Regulation No. 2

Regulations on Academic Matters – 2019

(Undergraduate and Postgraduate Programmes)

(Approved by the 36th meeting of the Academic Council held on 27-09-2019 and accepted by the 95th meeting of the Board of Management held on 11-11-2019)

TEZPUR UNIVERSITY
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INDIA

Contents

Chapter 1

Introduction

1.1 General

1.1.1 Title

This document shall be called the ***Regulations on Academic Matters – 2019* (Undergraduate and Postgraduate Programmes)** of Tezpur University, hereinafter referred to as the **Regulations – 2019 (UG & PG)**. It embodies regulations relating to the Undergraduate (UG) and Postgraduate (PG) Programmes offered by Tezpur University[1].

1.1.2 Date of enforcement

The Regulations – 2019 (UG & PG) shall come into force with effect from the Academic Session of 2019 – 2020 and shall supersede the existing *Regulations on Academic Matters (Amended 2017)*.

1.1.3 Extent of application

The Regulations – 2019 (UG & PG) shall be applicable to both existing and new students enrolled to any Degree/Diploma/Certificate Programme of the University.

1.1.4 Interpretation

Subject to such advice as may be given by the *Academic Council* and the *Board of Management* of the University, the decision of the Vice-Chancellor shall be final in respect of interpretation of the Regulations – 2019 (UG & PG).

1.1.5 Regulation on extra-ordinary situation

The Vice-Chancellor shall be empowered to take decisions on matters, which are not covered in the Regulations – 2019 (UG & PG) or beyond the purview of the Regula-

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[1]Regulations related to the Doctoral Programmes and other Programmes offered by the *Centre for Open and Distance Learning* (CODL) are provided separately in the concerned Regulations.

tions – 2019 (UG & PG), subject to ratification by the *Academic Council* of the University.

1.1.6 Last date

Normally the *last date* for any purpose shall be the date as declared to be so. In the event of a declared last date happening to be a non-working day for any unforeseen reason, the immediate next working day shall be treated as the *last date*.

1.1.7 Guidelines and Forms

In order to implement the provisions of the Regulations – 2019 (UG & PG), a set of Guidelines and Forms as applicable shall be prepared by the Controller of Examinations specifying the relevant Clauses of the Regulations – 2019 (UG & PG). Such Guidelines and Forms shall constitute a part of the Regulations – 2019 (UG & PG).

1.2 Academic Year and Semester

(1) An *Academic Year* of the University shall be the period from the month of July of a calendar year to the month of June of the next calendar year. Each *Academic Year* shall comprise two Semesters, July to December as the first Semester (shall be called as the *Autumn Semester*) and January to June as the second Semester (shall be called as the *Spring Semester*). The exact durations of the Semesters in a particular Academic Year shall be specified in the Academic Calendar of that Academic Year (refer to Clause 1.11).

(2) The number of academic days in a week shall be 5 (five), from Monday to Friday. However, remedial, pending and extra classes may be conducted in weekends also.

(3) A Semester shall span over a minimum of 90 academic days, or 18 (eighteen) academic weeks excluding holidays. If a situation arises when a particular weekly day (say, Monday) would repeat more than 18 times in a Semester while another day (say, Friday) would not reach that figure, then the excess former day (i.e., Monday) may be run as per the academic schedule of the latter day (i.e., of Friday) so as to attain every weekly academic day at least 18 times in a Semester.

1.3 Academic Programme

An *Academic Programme*, hereinafter referred to as *Programme*, shall comprise a fixed set of compulsory Courses as well as some choice based (optional) Courses with a minimum Credit requirement. Successful completion of such Courses by a student by fulfilling the minimum Credit requirement prescribed for a Programme shall lead the student to be awarded with the Degree/Diploma/Certificate for the Programme.

The University shall offer Certificate, Diploma, Undergraduate Degree, Integrated Undergraduate Degree, Integrated Postgraduate Degree, and Postgraduate Degree Programmes in various Disciplines as given in Table A.1 under Appendix A.

1.3.1 Integrated Programmes

(1) Bachelor's Programmes in certain Disciplines, integrated with B.Ed. Programme, shall be offered as B.A.B.Ed./B.Sc.B.Ed. Programmes with Major in the respective Disciplines. Upon successful completion of such a Programme, a student shall be awarded with a single Degree, such as B.A.B.Ed. with Major in English or B.Sc.B.Ed. with Major in Chemistry/Mathematics/Physics.

(2) Bachelor's Programmes integrated with Master's Programmes in certain Disciplines shall be offered as Integrated M.A./M.Sc./M.Com. Programmes in the respective Disciplines.

   (a) Upon successful completion of the Bachelor's part, a student shall be awarded with a Bachelor's Degree with Honours in the respective Discipline as a part of his/her Integrated Master's Programme, such as B.A. with Honours in English, B.Sc. with Honours in Chemistry, and so on.

