

OA Ordinance Academic

OA
ORDINANCE (DIPLOMA, UG, PG & PhD PROGRAMMES)
(Under Section 8 of MoA)

CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR
(Deemed to be university, MHRD, Govt. of India)
Kokrajhar, Assam – 783370
(Amended and approved in the Meeting of on / /2019)

1. DEFINITIONS

“CITK” means Central Institute of Technology Kokrajhar.

“MHRD” means Ministry of Human Resource Development.

“BoG” means Board of Governors.

“BoS” means Board of Studies.

“BTAD” means Bodoland Territorial Area Districts.

“AICTE” means All India Council for Technical Education

“Institute” means Central Institute of Technology Kokrajhar

“Undergraduate Program” / “UG Program” means four-year
B.Tech / B.Des program offered by the Institute

“Postgraduate Program” / “PG Program” means two-year
M.Tech / M.Des program offered by the Institute

“Course” means a paper taught in a UG Program e.g. Linear
Algebra.

“HoD” means Head of the Department.

“GPA” means Grade Point Average.

“CGPA” means Cumulative Grade Point Average.

“SGPA” means Semester Grade Point Average.

“Senate” means Academic Senate of the Institute.

“Direct Entry” means students’ intake in the 1st Semester, 1st
year of the 4 year B.Tech /B.Des Program.

“Vertical Entry” means intake of Diploma holders in the
relevant branch, passed out from CITK, in the 3rd Semester,
2nd year of the B.Tech / B.Des Program in the 3 + 3 (3 years
Diploma + 3 years Degree) Modular Program.

“Lateral Entry” means intake of Diploma holders from other
accredited Institutes / Colleges / Universities in the 3rd
Semester, 2nd year of the B.Tech Program.

2. PROGRAMME

- 2.1 Central Institute of Technology Kokrajhar (CITK), Deemed to be University, MHRD, Govt. of India, shall offer Diploma, B.Tech, B.Des, M.Tech, M.Des, Ph.D programs in various disciplines, and these programs shall be governed by the Rules and Regulations of the respective programs.
- 2.2 Any newly introduced discipline in a particular program shall also be governed by the Rules and Regulations of the respective program of the Institute.
- 2.3 A student becomes eligible for the award of a Diploma / UG / PG / Ph.D degree after fulfilling all the academic requirements, including Training(s), as prescribed by the Rules and Regulations for the respective program.

3. ACADEMIC CALENDAR

- 3.1 Each academic session is divided into two semesters, each having approximately eighteen (18) weeks duration, with at least seventy (70) working days for classes in each semester: an Odd Semester (July - December) and an Even Semester (January - June).
- 3.2 The schedule of academic activities for a session, inclusive of dates for admission, registration, Semester and Mid-term Examinations, inter-Semester breaks etc., approved by the Senate, shall be laid down in the Academic Calendar for the session.

4. ADMISSION

4.1 Reservation of Seats

Seats in Diploma, UG (only for Direct Entry), and PG programs shall have reservation according to the Clause 7(ii) of MoA, as detailed in the following points.

- (a) 60% of the total seats shall be reserved (60% ST, 5% SC, 15% OBC and 20% General) for qualified students from BTAD area.
- (b) 20% of the total seats will be reserved for qualified students from NE states excluding BTAD area.
- (c) 17% of the total seats will be reserved for qualified students from all across India excluding NE states.

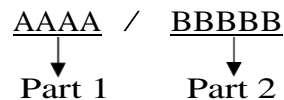
- (d) 3% of the total seats will be reserved for physically handicapped students. It will apply horizontally across the above 3 categories.

The seats reserved according to the criteria mentioned in the points (b), (c), and (d) shall follow the reservation policy as laid down by the Government of India.

5. REGISTRATION AND ROLL NUMBER

5.1 Registration Number Structure

A registration number assigned to a student shall be 9-digit code divided into two distinct parts. The breakup of the code is as described in the following scheme and in the subsequent descriptions:



(i) Part 1

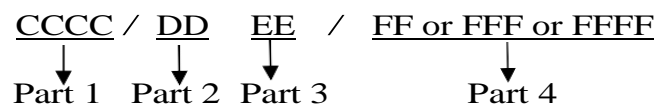
These four digits shall represent the year of first registration (i.e. year of admission), in which a student is enrolled for the first time in a program offered by the Institute e.g. “2019”.

(ii) Part 2

It is a five-digit code indicating the serial number of a student, who has taken admission in a program in a branch / discipline.

5.2 Roll Number Structure

A roll number assigned to a student shall be an 8 or 11 digit code divided into four distinct parts. The breakup of the code is as described in the following scheme and in the subsequent descriptions:



(i) Part 1

This part represents the year of admission for a student e.g. “2019” for a student taking admission in 2019-20 Academic Session. For Lateral and Vertical entry students, these four

digits is an year earlier than the year they actually take admission into the Program.

