

PANDIT DEENDAYAL ENERGY UNIVERSITY
(Formerly Pandit Deendayal Petroleum University)

ACADEMIC RULES FOR B. TECH. PROGRAM
(For students studying in the batch of admission year 2016 and onward)

1. SEMESTER SYSTEM

An academic year consists of two semester's viz. the autumn (odd) semester generally from July to November & the spring (even) semester generally from December to April. During the teaching break/vacation period the Rural Internship Civic & Social Service Internship, and various other internships, exposure, orientation, training etc. as the case may be are carried out.

2. ELIGIBILITY AND ADMISSION CRITERIA

The applicants are required to possess a minimum academic qualification of 10+2 or its equivalent with Mathematics, Physics, and Chemistry, to appear and pass in JEE Mains examination being conducted by CBSE or any other qualifying examinations specified by the University from time to time and to apply separately as per the conditions announced by the University.

3. REGISTRATION

Registration at the beginning of each semester, on the prescribed dates announced in the academic calendar, is mandatory for every student until he completes his program. No student is allowed to attend a course without registration in that course. In case of compelling reasons, the School provides for Late Registration, whereby a student is allowed to register after the last date of registration on payment of a prescribed fine. The student registers for course(s) during a given semester, on the basis of the program as prescribed in the Curriculum.

Only those students can attend the academic sessions as per the class timetable of a semester who fulfill the eligibility criteria for admission to the respective semester. The semester fees paid by a student shall be valid for the admission/registration to the respective semester only upon the fulfillment of the eligibility criteria for the same.

Only under the exceptional situation a student can register/re-register for a semester, after the prescribed date of commencement of the semester, but in no case later than a month to it.

3.1 Procedure For Registration

Registration is done in person, normally on the first day of each semester, for which the schedule is announced in advance. Students having outstanding dues to the School or hostel will not be permitted to register; if a student fails to register during any semester his studentship is liable to be cancelled.

4. CURRICULUM - COURSES, SEMINAR, PROJECTS

The program has a prescribed course structure, known as the Curriculum of Study, that specifies the course titles and content offered in each semester. The types of courses specified in the Curriculum:

- 1) Courses having theory only
- 2) Courses having theory and tutorials
- 3) Courses having theory and practical
- 4) Courses having theory, tutorials and practical
- 5) Laboratory courses

The credit (C) for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using a multiplier of one (1) for lecture hours, one (1) for tutorial hours, and half (1/2) for laboratory hours. Thus, for example, a course having the structure of two lectures and one tutorial per week carries a credit of 3 and is designated as **2(L)-1(T)-0(P)-3(C) or simply as 2-1-0-3.**

Separate credits are specified for Industrial Training, Industrial Orientation, Rural Internship, Civic and Social Service Internship, Seminar, Project, Viva-voce, Dissertation, etc. as the case may be. NSS/NSO is a non-credit requirement.

Seminar is a course requirement wherein under the guidance of a faculty member a student is expected to carry out an in-depth study in a specialized area through study, literature survey, understanding different aspects of the problem, and writing a report. A student is required to present the seminar report before a panel constituted for the purpose.

B. Tech. Project is a course requirement, wherein under the guidance of a faculty member a student is required to carry out work involving the application of knowledge gained while undergoing various courses and laboratories in the earlier years. A student is expected to carry out the required literature survey, analysis, design, development and/or experimentation. In the project work he is expected to exhibit both analytical and practical skills. Please refer the Annexure-I for Comprehensive Project.

The students of B. Tech. Petroleum Engineering will be allotted either Upstream or Down Stream as a major/minor on basis of the following criteria:

The students of the batch '12 onward shall be allotted downstream or upstream as a major/minor on the basis of the merit based on the CPI obtained by them at the end of the second year and further subject to the conditions prevailing in the job-market at that point of time.

A change of branch in the second year of the B. Tech. programmes to the interested students on the merit based on the CPI obtained at the end of the second semester result with effect from '11 batch, on the seats becoming vacant due to withdrawal of the admissions from the respective branch/es subject to the following conditions:

The change of branch at the start of B. Tech. Semester 3 is not applicable to the students who are admitted in any kind of Supernumerary seats.

- a) The students desiring the branch change should have passed the semester 1 & 2 at the first attempt.
- b) The student is required not to have any kind of in disciplinary case against him.
- c) Minimum 90% of the seat intake is to be maintained in all the branches involved in the process upon operating the branch change.
- d) Subject to the application from the students for the change of Branch even irrespective of the withdrawal of the admissions and further with a condition that the courses of the sem. 1 & 2 are required to be the same for the branches involved in the change-process.