   (b) Upon successful completion of the entire Programme, a student shall be awarded with another Degree as Integrated M.A./M.Sc./M.Com. in the respective Discipline, such as Integrated M.A. in English, Integrated M.Sc. in Chemistry, and so on. The final transcript of the student shall display his/her performance in the entire Programme.

1.3.2 Other Programmes (other than Integrated Programmes)

In all the Programmes (other than the Integrated Programmes stated in Clause 1.3.1), a student shall be awarded with a Degree/Diploma/Certificate upon successful completion of his/her enrolled Programme.

1.4 Course and Credit

(1) A *Course* is a component of a Programme, comprising one or a combination of some academic forms of instructions such as lecture, tutorial, laboratory work, field work, project work, vocational training, physical training, viva, seminar, term paper, assignment, and outreach activity.

(2) *Credit* is a unit by which the quantum of teaching-learning work involved with a Course shall be measured. Each Course shall carry a specified Credit (weight), whereas different Courses of a Programme may carry different Credits.

    (a) One Credit shall imply one hour of teaching (lecture/tutorial) or two hours of practical/field work or equivalent project/dissertation work per week during a Semester.

    (b) One Credit in a seminar/term paper based Course shall be the quantum of work done in a Semester for presentation of two seminars each of one hour duration, one seminar before the Mid-Semester Examination and the other seminar before the End-Semester Examination.

    (c) The Credit specified for a Course shall be accumulated as the Credit earned by a student upon successful completion of the Course.

1.4.1 Core and Elective Courses

(1) The compulsory Courses specified for a Programme shall be called the *Core Courses* of the Programme. A Core Course of a Programme shall be offered either by the parent Department/Centre or any supporting Department/Centre of the Programme. Every student of a Programme shall be required to register and complete all the Core Courses of the Programme.

(2) A Programme may also contain sets of choice based (optional) Courses under various categories and every student of the Programme shall be required to complete specified minimum number of Courses under each of those categories. Such Courses shall be called the *Elective Courses*. The advisory committee (DAC/CAC) of each Department/Centre (refer to Clause 2.9) shall appoint some of its faculty member(s) to act as *Course Advisor(s)* for each Programme of that Department/Centre and every student shall be required to register for his/her Elective Courses under each category on his/her own choice from an offered set of Courses with due approval of his/her *Course Advisor(s)*. Generally a Programme may comprise one or more of the following categories of Elective Courses:

(a) Programme Elective Course: Discipline-centric Elective Courses offered for a Programme by any Department/Centre shall be called the *Programme Elective Courses* of that Programme. A Core Course of a Programme may also serve as a Programme Elective Course of another Programme.

(b) Specialization Elective Course: Discipline-centric specialized Elective Courses, meant for a particular Programme, shall be called the *Specialization Elective Courses* of the Programme. Generally such Courses shall be offered by the parent Department/Centre of the Programme, but similar Courses offered by other Departments/Centres shall also be considered as Specialization Elective Courses.

(c) Open Elective Course: A Generic Elective Course offered by any Department/Centre shall be called an *Open Elective Course* of a Programme if the Course is not directly related to the Programme but shall help the students of the Programme in widening their spheres of knowledge/skills beyond the Programme. Such Courses generally shall be inter-disciplinary in nature and categorically marked as Open Elective Courses. A Core Course or a Discipline-centric Elective Course of a Programme may also serve as an Open Elective Course of another Programme. An Open Elective Course shall be preferably of 3 (three) Credits. The minimum credit requirement in Open Elective Courses for various Programmes shall be as given in Table A.2 under Appendix A.

Massive Open Online Courses (MOOCs) under various Agencies may also be offered as Elective Courses (Discipline-centric or Generic Electives).

1.4.2 Credit and non-Credit Courses

(1) Both the Core and Elective Courses prescribed to be completed under a Programme shall be called the *Credit Courses* of the Programme.

(2) Apart from the Credit Courses, some Programmes may have specified mandatory *non-Credit Courses* also, which shall need to be completed by all the students of the concerned Programmes.

(3) Further, students shall be free to register additionally for some optional non-Credit Courses, namely *Audit Courses*, offered by any Department/Centre, for widening their knowledge/skills. A student shall be allowed to register for a maximum of one Audit Course in a Semester and it shall not be included in the calculation of the total Credit registered by the student in a Semester as specified in Clause 1.4.5 (i.e.,

the total Credit registered in a Semester may exceed the maximum Credit limit of a Semester due to the registered Audit Course).

(4) A student shall not earn any Credit against a non-Credit Course (both mandatory and optional), i.e., the Grade secured in a non-Credit Course shall not be included in the calculation of the SGPA/CGPA of the student. However, it shall be recorded in the Grade Card of the student (refer to Clause 3.5).

1.4.3 Foundation Course

(1) If a student has deficiency in background knowledge/skill required for undergoing a Programme, the student shall be required to study some additional Courses as the *Foundation Courses* to compensate such deficiency.

