



**DUMKA ENGINEERING COLLEGE**  
(ESTD BY GOVT. OF JHARKHAND AND RUN BY TECHNO INDIA UNDER PPP)  
**DUMKA, JHARKHAND-814101**

## **INSTITUTIONAL RULES & REGULATIONS**

We have formulated some rules for our students, for indulging discipline in them, and they should abide by these rules in the campus. The students should also follow the rules set by the Dumka Engineering College, and any failure in complying with them can lead to serious consequences.

### ➤ **College Timings**

- From Monday to Friday, the working hours of the college are from 9:15 AM to 6:15 PM with a recess and lunch break. Most of the theory classes are scheduled for the morning session and the lab classes are scheduled for the afternoon session.
- Seminars, Remedial Classes, Campus Recruitment Training Programs and Extra-Curricular Activities are scheduled in regular routine. This will also give the students an opportunity to meet with the faculty for additional discussions and guidance.

### ➤ **Dress Code**

- Formal dress code

### ➤ **General Rules**

- The students should strictly obey the instructions given by Principal from time to time.
- The Students should be regular in attendance and his / her attendance for the day shall be sessions during the day. Minimum 75% attendance is compulsory for grant of term. If the student is found irregular in attendance, He / She shall be expelled from the college.
- The Students found guilty of an act of misconduct either in the college or outside shall be subjected to strict disciplinary action and may be expelled from the college.
- The student should carry identity card with him regularly and the identity card should be the institute. Any changes in the address of student must be intimated by him / her in writing to the college office immediately.
- The student is required to submit the assignment failing which he / she shall be subjected to disciplinary action.
- The vehicles should park on place notified and the vehicles parked elsewhere i.e. other than parking zone shall be confiscated.
- Students should drive safely inside the campus as well as outside the campus. For two-wheeler users, use of helmet is compulsory.
- The student should not cause any damage to the institute's property. The damage caused shall be recovered from student immediately.
- The attendance for the tests and tutorials conducted in the college is compulsory.

- The student showing consistently poor performance in the tests and tutorials and failing the internal evaluation of the subject shall not be sent for the university examination.
- If the student is found weak in certain subject, he/she will have to attend extra classes as notified and make the required progress to come at par with the other students.
- Strict silence should observe in the library, loitering in corridors is strictly prohibited.
- The student coming late shall not be allowed to enter the class.
- The student should read the notices displayed on the notice board responsible for the college will not be responsible for the loss or any disadvantage due to negligence of reading notices on the part of the students.
- In case, a student requires to remain absent for some reason, he/she will be required to take the prior permission of the head of the Department / Teacher Coordinator.
- Use of the phones / cameras / camera phones is prohibited in the campus.
- Smoking, drinking (alcohol) and use of 'Drugs' is strictly prohibited in the college premises and the hostel.
- Mal-practices during all examination and tests will be taken seriously and disciplinary action will be taken against the defaulters. Punishment for mal – practices during examinations would be very serious and may involve debarment from examination for a period up to 5 years.
- Ragging of students in any form within or outside the college and hostel is strictly dealt with as per anti ragging ordinance.
- If any of the statement made in application form any information supplied by the student to college authorities is found to be false or incorrect later on, his/her admission will be cancelled, fees forfeited and he/she will be expelled from the college and prosecuted as per rules if deemed necessary.
- The above rules of discipline are always subject to change, modification, addition, omission, alterations as and when the management of the management shall be final.

### ➤ **ID Card Services**

It is important for all students to have a student (ID card). This card should be carried with you at all times when on campus. The card is necessary for verification at examinations, and is required to borrow books from the library, and during any academic events of the institution.

### ➤ **Attendance Requirements**

Attendance at classes is expected. Many studies have found that the single factor that contributes the most to success in a course is class attendance. Failure to attend not only hampers progress, but also places an extra burden on the instructor and detracts from the overall quality of the course.

As per the Sido Kanhu Murmu University norms, 75% attendance is mandatory. Failure to comply with this, shall lead to detention from examinations and non-remittance of scholarship.