4.1 National Cadet Corps – NCC / National Service Scheme - NSS / Sports

Students must register for either of these activities (NCC/NSS/Sports) during the first two semesters. The choice will be made on the basis of the aptitude of the student for any of these activities. This requirement must be completed before the end of the second year.

In case valid reasons exist, a student may be given special permission for completion of this requirement before the end of the third year, failing which he will not be permitted to register for the courses of the fourth year.

A student is awarded a passing grade for this activity in a semester provided the minimum requirement of this activity is met during that semester together with 80% minimum attendance, failing which the grade F (*Fail*) is awarded. The award of the degree is subject to the successful completion of NCC/NSS/Sports.

5. EVALUATION SYSTEM

- i) To assess the academic performance of students, a continuous evaluation system is followed. At the end of each semester, each student is awarded a letter grade in each of his courses by the concerned instructor, based on his performance in mid-semester examination, end-semester examination, quizzes, tests, assignments, tutorials, laboratory work, seminars, projects, etc., and also on regularity of attendance in classes.
- ii) The assessment in a laboratory course is based on turn-to-turn supervision of the student's work, performance in *viva voce* examinations, and group discussions, the quality of work as prescribed through laboratory journals and an end-semester test that contains an experiment and/ or a written examination. The teacher will announce the mode of evaluation and distribution of marks at the beginning of the course. It is obligatory to maintain laboratory journal as prescribed by the course instructor. End-semester practical examinations for laboratory course are normally held at the end of the term before the final theory examination.
- iii) ***The percentage allocation for evaluating a Theory course will generally remain as given below:***
 - ☞ 25% for Mid Semester examination, 50% for End Semester, and 25% for the Internal Assessment like Quiz, Test, Assignment, Attendance, Project, Viva, Responsiveness in class room, etc. but at least three components should be used to decide the internal assessment marks.

iv) ***The percentage allocation for evaluating a Practical course will generally remain as given below:***

☞ 50% for the Laboratory Work and 50% for the Laboratory related Examination.

v) The students' evaluation for Theory & Practical will be carried out separately wherever Theory &/or Practical components involved in the teaching scheme in a course/subject, wherein the Theory Head Grade will include the performance in the mid semester exam, end semester exam, class quiz, assignments & such other components as the case may be. Similarly the Practical Head Grade will include the performance in the practical exams, term work, lab assignments, Lab quiz & such other components as the case may be.

vi) If a student remains absent in any component of evaluations other than the End Sem. examination, his final grade will correspond to the total of weighted marks he obtained in remaining components of evaluation he appeared at.

vii) For the students failed in a course, the resubmission and thereupon reevaluation of assignment etc. under component of internal assessment will be permissible at the subsequent re-examinations, but only for the courses pursued till December 2019.

viii) The students are required to submit/appear for evaluation of every part of Internal Assessment (25%) of Theory courses, only while pursuing the courses in the respective semester i.e. not after the Semester End examinations in any case. The marks for Internal Assessment of a course once finalized at the end of the semester shall be carried forward only, till he passes the course as a whole. This is applicable to the courses that the students undertake from the even semester of academic year 2019-20 and then onwards.

In view of this, the students are advised to be punctual and sincere for their best possible performance, especially for the Internal Assessment carrying 25% weightage.

ix) The value of the final percentage marks after considering all the components of a course examination will be calculated in the integer value which is next to the fraction-point value e.g. 43.3 or 43.7 will be considered as 44 by the examiner.

x) Where a student fails in a course examination, he may be graced by not more than 3% marks in final overall result of the course to pass it. A minimum requirement if any to pass in a component/s of a course evaluation shall have to be fulfilled without gracing.

The above referred scopes for gracing and calculating the marks in terms of the next integer are applicable only to the final/overall percentage result of a course examination.

xi) In no case a change of marks/grades in the result of a course examination will be acceptable after fifteen days once it is declared as per the academic calendar/scheduling.

xii) The evaluation carried out by an external institute when a student pursues any course/s there, will not be added into the evaluation score for the course examinations conducted by PDPU; for the reason of different evaluation pattern at other institution.

xiii) The evaluation marks of the mid semester examination shall be carried forward only, till he passes the concerned theory course fully.

xiv) For the academic year 2020-21 The evaluation pattern for UG/PG programs of Engg. and of Liberal Studies will be as follows for the reason of the constraints posed by COVID19:

*60% of the Internal Assessment Component, and
40% of the End Sem Component Theory examination.*

The question paper of the end sem exam shall continue to be of 100 marks as usual. The students require to score minimum 35 marks out of 100 in each of the end sem theory course examinations, subject to minimum 40% in overall evaluation of the course to pass it as usual.

