

ORDINANCES, RULES AND REGULATIONS

CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY

UNIVERSITY INSTITUTE OF ENGINEERING & TECHNOLOGY, KANPUR, 208024

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How Ordinances of UIET, CSJM University are made

1. The ordinances of UIET are prepared by a special ordinance committee constituted by the vice chancellor, CSJM University, Kanpur.
2. All ordinances made by the ordinance committee shall have effect from such date as it may direct, but every ordinance so made shall be submitted, as soon as may be, to the Academic Council of the CSJM University and shall be considered next by the Executive Council of CSJM University at the next meeting.

ORDINANCE NO. 1

GENERAL INFORMATION

1. The degree of Bachelor of Technology (B. Tech.) of CSJM University, Kanpur shall be conferred on the candidates who have pursued the prescribed course of study for not less than eight semesters spread over four academic years and have passed the examinations as prescribed under the relevant ordinances. The course will be conducted on full time basis.

2. Total number of students to the B. Tech. course shall be restricted to numbers decided by the University from time to time in the following branches, viz., Computer Science and Engineering, Electronics and Communication Engineering, Mechanical Engineering, Chemical Engineering, Information Technology and Materials Science and Metallurgical Engineering. The number of students in each branch shall also be limited to the student strength decided by the University.

ORDINANCE NO. 2

ADMISSION PROCEDURE

3. The admission to B. Tech. program will be done once a year, usually, in the month of July strictly on the basis of merit earned, normally, through an entrance examination conducted by UPTU, Lucknow / CSJM University / any other competent examination body. The minimum academic qualification for appearing in the Entrance Examination will be a pass in the final examination of 10+2 system or its equivalent with Chemistry, Mathematics and Physics or as notified. The candidate should be domiciled in U.P.
4. Up to 5% of the seats may be filled by NRI / direct / sponsored admission. These shall be supernumerary seats. They shall be admitted without any entrance examination on the basis of past academic record as notified. The fee structure for such students will be as notified.
5. In all cases, the admission of an applicant to the B. Tech. program requires that the applicant has:
 - a. The minimum academic qualification as notified,
 - b. Fulfilled the prescribed admission procedure and paid the prescribed fees.

ORDINANCE NO. 3

ACADEMIC SESSION

6. The academic session shall normally begin in the third week of July every year and will end in the middle of July next year.

First Semester : From third week of July to second week of December;

Second Semester : From the first week of January to the second week of May;
and

Summer Term : From the middle of May to the middle of July.

Decisions regarding which courses shall run (if any) in the summer term shall be taken by Chairperson, APEC, in consultation with Head of the Department.

Each of the two semesters will consist of about 20 weeks including one week of mid semester recess. The last two weeks of each semester will be scheduled for end semester examination and one week during the semester will be used for mid semester examination. Thus, there will be about 16 teaching weeks in each semester. The summer term will consist of about 8 working weeks.

7. An Academic Calendar will be prepared every year mentioning the proposed dates of all the academic events during the academic session. The Academic Calendar shall contain dates for the following items: Registration, Late Registration, Commencement of Classes, Last day of classes, Semester Recess, Mid-Semester and End-Semester Examinations, etc..
8. The method of teaching adopted shall be a combination of lectures, tutorials, laboratory work, project work and seminars by the faculty and guest speakers, case discussions and student presentations, etc. as per the requirement of the subject. Also, online materials may be used as and when required.

ORDINANCE NO. 4

REGISTRATION

9. At the beginning of each semester/summer term, every student will be required to register for courses that he/she intends to attend during that semester. Registration will be the sole responsibility of the student. No student will be allowed to attend a course without registration. If a student attends a course without registration, his/her answer sheet will not be evaluated and attendance will not be considered for the concerned course(s). A student with dues outstanding to the Institute, Hostel, or any other recognized organ of the University will not be permitted to register.

10. If for any compelling reason such as illness, a student is unable to register on the day of registration, he/she will be allowed to register on late registration dates. The exact dates for late registration will be mentioned in the Academic Calendar. Students who seek prior permission to register late on valid grounds may be granted permission by the Chairperson, APEC, to register without paying the late registration fees. Any student registering late without prior permission for late registration will be required to pay the late registration fee as notified. However, no registration will be done four weeks after the first day of registration except under exceptional circumstances with valid evidence to support the case.