### ➤ **Ragging**

Ragging is uncivilised besides being an offence. Ragging within or outside any educational institutions is prohibited as per the Govt of India (AICTE) guidelines.

### ➤ **Penalty for Ragging**

Whoever with the intension of causing or with the knowledge that he / she is likely by such act to cause ragging, commits or abets ragging and hereby:

- Teases or embarrasses or humiliates a student shall be punished with imprisonment for a term which may extend to six months or with the fine which may extend to one thousand rupees or with both; or
- Assaults or uses criminal force to or criminally intimidates student shall be punished with imprisonment for a term which may extend to one year or with fine which may extend to two thousand rupees or both; or
- Wrongfully restrains or wrongfully confines or causes hurt to a student shall be punished with imprisonment for a term which may extend to two years or with fine which may extend to five thousand rupees or both; or
- Causes grievous hurt to or kidnaps or abducts or rapes or commits unnatural offence with a student shall be punished with imprisonment for a term which may extend to five years and with a fine which may extend to ten thousand rupees; or
- Causes death or abets suicide shall be punished with imprisonment for life or with imprisonment for a term which may extend to ten years and with a fine which may extend to fifty thousand rupees.

#### ➤ **Dismissal of Student**

- A student convicted of an offence under section of Ragging and punished with imprisonment for a term shall be dismissed from the college.
- A student convicted of an offence under section of Ragging and punished with imprisonment for a term of more than six months shall not be admitted in any other Educational Institutions.

#### ➤ **Scheme of Instruction and Examination**

- Instruction in the various subjects in each year/semester shall be provided by the college as per the scheme of instruction and syllabus prescribed.
- The first year, second year, third year & fourth year of B. Tech Course shall be on the semester examination pattern.
- The distribution of marks of sessional is based on the internal assessment by concerned teacher and that for University Exam shall be as follows.

#### ➤ **Jharkhand University of Technology Rules & Regulations**

## 1. INTRODUCTION

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 are applicable to the new batches with approval of the JHARKHAND UNIVERSITY OF TECHNOLOGY from time to time.

**1.1. Disciplines:** The disciplines in which the courses of study are available and Degrees will be offered are:

1. Civil Engineering (CE)
2. Electrical Engineering (EE)
3. Mechanical Engineering (ME)
4. Electronics and Communication Engineering (ECE)
5. Electrical and Electronics Engineering (EEE)
6. Computer Science and Engineering (CSE)
7. Information Technology (IT)
8. Metallurgical Engineering
9. Production Engineering
10. Chemical Engineering
11. Mining Engineering
12. App. Electr. & Instr. Engg.

New disciplines may be added in future with approval of Jharkhand University of Technology, Ranchi and the Department of Higher, Technical Education & Skill Development, Government of Jharkhand.

**1.2.** The provisions of these regulations shall also be applicable to any new disciplines that will be introduced from time to time and added to the list in Section 1.1.

**1.3.** Any regulation, as and when required, may be changed on the recommendation of the Academic council of the University.

## 2. ACADEMIC CALENDAR

**2.1.** The academic session is divided into two semesters each of approximately 90 days duration: having a Monsoon semester and a Spring Semester.

**2.2.** The Jharkhand University of Technology, Ranchi 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. It will be announced at the beginning of the semester. The academic calendar shall usually provide for at least 90 working days (including examination dates) in each semester, excluding holidays and days when classes are suspended.

**2.3.** All subjects/ courses are to be registered by the student in a semester to earn credits which shall be assigned to each subject/ course in an L: T: P: C (lecture periods: tutorial periods: practical periods: credits) structure based on the following general pattern.

- One credit for one hour/ week/ semester for theory/ lecture (L) courses.

- One credit for one hour/ week/ semester for theory/ Tutorial (T) courses.
- One credit for two hours/ week/ semester for laboratory/ practical (P) courses

Courses like Environmental Science, Professional Ethics, Gender Sensitization lab and other student activities like NCC/NSO and NSS are identified as mandatory non -credit courses.