5.1 Letter Grades

Each course is assigned a numerical weightage termed as credits for that particular course. A letter grade is awarded to students as the final evaluation in each course, and each letter grade carries numerical points, known as grade points, as shown below:

Marks Obtained	Letter Grade	Grade Point
≥80	O (Outstanding)	10
70-79	A+(Excellent)	9
60-69	A(Very Good)	8
55-59	B+(Good)	7
50-54	B(Above Average)	6
45-49	C(Average)	5
40-44	P (Pass)	4
<40	F(Fail)	0
	NA/Ab (Absent)	0

In order to pass a course examination it is required to obtain overall minimum 40% of the maximum marks of the respective course examination. However to pass a theory course, it is required to obtain minimum 35% of the maximum marks separately in its End Semester Examination component, provided the total overall obtained is the minimum 40% of the maximum marks for the course.

A student passes the course if he gets any grade in the range of 'O to P' but fails if he gets the grade F or NA/Ab. A student is awarded fail grade F if his performance in the course is poor. He is eligible for re-examinations per the time-table announced.

The grade 'NA/Ab' is assigned to the students absent in the examination for any reason, as a mark of the absence.

5.2 Examinations

- i) At the end of every Odd/Even semester, there will be examinations of all eight semesters together, i.e. the end semester examination of the *current Odd/Even* semesters and the reexaminations for the *previous Even/Odd* semesters. The end semester examinations of *current Odd/ Even* semesters will be held on alternate day and the re-examination of *previous even /odd* semesters will be held in between those alternate days. In other words, there would be one reexamination for the eligible students failed/not appeared in the End Semester exam.

The examinations will be held on working days &/or also on holidays.

- ii) Registration, Examination etc. for re-examination is to be carried out as per the academic calendar/separate notice, and the evaluation is to be carried out in the same manner as done in the regular semester courses.
- iii) Generally, the examination question paper will be of 100 marks for 3 Hours duration and of 50 marks for 2 Hours duration.
- iv) Students are not permitted to re-register or take re-examination for courses in which they have already obtained a pass grade or ‘P’, **except particular provision mentioned if any in the rules.**
- v) The number of attempts a student takes to pass the courses shall appear on the grade sheet/transcript.
- vi) It is necessary for a student to complete all the experiments in a Lab/Practical course as a requirement to appear in the practical examination at the respective end semester/reexaminations.
- vii) A student nominated / permitted / participated at any Off / On campus program / activity and if it falls along the dates of scheduled examinations and if he does not appear in the exam as per the schedule; he shall have to appear at subsequent examination as per the academic calendar, no separate / special exam shall be conducted in such cases.

5.3 In case of missing out to submit/appear for evaluation (other than End Sem. Examination)

If a student misses to submit/appear for evaluation of any component – except the End Semester Examination – in a course, due to personal illness or accident, or death or serious illness of the Declared Guardian / family member; the student can submit/appear for the same as per the procedure, but not after the Semester End Examinations. For this, the student shall have to apply along with the medical certificate duly approved by the Medical Officer of the University within seven working days to the completion of the respective examination, to the respective teacher in case of evaluation related to Assessment & Practical to appear as per the direction of the concerned teacher, and to the School Admin in case of Mid Semester exam.

The list of the students to be permitted for the re-mid examination is to be sent to the Examination Section from the School Admin, within ten working days to the completion of the examination.

5.4 Semester Performance Index (SPI) / Cumulative Performance Index (CPI)

Based on the grades and their numerical equivalents, Semester Performance Index (SPI) and Cumulative Performance Index (CPI) of the student are calculated at the end of each semester: SPI and CPI are calculated up to the second decimal.

