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**ORDINANCES**

- O 1. Candidates who have passed the final examination under the 10 +2 system or its equivalent with Mathematics, Physics and Chemistry as Optional, are eligible to apply for admission to the B.Tech. programmes.
- O 2. Procedure for admission will be decided from time to time by the University in accordance with the guidelines from competent authorities.
- O 3. The duration of the B.Tech Programme will normally be four academic years (eight semesters).
- O 4. The B.Tech. degree will be recommended by the Academic Council and approved by the Board of Management in accordance with the regulations of the University.
- O 5. Notwithstanding anything stated above, the Amrita Vishwa Vidyapeetham reserves the right to modify any of the ordinances, as deemed fit, from time to time.

**REGULATIONS**

**R.1. Admission**

- R.1.1 The admission to B.Tech. programmes will be as per the ordinances and regulations of the University.

R.1.2 The branches of study and the intake to each branch will be decided by the University from time to time.

R.1.3 The University may allow a limited number of transfers from one discipline of study to another at the beginning of the second semester. Such transfers will be based on the option exercised by the student at the end of the first semester, the availability of vacancy in the discipline and the academic merit of the student. The decision of the University will be final in this matter.

## R.2. Language of Instruction

The language of instruction shall be English, except in cases so specified.

## R.3. Structure of B.Tech. Programme

R.3.1 B.Tech. Programme will be structured on credit-based system and continuous evaluation, following the semester pattern.

R.3.2 The curriculum of B.Tech. programme will have a minimum of minimum number of credits, as defined for each branch of study, apportioned among knowledge segments, viz., Humanities, Science (incl. Mathematics); Engineering (General, Core and electives) and Project.

For individual programmes, refer to the curriculum/syllabi orders released by the university.

R.3.3 In general, credits are assigned to the courses based on the L-T-P pattern as given in the sample table below:

LECTURE-TUTORIAL-PRACTICALS (L-T-P)	CREDITS
4-0-0	4
2-1-0	3
1-0-3	2
0-0-3	1

- One credit for each lecture hour (>50min) per week
- One credit for each tutorial hour (>50min) per week
- One credit for each laboratory course/practical of two and half hours /three hours per week.

R.3.4 Every branch of B.Tech. programme will have a curriculum and syllabi for the courses, which will be updated according to the requirements and approved by the Academic Council.

All the campuses will be governed by the same curricula and syllabi, for the respective programmes. However, each campus can use their discretion to swap the courses (1 or more) between two semesters of an Academic Year, provided the prerequisite conditions, if any, are satisfied.

R.3.5 Core and elective: Certain courses are identified as Core courses and a few others as electives.

There is mandatory registration and credit earnings requirement for core courses. While it is mandatory to register for the elective courses, failure to earn credit in them does not necessarily require repeating the courses. Often another course may be permitted as replacement course, through Regular registration.

#### **R.4. Tuition Fees**

At the beginning of each academic year, students shall pay all the fees prescribed. A student who drops out of the B.Tech. programme or whose registration is cancelled, cannot claim refund of any fees paid.

#### **R.5. Class Counsellors and Faculty Advisor**

In order to (i) guide the students in planning their courses of study, (ii) advise them on academic programmes and (iii) monitor their progress, the departments will assign a batch (class) of certain number of students to a faculty member, who will be designated as their Class Counsellor.

One among the Counsellors, shall be designated as the Faculty Advisor, who shall coordinate the functions of the Class Counsellors.

#### **R.6. Course mentors**

For each course offered in a campus, one of the teachers teaching that subject shall be nominated by the Dean/Associate Dean/Principal of the campus as the course mentor of the course.

In the beginning of the semester, the course mentor shall decide on all the details of conduct of the course in discussion with the other faculty offering the course, during the semester. The minutes of the meeting shall form the guidelines for the Course and the Class committees.

The Course mentors will be responsible for preparing the question papers and key for all the assessment and coordinate the valuation of answer books.

#### **R.7. Course Committees**

R.7.1. Course committees are constituted for running courses which are common for more than one discipline. Course committees will be set up in each campus for each group of similar courses as decided by the Dean/ Associate Dean/ Principal of that campus. For example there could be one course committee each for subjects of first semester, mathematics courses of higher semesters, science elective courses, humanities elective courses and any other subject which is common across disciplines.