### 3. ADMISSION

**3.1.** Admission to all courses will be made in the Monsoon Semester of each session at the First Year 1<sup>st</sup> semester/ Second year 3<sup>rd</sup> semester (lateral entry) level through the entrance examination conducted by JCECEB. However, private Engineering Colleges will follow the AICTE/Government policy for the admission. Basic qualification for entry in both levels will be as per AICTE norms.

#### 3.1. i. Basic qualification for admission to all B. Tech. Courses in First year –

I. Sc. /10+ 2 or equivalent exam passed with Physics, Mathematics as compulsory subjects along with Chemistry and he/she has minimum of 45% marks (40% for reserved category) in above subjects taken together. Norms of AICTE will always be applicable.

#### ii. Basic Qualification for admission to all B. Tech. Courses in second year through lateral entry-

- (a) Three years diploma course passed with 40% marks (reserved category) and 45% marks (general category). Norms of AICTE will always be applicable.
- (b) Passed B.Sc. with Math. Norms of AICTE will always be applicable.

**3.2.** There is no provision of Inter-College transfer of students.

**3.3.** The Institute reserves the right to cancel the admission of any student at any stage of his career on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline (Annexure I).

**3.4.** 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.[CLC/SLC]
- (d) Migration certificate (If applicable)
- (e) 02 recent passport size colour photographs.
- (f) Allotment letter of seat from JCECEB, Board, Ranchi
- (g) Other relevant category certificate, if any.

**3.5.** The student is also required to fill up prescribed forms for semester registration in the Jharkhand University of Technology, Ranchi.

**3.6.** A provisional admission may be permitted if any of the certificates is not produced, except CLC/SLC and the rest has to be submitted on any other date to be fixed by institute.

#### 4. ATTENDANCE

**4.1.** Every student is required to attend all the lectures, tutorials, practical/ sessional & other prescribed curricular & co-curricular activities. A student having at least 75% attendance (excluding attendance in mandatory non-credit courses Environmental Science, Professional Ethics, Gender Sensitization Lab, NCC/NSO and NSS for that semester) will be allowed to appear in end semester examination.

**4.2.** The attendance shall be counted from the date of admission in the college or start of academic session, whichever is later.

**4.3.** Attendance sheet will be provided to each and every Teacher for maintaining the monthly attendance of the students and same will be documented in centralized manner by the Academic office of the respective Institute. The Principal of the concerned Engineering Institute will look after the whole process. Failing which admission will be cancelled and all fees deposited will be forfeited.

The credit for the attendance will be calculated as follows:

$$\% \text{ attendance} = \frac{\text{Number of classes attended in a course}}{\text{Total number of classes taken in that course}} \times 100$$

and the weightage of attendance would be as:

|              |           |           |           |           |         |
|--------------|-----------|-----------|-----------|-----------|---------|
| Attendance % | 75 – 79 % | 80 – 85 % | 86 – 90 % | 91 – 95 % | 96-100% |
| Weightage    | 01        | 02        | 03        | 04        | 05      |

#### 5. COURSE STRUCTURE

**5.1.** The curricula for the different degree programmes as proposed by the respective departments and recommended by the Under-graduate Programme and Evaluation Committee (UGPEC) shall have the approval of the Academic Council of JUT. 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 JUT.

##### 5.2.

i. 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.

ii. 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/ Sessional Courses.

iii. All subjects will have credit count. Teaching will be reckoned in terms of credits.

**5.3.** The prescribed coursework shall be grouped under heads –Humanities courses, Basic Science courses, Professional core courses, Elective courses & Mandatory courses.

**5.4.** The curricula to be followed in the first two semesters by the students of all disciplines.

**5.5.** The curricula for B. Tech. course will include a programme of “Short term Industrial or Research Experience (SIRE)” of 08 weeks duration after the 6<sup>th</sup> semester. The experience may be obtained in any reputed industry, research organization, and any other organization of comparable repute. The place of work has to get prior approval of the Department/Training & Placement. On completion of the programme, the student shall submit a report to the department, which will earn 2 credits after evaluation and viva-voce examination in the 7th semester. Detailed procedure for administration of SIRE is given in Annexure-II.

