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# RA-1

RULES AND REGULATIONS (DIPLOMA PROGRAMME)  
(Read with OA and under Section 9 of MoA)

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

Kokrajhar, Assam – 783370

(Amended and approved in the 9<sup>th</sup> Meeting of the Senate on March 19, 2020)

1. PROGRAM TITLE, DISCIPLINES AND INTAKE CAPACITY

1.1 The title of the programs shall be called Diploma Program in Engineering/Technology.

1.2 The Institute offers the Diploma courses in the following disciplines.

Disciplines	Intake Capacity
Electronics and Communication Engineering (ECE)	30
Computer Science and Engineering (CSE)	30
Control & Instrumentation (CI)	30
Food Processing Technology (FPT)	30
Civil Engineering (CE)	30
Animation & Multimedia Technology (AMT)	30

2. ELIGIBILITY FOR ADMISSION

2.1 Educational Qualification

Candidates must have passed HSLC or equivalent with 45% marks in aggregate and 50% of marks in Science, Mathematics (or Advanced Mathematics) and English taken together for GEN/OBC candidates (45% of marks for ST/SC/PWD candidates).

2.2 Age Limit

The age of the candidates as on 1st August of the year of Admission must not exceed the following age limit for different categories

- (i) GEN/OBC : 19 years
- (ii) SC/ST/PH : 24 years
- (iii) Female Candidates : 22 years

2.3 Medical Fitness

Admission into any of the diploma programs of the institute is subject to the candidates being declared medically fit by the Institute medical officer or a medical officer of Govt. Hospital for the purpose. Necessary fees as prescribed by the medical officer shall have to be paid by the candidates for such test.

### 3. RESERVATION POLICY

In accordance with Clause 4.1 of OA.

### 4. ADMISSION PROCEDURE

A candidate may be admitted into the Diploma programs of the Institute in two ways:

The candidate has to clear the CITEE entrance examination followed by counseling at CIT Kokrajhar.

The second way to appear in Polytechnic Admission Test (PAT) conducted by Director, State Council for Technical Education (SCTE), Guwahati, Assam.

The candidates appearing in PAT must attend counseling called by SCTE whereby their eligibility would be verified and their admission forwarded to CIT Kokrajhar.

Out of the total seats, 80% of seats shall be filled up by the candidates qualified by CITEE and remaining 20% of seats shall be filled up by the candidates through PAT conducted by SCTE Assam.

### 5. SELECTION PROCESS

The selection of aspiring candidates for admission shall be based on their performance in Entrance Examination.

However, the candidates must fulfill the eligibility criteria of essential Educational Qualification and Age Limit.

The selection will be based on merit separately for all regions and reservation categories.

Candidates who fail to furnish proof for their claim in respect of reservation of seat pertaining to region and category shall not be considered.

A single merit/ ranking list would be prepared based on the performance of the candidates in the Entrance

examination.

The ranking for CITEE will depend on total marks obtained in the Entrance Examination, then in the order of individual marks obtained in Mathematics, Physics, Chemistry, Biology and English, in cases where the total marks obtained is same.

## 6. COURSE STRUCUTRE

### 6.1 Course Description

In accordance with Clause 6.2 of OA.

### 6.2 Credit

In accordance with Clause 6.1 of OA.

### 6.3 Credit Requirements

In order to qualify for a Diploma, a student is required to complete the required range of 230-240 credits. The following table summarizes the break-up of the credit requirements in a program.

Sl. No.	Category	Breakup of Credits (Total 230)
1	Humanities and Social Sciences including Management courses	16
2	Basic Science courses	40
3	Engineering Science courses including workshop, drawing, Engineering Mechanics, Computer Application etc.	30
4	Professional core courses	100
5	Professional Elective courses relevant to chosen specialization/branch	30
6	Project work, seminar and internship/training in industry or elsewhere	14

Minor variation in the breakup of credit is allowed as per the needs of a branch.

Each Diploma program will have a curriculum and syllabi for the courses prepared / reviewed / updated, from time to time, by the Department as per the provisions in the bye-laws.

### 6.4 Medium of Instruction

Medium of instruction, examination, assignment, presentations, and project reports shall be English.

## 7. REGISTRATION

7.1 All students are required to register / renew their registration in each Semester, and in each of the Semester Examinations they appear. They must complete their Registration / Renewal within the due dates, as notified by the Institute. Late registration with a fine (to be fixed and notified by the Institute) may be permitted for a student under a valid reason.

7.2 The number of credits registered for during a semester should not be less than 30 credits and should not exceed 50 credits. The total L-T-P loading for a semester should not exceed 32 contact hours per week.

7.3 A student will be permitted to register who has:

cleared all Institute, Hostel and Library dues and fines (if any) of the previous semesters,

paid all required advance payments of Institute and Hostel dues for the current semester, and

not been debarred from registering on any specific ground

## 8. DURATION OF THE PROGRAMME

8.1 The duration of a full time regular Diploma Programme shall be three academic years comprising of six semesters from the date of admission.

8.2 However, the maximum permissible period for completion of Diploma course by a student shall be 6 academic calendar years from the date of admission.

## 9. TEMPORARY WITHDRAWAL

9.1 A student who has been admitted to a Diploma programme of the Institute may be permitted to withdraw temporarily from the Institute on the grounds of prolonged illness or grave calamity in the family for a period of one semester or more, provided:

he/she applies to the Institute within at least 6 weeks of the commencement of the semester or from the date he

last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of his/her guardian;

the Institute is satisfied that, counting the period of withdrawal, the student is likely to complete his/her requirements of the Diploma within the time limits specified in Clause 8.2 above.

there are no outstanding dues or demands in the Institute/ Hostel /Department/ Library.