R.7.2. Each course committee will consist of the following members:

- (i) The chairperson of the course committee, nominated by the Principal/Dean/Associate Dean of the school.
- (ii) All teachers involved in teaching the courses included in the course committee
- (iii) Two student members from each discipline nominated into the committee by the chairpersons of departments with equal representation to boys and girls, to the extent possible.
- (iv) Chairpersons of departments and school head may attend meetings of the course committees.

R.7.3. The Course Committees shall meet at least thrice in a semester. The Course committees shall meet at the beginning of the semester to finalize the course plans for the academic programme. They shall meet at the end of the semester, without the student representatives, to finalize the results of the respective courses. The results shall be submitted to the Dean/Associate Dean/Principal, who shall approve and forward the same, to the Examination section.

R.7.4. The Course committees shall be reconstituted at the beginning of every semester.

#### **R.8. Class Committees**

R.8.1 Every class of a B.Tech. programme in each campus starting from second semester will have a Class Committee constituted by the Dean/ Associate Dean/Principal of the school based on recommendation of the Chairperson of the department.

R.8.2. The Constitution of the Class Committee will be as follows:

- a) The Chairperson of the class committee, nominated by chairperson of the department,
- b) All the teachers handling courses for the class,
- c) Two student representatives nominated by the Chairperson of the department, from each class with equal representation of boys and girls, to the extent possible.
- d) The Chairperson of the department and school head may attend the committee meetings.

R.8.3. The Class Committee shall meet at least thrice in a semester. The Class committee shall meet at the beginning of the semester to finalise the academic programme. At the end of the semester the committee (without student representatives) will meet, to finalise the results. The results shall be submitted to the Dean/Associate Dean/Principal, who shall approve and forward the same, to the Examination section.

R.8.4. The Class committees shall be reconstituted at the beginning of every semester.

### **R.9. Registration and Enrolment**

R.9.1 Every eligible student shall register for the all the core and chosen elective courses of the upcoming semester

R.9.2 Students from their second semester onwards will register for their, upcoming semester during a specified duration at the end of the preceding semester.

R.9.3 Enrolment of the Registered Students is valid only after the consent of the class advisor and also if he/she satisfies the condition in R.11, has cleared all his/her financial dues if any, and is not debarred from enrolment as part of any disciplinary action of the Institution.

R.9.4 Late enrolment will be permitted on payment of a prescribed late-fee, up to a specified date, to be notified well in advance.

R.9.5 The maximum number of credits a student can register in a semester is limited to 28.

R.9.6 **Pre-requisites:** A student is not permitted to register for a course unless he has already attended the pre-requisite course, wherever specified. A student will not be deemed to have attended the pre-requisite if he/she gets an 'FA' grade in such a course.

### **R.10. Dropping / Substituting Courses**

R.10.1 If a student finds his/her load heavy in any semester, or for any other valid reasons, he/she may drop courses within **ten working days** of the commencement of the semester, with the written approval of the Class Counsellor/ Faculty Advisor and Chairperson of the Department.

Withdrawal from one or more registered courses after the specified date, will entail academic penalties in the form of a 'Failed, due to insufficient attendance', 'FA' grade appearing on the grade card.

R.10.2 A student can substitute an elective course registered earlier, with another for valid reasons, within **first ten working days** of the commencement of the semester, with the consent of the Chairperson of the Department. If there is a need to substitute a mandatory core course in lieu or as an equivalent, subject to any curriculum change, the change can be effective at the discretion of the Chairperson of the Department.

### **R.11. Maximum Duration of the programme.**

R.11.1 A student is expected to complete the B.Tech. programme in eight semesters. However, a student may complete the programme at a slow pace within twelve semesters, with the prior permission of his/her Faculty Advisor, Chairperson of the Department and Dean/Principal.

R.11.2 A student may be permitted by the concerned Principal/Dean to withdraw from the programme for a semester or a longer period for reasons of ill health or on other valid grounds. However, the programme should be completed within a total span of twelve semesters.