**5.6.** In addition to regular course work, a B. Tech. student must carry out a major project in final year under the guidance of one or two supervisors. The project work (Annexure-III) will carry a total of 12 credits between 7<sup>th</sup> and 8<sup>th</sup> Semesters, the distribution being 4 and 8 credits respectively.

**5.7.** Every programme shall provide a “Seminar and Technical Writing” course during the 8th semesters where the students shall learn and practice The Training and Placement cell of the respective College will coordinate with the reputed organization/industry for Short term Industrial training of the students. Each student will also do 1 or 2 seminars and/or poster presentations before the 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.

## 6. REGISTRATION

**6.1.** Every student in undergraduate programme is required to be present and register for each semester on the date fixed and notified in the Academic Calendar.

The registration process will have 3 components:

- (a) Physical presence of the student on the campus on the first day of semester,
- (b) Payment of semester fees including any unpaid dues of past semesters and
- (c) Selection of courses/subjects papers to be studied during the semester.

**6.2.** Registration of students in each semester will be organized by the Academic Section. The subject details will be verified by the faculty members of respective Institute. Payment of dues will be verified by the Academic Section and Account Section. An appropriate semester registration form will be used for the purpose.

**6.3.** A student who does not register on the day announced for the purpose may be permitted by Principals, 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, a serious medical problem, a family calamity, etc. to be approved by the Principals. However, under no circumstances late registration after 15 calendar days from the scheduled date of registration is allowed.

**6.4.** Only those students will be permitted to register who have

- (i) Cleared all Institute and Hostel 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 and not been struck off from the rolls of the Institute.

**6.5.** To be able to register in the semester a student must

- (i) Secure 'P' [Pass grade point].
- (ii) To pass a subject a student must obtain minimum 21 marks (30%) out of 70 in End Semester Examination and a total of 35% marks with addition of internal marks.
- (iii) Pass marks in practical examinations and projects - 50% of the total marks.
- (iv) Obtain a Cumulative Grade Point Average (CGPA) of not lower than 5 (considering all courses including those in which the student has secured an F (Fail) grade. The method for calculating SGPA and CGPA is illustrated in Clause 9. If the CGPA at the end of the 2nd semester class is less than 5, the student will not be allowed to register in 3rd semester 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. The B. Tech. programme must be completed within 7 years (i.e. 14 semesters) while for students admitted through lateral entry it is 5 years (i.e. 10 semesters).
- (v) A candidate may be awarded grace marks upto a maximum of total 10 marks, in maximum four subjects **but not more than three marks in any subject** including theory papers, practicals, project, seminar, industrial training and/ or aggregate marks in each academic year provided he/she can be declared to have passed the academic year by the award of these marks. The grace marks shall not be added to the aggregate marks.

**6.6.** 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 6<sup>th</sup> semester respectively. A student need not attend classes in papers registered as "backlog papers". He has to sit for end-semester examinations only and the grade will be awarded based on the scores of the latest examinations and previous mid semester Examination. 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, provided CGPA should not be less than 5 except for the grade 'P' which remains unchanged. If a student has completed 8 semesters of study but has a few F grades in 7<sup>th</sup> semester he/she must clear backlog papers of 7th semester within maximum stipulated time to complete the course.

**6.7.** For registration in 4th, 5th, 6th, 7th and 8th semester, a student must obtain CGPA not less than 5 in 3rd, 4th, 5th, 6th and 7th semester respectively.



**6.8.** The classes of all semesters will start from the day following the registration, or any other date decided by the Principals.

**6.9.** 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, may register for the subject (s) as backlog papers in the following semester. Those who have been awarded grade X (“debarred”) because of poor attendance or for any other reason need to register for the course and attend classes as per rules. (Expect for 1st semester as per 6.3). Grade at the end of First Year (2nd Semester) CGPA  $\geq 5$  to register in 3rd semester with full suite of courses. To register in higher semester with full suite of course CGPA should also not be less than 5.

