



Babu Banarasi Das

Northern India Institute of Technology, Lucknow



Academic Regulations

**Affiliated to: Dr. A.P.J. Abdul Kalam Technical University (AKTU College
Code: 056)**

**BBDNIIT, Sector II, Dr. Akhilesh Das Nagar, Faizabad Road, Lucknow (U.P.)-
226028, India**

INDEX:

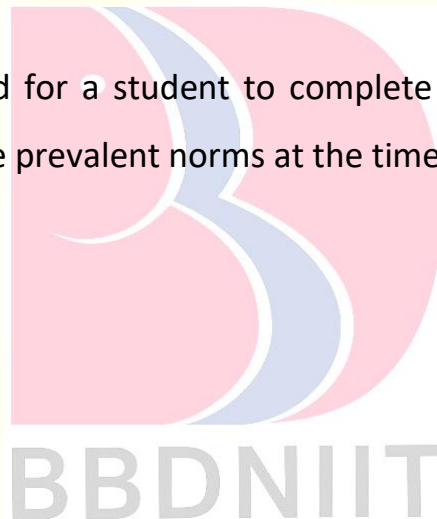
SL. NO.	CONTENT	PAGE NO.
1	INTRODUCTION	1
2	CREDITS AND PROMOTION	2
3	OUTLINE OF EVALUATION	5
4	STUDENTS' CONDUCT AND DISCIPLINARY CODE	9
5	DISCIPLINARY SANCTIONS	12
6	FUNCTIONARIES UNDER THE CODE	14
7	RIGHT TO APPEAL	16
8	UNDERTAKING BY THE STUDENTS	17
9	GRIEVANCE REDRESSAL COMMITTEE	17

1. INTRODUCTION

BBDNIIT aims to provide globally accepted education of a high standard. Great emphasis is placed on the use of modern communication technology to impart quality education to students.

The Institute follows an efficient semester system with continuous and comprehensive evaluation as per the regulations of the affiliating University. Each semester of study has minimum requirements of a number of course credits that must be taken. Each course is defined in terms of contact hours, lectures, tutorials and/or practical sessions.

The maximum time allowed for a student to complete the degree requirement in any programme is as per the prevalent norms at the time of admission.



2. CREDITS AND PROMOTION

Credit Based System: Each course, theory as well as practical, is expressed in terms of a certain number of credits. The number of contact hours per week determines the credits. Normally, in the case of theory courses, the number of credits is equal to the number of contact hours (lectures & tutorials) per week. For practical courses, one credit is assigned for every two contact hours per week.

Every course is assigned an [L T P C] code indicating Lectures/week, Tutorials /week, Practical/ week and the credits assigned. For example, a theory course with an [L T P C] code of [3 1 0 4] has 3 hours of Lectures/week,

1 hour of Tutorial/week and the credits assigned are 4. A laboratory course with [L T P C] code of [0 0 6 2] has 6 hours of Lab/week and the credits assigned are 2.

Semester completion: A student successfully completes a particular semester when he/she earns the specified credits of that semester and passes any Audit course prescribed in the curriculum.

Promotion to higher semesters is based on securing a prescribed minimum number of credits.

A student completes the requirements for graduation, when he/she earns the specified number of credits in all the semesters making up the programme, including Audit courses, if any, prescribed in the curriculum.

Registration: Each student has to register for the core courses of his/her programme with the parent department at the commencement of each semester, on the day notified in the Academic calendar.

The student must also register for the elective courses, if any, (both programme and open electives) that he/she wishes to take in the semester, as notified by the Department.

Withdrawal of course registration: A student who has registered for a course, but desires to withdraw the registration, will be permitted to do so at any time after the registration, but at least seven days before the commencement of the first sessional examination notified in the Academic Calendar.

Promotion To Higher Semesters: Promotion from an even semester to the next higher odd semester is subject to the minimum academic performance requirements as stated by the affiliating University. Students may refer to the guidelines by the university for details.

Semester Withdrawal:

1. If a student has been unable to meet the attendance requirements because of prolonged illness in a semester, he/she may opt for semester withdrawal. Approval for withdrawal should be taken at least one month before the start of the semester examinations.
2. No fees will be reimbursed in such cases.

3. OUTLINE OF EVALUATION

Continuous Assessment

Student performance is continuously assessed in all courses, based on class/tutorial participation, assignment work, lab work, class tests, in-semester tests, quizzes and end-semester examinations, which contribute to the final grade awarded in the course.

Performance in each theory course is evaluated as per the guidelines of the affiliating University (refer to the University curriculum details).

The Course plan and evaluation scheme, including the weightage for each component, approved by the HOD, is given to the students by the Course Instructor at the beginning of the semester.