R.11.3 In the event of any student requiring more than twelve semesters to complete the B Tech programme, the extension can be considered on the merits of the case, by the Vice-Chancellor and ratified by the Academic Council.

## R.12. Attendance

R.12.1 A student is required to put in 100% of attendance, in each of the regular or remedial courses, he/she has registered.

R.12.2 Attendance of the students will be marked by the concerned teacher during every hour of the course.

Marks will be awarded for attendance as a separate component under Internal assessment, for each course (theory or lab.)

Putting in	Marks awarded
96-100% attendance	5 marks
91-95% attendance	4 marks
86-90% attendance	3 marks
80-85% attendance	2 marks
<80% attendance	0 marks
<75% attendance	'FA' GRADE

R.12.3 Leave shall be availed by students only under unavoidable circumstances. It is mandatory that students shall apply in the prescribed form before proceeding on leave. Leave letter recommended by the Faculty Advisor shall be submitted to the Chairperson of the department for consideration and approval. Unauthorized absence will be treated as breach of discipline.

Request for leave for more than three consecutive days on medical grounds, must be supported by a proper medical certificate. In non-medical cases, requests for leave for more than three consecutive days must be countersigned by the parent/guardian or the Warden, whichever is applicable. **Leave granted is not considered for exemption/condonation.**

R.12.4 Students will be considered for leave due to official work (OD) for getting trained and participating in National/International Academic Competitions, represent the college/University for sports and cultural activities, presenting papers in seminars, conferences (only prescribed seminars by the University or should have prior approval from Campus Heads). **Students should get this sanctioned before proceeding to such events. The leave will be granted only on submission of relevant proof/certificate of participation**

Students who secure internship and the schedule is during their regular semester can avail OD, provided the internship is authorized by the Department and has prior approval from the respective Campus Heads. It is mandatory to submit an Internship Certificate on completion.

All kinds of leave, authorized by the Chairperson of the Department, shall not exceed 20% of the total hours in the course.

R.12.5 Finalisation of attendance for every course shall be done three working days before the last instruction day of the semester. Any student failing to secure a minimum of 75% attendance in a course, will not be eligible to appear for the end-semester examination in that course.

R.12.6 In case a student who is not permitted to attend the end-semester examination in any course, due to lack of attendance, he/she will be awarded 'FA' grade, indicating, "failed due to insufficient attendance" which will appear in the grade card. Students awarded 'FA' grade in a course, shall re-register for the course, when offered next or in one of the eligible remedial mode.

### **R.13. Assessment Procedure**

R.13.1 The academic performance of each student in each course will be assessed on the basis of Internal Assessment (including Continuous Assessment) and an End-semester Examination.

R.13.2 In theory courses (that are taught primarily in the lecture mode), the weightage for the Internal Assessment and End-semester examination will be 50:50. The Internal assessment in theory courses shall consist of at least two periodical tests, weekly quizzes, assignments, tutorials, viva-voce etc. The weightage for these components shall be 20 marks for the Continuous assessment, comprising of Quizzes, assignments, tutorials, viva-voce, etc. and 15 marks each for both the Periodical Tests. At the end of the semester, there will be an end-semester examination of three hours duration, with a weight of 50 marks, in each lecture-based courses.

R.13.3 .In the case of laboratory courses and practicals, the relative weight for Internal assessment and End-semester examination will be 80:20. The weight for the components of Internal assessment will be decided by the course committee/class committee at the beginning of the course.

#### *Evaluation pattern for course having both Theory and Lab. components:*

Courses having only one hour per week for lecture/tutorial, be treated as a Lab. course and evaluation pattern will be 80 marks for continuous assessment of lab. work and 20 marks for end-semester lab. examination.

Courses having two hours per week for theory and/or tutorials, be given a weightage of 60 marks and 40 marks for the Theory and Lab. components, respectively; The Lab. component evaluation will be based on continuous evaluation, without any end-semester practical evaluation. 10 marks will be for continuous assessment of the theory portion, 10 marks for each of the two periodical tests, 30 marks for the theory end-semester examination and 40 marks for continuous assessment of lab. Work and Courses having three hours per week for theory and/or tutorials, be given a weightage of 70 marks and 30 marks for the Theory and Lab. components, respectively; The Lab. component evaluation will be based on continuous evaluation, without any end-semester practical evaluation. 15 marks will be for continuous assessment of the theory portion, 10 marks for each of the two periodical tests, 35 marks for the theory end-semester examination and 30 marks for continuous assessment of lab work.

