cheating in examination?

E. Projects (For project courses only)

19. Was freedom exercised in choice of project topics?

20. Did the projects relate to useful products or processes?

21. Did the students devote proportionate amount of their time to projects? *

22. Were supervisors interested in the outcome of the projects?

23. Did you learn any new skills through the project work?

24. Was evaluation proper and serious?

F. Extra Academic Activities

NCC

NSS

Sports

25. Were faculty and staff helpful in organizing EAA programs?

26. Were the physical facilities adequate?

27. Will you recommend EAA in higher semesters?

G. About the Institute

28. How do you rate the Institute's academic programme, in comparison with other NITs and IITs?

29. How do you rate the Institute's faculty in comparison with other NITs and IITs?

30. How do you rate the Institute's technical staff in comparison with other NITs and IITs?

31. Are the academic regulations helpful to a student's future?

32. How do you rate the Institute's physical facilities, in comparison with other NITs and IITs?

33. How do you rate the Institute's cultural life in comparison with other NITs and IITs?

34. How do you rate the Institute's sports facilities and activities in comparison with other NITs and IITs?

35. How do you rate the Institute's computer system, in comparison with other NITs and IITs?

36. How do you rate the Institute's placement opportunities, in comparison with other NITs and IITs?

37. How do you rate the Institute's upkeep of the Institute premises in comparison with other NITs and IITs?

38. How do you rate the Institute's hostels, in comparison with other NITs and IITs?

- 39. How do you rate the Institute's food in the hostels, in comparison with other NITs and IITs?
- 40. Will you recommend increase in mess bill to increase food quality?
- 41. Is the practice of ragging prevalent in the Institute?
- 42. Is use of alcohol common among students?
- 43. Is use of hard drugs common among students?
- 44. Are the teachers easy to approach for academic or social help?
- 45. Is the administration responsive to student needs?
- 46. Will you recommend NIT Rourkela to your younger brother/sister, if he/she qualifies in AIEEE?

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H. Additional Comments

(For all courses)

59. Specific strength of the course and suggestions for improvement.

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60. Specific weakness of the course and suggestions for remedy.

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61. Specific suggestions to improve the Institute facilities and administration.

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To,
Director

.....
Signature of responsible
Faculty / Office



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA
GRADE CARD
BACHELOR OF TECHNOLOGY**

Form No. NITR/AC/125

Name : _____
 Roll No. _____
 Branch : **MECHANICAL ENGINEERING**
 Joined : **AY 2003-04**
 Graduated : **AY 2006-07**

1st Semester					
SUBJECTS	L	T	P	Subject Credits	Grades Obtained
1. English / industrial Psychology	2	1	0	3	P
2. Introduction to computer and C.P.	2	1	3	5	C
3. Physics- I	2	1	3	5	C
4. Chemistry- I	2	1	3	5	A
5. Mathematics - I	3	1	0	4	B
6. Engg. Drawing	2	1	3	5	C
7. Basic Electrical Engg./Basic Electronics	3	1	0	4	C
8. Workshop Practice	0	0	3	2	B
9. Extra Academic Activity	0	0	2	1	C
Semester Credits :				34	Semester Grade point Average (SGPA) : 7.29

2nd Semester					
SUBJECTS	L	T	P	Subject Credits	Grades Obtained
1. English / industrial Psychology	2	1	0	3	P
2. ENGG. MECHANICS	2	1	0	4	C
3. Physics- II	2	1	3	5	C
4. Chemistry- II	2	1	3	5	B
5. Mathematics - II	3	1	0	4	B
6. Basic Electrical Engg./Basic Electronics	3	1	0	4	EX
7. Machine Drawing/Graphic Statics	2	1	3	5	A
8. Workshop Practice	0	0	3	2	A
9. Extra Academic Activity	0	0	2	1	B
Semester Credits :				33	Semester Grade point Average (SGPA) : 7.91
Total Credits :				67	Cumulative Grade Point Average (CGPA) : 7.60