- (i) SPI: The performance of a student at the end of every semester is evaluated in terms of the weighted average of grade points secured in all the courses for which the student registers in the semester, and is known as SPI.
- (ii) CPI: It indicates the overall academic performance of a student in all the courses registered up to and including the last completed semester. It is computed in the same manner as the SPI, considering all the courses.

$$SPI = \frac{\sum_{i=1}^n C_i \cdot G_i}{\sum_{i=1}^n C_i}$$

where C_i = Credit for the course i

G_i = Grade points obtained for the course i (O=10, A+=9, A=8, etc.)

n = number of courses registered in a semester

$$CPI = \frac{\sum_{k=1}^m S_k \cdot C_k}{\sum_{k=1}^m C_k}$$

where m = total number of semesters under consideration

C_k = total number of credits registered for during a particular semester

S_k = SPI of the k th semester

Example: Suppose a student earns 210 Grade Points (SPI of 6.55) in semester 1 of total registered credit 32, and if he obtains the following grades in semester 2 of total registered credit 34; his SPI and CPI calculation is as follows: Course 1 (credit=4): B+, Course 2 (credit=7): B+, Course 3 (credit=5): B+ Course 4 (credit=5): C, Course 5 (credit=6): A+, Course 6 (credit=5): C, Course 7 (credit=2): B+. Thus the Grade Points earned in semester 2 are 230.

$$SPI = (4 \times 7 + 7 \times 7 + 5 \times 7 + 5 \times 5 + 6 \times 9 + 5 \times 5 + 2 \times 7) / (4 + 7 + 5 + 5 + 6 + 5 + 2) = 230 / 34 = 6.76$$

$$CPI = (230 + 210) / (34 + 32) = 6.67$$

The separate statement of Grades will be issued to the students for each examination in which he/she appears fully/partially.

5.5 Minimum Performance

The CPI at the end of eighth semester has to be at least 5.00 upon passing all semester courses for being eligible for the award of B. Tech. Degree.

5.6 Examination Grade Report

The separate statement of Grades will be issued to the students for each examination in which he/she appears fully/partially.

5.7 Implications of a Fail Grade on CPI

CPI reflects all courses studied by the student including the courses if any wherein he has failed/ not appeared.

5.8 Disclosing the Evaluated Answer Books

The students can see their evaluated answer books including the assignments and such other documents related to the evaluation for all examinations with the Course Coordinator on the date/s specified by the course coordinator (faculty/teacher) or as specified in the academic calendar as the case may be. Thereafter no claim regarding it shall be grantable.

5.9 Treatment of Malpractice / Unfair Means

The students found / reported for malpractice / using unfair means in an Examination / Re-examination / Assessment will be called in front of a Special Committee constituted for the purpose, which will recommend to the Director its decision about penalizing the concerned students. The Director's decision in such matters shall be final and binding.

5.10 Eligibility for Admission to the next Semester

Admission in Semester	Conditions
II	-
III	Must not have failed in more than seven courses of I and II Semester, combined.
IV	Must not have failed in more than seven courses of I, II and III Semester combined.
V	Must have passed in all courses of Semester-I. Must not have failed in more than seven courses of II, III and IV Semester combined.
VI	Must have passed in all courses of Semester I and II. Must not have failed in more than seven courses of III, IV and V Semester combined.

VII	Must have passed in all courses of Semester- I, II and III. Must not have failed in more than seven courses of IV, V and VI Semester combined.
VIII	Must have passed in all courses of I, II, III and IV Semester and Must not have failed in more than seven courses of V, VI and VII Semester combined.

The conditions regarding the no. of 'F' grades are obviously inclusive of the NA/Ab grade.

A student having less than 50% overall attendance in a semester shall have to repeat the semester, only after which he can proceed to a higher semester subject to fulfillment of other conditions for it.

If a student having one or more backlog in a semester wants to repeat a semester completely can be permitted upon the approval of the School Director or faculty/Staff nominated by him; subject to the nullification of all the previous academic data of the semester to be repeated. Rs.20,000/- shall have to be paid by the student as the tuition fees for repeating a semester.

If a student is re-registering/repeating a semester along with junior batch students, shall then have to follow the academic rules of the respective junior batch students.

The students who have not been able to pass the concerned semester/s even upon its re-examination/s and consequently further if they are about to lose their one more year for not getting admitted in the respective higher semester (e. g.* fifth semester) may be permitted to admit into the same upon his request in the prescribed format, with the condition that they have to pass all the concerned previous semester/s and to fulfill all other relevant conditions by the end of the semester in which the admission is sought, upon appearing at the routine re-examinations as scheduled in the academic calendar otherwise he shall not be eligible to move into the further higher semester (e.g.* sixth semester).