**6.10.** For appearing at any semester examination a student must attain minimum 75% of lecture delivered in each theory and in each sessional/ practical paper. Condonation of 10% of attendance on serious medical ground may be allowed by college authority.

## 7. EXAMINATIONS:

|                          |          |
|--------------------------|----------|
| End Semester Examination | 70 Marks |
| Internal                 | 30 Marks |

**7.1.** The examination office of the Jharkhand University of Technology will conduct the End Semester Examinations (ESE).

- The end semester examinations will be of 70 marks. It will comprise of seven questions (answer any five) and carry 14 marks each. Questions will be set from the entire syllabus, at least one question from each module (wherever possible).

**7.2.** Two mid semester examination of 20 marks each (out of total internal marks 30) will be conducted by respective institute. The first mid-term examination shall be conducted on 50% of the syllabus and the second mid-term examination shall be conducted on the remaining 50% of the syllabus.

- The mid semester examinations will comprise of seven questions (answer any five) and carry 4 marks each. Questions will be set from the syllabus as mention in clause 7.2, at least one question from each module (wherever possible).

| <b>Internal</b>   | <b>Marks</b> |
|---|--------------|
| Two Mid Semester Exam each of 20 marks (Consider Best of two)   | 20           |
| Teacher assessment (through tutorials, Assignment, Quizzes etc) | 05           |
| Attendance  | 05           |
| <b>Total</b>  | <b>30</b>    |

### 7.3. Practical / Viva – Voce examination marks (Total 50 marks)

- External examiner viva-voce examination marks 20 Marks
- Practical performed during lab period 20 Marks
- Attendance 05 Marks
- Lab record / lab file maintenance up to the mark 05 Marks

### 7.5. Marks for Seminar

- **Minor project** in 7<sup>th</sup> semester 50 marks (distribution of marks as in clause 7.3)
- **Major Project** in 8<sup>th</sup> semester 100 Marks
  - External examiner evaluation 30 Marks
  - Internal evaluation by project incharge 70 Marks

All necessary Charts, Tables, Codes and Data book, drawing board will be provided by JUT/ respective Institute as per requirement.

## 8. GRADING OF PERFORMANCE IN EXAMINATIONS

As a measure of student's performance, an 8-scale grading system using the following letter grades and corresponding grade points per credit shall be followed:

### 8.1. Performance Letter grade Grade point per credit

|           |    |    |
|-----------|----|----|
| Excellent | A+ | 10 |
| Very good | A  | 9  |
| Good      | B+ | 8  |
| Fair      | B  | 7  |
| Average   | C+ | 6  |
| Pass      | C  | 5  |
| Fail      | F  | 0  |

**8.2.** Method of Converting percentage marks to grades. The absolute grading system will be used as under.

**% of marks obtained with Letter Grade**

|               |    |
|---------------|----|
| 90% and above | A+ |
| 80% to 89%    | A  |
| 70% to 79%    | B+ |
| 60% to 69%    | B  |
| 50% to 59 %   | C+ |
| 35% to 49%    | C  |
| ≤ 35 %        | F  |

To earn academic credit in a subject, a student should get a grading of “C” or above. Where prerequisite is specified for a course, a grading of C, or above shall be deemed as satisfying the prerequisite requirement.

**9. RECORDS OF ACADEMIC PROGRESS**

**9.1.** Semester Grade Point Average (SGPA) shall be calculated as under:

$$\text{SGPA} = \frac{\sum \text{Semester (Course credits x Grade point) for all courses}}{\sum \text{Semester (Course credits)}}$$

**9.2.** The academic progress of the students in each semester shall be maintained in a grade card or transcript, wherein the grades awarded to students as well as the points secured by the students in the examinations, shall be entered. The transcript given to the students at the end of their complete undergraduate program shall indicate the Cumulative Grade Point Average (CGPA) which shall be calculated as follows:

$$\text{CGPA} = \frac{\sum \text{All Semester (Course credits x Grade point) for all courses}}{\sum \text{All Semester (Course credits) i.e. } \sum (\text{All subjects credits})}$$

The CGPA shall be rounded off to one place of decimal. While calculating CGPA, the ‘F’ shall be replaced by the better grade earned in these course in the subsequent semester/ Summer Examination.