3rd Semester					
SUBJECTS	L	T	P	Subject Credits	Grades Obtained
1. Mathematics - III	3	1	0	4	A
2. Engineering Thermodynamics - I	3	1	0	4	D
3. Kinetics & Dynamics of Machinery	3	1	0	4	A
4. Primary Production Process	3	1	0	4	B
5. Mechanics of Solids	3	1	0	6	B
6. Mechanical Engg. Lab -I	3	1	3	2	A
7. Workshop- III	0	0	3	4	A
Semester Credits :				28	Semester Grade point Average (SGPA) : 8.21
Total Credits :				95	Cumulative Grade Point Average (CGPA) : 7.78

4th Semester					
SUBJECTS	L	T	P	Subject Credits	Grades Obtained
1. Mathematics - IV	3	1	0	4	EX
2. Engineering Thermodynamics -II	3	1	0	4	A
3. Design of Machinery Elements	3	1	3	6	B
4. Process Control and Assurance Science	3	1	0	4	A
5. Electrical Engineering	3	1	6	8	A
6. Electronics Lab -I	0	0	3	2	B
Semester Credits :				28	Semester Grade point Average (SGPA) : 8.86
Total Credits :				123	Cumulative Grade Point Average (CGPA) : 8.02

Name : _____ Branch : _____ Graduated : _____
 Roll No. _____ Joined : _____

5th Semester					
SUBJECTS	L	T	P	Subject Credits	Grades Obtained
1. Advanced mechanics of Solids	3	1	0	4	A
2. Mechanics of Fluid	3	1	0	4	B
3. Advanced Machine Dynamics	3	1	0	4	B
4. Metal machining and Automation	3	1	0	4	A
5. Computational Method In Engg.	2	1	3	5	A
6. Mechanical Engg. material	2	1	0	3	B
7. Mechanical Engg. Lab-II	0	0	3	2	B
8. Machine Design & Drawing	0	0	3	2	A
9. Workshop Practice - IV	0	0	3	2	A
Semester Credits :	30			Semester Grade point Average (SGPA) :	8.57
Total Credits :	153			Cumulative Grade Point Average (CGPA) :	8.13

6th Semester					
SUBJECTS	L	T	P	Subject Credits	Grades Obtained
1. Fluid Dynamics & Hydraulic Machines	3	1	3	6	EX
2. Mechanical Engg. Design	3	1	0	4	A
3. Inter. Combustion Engine and gas turbine	3	1	0	4	EX
4. Tool Design & Forming Process	3	1	0	4	A
5. Heat Transfer	0	0	6	4	A
6. Mechanical Engg. Lab-III	0	0	3	2	EX
7. Production Engg. Project - I	0	0	6	4	A
Semester Credits :	28			Semester Grade point Average (SGPA) :	8.57
Total Credits :	181			Cumulative Grade Point Average (CGPA) :	8.13

7th Semester					
SUBJECTS	L	T	P	Subject Credits	Grades Obtained
1. Decision Modelling	3	1	3	6	EX
2. Mechanical Engg. vibration	3	1	0	4	A
3. Thermal Power Plant	3	1	0	4	EX
4. Refrigeration and Air-conditioning	3	1	0	4	A
5. Automobile Engineering	0	0	6	4	A
6. Mechanical Engg. Design Project	0	0	3	2	EX
7. Project - I	0	0	6	4	A
Semester Credits :	28			Semester Grade point Average (SGPA) :	9.43
Total Credits :	209			Cumulative Grade Point Average (CGPA) :	8.38

8th Semester					
SUBJECTS	L	T	P	Subject Credits	Grades Obtained
1. Industrial Mangmt.	3	1	0	4	C
2. Mechanical Instr. Engg. & Control	3	1	0	4	A
3. Nonconventional Energy Sources	3	1	0	4	A
4. Computer Graphics & Solid Modelling	3	1	0	4	B
5. Practical Training	0	0	3	2	A
6. Project-II	0	0	9	6	A
7. Seminar & Viva	0	0	6	4	A
8. Mechanical Engineering Lab - IV	0	0	3	2	A
Semester Credits :	30			Semester Grade point Average (SGPA) :	8.6
Total Credits :	239			Cumulative Grade Point Average (CGPA) :	8.41