If a student opts for repeat of a semester (i. e. re-registering for a semester) with his junior batch students, he has to repeat also all subsequent semesters (which he might have appeared /passed earlier) with the junior batch e. g. if a student has already appeared /passed in semester-3 and wants to repeat semester-2 with a junior batch, then he shall have to repeat sem-3 also, with the junior batch and so on.

6. PERFORMANCE REQUIREMENTS

6.1 Award of Degree

For award of the B. Tech. degree in respective discipline, a student must fulfill the following requirements:

- i) The student is required to have registered in and passed all the courses of semester I to Semester VIII as prescribed by the University in the Curriculum, within maximum period for completion of the programme.

- ii) His CPI is equal to or more than 5.00.
- iii) The student is required to have satisfactorily fulfilled other academic requirements such as Internships, industrial orientation and training programmes, NSS/NSO, work visits, seminar(s), and B. Tech. project.
- iv) The student is required to have paid all the University dues.
- v) No pending case of indiscipline against him.

Although CPI will be shown in the semester grade reports and transcript, the final degree certificate will not mention any class. CPI of 6.5 or above is considered as First Class, and indicated accordingly in the transcript.

The Grade to Percentage conversion-formula devised from AICTE directive is as given below:

$$PERCENTAGE = \frac{(CPI - 0.5)}{0.1}$$

The students admitted during the years 2016 to 2019 are required to pass the courses over all semesters so as to earn minimum 180 credits on the basis of which the final CPI would be determined for the award of B. Tech. Degree. Minimum 177 credits are meant for core, elective and foundation courses including training/internship/orientation and alike; over and above which three more credits will have to be earned by way of passing other special course like MOOC / Open Elective / EdX / Coursera courses / NCC-B / NCC-C certificates offered by the School.

The students getting admitted in the academic year 2020-21 and onward are also required to pass the above mentioned other special course of 3 credits.

It is advised to the students to choose and pass above referred 3 credits - special course latest by the completion of 6th semester, which can serve as a value addition to the placement which is largely held during 7th semester.

A student is required to register in the School Admin by applying in the prescribed form for such special course/s within 15 days to the start of the semester during which he/she desires to take up the course.

6.2 Minimum CPI for Award of Degree

At the end of the eighth semester the minimum CPI required for the graduation is 5.0.

The pass out students can reappear at the ongoing course examination of junior batches, to earn minimum 5 CPI as per the following conditions:

- i. The students who passed all courses of the programme but not earned minimum 5 CPI can reappear at the ongoing Theory course exams to earn minimum 5 CPI to become eligible for the award of the degree.
- ii. The student desiring to appear in the examination has to apply in the prescribed form.

- iii. No change of course/s or drop of course/s will be allowed after the registration of the courses to reappear. Hence, the students have to be very careful in registering the courses to reappear in its exams.
- iv. This improvement examination will be permissible only for semester 5 to 8 as per its extant calendar wise examinations of junior batches for the students and further shall be limited to only theory courses.
- v. Student can choose maximum any Seven (07) THEORY courses from semester 5 to 8 combined altogether; to reappear in its examination, under this provision.
 - i. Result grade will be changed only for the course/s in which the student gets a higher grade in the examinations. However in case of the student indulging in Unfair Means in the examination shall be penalized appropriately, and shall not deserve for maintaining the previous grade/s in the respective course/s examination/s.
- vi. The final overall CPI of the students reappearing in the examinations shall be its actual value or 6.5, whichever is lesser.
- vii. The result grade sheets of these examinations shall contain the result grade of only those course-examinations which can lead to the final overall CPI value not exceeding 6.5., and further will be mentioned therein as Grade Improvement Examination.

(A separate procedure for the registration shall be announced in due course of time.)

Please refer the Annexure-II for Merit Medal Criteria.

6.3 Provision to enhance overall CPI up to 6.5

The pass out students can reappear at the ongoing course examination of junior batches if they desire to improve their CPI as per the following conditions:

- i. Such provision will be open for the students who have earned the CPI minimum 5 but less than 6.5, after passing all semesters examinations.
- ii. The student desiring to appear in the examination has to apply in the prescribed form.
- iii. At the time of registration student will surrender all the original grade sheets of semester 5 to 8. He will have to submit an affidavit on Rs.100/- judicial stamp paper that he will not do any use of the surrendered grade sheets. No change of course/s or drop of course/s will be allowed after the registration of the courses to reappear. Hence, the students have to be very careful in registering the courses to reappear in its exams.
- iv. Only one chance will be offered to reappear in a course examination. If the student misses to exercise this provision, no further chance will be given for the grade improvement.