(ii) Part 2

It is a two-digit code representing the program (following table), in which a student has taken admission e.g. “02” for B.Tech or “05” for M.Des.

| Program | Code |
|---------|------|
| Diploma | 01 |
| B.Tech | 02 |
| B.Des | 03 |
| M.Tech | 04 |
| M.Des | 05 |
| Ph.D | 06 |

(iii) Part 3

It represents the code corresponding to the Department (following table), in which the student is enrolled e.g. “05” for Food Engineering and Technology Department.

| Name of Department | Code |
|---|------|
| Civil Engineering | 01 |
| Computer Science Engineering | 02 |
| Electronics and Communication Engineering | 03 |
| Electrical Engineering (EE) | 04 |
| Food Engineering and Technology | 05 |
| Instrumentation Engineering | 06 |
| Mechanical Engineering (ME) | 07 |
| Multimedia Communication and Design | 08 |
| Chemistry | 09 |
| Humanities and Social Sciences | 10 |
| Mathematics | 11 |
| Physics | 12 |
| Combined Departments of EE and ME | 13 |

(iv) Part 4

This part represents a serial number corresponding to a student, who has taken admission in a program in a branch. For Lateral and Vertical entry candidates, the serial number will follow those admitted through Direct Entry, and the letter “L” will precede the number for these students. The serial numbers for a student, who has changed branch, shall follow those for Lateral and Vertical entry candidates.

6. COURSE STRUCTURE

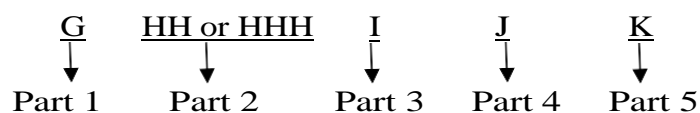
6.1 Credit

Teaching of a particular course in a program shall be reckoned in credits; Credits are assigned to the courses based on the following general pattern:

| | |
|--|----------|
| 1 h Lecture (L) per week | 2 credit |
| 1 h Tutorial (T) per week | 2 credit |
| 1 h Studio Project | 2 credit |
| 1 h Practical (P) per week | 1 credit |
| 1 h Project Work | 1 credit |
| 1 h Seminar / Training / Industrial Training | 1 credit |

6.2 Course Description

Each of the courses to be taught in a program shall have a course name (to be named by the Departmental BoS) and a distinct course code, as per the following structure.



(i) Part 1

It represents the program (following table), in which the course is taught

| Program | Code |
|----------------------------------|------|
| Diploma | D |
| Undergraduate | U |
| Postgraduate (including Ph.D) | P |

(ii) Part 2

It represents the code for the relevant / offering Branch e.g. “IE” for Instrumentation Engineering or “CSE” for Computer Science and Engineering.

(iii) Part 3

This digit represents the Semester (e.g. 1 to 8), in which the course is taught.

(iv) Part 4

This digit stands for the type of the course i.e. it is 0 (zero) for a Compulsory Theory Course, 1 (one) for an Elective Course, 7 (seven) for a Lab and 9 (nine) for projects / studio project, seminars, trainings etc.

(v) Part 5

This digit stands for Serial number according to the number of courses offered by the Department in a Semester of the program, e.g. “UFET401” is the first compulsory theory course in the 4th Semester B.Tech program offered by the Food Engineering and Technology Department.

7. GRADING SYSTEM

7.1 Based on the performance of a student, each student is awarded with a letter-grade in each subject at the end of a semester. The letter grades, the corresponding grade points (on a 10-point scale), and their descriptions are as follows:

| Grade | Grade point awarded | Range of marks (out of 100) | Description |
|-------|---------------------|-----------------------------|---------------|
| O | 10 | 100 | Outstanding |
| AA | 10 | 96 – 100 | Excellent |
| AB | 9 | 90 – 95 | Very Good |
| BB | 8 | 80 – 89 | Good |
| BC | 7 | 70 – 79 | Above average |
| CC | 6 | 60 – 69 | Average |
| CD | 5 | 50 – 59 | Below average |
| DD | 4 | 40 – 49 | Pass |
| F | 0 | Below 40 | Fail |

Relative grading system shall be implemented using the following formula to determine the pass-mark in a course.

Pass-mark = $(\mu_x / 2)$ or $(X_{\max} / 3)$ or whichever is less, where μ_x is the arithmetic mean of the marks obtained by the students in the class, and X_{\max} is the highest marks in the class.

“F” grade in the course shall be given to a student securing less than the pass-mark for the course, and the higher grades for the course shall be determined subsequently on the basis of the pass-mark, as 40% of full marks.

- 7.2 A Semester Grade Point Average (SGPA) shall be computed for each semester, and the calculations shall be as follows:

$$SGPA = (C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_n * G_n) / (C_1 + C_2 + C_3 + \dots + C_n)$$

where,

n is the number of courses registered in the semester,

C_i is the number of credits allotted to a particular course, and

G_i is the grade points corresponding to the grade awarded for the course.

- 7.3 A Cumulative Grade Point Average (CGPA) shall be computed at the end of each semester and communicated to the students along with the SGPA, and the grades obtained in that semester.

The CGPA gives the cumulative performance of the student from the first semester up to the end of the semester, to which it refers, and will be calculated as follows:

$$CGPA = (C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_m * G_m) / (C_1 + C_2 + C_3 + \dots + C_m)$$

where,

m is the number of courses up to that semester,

C_i is the number of credits allotted to a particular course, and

G_i is the grade points corresponding to the grade awarded for the course.