REMARKS :	Performance	Grade	Grade Point	Performance	Grade	Grade Point
Excellent	Ex	10	7	Fail	F	2
Very Good	A	9	6	Incomplete Assessment	I	-
Good	B	8	5	Debarred	X	-

DIVISION AWARDED : CGPA \geq 8.00 – 'HONS.'; CGPA \geq 6.50 BUT < 8.00 – '1ST CLASS'; CGPA 6.00 BUT < 6.5 – '2ND CLASS'; CGPA < 6.0 – 'FAIL'

All grade points are rounded to 2 decimal places.

Division awarded : CGPA \geq 8.00 : HONS; CGPA = 6.50 TO 7.99 : 1st CLASS ; CGPA = 6.00 to 6.49 : 2nd class ; CGPA < = 5.99 : FAIL



Form No. NITR/AC/126

NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

Institute Leaving-cum-Migration-cum-Conduct Certificate

1.	Name of the Student (in full)	:	_____
2.	Roll Number	:	_____
3.	Date of birth as per Institute record	:	5 th Sep, 1985
4.	Department	:	Electronics & Instrumentation Engineering
5.	Medium of Instruction	:	ENGLISH
6.	Date of Admission	:	July 2003
7.	Date of Leaving	:	May 2007
8.	Reason for leaving	:	Completion of the Course
9.	Conduct as a student	:	Good
10.	Degree awarded or to be awarded	:	BACHELOR OF TECHNOLOGY

This institute has no objection to the student's pursuing further studies in any University / Institute or taking any examination under any university or pursuing any job or professional practice. He/she has paid all institute fees. The student is relieved from this institute from the date of issue of this certificate.

Date of issue: 06-Feb-08

Date of Issue :

Deputy / Asst. Registrar (Ac)

Dean (Academic Affairs)/Director

Roll No



PROVISIONAL

**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA**

This is to certify that _____ has
successfully completed the course of studies as prescribed under the regulations
and passed the final examination for the degree of

BACHELOR OF TECHNOLOGY

in

CIVIL ENGINEERING

in

1st Class

in the session ending April, 2008

Rourkela

Date :

Dean (Academic Affairs)



National Institute of Technology Rourkela

Upon the recommendation of the Senate
hereby confers the degree of

Bachelor of Technology

in

Mining Engineering

on

who has successfully completed the course of
studies as prescribed under the regulations and passed
the Final Examination in the session ending in April 2007.

with **Honours**

Given this day, under the seal of the Institute
at Rourkela in the Republic of India,
the 12th Day of January 2008.

Registrar

Director

Chairman
Board of Governors.



National Institute of Technology Rourkela

Form No. NITR/IP/3

Initiating work on Patentable Technologies

Declaration by the Student(s) engaged in Project / Dissertation works

I/We, Mr./Ms./Dr. _____ Roll No.: _____ and
Mr./Ms./Dr. _____ Roll No.: _____ registered as
research scholar or student of programs such as B.Tech./M.Tech./ M.Tech.(Res) / M.Sc. /
Ph.D / D.Sc. in the Department of _____, National Institute of
Technology, Rourkela (hereinafter referred to as the "Institute") do hereby declare that I/we
shall start working on a project entitled : _____
_____.

I/We declare that :

1. I/We shall respect the intellectual property of others. I/We shall not knowingly or unknowingly use any protected inventions / designs / materials / integrated circuits held by others for our purpose without paying the license fee.
2. I/We shall not use any unlicensed modeling / drafting / word processing / programming software for my/our purpose.
3. I/We shall not use any material protected under copyright law except beyond the scope of fair use for our purpose.
4. I/We shall request IPC for helping us for patent search for our work, the cost if any being borne by the Institute.
5. In the course of project work, if any IP is generated I/we shall proceed as the IP policy of the Institute for possible protection and subsequent commercialization.