- v. This option can be exercised not later than one more academic year after passing all semester/s examinations. However, this provision cannot be exercised by the student once he is included in the list of degree recipients in the Convocation.
- vi. This improvement examination will be permissible only for semester 5 to 8 as per its extant calendar wise examinations of junior batches for the students and further shall be limited to only theory courses.
- vii. Student can choose maximum any Seven (07) THEORY courses from semester 5 to 8 combined altogether; to reappear in its examination, under this provision.
- viii. Result grade will be changed only for the course/s in which the student gets a higher grade in the examinations. However in case of the student indulging in Unfair Means in the examination shall be penalized appropriately, and shall not deserve for maintaining the previous grade/s in the respective course/s examination/s.
- ix. If a student does not appear at any such registered course exam/s, no any other special exam shall be held for such student.
- x. The final overall CPI of the students reappearing in the examinations shall be its actual value or 6.5, whichever is lesser.
- xi. The result grade sheets of these examinations shall contain the result grade of only those course-examinations which can lead to the final overall CPI value not exceeding 6.5., and further will be mentioned therein as Grade Improvement Examination.
- xii. The students shall have to follow the procedure for the examination registration as and when announced by the examination office.

6.4 Maximum Period for Completion of Program

In any case, a student must fulfill the requirements of the B. Tech. degree within the maximum period of six years, excluding withdrawal in exceptional circumstances, failing which his case will be referred to the Academic Council for consideration.

6.5 Students with 'F' Grade in Courses

Students with F/NA/Ab Grades are required to register in person for Re-Examination. They should regularly meet and seek advice from the Faculty Adviser. Such students should continuously be in touch with parents about their performance.

7. FACULTY ADVISER

At the start of academic programme, every student is assigned to a Faculty Adviser. Students are expected to consult the Faculty Adviser on matters relating to their academic performance and the courses they may take in various semesters. The role of Faculty Adviser is to extend

guidance to students, enabling them to complete their courses of study in a smooth and satisfactory manner. The Faculty Adviser is the person to whom the Parents/ Guardians should contact for performance related issues of their ward.

Specific role of Faculty Adviser includes:

- ☞ Guidance about the rules and regulations governing the courses of study;
- ☞ Registration of students for courses, within the scope of the regulations.
- ☞ Special attention to weak students, including making revised plan of study for weak/ bright students based on their academic performance.
- ☞ Guidance and liaison with Parents of students for their performances.
- ☞ Emotional and adjustmental issues

8. INTERNSHIPS

Civic & Social Service Internship (CSSI): A student is required to undergo 3 weeks of Civic & Social Service Internship at the end of the second semester as partial requirement for the award of the degree.

Rural Internship: A student is required to undergo 3 weeks of Rural Internship generally at the end of the first year of the B. Tech. program as partial requirement for the award of the degree.

Industry Orientation: A student is required to undergo 3 weeks of Industry Orientation distributed along the 4th and 5th Semesters as partial requirement for the award of the degree. This would be at one or more related industry units.

Industrial Training: A student is required to undergo 6 to 8 weeks of Industrial Training in the non-teaching period of the Third year of the B. Tech. Program as partial requirement for the award of the degree. This training can be carried out either in Industry, at an R&D organization, or at the School/Department of Universities as permitted by the School.

The comprehensive evaluation/examinations of every internship/training/orientation will be held after its completion.

The internships i.e. Rural/Ind. Orientation/Ind. Training will be held generally at the end of II, IV & VI Semester respectively. Report submission & Viva examination will be held at the start of subsequent odd semester. Its evaluation will be included in the result of end Semester examination of the respective odd semester or separately.

9. ACADEMIC CALENDAR

All academic activities of the School are carried out in accordance with the annual Academic Calendar declared in the beginning of the academic year, which is made available to the all in print and/ or electronic form.

10. CONDUCT AND DISCIPLINE

10.1 Attendance

Attendance in classes and laboratories is compulsory and will be monitored. Faculty members shall adopt appropriate measures to regulate attendance, penalize absence, and ensure smooth and undisturbed process of learning. A student with less than 80% attendance due to whatsoever reason, including medical ground and participation in extra-curricular activities, in a course will be barred by concerned faculty member from appearing in his course in the end-semester examination and given **F/NA** grade. The concerned faculty member shall notify in this regard.