Whenever a student repeats a course in any semester, the lower grade(s) obtained by him/her in the course is to be ignored in the computation of SGPA in the corresponding Semester, and CGPA from that semester onwards

- 7.4 Both SGPA and CGPA will be rounded off to the second place of decimal, and recorded as such. Whenever these CGPA are to be used for the purpose of determining the merit ranking of students, only the rounded off values shall be used.

- 7.5 There are, however, a few other academic requirements for certain programs, where a student shall be awarded with one of the two grades viz., “PP” - Passed and “NP” - Not Passed. All non-credit subjects (such as NCC / NSS, field visits etc.) belong to this category. No grade points are associated with these grades and performance in these subjects is not taken into

account in the calculation of the SGPA or CGPA. However, the award of the degree is subject to obtaining a “PP” grade in all such subjects if introduced.

- 7.6 If comparison of the performance of a student of CITK with those of other institutes using conventional evaluation method is desired, the following formulae for converting SGPA / CGPA to percentage (%) of marks shall be used:

For SGPA / CGPA \geq 9.0,
the equivalent % of Marks = $15 \times \text{CGPA} - 50$

For SGPA / CGPA $<$ 9.0,
the equivalent % of Marks = $10 \times \text{GPA} - 5.0$

- 7.7 The instructor(s) shall submit two copies of letter grades to the concerned Head of the Department, by the due date specified in the concerned notification. The Head of the Department shall forward all grades to the Academic Section by the due date specified in the concerned notification.

8. DISCIPLINE AND CONDUCT OF STUDENT

8.1 Ragging

Ragging in any form is banned. Any act of ragging, if reported / detected, shall be considered as gross indiscipline, and shall be severely dealt with, as per the UGC Rules.

8.2 Attendance

Students are required to attend all the classes (Lectures, Tutorials, Laboratories, Practical and Workshops, Studios, etc.), and must have at least 75 percent attendance among the total number of classes held in a course.

In Extra Academic Activities (EAC), i.e. NCC, NSS etc., if introduced, a student must attend at least 75 percent of the total classes as also the camps, and some other pre-publicized programs as specified under course requirements.

A student shall not be allowed to appear in an End-Semester Examination if his / her attendance falls below 75 percent in a course in that Semester, and he / she shall be awarded an 'F' grade in that course.

8.3 Leave of Absence

A student shall have to submit an application to the concerned Head of the Department for a leave stating fully the reasons for the leave requested for along with supporting document(s). Such leave shall be granted by the Head of the Department.

- (i) Application must be submitted to the concerned HoD prior to taking the leave. However, in case of leave in an emergency situation (including health-related issues), a student may submit the application with appropriate document(s) immediately after re-joining the regular academic activities.
- (ii) It will be the responsibility of the student to intimate the Warden of the hostel in which he / she is residing, and the concerned instructors regarding his / her absence.
- (iii) Under exceptional circumstances, the Dean-Academic Affairs, in consultation with the Chairman of the Senate, may relax any of the above requirements.

8.4 A student may not be allowed to appear in the End-Semester Examination due to the following reasons.

- (i) If any disciplinary action is taken against him / her.
- (ii) His / her attendance in the Lecture / Tutorial / Practical classes has not been satisfactory during the semester, and/or,
- (iii) His / her performance in the sessional work done during the semester has been unsatisfactory.

8.5 Withholding of Grades

Grades shall be withheld, when the student has not paid his / her dues or when there is a disciplinary action pending against him / her.

8.6 Termination from the Program

A student is required to leave the Institute on the following grounds.

- (i) If a student fails to secure an SGPA of 2.0 in two consecutive semesters. However, if a student secures an SGPA below 2.0 in a Semester, he / she may still continue with a recommendation from the DUGPC, approved by the IUGPC. Subsequently, the student shall be issued a warning in this regard.

- (ii) If a student is absent for more than 6 (six) weeks in a semester without sanctioned leave
- (iii) A student may also be required to leave the Institute on disciplinary grounds.
- (iv) On having been found to have produced false documents or having made false declaration at the time of seeking admission.
- (v) On having been found to be pursuing regular studies and/or correspondence courses (leading to degree or diploma) in any other College, University or Institution.
- (vi) On having been found to be concurrently employed and performing duty or carrying out business in contravention to academic schedules of the Institute and without approval from the Institute.

9. PROGRAM COMMITTEE

The Institute shall have program committees at the department level and at the institute level for the diploma, UG, PG and PhD programme. The detail structure and organization of these committees are given in APPENDIX-A.

10. REVISION OF THE ORDINANCE

The above contents of the document may be modified or revised as and when situation arises.

APPENDIX – A

CIT Kokrajhar Academic Organization Chart

Senate - highest body in academic matters: Director, Chairman; Dean-Academics, Member-Coordinator; all HoDs, all Professors as Members; three Professionals (outside experts) nominated by the Director; three persons nominated by Chairman-BoG; Registrar, non-member Secretary

Director- Chairman, Senate