Name of the Student

Name of the Student

**Signature of student
with date**

**Signature of student
with date**

Name of the Supervisor

Signature of the Supervisor with date

Signature of the Head of the Department with date



National Institute of Technology Rourkela

Handling and Archiving of Theses and Dissertations submitted to the National Institute of Technology, Rourkela

Declaration by the Author of the Thesis or Dissertation

I, Mr./Mrs./Miss/Dr. _____ Roll no. _____
registered as a research Scholar or a student of programs such as
B.Tech./M.Tech./M.Tech(Res)/M.Sc./Ph.D/D.Sc in the Department of
_____ National Institute of Technology, Rourkela
(hereinafter referred to as the 'Institute') do hereby submit my thesis, entitled:

_____ (herein referred to as 'my thesis') in printed as well as in electronic forms for
holding in the library of records of the Institute.

I hereby declare that:

1. The electronic version of my thesis submitted herewith on CDROM is in PDF format.
2. My thesis is my original work of which the copyright vests in me and my thesis does not infringe or violate the rights of anyone else.
3. The contents of the electronic version of my thesis submitted herewith are the same as those submitted as final hard copy of my thesis after my viva voce and adjudication of my thesis on _____(date).
4. I agree to abide by the terms and conditions of the Institute Policy on Intellectual Property (hereinafter Policy) currently in effect, as approved by the competent authority of the Institute.
5. I agree to allow the Institute to make available the abstract of my thesis to any user in both hard copy (printed) and electronic forms.
6. For the Institute's own, non-commercial, academic use I grant to the Institute the non-exclusive license to make limited copies of my thesis in whole or in part and to loan such copies at the Institute's discretion to academic persons and bodies approved from time to time by the Institute for non-commercial academic use. All usage under this clause will be governed by the relevant fair use provisions in the Policy and by the Indian Copyright Act in force at the time of submission of the thesis.

7. I agree to allow the Institute to place such copies of the electronic version of my thesis on the private intranet maintained by the Institute for its own academic community.
8. I agree to allow the Institute to publish such copies of the electronic version of my thesis on a public access website of the internet.
9. If in the opinion of the Institute my thesis contains patentable or copyrightable material and if the Institute decides to proceed with the process of securing copyrights and/or patents, I expressly authorize the Institute to do so. I also undertake not to disclose any of the patentable intellectual properties before being permitted by the Institute to do so, or for a period of one year from the date of final thesis examination, whichever is earlier.
10. In accordance with the Intellectual Property Policy of the Institute, I accept that any commercialisable intellectual property contained in my thesis is the joint property of myself, my coworkers, my supervisors and the Institute. I authorize the Institute to proceed with protection of the intellectual property rights in accordance with prevailing laws. I agree to abide by the provisions of the Institute Intellectual Property Right Policy to facilitate protection of the intellectual property contained in my thesis.
11. If I intend to file a patent based on my thesis when the Institute does not wish so, I shall notify my intention to the Institute. In such case, my thesis should be marked as patentable intellectual property and access to my thesis is restricted. No part of my thesis should be disclosed by the Institute to any person(s) without my written authorization for one year after my informing to the Institute to protect the IP on my own, within 2 years after the date of submission of the thesis or the period necessary for sealing the patent, whichever is earliest.