- 9.2 A student who has been granted temporary withdrawal from the Institute under the provisions of Clause 9.1 will be required to pay fees/charges (except tuition fees and hostel dues) till such time as his/her name is on the Roll List. However, fees once paid will not be refunded.
- 9.3 A student will be permitted only one such temporary withdrawal during his/her tenure as a student of the Diploma programme.

## 10. CHANGE OF BRANCH

Depending on the availability of seats, changing of branch in 3rd Semester is allowed based on the performance of the student during the first two semesters.

- 10.1 A maximum of 10% of the total number of seats in a Branch may be offered to applicants for change of branch subject to availability of seats in that branch.
- 10.2 The selection of applicants will be based on merit. Students in Diploma module who have successfully completed all the credits requirements in both 1st and 2nd semester in their first attempt without any backlog are only eligible for branch change.
- 10.3 Students who have CGPA of 6.5 or more in the 1<sup>st</sup> two Semesters in the 1<sup>st</sup> year only eligible for branch change
- 10.4 Any special case may be considered on the recommendation of the committee constituted for the same.

## 11. RULES FOR PROMOTION TO HIGHER SEMESTER

- 11.1 A candidate, who has appeared in first semester examination, will be promoted to the 2<sup>nd</sup> semester irrespective of any number of subjects cleared/ passed by him/ her.
- 11.2 A candidate, who has appeared in 2<sup>nd</sup> semester examination, will be promoted to 3<sup>rd</sup> semester examination and a candidate who has appeared in 3<sup>rd</sup> semester examination will be promoted to 4<sup>th</sup> semester examination irrespective of any number of subjects cleared/ passed by him/her.
- 11.3 A candidate has to clear/pass all subjects of 1<sup>st</sup> semester & 2<sup>nd</sup> semester before being promoted to 5<sup>th</sup> semester and 6<sup>th</sup> semester respectively.

## 12. EVALUATION SCHEME

Evaluation of Diploma students shall be based on grades earned during continuous assessment throughout the semester, the grades obtained in the final Semester Examination and assessments by the appropriate committee(s) appointed by the concerned Department.

- 12.1 A student shall be continuously evaluated for his/ her academic performance in a subject through, tutorial work, practical, home assignment, mid semester test, field work, seminars, quizzes, end semester examinations etc. as proposed by respective BoS and approved by the Senate of the Institute.
- 12.2 The distribution of weightage/marks for each component shall be decided by the respective of Board of Studies and approved by Senate of the University and subjective to such stipulation as given under:
  - A. Theoretical subjects, the evaluation shall include continuous Teacher's assessments (TA) through quizzes, assignments, other forms of evaluation of class performance(s) throughout the Semester, Mid-Semester Examination, and class attendance (CA), followed by the End-Semester Examination.

Evaluations in each semester (theory courses) shall include:

    - I. Mid-Semester Examination** (full marks – **30**; duration **1.5 h**) → **20 marks** to be considered,
    - II. Teacher's assessment (TA) (20 marks)**, and
    - III. End-Semester Examination (60 marks)** for a duration of 2.5 hMid-Semester, other teacher's assessments, and class attendance shall be recorded and evaluated by the concerned teacher(s), and altogether shall carry **40% weightage** in the final grades for the course.

The End-Semester Examination shall be carried out by the Institute's Exam

Cell, and shall carry **60% weightage** in the final grades for the course.

B. Laboratory courses / design / drawing / studio / workshop etc., the evaluation shall be on the basis of Teacher's assessments (TA) through quizzes, assignments, lab / studio / workshop record(s), other forms of lab / studio / workshop performance(s), viva, lab / studio / workshop attendance (CA), followed by the End-Semester Examination.

Evaluations in each semester (labs / studios / workshops) shall include:

**I. Teacher's Assessment (TA) (40 marks)**, – 20 marks for throughout the Semester performance, 10 marks for viva / quizzes / assignments, 10 marks for records / notebooks, and

**II. End-Semester Examination (60 marks)** – 50 marks for performance in the Exam 10 marks for viva.

Teacher's assessments, and lab / studio / workshop, and attendance shall be recorded and evaluated by the concerned teacher(s), and altogether shall carry **40% weightage** in the final grades for the course.

The End-Semester Examination (labs / studios / workshops) shall be carried out by the concerned teacher(s) and shall carry **60% weightage** in the final grades for the course.

12.3 Practical training and project work shall be treated as practical subjects.

12.4 In each semester there shall be at least two mid semester tests and one end semester examination.

### 13. BASIS OF GRADING SYSTEM

13.1 Each student registered for a course shall be awarded grade by the concerned faculties for the specific subjects. The grades awarded to the students shall be depend upon his continuous evaluation through performance in various examinations, assignments, laboratory work, class work, mid semester test etc.

13.2 The grade sheet at the end of each even semester examination shall show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination shall also indicate CGPA, equivalent percentage marks and the division awarded according to clauses 7 of the Academic Ordinance (OA)

13.3 The instructor(s) shall submit all the marks through the Institute's ERP system, shall sign, and submit two copies of the submitted marks to the concerned Head of the Department by the due date specified in the concerned notification. The Head of the Department shall forward one copy of all the grades to the Academic Section by the due date specified in the concerned notification.



14. WITHDRAWAL OF ADMISSION

Withdrawal of Admission is allowed till 30 days from the date of admission. Refund of Fees after deducting processing fees would be done within this date. No request for refund of fees would be entertained after this period.

15. ATTENDANCE IN CLASS

In accordance with the Clause 8.2 of OA

16. REVISION OF THE REGULATION

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

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