ORDINANCE NO. 5

ACADEMIC REQUIREMENTS

11. A student will be normally expected to register for five courses in every semester (except in Summer Term). Each course has a certain number of contact hours (lectures and tutorials) and may contain a certain number of laboratory hours per week. Depending upon the number of contact hours and laboratory hours, the weightage of the course is decided.
12. Each department may introduce additional requirements during the professional curriculum.
13. Normally the Students are not allowed to withdraw temporarily from the Institute. In exceptional circumstances, a student may be allowed to withdraw from the academic program for a period not exceeding two regular semesters. Unless a student is on sanctioned leave, failure to register in any semester will automatically result in termination from the program. However, the student may appeal to the director for reinstatement into the program explaining the circumstances under which he/she failed to do academic registration within the stipulated time. If reinstated, he/she will be allowed to register only in the subsequent semester.
14. A student is required to have minimum of 75% attendance for each of the courses in every semester. 15% relaxation in attendance on medical grounds or any other genuine reason may be granted by the Director, UIET, on the recommendation of the concerned Head of the Department, failing which he/she will be awarded zero mark for attendance.

ORDINACE NO. 6

EXAMINATION SYSTEM

15. The examination system at this Institute will be a continuous process of evaluation normally based on quizzes, one mid-semester examination and one end-semester examination in addition to performances in homework, laboratory assignments, course project(s), course presentation(s), etc. Based on a weighted average of the marks obtained in examinations, quizzes and other assignments during the semester, a letter grade will be awarded in each course in which a student has registered.

16. The following guidelines for assessment in each subject shall be followed:

The distribution of marks for academic evaluation shall be as follows:

i) At least two Quizzes	15 %
ii) Regularity in Attendance	05 %
iii) Mid-semester examination in a course without lab component	30 %
iv) End-semester examination in a course without lab component	50%
v) Mid-semester examination in a course with lab component	20 %
vi) End-semester examination in a course with lab component	40%
vii) Lab component	20%

17. The maximum time allowed to a student for completing the B. Tech program shall be seven years, failing which he/she shall not be allowed to continue for his/her B. Tech degree. Special permission for extension of this time limit may be given to a student under exceptional circumstances by the Vice Chancellor.

ORDINANCE NO. 7

GRADING SYSTEM

18. Institute shall follow a relative grading system. There are five regular letter grades. The following table gives the correspondence between letter grades and the grade points assigned to them:

Letter Grade	Grade Points
A	10
B	08
C	06
D	04
F	02

19. F grade in a course means a 'fail' in that course and the student shall have to repeat the same course. Once a course has been repeated by the student, the letter R will be associated with the new grade obtained in the Grade Sheet to indicate that the course was repeated.
20. A student may be awarded a grade "I" (Incomplete) if he/she has missed the End Semester Examination (Theory and/or Practical) with prior permission (granted only for unavoidable situations) but has otherwise been regular. Not appearing in the final examination does not entitle a student to an automatic I grade.
21. All "I" grades awarded by instructors must be converted by them to appropriate letter grades (A, B, C, D, F) and communicated to the APEC office whenever the course is offered again. Students will have to appear in the missing component(s) and his/her marks in other components will be carried forward for the purpose of awarding a grade.
22. For any course, all the answer scripts including but not restricted to quizzes, mid semester and end semester examinations should be shown to the students normally

within a period of two weeks after the exam for the course. All the queries made by a student concerning the evaluation of his/her answer-script should be clarified by the Instructor-in-charge.

23. Any change of grade, if found necessary, must be sent together with proper justification by the Instructor-in-charge to the APEC office within one week from the announcement of the grades by APEC on the prescribed form. In all such cases, approval is needed from the Director or his/her nominee.
24. The project grades of the graduating students must be submitted before the last date for the submission of grades of the end semester examination. An "I" grade for a project may be given only under exceptional circumstances with valid evidence to support the case.

Special provision for graduating student

25. If a graduating student has only one pending F grade at the end of eight semesters and has a $CPI \geq 5.00$, a special End Semester Examination may be conducted in the month of July/August. The students of previous batches can also avail this opportunity to graduate if they have only one pending F grade.

Improvement Provision

26. A student will be allowed to improve his/her grades after 8 semesters only if he/she has a $CPI < 5.00$. Improvement shall be allowed only when the student registers for a regular course.

Semester Performance Index

27. The Semester Performance Index (SPI) will be the weighted average of the grade points. If the grade points of the letter grades awarded to a student in five courses are denoted by g_1, g_2, g_3, g_4, g_5 , and the weights of the courses by w_1, w_2, w_3, w_4, w_5 , respectively, the SPI will be computed as follows:

$$SPI = \frac{w_1g_1 + w_2g_2 + w_3g_3 + w_4g_4 + w_5g_5}{w_1 + w_2 + w_3 + w_4 + w_5}$$

The index describes the performance of the student in the courses of a particular semester.