Performance in the sessional tests and assignments is properly documented and announced within the scheduled period after the tests by the course instructor.

Evaluation Procedure

Grading: Students are supposed to appear in end-semester examination and class tests (sessional examination) and quizzes as part of the internal examination. Marks obtained in the in-semester and end-semester examinations are added together to award the student with an overall letter grade for the course (declared by affiliating university).

A student should have appeared for the end-semester examination of the prescribed course of study (mere appearance in the continuous assessment tests is not sufficient) to be eligible for the award of a passing grade in the course.

A total of 30% marks for UG programmes, 40% marks for PG programmes is essential for a student to be awarded a passing grade in any theory course.

The overall performance of a student will be indicated by two indices: Grade Point Average (GPA) & Cumulative Grade Point Average (CGPA).

GPA is the weighted average of the grades obtained in a semester.

CGPA is the weighted average of the grades upto and including any semester.

Showing of Answer Books

Students will be shown their test answer books on the dates notified in the Academic calendar. Requests to show the answer books would not be entertained beyond this schedule. There will be no re-valuation of the answer books after the results are declared.

Declaration of results

The end semester examinations are declared by the University and is notified on the website.

Withholding of results

A student is not allowed to appear in the exam if he/she has not paid all his/her dues and/or is falling short of the prescribed class attendance.

Requirements for Award of degree

A student completes the requirements for the award of a degree if he/she fulfils all the conditions given below:

- 1 Has earned the number of credits specified in the prescribed programmes of study and cleared all Audit courses.
- 2 Paid all dues to the Institute.
- 3 No case of disciplinary action is pending against him/her.

Attendance

Students are expected to attend every lecture, tutorial and practical class scheduled for them. Attendance will be recorded for every class in every course they attend.

A student with less than 75% attendance in individual courses shall not be permitted to write the end semester examination in that course. Attendance of lectures, class tests, practicals and tutorials, all count towards the calculation of this percentage.

A student should meet the above attendance requirement, irrespective of the number of days he/she is on medical and/or other leave for any reason whatsoever. In exceptional circumstances, if a student's attendance falls slightly short of 75% but is above 70% he/she may be given the benefit of having attended any university events or may be given extra assignments, after approval from the Director.

Attendance of students is recorded and displayed in the AMS during the semester.

The names of students who have attendance shortage, will be intimated by the Course Coordinator through HOD, on the last day of teaching to the Academic Section, for display on the Notice Board and onward transmission to the COE.

Change Of Branch (Only for BTech students)

Change of branch is allowed on request against vacancies in the various branches in the 2nd year before the commencement of the third semester for meritorious BTech 1st year students.

Applications for change of branch shall be invited in **April every year** and are to be submitted to the Coordinator First Year B.Tech.

A merit list will be prepared based on the student's CGPA after the declaration of second-semester results. Only students who have passed all the courses of both semesters are eligible for a change of branch. Further, the change will be permitted only if the final strength in any branch does not fall below **75%** of the actual initial strength.

Students who have secured seats under any scholarship scheme and have opted for branch change will not be eligible for the scholarship from the second year.

Mutual change of branch is not permitted.

Students applying for branch change should qualify all the courses of B. Tech. first-year programme in the first attempt.

Termination from the Programme:

A student shall be required to leave the institute without the award of the degree, under the following circumstances.

1. If a student fails to acquire the minimum number of credits required to get promoted to the next higher semester at the end of the academic probation year.
2. If a student fails to acquire the requirements for the completion of the degree within the maximum permissible period.
3. If a student is absent for more than 6 weeks at a stretch in a semester without sanctioned leave.
4. Based on disciplinary action, on the recommendation of an appropriate committee and approved by the Chairperson of the institute with due communication to the University.

4. STUDENTS' CONDUCT AND DISCIPLINARY CODE

It is the responsibility and duty of each and every student of the Institute to become acquainted with the "Students Conduct and Disciplinary Code". It is presumed that every student from the date of his/her admission to the Institute has knowledge of this code.

All students are required to strictly adhere to this code as a condition of their admission to the Institute and these rules would be binding on and enforceable against them or anyone among them.

Section A: Responsibilities of the Students

It shall be the responsibility of the students:

- (i) To behave and conduct themselves in the Institute campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees and elders.
- (ii) To follow decent and formal dressing manners and dress code/Uniform wherever applicable. Students should avoid clothing depicting illegal drugs, alcohol, profane language, racial, sexual and vulgar captions etc.
- (iii) To access all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop a scientific temper.
- (iv) To respect the laws of the country and human rights and to conduct in a responsible and dignified manner at all times.
- (v) To report any violation of this Code to the functionaries under this Code.