Name of student:

Name of supervisor(s):

Signature of student:

Signature of supervisor(s):

Signature of the Head of the Department



NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

P L E D G E

We, the students of the National Institute of Technology, Rourkela, graduating in the year 2007, hereby pledge -

“That we will discharge our duties as Engineers, Scientists, and Technologists with utmost sincerity and dedication,

That we will strive under all circumstances to maintain individual dignity and professional integrity,

and

That we will utilise our knowledge in the field of Science and Technology to serve the humanity and to uphold the dignity of our Almamater”



राष्ट्रीय प्रौद्योगिकी संस्थानम् राउरकेला

दीक्षांत - प्रतिज्ञा

सर्वे वयं राष्ट्रीय प्रौद्योगिकी संस्थानस्य स्नातकाः अस्मिन् महार्घे महोत्सवे
समवेताः शपथमिदं पठामः यत्:-

विविध वैषयिक स्नातकाभियांत्रिकभावेन परमनिष्ठया त्यागेन
सह च सदैवं स्व-स्व कर्तव्यं सुचारु संपादयिष्यामः ।

येन केन परिस्थित्यागतेनापि व्यक्तिगतस्वतंत्रतायाः वृत्तिगत
मुल्यबोधस्य च संरक्षणाय सततं चेष्टिष्यामहे ।

पुनश्च अत्रोपार्जितं सूचना - प्रयुक्ति यंत्रविज्ञान ज्ञानराशिं
च विश्व मानवसेवायां नियतं विनियोज्य अस्य अस्मद्
महागुरुकुलस्य सुचिरं सम्मानमक्षुण्णं रक्षिष्यामरितिशम् ।

COMPUTER TIPS TO ALL NITians

USE

**eTrust™
EZ Antivirus**



Protect your Computer : Save our Network

MYTHS

REALITIES

I do not need an anti-virus software; I am careful.

Every user of our network needs an updated anti-virus software and much more.

Only pirated anti-virus software work; not licensed ones.

Cheaters (in exams) do not become toppers.

Aids can be prevented by a dip in the holy Ganges.

Such concepts have brought a section of our society to the brink of disaster.

E-trust is hard to download, install and maintain.

Just try it, click on "software vault" → "titles a-z" → "E-Trust"

SOFTWARE SITE LICENSES SUBSCRIBED BY OUR INSTITUTE AT YOUR COST

**eTrust™
EZ Antivirus**

Microsoft™
Office

Microsoft™
Visual Studio 2005

autodesk

FLUENT

ALGOR

MATLAB

Visit website <http://192.168.1.126/gsdll/cgi-bin/library.exe> and click on "software vault" → "titles a-z" for a list of all software (Some commonly used trial-ware and free-ware are also available. All software can be downloaded to computer and used conveniently) .



NITR Mail Account
and visit
NITR Intranet
regularly

- * All notices will be distributed over NIT Mail accounts.
- * All marks and grades will be communicated through your NIT mail account.
- * Teachers will communicate with their classes and give assignments through NIT mail accounts
- * 24 X 7 access & much more

For Assistance, Contact

Software Help Desk @ Extn. 4657

or send an Email : helpdesk@nitrrkl.ac.in

Prof.S.K.Patra
Head, Computer Center

Some useful tips for the NITR undergraduate,

1. Do not miss a class, except when it is absolutely necessary.
2. Do not miss the date of semester registration.
3. Always keep in touch with your faculty advisor:
Prof: _____
Qr. No. _____ Phone (0) _____ (R) _____
Phone (Mobile) _____
4. Never indulge in ragging, even remotely; it is below the dignity of an NITian.
5. Treat every person with respect. Always address your teacher as Professor < > instead of Mr. < >, Mrs. < >, or Dr. < >.
6. Keep your campus and hostels clean and green.
7. Never feel afraid of sitting with students of a higher class; never feel insulted if a student of lower class sits with you.
8. Do not allow yourself to harbour a narrow regional mentality; it does not suit a student of a National Institute.
9. In case of illness, go to the Institute doctor.
10. You are insured for health, life, loss of baggage while travelling to home on vacation and loss of pedal bicycle. Use your insurance card when you need it.
11. You can get a study loan from SBI without collateral. Do not suffer or delay payment of institute or hostel dues simply because your parents can afford the expenses.
12. Never call your Institute a "College"
13. Always walk with your head high; you are a student of NIT Rourkela.