**9.3.** Credit Adjustment for Lateral Entry Programme

For the students entering from 3rd semester through Lateral Entry Scheme from Diploma institutions will be awarded proportionate and equivalent credits and the calculation of SGPA and CGPA will be made from 3<sup>rd</sup> and 4<sup>th</sup> semester respectively.

9.4. The university shall follow the following conversion between CGPA and % marks.

$$\% \text{ marks} = (\text{CGPA} - 0.5) \times 10.0$$

9.5. The summer programme will be scheduled during the long Institute vacations after completion of regular semester. A student is permitted to register only for three theory papers for course scheduled in the summer programme, only if, he/she had registered for these courses earlier in the semester and wishes to repeat them because of failure in the courses.

## 10. GRADUATION REQUIREMENT

In order to qualify for a B. Tech. degree 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 'C' scored in every subject.
- (b) Obtain a CGPA of 5 or higher at the end of the semester in which he/she completes all the requirements for the degree.

## 11. AWARD OF DEGREE

Mode of Examination:

The theory and the internal/practical/project components have been bifurcated as follows:

### ➤ Theory component

#### 1. TA ( Internal Evaluation) – 30 marks

- (a) Attendance – 5 marks
- (b) Assignment/Class Test- 5 marks
- (c) Mid semester examination- 20 marks (One half hours duration)

#### 2. End semester examination- 70 marks (3 Hours duration)

### ➤ Sessional/ Practical/ Minor Project Component: 50 marks

- (a) TA(Progressive Evaluation)- 30 marks
- (b) End semester external (viva-voce) - 20 marks

### ➤ Project ( Total marks 100)

- (a) TA (Progressive Evaluation) – 70 marks
- (b) Viva-voce examination – 30 marks

Cases of adoption of unfair means in an examination shall be dealt with by the Examination Disciplinary Committee of Jharkhand University of Technology. 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.

## 12. GRADES AFTER COMPLETION OF COURSE

|               |                                  |
|---------------|----------------------------------|
| 70% and above | First class with distinction     |
| 60% to 69%    | First class                      |
| 40% to 59%    | Second class ( But CGPA not < 5) |

## 13. GUIDELINES FOR ASSIGNMENT

A specific assignment shall be given to each student in every theory course immediately after registration. This may comprise new problems in emerging areas in the subjects/ design methodology/ modelling/ software development/ collection of new results and discussion /analysis etc. The main objective of the assignment is to improve self learning process and exposure to current literature on the subject. The assignment should be an extension of the prescribed syllabus and **in no case the repetition of the class work or problems**. The assignment should be submitted by the students' in hand written form after 50% completion of syllabus in the concerned semester. The grade/marks may be awarded as per the following norms.

| Grade/Marks | Explanation  |
|-------------|--|
| 5           | upto maximum of 30 % of the total number of students |
| 4           | upto maximum of 40 % of the total number of students |
| 3           | upto maximum of 30 % of the total number of students |

## 14. CHANGE OF BRANCH

**141.** Change of branch may be allowed against the vacant seats in the following two stages, provided criteria at following sub clauses are satisfied:

- In the second year, on the basis of merit in the B. Tech. first year examination for those who have passed with more than 8.0 CGPI without any carry over paper and

**142.** After change of the branch, number of students in branch (es) shall neither increase over the intake approved by AICTE nor it will decrease below 75% of intake approved by AICTE

**143.** Change of branch is not applicable to following:

- Students admitted in second year of B.Tech. programs as per clauses of Lateral entry.