Section B: Behavior of the Students

- i) Groupism of any kind that would distort harmony is not permitted.
- ii) Students are expected to spend their free time in the Library. They shall not loiter along the verandas or crowd in front of the offices or the campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.
- iii) Possession or consumption of narcotic drugs and other intoxicating substances are strictly prohibited in the campus and hostels.
- iv) Silence shall be maintained on the premises of the Institute.

- v) Students are not permitted to use mobile phones in the classroom, library, computer center, examination halls, etc.
- vi) Students shall refrain from all activities considered as ragging which is a criminal offence.
- vii) Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
- viii) Politically based students' and other organizations or outfits are not allowed on campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
- ix) Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to all the public, private or Institute properties.
- x) Without specific permission of the authorities, students shall not bring outsiders to the Institute or hostels.
- xi) No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets etc. within the campus or hostels. The possession, distribution or exhibition of any item by any means which is per se obscene is prohibited within the campus or on any property owned/ managed by the Institute.
- xii) No student shall collect money either by request or by coercion from others within the campus or hostels.
- xiii) The Institute is a place of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, dharna, gherao, burning of an effigy or indulge in anything which may harm the peaceful atmosphere of the Institution and shall eschew from violence in the campus and hostels and even outside.

xiv) Possession or usage of weapons, explosives or anything that causes injury/damage to the life and limb or body of any human being or property is prohibited.

xv) Use of motorized vehicles within the Institute premises is strictly prohibited.

xvi) Students shall only use the waste bins for dispensing waste materials within the campus including classrooms, hostels, offices, canteen and messes.

xvii) Any conduct which leads to lowering the esteem of the Institute is prohibited.

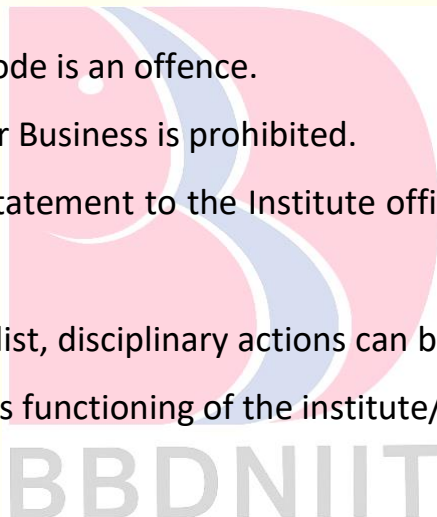
xviii) Any unauthorized tour/visit by an individual or group of students shall be treated as a serious conduct violation and all such students will be imposed disciplinary penalties.

xix) Violating Indian Penal Code is an offence.

xx) Promoting any religion or Business is prohibited.

xxi) Making a false official statement to the Institute official, faculty or staff member is discouraged.

Notwithstanding the above list, disciplinary actions can be initiated for any behaviour that disrupts the harmonious functioning of the institute/individuals.



Section C: Disciplinary Sanctions

Any student exhibiting prohibited behaviour mentioned in this Code shall, depending upon the gravity of the misconduct or depending on its recurrence, be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud, in the opinion of the competent authority, is likely to have an unwholesome influence on his/her fellow students, will be removed from the rolls.

C.1 Minor Sanctions

All minor issues will be dealt with by the Faculty advisor/HOD/Chief Warden. A range of disciplinary measures either in single or in combination can be imposed on the student. These measures include

A. Counselling

B. Warning or Reprimand: This is the least sanction envisaged in this Code. The student engaged in any prohibited behaviour will be issued a warning letter.

C. Tendering Apology: The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act through an undertaking that he/she shall not indulge in such or any of the prohibited behaviour in future.

D. Withholding student privileges such as loaning books from library, using sports facilities, membership in student bodies such as NCC, NSS etc. leaves or outings etc. temporarily, shifting the student(s) to another hostel.

E. If needed, as a precautionary measure a student may be sent home along with the parent(s)/Guardian(s) for a stipulated time.

C.2 Major Sanctions

Issues of serious nature/issues which can't be solved at the HoD/warden and/or repeated mistakes by the same student (s) will be referred to the Director. Upon careful examination of the issue, the Director may refer it to the campus Discipline Committee through the office of the Dean (Student Welfare).

A. **Debarring from Examinations:** A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic program for which he/she/they has/ have joined.

B. **Suspension:** A student may be suspended from the Institute for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be

clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period.

C. Restitution: Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the Institute or any property kept on the premises of the Institute in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the Institute or any property kept on the premises of the Institute due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form as far as possible.

D. Forfeiture: Caution deposit of any student engaged in any prohibited behavior shall be forfeited.

E. Expulsion: This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the Institute. Such a student will not be eligible for readmission to any of the courses of this Institute at any time in future.