Cumulative Performance Index

28. The Cumulative Performance Index (CPI) will be used to describe the overall performance of a student up to and including the latest semester. It will be computed in a similar manner from the grade points of all the grades the student has received since the beginning of the degree.

$$\text{CPI} = \frac{w_1g_1 + w_2g_2 + w_3g_3 + \dots}{w_1 + w_2 + w_3 + \dots}$$

29. A student's grades shall be recorded on a permanent Academic Record Chart. A copy of the Academic Record Chart will be issued to the students as Intermediate Grade Sheet after each semester. The SPI and CPI are recorded on this grade sheet.
30. Division shall be awarded to a student on the basis of his/her final result, i.e., after the completion of eight semesters or later whenever the student has fulfilled the criteria for graduation. The division is awarded on the following basis:

CPI greater than or equal to 7.50 - First division with distinction

CPI greater than or equal to 6.50 - First division

CPI greater than or equal to 5.00 but less than 6.50 - Second division

ORDINANCE NO. 8

BRANCH CHANGE

31. (a) In the first year, after the last date of admission to B. Tech. First Semester, shifting of students to other branches is done on the basis of the Entrance Examination merit list against vacant seats in those branches while respecting any affirmative action policy that is enforced at the time.
- (b) In the second year, change of branch may be allowed to a limited number of students on the basis of their academic performance in the first year subject to the departmental strength constraints. No department shall exceed the maximum sanctioned strength or fall below 60% of the sanctioned strength in a particular branch of that year as a result of branch changes. Branch change is a privilege and not a right and will be considered for meritorious students subject to the constraints mentioned above. Requests for change of branch should be made to the Chairperson, APEC, at the end of the second semester. The students seeking branch change must not have any backlog and must have a CPI equal to or greater than 8.00 at the end of the first two semesters.

ORDINANCE NO. 9

EVALUATION OF ACADEMIC PERFORMANCE

32. A student will not be promoted to the next year, if the number of 'F' grades is equal to or greater than 7 at the end of first year, i.e., second semester. The same rule is applicable for second year students. The student will not be promoted to the third year if the number of 'F' grades obtained by him/her in the second year is equal to or greater than 7.
33. A student who has not been promoted twice in the first year or the second year will not be allowed to continue his/her academic program.
34. A student may also be terminated or suspended for reasons other than academic (e.g., on disciplinary grounds) on the recommendations of the Proctorial Board/ Institute Disciplinary Committee.
35. Result shall be withheld if the student fails to pay his/her dues or if there is a case of discipline pending against him.

ORDINANCE NO. 10

REQUIREMENT FOR GRADUATION

36. A student will be deemed to have completed the requirements for graduation if he/she has
- a. Passed all prescribed courses.
 - b. Cleared minimum credit requirement for graduation. The minimum credit requirement for graduation in B.Tech programme is 170 credits.
 - c. a $CPI \geq 5.00$;
 - d. cleared all dues of the Institute, hostel, library etc.; and
 - e. no case of indiscipline pending against him/her.

A B. Tech. student with a CPI below 5.00 OR having any pending F grades will not be deemed to have graduated.

ORDINANCE NO. 11

Fee Structure:

37. Fees shall be charged from regular students as per the decision of the university from time to time.
38. For repeating a year, Full Fees will also be charged as per University/State Govt. rules.
39. After the eighth semester, students are required to pay the fee as notified for each course he/she registers in. These courses shall be the ones in which they had obtained an F grade.

A student trying to improve his/her CPI for graduation will also be required to pay the above mentioned fee in which he/she registers.

40. Students who are suspended for disciplinary reasons for one semester or fail to register in a semester within the stipulated time, will be required to clear their semester courses by paying a per course fee as notified after eight semesters. In such cases the award of degree shall be delayed by the period of suspension.

Students who are suspended for one year due to disciplinary reasons will have to pay the fee for the entire year and only then can continue in the program.

41. Institute shall follow the rules of the University in cases of indiscipline by the students.

Notwithstanding the above ordinances, except for ordinances pertaining to evaluation of academic performance and graduation requirements (Items 32 to 36) the Vice Chancellor may relax a requirement of an ordinance on the recommendation of the Director, UIET, in very exceptional circumstances. In each such case, the Director, UIET, shall record the exceptional circumstances and the reasons thereof for recommending the relaxation.