R.13.4 It is mandatory for a student to appear for the end semester examination to be eligible for course completion, failing which he/she will be awarded "F" grade or "FA" (based on attendance compliance).

R.13.5 PROJECT WORK: The project work evaluation will be based on Internal assessments followed by oral examination. Students have to submit a report in a prescribed format on completion of the project. The project work will be evaluated by a team of duly appointed panel of Examiners. The final evaluation of the project work, will be based on the content of the report, presentation by the student and a viva-voce examination. If the project work is not satisfactory, he/she will be awarded "I" grade and will have to appear for a scheduled assessment later.

## **R.14 PUBLICATION / INTERNSHIP**

R.14.1 All students, if they are to be considered for award of Distinction at the time of graduation, are required to have submitted/published ONE paper. This is in addition to the other requirements already prescribed for the award of Distinction.

In the event student submits manuscript to Project Guide/Advisor, the Project Guide/Advisor is required to provide an undertaking stating, that he/she will take the initiative to ensure that the submitted manuscript is published within a period of 6 to 9 months from the date of undertaking.

R.14.2 All publications shall be in Scopus-indexed Journals/Conferences and shall be as per the guidelines prescribed by the University.

Students who have undergone Internship at reputed organizations or National/International Institutions, with the prior approval of the concerned Department Chairperson and the Principal/Dean, may be considered for waiver of the requirement of publication, for the award of Distinction. However, the decision of the Departmental Chairperson and the Principal/Dean of the concerned School, in this regard, shall be final.

R.14.3 Students will be awarded 10 marks for each publication, in which he/she is the author or co-author and the publication is accepted in a Scopus/Pubmed indexed conferences/journal. This is to be validated and approved by the Campus Heads. The marks will be added after the end semester examination in any subject, where the student can improve his/her grade.

Students with more than one publication, the additional marks distribution as follows:

- a) For students with a CGPA of 8.00 or more, the first paper will be considered for the eligibility for distinction and the second paper will secure them additional marks.
- b) For students with a CGPA less than 8.00, the first paper will be considered to secure a higher CGPA (=8 or more) with additional marks and the second paper will be considered for eligibility of distinction
- c) For students whose CGPA does not move above 8.00 even after additional marks, the publication will only be considered for grade improvement and will not be eligible for distinction.

R.14.4 The students during their period of study in the University are encouraged to indulge in Technical events, Sports, Arts, Social/Community service and Seva activities. Bonus marks (5 to 10 marks) shall be awarded for representing AMRITA University in Technical events, Sports, Cultural and Seva Activities.

## **R.15 REMEDIAL PROVISIONS**

### **R.15.1 Supplementary Examinations:**

Students, who fail/ secure "F" grade in a non-semester course (i.e. courses not offered in the ongoing semester), can apply to write supplementary examination for the course during the prescribed schedule from the Examination Office, paying the prescribed fee.

A student who has secured an 'F' grade in a course may take the supplementary examination for a maximum of three additional attempts (excluding the end-semester examinations) with the same internal marks awarded in his immediate previous exam. If the student exhausts all three additional attempts, he will appear for his supplementary exam for entire 100 marks, the internal marks will not be applicable.

If a student wishes to improve his/her internal marks, he/she can do so, by re-registering for the course by choosing any of the appropriate remedial options. In this case the internal marks obtained by the student will be valid for the end-semester of the re-registered course with three more supplementary attempts.

### **R.15.2 Remedial Options through Re-registration:**

Remedial options are offered to enable students to complete the dropped courses or clear the failed courses. Remedial options described in R. 15.2 are primarily offered to help students improve their internal assessment marks.