With reference to the present rule for minimum 80% attendance requirement for appearing in the end semester examination, the respective faculty members are authorized by the University in condoning the absence of a student to an extent of 10% for his/her involvement under the faculty mentorship in organizing the institutional activities &/or for institutional representation outside the campus. For getting such condonation such student shall have to apply to the faculty members soon after resuming *from such activity* along with the evidences in support of his/her plea.

However a student having less than 50% overall attendance in a semester shall have to repeat the semester.

It is to be noted that only those students can attend the academic sessions as per the class timetable of a semester who fulfill the eligibility criteria for admission to the respective semester.

10.2 General Instructions

- a) The University attaches the utmost importance to strict integrity and honesty in all segments of academic work.
- b) Any form of dishonesty including attempts to copy or help others copy in any manner is strictly prohibited. Unless specified otherwise by the teacher concerned, students must not collaborate/ syndicate in any manner in completion of home assignments and projects.
- c) Canvassing for grades is strictly prohibited.
- d) Penalty for breach of academic discipline includes expulsion from the University.
- e) Marking proxy attendance for others or having attendance marked by others will attract severe punishment.
- f) Cases of indiscipline or misconduct such as mass abstention from classes, irresponsible behavior inside or outside the classes, use of unethical practices

during Internships, or violation of the rules and regulations of the Program will be severely dealt with.

- g) The University reserves the right to impose fines for acts of indiscipline. In more severe cases, a student may be placed on Disciplinary Probation for a semester. Repetition of indiscipline during Disciplinary Probation may result in a student being expelled from the University for a semester or academic year.
- h) In any case where the result of an examination has been ascertained and published, and & it is prima facie found that such result has been affected by any malpractice, fraud or any other improper conduct on the part of a student, the Director General shall appoint an ad-hoc committee to examine the matter and seek its opinion. If the opinion of the Committee confirms the mal practice on the part of the student for seeking benefits, following the process of natural justice, the Director General shall amend the result as deemed necessary and order the withdrawal of the certificates/prizes/awards from the student.
- i) In any case where the result of an examination has been ascertained and published, and it is found within six months from the date of declaration of the result that such result has been affected by an error or omission, the Director General shall have power to amend such result in such manner as shall be in accordance with true position and to make such declaration as deemed necessary in that behalf.
- j) If a student has not paid the fees at any stage, or has dues pending due to any reason whatsoever, or if any case of indiscipline is pending, the result of the student may be withheld, and the student will not be allowed to enter into the next higher semester. The award of the degree may also be withheld in such cases.
- k) When a student is genuinely disable to write the examination at their own, they can be provided the scribe, without compromising the sanctity of the examination e. g. scribe should not have the qualification higher than or relevant to the examination the disabled student going to write. Separate room under the staff observation is also provided for such students to write the examination conveniently with the support of the scribe. The scribe will have to follow just - what the disable student dictates to write the answers on his/her behalf in the examination. The scribe must have been approved by the Controller of the Examinations of the University.

10.3 Academic Conduct & Discipline

- a) Every student shall conduct himself in a manner befitting his association with an institution of national importance. He is expected not to indulge in any activity that is likely to bring down the prestige of the University.
- b) He should also show due respect and courtesy to the teachers, administrators, officers and employees of the University, and good neighborly behavior to fellow students. Due attention and courtesy is to be paid to visitors to the School and residents of the campus.

- c) Lack of courtesy and decorum, unbecoming conduct (both within and outside the campus), willful damage and/ or removal of the University's property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations, noisy and unseemly behavior, and similar other undesirable activities may result in Disciplinary Probation and expulsion/ dismissal from the University.
- d) Every student, while on the university premises, should observe a decent civilized dress code.
- e) Smoking and consumption of alcoholic drinks is strictly prohibited on the University Campus.
- f) Ragging in any form is a criminal offence and is strictly prohibited.**
- g) Students are not permitted to run any commercial venture in or outside the University campus. They are also not permitted to associate/ help/ advise any organizations on a commercial basis and to receive any honorarium for the services rendered during their studies. They are free to work on the campus only if such an opportunity is provided by the University.
- h) The students are required to keep themselves updated with different Notices, Circulars etc. & revisions in the rules if any from time to time informed through Email/Website/Notices. For this the students have to check their email Ids allotted to them through the University and also to check the University website/notice board regularly.
- i) All the students have to communicate, only on following School specific Email ID for the matters relevant to the respective School-Admin:

Sr. No.	E-mail ID	Relevant
1	Admin.spt@pdp.ac.in	For the students of SPT
2	Admin.sot@pdp.ac.in	For the students of SoT

11. SCOPE

- a) These rules should be read as a whole, for the purpose of any interpretation.
- b) In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Director General is final.
- c) The University may change or amend these rules, course structure or syllabi at any time, and the changes or amendments made shall be applicable to all students from time to time.
- d) Disputes, if any, shall be subject to Ahmedabad jurisdiction only.