**144.** Further change of branch shall not be permitted.

## 15. RE-ADMISSION IN THE INSTITUTION/ COLLEGE

A student may be allowed for re-admission provided he/she satisfies one of the following conditions:

- A student is declared fail.
- A student did not appear in a semester examination or he/she was not granted permission to appear at the examination.
- A student has been detained by the institute and subsequently has been permitted to take re-admission.
- A student as an ex-student passed the examination of the academic year or qualified for carryover system.
- A student promoted with carry over subjects and he/she opted for readmission.

## ANNEXURE – I

### **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 and Hostel Superintendent of the Hostels, 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 Hostels . 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 Hostel Superintendent, 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 Hostel Superintendents, 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, and batch of admission or any other unhealthy criterion.

- Physical or mental harassment of fresher's 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 whom initiated the conflict.
- Willfully damaging or stealthily removing any property belongings of the Institute, Hostels 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 Principal of the Institute.
- Mutilation or unauthorized possession of library books.
- Not cooperating with faculty, officers 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 anywhere within or outside the campus.
- Not intimating his/her absence to the Hostel Superintendent before leaving campus.
- Getting involved in an activity that violates state or national laws.

4. Commensurate with the gravity of the offence, the punishment for indiscipline may be

- Reprimand, impose fine or take any other suitable measure.
- Debarment from medals and prizes.
- For economic offences (either misappropriation of money or damage to Institute property), the cost to the damage done will be recovered along with a penalty which may be up to ten times of the cost recovered.
- Partial (one month or one semester) or complete debarment from campus placement,
- Reduction in grade in one or more courses.
- Expulsion from the Hostel.
- Rustication for a specified period, or outright expulsion from the Institute.

5. 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 Institute Disciplinary Committee appointed by Principal of the Colleges. The Disciplinary Committee shall investigate complaints; examine available evidence and award punishment. Recommendation of the committee, which will include the suggested punishment in case of guilt proven, will be forwarded to the Chairman of the Governing Body of the Colleges for necessary action.

6. 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.

7. The Principal of the Colleges, at his discretion may take additional measures keeping in mind long term issues and impact on other aspects of Institute management. The Principal make minor changes in the nature of punishment awarded or reduce the level and/or quantum of punishment if he feels appropriate.

8. 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.

9. Cases of adoption of unfair means in an examination shall be dealt with by the Examination Disciplinary Committee of Jharkhand University of Technology. 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.



## ANNEXURE-II

### **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. 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 6th semester of B. Tech. It may also assist students of 4<sup>th</sup> semester of 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 a periodic 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.
8. Sometime 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 necessary steps. 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.
9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

## ANNEXURE -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 JUT Ranchi.
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/her 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 supervising 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 Institute will organize the patenting process.

### ➤ **Punishments**

Ragging is a cognizable offence under the law and the punishment to be meted out have to exemplary and justifiable harsh to act as a deterrent. It may include: -

- Cancellation of admission, suspension, rustication or expulsion from the institute / hostel.

- FIR with the police and arrest.
- More severe punishment where justified such as fine / imprisonment etc.
- Collective punishment may be imposed where involved persons are not identified.

## **Anti – Ragging Rules & Regulation**

UGC regulation on curbing the menace of ragging (Under section 26 (I) (g) of the university grant commission act, 1956 New Delhi-110002, the 17th June 2009).

- Ragging in any form is strictly prohibited in the institute.

Ragging within the Institute campus and hostels is strictly prohibited.

- Ragging in any form is prohibited also in the private lodges / building where these institute students are staying.
- No person including students / staff / faculty shall participate or abet or propagate ragging in any form.

## **What constitutes ragging?**

- Any disorderly conduct whether by words spoken or by act which has the effect of teasing, Treating or handling with rudeness any other student.
- Indulging in rowdy or undisciplined activities which causes or is likely to causes annoyance, hardship or psychological or physical harm or to raise fear or apprehension thereof in a fresher or a junior student.
- Asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a junior students. Teasing, embarrassing, humiliating, assaulting or using criminal force or criminal intimidation.

Wrongful restraining or confining or causing grievous hurt, kidnapping and extortion or molesting or committing unnatural offences or causing death or abetting suicide, use of criminal force, criminal trespass and intimidation.