Section D: Functionaries under the Code

Heads of the Departments/ Faculty Advisors/Chief Warden/ Wardens of Hostels:

- a. As the persons in charge of the Departments/Hostels, the respective functionaries of all Teaching Departments and Hostels shall have the power and duty to take immediate action to curb any prohibited behaviour as envisaged under this code.
- b. As these functionaries cannot single-handedly manage all the issues, they can assign part of the work to the teachers and the teachers of all the

departments/wardens have the responsibility to inform any incident of prohibited behaviour to the Heads of the Departments/ Chief Warden so that any serious issue can be settled before the same goes out of control.

c. The Head of the Departments/ Chief Warden shall have the power to impose minor sanctions as envisaged under section C.1 of this Code. They can also recommend the imposition of major sanctions as envisaged under Section C.2 of this Code to the Director.

d. The Head of the Departments/ Faculty Advisors/Chief Warden/ Wardens of Hostels while taking any action as envisaged in the code shall do so in an impartial manner and see to it that the sanction imposed/proposed is commensurate with the gravity of the prohibited behaviour.

e. The Wardens of Hostels shall be responsible for maintaining strict discipline and decorum in the hostel. He/she shall specifically see to it that the inmates of the hostel do not involve themselves in violation of any clause under Section B of this Code.

f. If the period of absence is for a short duration (of not more than two weeks), the application for leave shall have to be submitted to the Head of the Department concerned stating fully the reasons for the leave requested along with supporting document(s). The Head of the Department will grant such leave.

During such a leave period, the student will be marked as absent. Even with this leave applied, the student must satisfy at least 75% attendance requirement to appear for the end semester examination.

g. If the period of absence exceeds two weeks, a prior application for a grant of leave will have to be submitted to the Director through the Head of the Department. The decision to grant such leave shall be taken by the Director, after considering the

recommendation of the Head of the Department, if the aggregate attendance is at least 75% till the date of request.

h. A resident student must report to the corresponding warden before proceeding/after arriving on/from leave. Failing to do so will be construed as a breach of discipline and will be dealt with as per provisions.

i. Any authority of the Institute/University with delegated powers shall have the power to visit/inspect any premises, buildings or any property of the Institute when there is a genuine doubt that any act of prohibited behaviour is taking place and can take any lawful actions to curb such behaviour.

j. The HODs/ Faculty Advisors/Chief Warden/ Wardens of Hostels shall report to the Dean (Student Welfare) any instances of prohibited behaviour, who in turn shall bring it to the notice of the Director.

k. The Dean (Student Welfare) shall forward the recommendations from the HODs/ Chief Warden to impose a major sanction under Section C.2 of this Code to the Director after noting his observations.

The Director shall be the ultimate authority (at the institute level) in imposing major sanctions as envisaged under Section C.2 against the students for acts of prohibited behaviour. The Director can also entertain any appeal from any student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director and decide the case on merit.

Section E: Right to Appeal

The student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director can appeal to the Director and any student aggrieved

by the action of the Director can appeal to Chairperson whose decision shall be final and binding on the students.

Section F: Assistance from Law Enforcement Agencies

The Deans/HoDs/Chief Warden shall have the power and duty to call the Police immediately with the concurrence of the Director when there is a threat to the Law-and-Order situation on the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place.

The Deans/HoDs/Chief Warden shall in such a case give a detailed report to the Director. The Director/Deans/HoDs/Chief Warden can also arrange for a video recording of the entire situation and take appropriate actions through police and other concerned authorities.

Section G: Undertaking by the Students

The students joining any academic program of the Institute will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this Code in letter and spirit. Every student will be bound by the provisions of this Code.

Section H: Grievance Redressal Committee

The Institute has a “Grievance Redressal Committee” where the students can register their grievances. The Committee shall consist of the HoDs/Chief Warden and also members of the Parent-Teacher Association as per the AICTE guidelines to redress the grievances of both the staff members and the students.

Grievances of students (male, female) relating to the institution shall be addressed in the Grievance Redressal Committees (GRC). The following can be brought up in front of the GRC:

1. Grievances related to the admission policy.
2. Delay in scholarship or any other fee issue.
3. Breach of reservation policy.
4. Withhold or refuse to return any Certificate of Degree or any other document.
5. Complaint regarding discrimination of students on the ground of caste, creed, language etc.
6. Non-transparent evaluation process.
7. Harassment of students including sexual harassment.

The GRC would try to dispose of the case in a stipulated time or would redirect it to a suitable authority in case the complaint does not fall under its purview.

Section I: Amendments to the Code

The Institute shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and faculty of the Institute through notices put on the Institute website, notice boards of the Institute or through emails.

-----END-----