Comprehensive Project Monitoring & Evaluation

The Comprehensive Project will be offered to the only students who have at least 7 CPI at the end of Sem.-VI, subject to fulfillment of other norms. The final semester students will have the following two options:

- Select Comprehensive Project, and two other courses as prescribed by the respective department/School

OR

- Select major project and two or three courses as prescribed by the respective department/School

The project evaluation has been divided into four reviews after synopsis. Three Monthly reviews in person and one final review after submission of approved synopsis. The review progression & assessment mode will be as shown hereunder:

- 1 **Synopsis submission & approval;** end of January; Weight-age: **5%** ;

The students applying for the CP, he/she shall have to prepare the project synopsis in consultation with the respective faculty, stating clearly the objective and methodology, expected contribution, required use of tools; techniques and any other specific arrangements.

Synopsis should also include; expected progress with outcome & time line. This will be used for monitoring of the progress. This synopsis should have been approved by the faculty guide forming the part of the project report.

- 2 **First Monthly Review:** End of February
Weight-age: **10%**
- 3 **Second Monthly Review:** End of March
Weight-age: **15%**
- 4 **Third Monthly Review:** End of April
Weight-age: **20%**
- 5 **Final Presentation:** End of May
Weight-age: **50%**

Submission of detailed project work results – likely in third week of May.

Review Guidelines:

- Weekly review by Faculty mentor on Monday OR any day; either in person OR on phone. The review shall be also submitted in word OR ppt covering the work done in the week & work planned in next week.
- Monthly Review (last week of the month) by a Team of Faculty; constituted and deployed on a cyclic or random basis.
- Final review conducted by Faculty Members in the presence of HOD as per the schedule & preferably industry mentor to be part of the final review.
- Monthly Reports to be submitted as per the schedule to the respective faculty mentor during presentation.
- Evaluation will be purely based on continuous assessment. Monitoring at each stage will be taken into consideration.
- Faculty mentors will visit industry at least twice during the course of CP period and discuss the progress of respective student with industry mentor.
- At each review the student will get the progress report from industry mentor in writing. The faculty mentor can decide the format & content. This will carry half the weightage of the respective review.
- The assessment of each reviews to be shared with the students after each reviews
- The broad components to be born in mind while assessing the review should be –
 - 1 Relevance of Presentation to the topic -15%
 - 2 Relevance to Industry and/or Society,-25%
 - 3 Experimental/Computational Work done -35%
 - 4 Question –Answer Session- 10%
 - 5 Involvement of students-15%
- Faculty mentor to maintain the record of monitoring & assessment in soft copy students wise
- Faculty mentor can take appropriate decision over & above the review guideline; which will be final in this regard.

Criteria for awarding the Merit medals to the passing out students:

Sr. No.	Particulars	Criteria
1.	For each programme – discipline with more than 30 No. of passed out students of a batch.	Gold, Silver & Bronze to First, Second & Third rank students.
2.	For each programme – discipline with at least 10 but less than 30 no. of passed out students of a batch	Gold & Silver medals only to First & Second rank students. Further, the CPI of the First rank student is to be 8 or more on 10 scale, & 3.2 out of 4 as the case may be.
3.	For each programme – discipline with less 10 no. of passed out students of a batch	Gold medal only to First rank student. Further, the CPI of the First rank holder is 8 or more on 10 scale & 3.2 out of 4 scale as the case may be.

Additionally,

- i) The student must not have been penalized for indulging in any kind of indiscipline including Unfair Means in examination.
- ii) The student must have passed all the courses of the study, at one attempt only.

Tie breaking criteria for the Merit Medals:

(Effective from the students passing out at the end of the academic year 2022-23 and onwards)

If CPI for two or more students are the same, then to break the tie the comparison will be made in following order to resolve it:

- i. CPI to be observed up to 3 decimal points.
- ii. SPI of 8th semester
- iii. CPI at the end of 7th Semester
- iv. CPI at the end of 6th Semester