- a) Regular Semester Re-registration: Students with “F”, “FA” grades or who have dropped the course can re-register whenever the course is offered during the regular semester. The assessment pattern will be similar as in the regular mode.
- b) Run-time re-do: Certain courses that are not offered during the current semester, are offered as special classes (termed as run time re-do) and the following options are available depending on the operational and logistical convenience of the campus:
  - i. Course is offered during the last hour of every working day during the semester. Students with “F”, “FA” grades or who have dropped the course being offered can register. The assessment pattern will be similar as in the regular mode.
  - ii. Course is offered on all non-working Saturdays for a duration of 5 hours per Saturday amounting to approximately 30-40 contact hours. Students with “F”, “FA” grades and those who have dropped the course can register. The assessment pattern will be similar to that in regular mode.
  - iii. Course is offered in contact mode with no regularly scheduled classes. Students with **“F” grade with a maximum of two failed courses** at the time of registration are eligible to register for this option. Students with **“FA” grade are NOT eligible** to register for this option. Students are required to meet the concerned faculty for a minimum of 15 contact hours during the semester. The assessment pattern will be similar to that in regular mode. Students can exercise this option from Semester II as long as they meet the eligibility criteria and subject to the approval of the Department Chairperson. A student is allowed to register for **ONLY ONE** course under this option.

The courses offered under R. 15.2.b (i-iii) are subject to the approval of the Chairperson of the Department. It should be noted that a student can only register for a maximum of 28 course credits per semester (refer to R. 9.5), which includes regular semester courses and the courses registered through remedial options listed in R. 15.2.

R.15.3. Second chance examination (that is, an additional examination conducted approximately one month after publishing of results of the End semester examinations) is allowed for students of Sixth semester (failed in one sixth semester subject) and students of Eighth semester (failed in one eighth semester subject).

R.15.4. Supplementary examinations and examinations of all other remedial option courses will be evaluated against the most recent grade rule (whenever the course was offered recently in the regular semester).

## R.16. Grading

R.16.1 Based on the performance in each course, a letter grade carrying a certain number of points will be awarded to each course.

Relative grading system is adopted to award the letter grade. The letter grades are awarded by the Class Committee, without the student representatives in the final class committee meeting.

The letter grades, the corresponding grade points and the ratings are as follows:

Letter Grade	Grade Points	Ratings
O	10.00	Outstanding
A+	9.50	Excellent
A	9.00	Very Good
B+	8.00	Good
B	7.00	Above Average
C	6.00	Average
P	5.00	Pass
F	0.00	Fail
FA	0.00	Failed due to shortage of Attendance



I	0.00	Incomplete (awarded only for Lab courses/Projects/Seminars)
W		Withheld

R.16.2 'FA' grade once awarded stays in the record of the student and is replaced with the appropriate grade when he/she completes the course successfully later.

Students who have secured an 'FA' in a course cannot opt for the appropriate remedial mode (R.15.2)

R.16.3 The 'I' grade, awarded in a Lab course/Project/Seminar course, will be subsequently changed into appropriate grade, when the student completes the requirement during the subsequent semester. If he/she does not complete it in the next semester, it will be converted to 'F' grade.

#### R.17. Declaration of Result

Results will be declared by the respective campus Examination office, after the finalization of grades by the Class Committees and subsequent approval by the Dean/Associate Dean/Principal of the School.

#### R.18. Revaluation of answer Papers

Students who are not satisfied with the grades awarded are permitted to request for revaluation of answer scripts of the end semester. The request should be made within 7 days of publication of results to the Examination Section through the Chairperson of the Department. Students have to pay the prescribed fees.

Revaluation is permitted only for End semester Lecture based courses. The evaluation will be done by the faculty who handled the course, in the presence of the Chairperson and the applicant. If the revaluation leads to a better grade, the revised grade will be awarded to the student and in such cases, the revaluation fee will be refunded in full.

#### R.19. Course Completion:

A student is said to have successfully completed a course and earned the corresponding credits, if he/she has:

- Registered for the course.
- Maintained 75% or more attendance in the course.
- Appeared for the end-semester examinations.
- Secured a pass grade "P" or better in the course.
- No pending disciplinary proceedings against him/her.

#### R.20. Semester Grade Point Average (SGPA)

On completion of a semester, each student is assigned Semester Grade Point Average (SGPA) which is computed as below for all courses registered by the student during that semester.

$$\text{Semester Grade Point Average} = \frac{\sum (C_i \times Gp_i)}{\sum C_i}$$

where  $C_i$  is the credit for  $i^{\text{th}}$  course in that semester and  $Gp_i$  is the grade point for that course.

The summation is for all the courses registered by the student during the semester including the failed courses. The SGPA is rounded off to two decimals.

#### R.21. Cumulative Grade Point Average (CGPA)

The overall performance of a student at any stage of the B.Tech. Degree programme is evaluated by the Cumulative Grade Point Average (CGPA) upto that point of time.

$$\text{Cumulative Grade Point Average} = \frac{\sum (C_i \times Gp_i)}{\sum C_i}$$

where  $C_i$  is the credit for  $i^{\text{th}}$  course in any semester and  $Gp_i$  is the grade point for that course.

The summation is for all the courses registered by the student during all the semesters upto that point of time including the failed courses. The CGPA is also rounded off to two decimals.

## R.22. Ranking

The ranking of the students in a batch at any intermediate or final stage is based on only on CGPA. Only those students who have passed all subjects up to that stage in the first attempt are considered for ranking.

Students are eligible for final ranking, only if the programme is completed within the stipulated 8 semesters.

## R.23. Grade Sheet

The Grade Sheet issued to the student at the end of a semester will contain the following information:

- Name, Roll No. Grade Sheet No., Semesters, Branch, Month and year of Examination
- Course Code, Course Title, Credits, Grade obtained and Grade points earned for the courses registered,
- Credits registered and earned during the semester.
- Cumulative credits earned and Grade Points,
- SGPA
- CGPA

## R.24. Classification of successful candidates:

R.24.1 A student shall be considered to have successfully completed the programme, if he/she has:

- Successfully completed the necessary course requirements for all the core courses, electives and projects specified in the curriculum.
- earned the required minimum number of credits as specified in the curriculum corresponding to the Students programme, within the stipulated time.

R.24.2 Candidates who have successfully completed the programme, within the stipulated period of Eight Semester shall be classified as follows:

Candidates securing a CGPA of 8.00 and above – “FIRST CLASS WITH DISTINCTION”\*

(\*subject to satisfying the condition mentioned in Clause R.14 )

Candidates securing a CGPA between 6.50 and 7.99 – “FIRST CLASS”

Candidates securing CGPA of 8.00, but has exceeded 8 semesters for completion of the programme – “FIRST CLASS”.

## R.25 Transcript

Transcript will be issued to students on request by paying a prescribed fee. Transcripts shall contain all the information that is mentioned in the grade sheet along with the month and year of passing of each course.

## R.26 Discipline

Every student is required and expected to observe strict discipline and decorous behaviour both inside and outside the campus. He/she should not indulge in any activity which may tarnish the fair name and prestige of Amrita Vishwa Vidyapeetham. Any act of indiscipline or misbehaviour including unfair practice in the examinations will be dealt with by the Disciplinary Action Committee of the Institution, constituted by the Head of the school concerned. The committee will enquire into the charges and make recommendations to the Head of the School concerned. Based on the findings of the committee, appropriate disciplinary action

will be taken. Serious act of indiscipline on the part of the students may even attract penalty upto the extent of expulsion from the University.

**R.27 Redressal of grievances**

Students have the right to seek redress of grievances. For this, they have to appeal in writing to the Dean/Principal concerned, who will take necessary steps in the matter.

**R.28 Award of B.Tech. Degree**

A student will be declared eligible for the award of B.Tech. Degree, if he/she has:

- a) completed the programme successfully as described in clause R 24.1 and
- b) no pending disciplinary proceedings against him/ her and no outstanding dues

The B Tech degree, indicating the discipline, will be awarded by the Board of Management of Amrita Vishwa Vidyapeetham on recommendation of the Academic Council.

**R.29. Interpretation Clause**

Related to any of the academic matters, whenever there arises any doubt or dispute on the interpretation of regulations or rules, the decision of the Academic Council will be final as well as binding on all concerned.

**R.30. Amendment to Regulations**

Notwithstanding anything stated above, the Amrita Vishwa Vidyapeetham reserves the right to modify any of the regulations, as deemed fit, from time to time.