(2) A student shall not earn any Credit against a Foundation Course, i.e., the Grade secured in a Foundation Course shall not be included in the calculation of the SGPA/CGPA of the student. However, it shall be recorded in the Grade Card of the student (refer to Clause 3.5).

(3) The requirement of Foundation Courses for a student shall be decided by the concerned *Departmental/Centre's Advisory Committee* (DAC/CAC).

1.4.4 Add-On Course

(1) An Add-On Course is a special category of Courses that can be studied by a student for enhancing knowledge/skill of the student in another domain.

(2) Add-On Courses shall be similar to Audit Courses, but a student shall be required to register for an Add-On Course by paying an additional registration fee.

(3) A student shall be allowed to register for a maximum of one Add-On Course in a Semester and it shall not be included in the calculation of the total Credit registered by the student in a Semester as specified in Clause 1.4.5 (i.e., the total Credit registered in a Semester may exceed the maximum Credit limit of a Semester due to the registered Add-On Course).

(4) A student shall not earn any Credit against an Add-On Course, i.e., the Grade secured in an Add-On Course shall not be included in the calculation of the SGPA/CGPA of the student. However, it shall be recorded in the Grade Card of the student (refer to Clause 3.5).

1.4.5 Maximum Credit limit in a Semester

(1) The total Credit of the Courses (excluding optional non-Credit/Audit and Add-On Courses) to be registered by a student in a Semester shall not exceed 25.

(2) Additional 02 (two) Credits may be allowed to facilitate a student to clear his/her backlog Courses, if any, provided such Courses are offered in the concerned Semester. For availing this facility, the application of such a student shall need to be approved by the Dean of Academic Affairs on recommendations of the *Academic Probation Committee* (APC) and the Head of the concerned Department/Centre.

1.5 Courses on NCC and NSS

Apart from various Courses stated in Clause 1.4, every student of the UG Programmes shall be required to complete a Course on NCC or NSS within the first two Semesters of their study. Such Courses shall be optional for the students of PG Programmes.

1.6 Nomenclature of Courses based on academic instructions

Different types of Courses as stated in Clauses 1.4 and 1.5 shall also be referred by various names based upon the nature of academic instructions involved with them, such as Theory Course if theory (lecture/tutorial) components are involved, Practical Course if laboratory/practical work is involved, and Project Course[2] if project work is involved.

1.7 Course Code

Every Course offered in the University shall have a unique Course Code consisting of 05 (five) alphanumeric characters in the form of "PQxyz" as follows:

(1) The alphabet characters "PQ" shall identify the Department/Centre offering the Course.

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[2]In a Project Course, a student or a group of students shall carry out a project work under the supervision of a maximum of two faculty members/experts, out of which one shall be called the *Supervisor* and the other as the *Co-Supervisor*. In case an expert is from other Department/Centre or outside of the University, he/she shall always be called the Co-Supervisor along with a mandatory Supervisor from the parent Department/Centre.

(2) In the three numeric characters "xyz", 'x' shall specify the level of the Course and 'yz' shall specify the serial number of the Course under that level.

1.8 Letter Grade and Grade Point

(1) A *Letter Grade* shall signify the level of qualitative/quantitative academic achievement of a student in a Course, while the *Grade Point* shall indicate the numerical weight of the Letter Grade on a 10-point scale.

(2) There shall be 08 (eight) Letter Grades bearing specific Grade Points as listed in Table 1.1, where the Letter Grades 'O' to 'P' shall indicate successful completion

Table 1.1: Letter Grades and Grade Points

Letter Grade	Grade Point	Description
O	10	Outstanding
A+	9	Excellent
A	8	Very Good
B+	7	Good
B	6	Above average
C	5	Average
P	4	Pass
F	0	Fail

of a Course, while 'F' shall indicate 'fail' (refer to Clause 3.4.3 for clearing 'F' graded Courses).

(3) Apart from the 08 (eight) regular Letter Grades listed in Table 1.1, there shall be 03 (three) additional Letter Grades, which shall be awarded if a Course is withdrawn or spanned over the next Semester or remains incomplete as stated in Table 1.2.

1.9 Grade Point Average

1.9.1 Semester Grade Point Average (SGPA)

(1) The SGPA of a student in a Semester shall be the weighted average of the Grade Points secured by the student in all the Credit Courses (both Core and Elective Courses) he/she registered in that Semester, irrespective of whether he/she could or could not complete the Courses. More specifically, the calculation of SGPA shall take into account the Courses graded with Letter Grades 'O' to 'F' as given in Table 1.1 and 'W' as given in Table 1.2.

Table 1.2: Additional Letter Grades

Letter Grade	Type of Course	Status	Reason	Grade Point
W	Theory/ Practical Course	Withdrawn	Course is withdrawn due to any reason as stated in Para (1) under Clause 3.3.1. Refer to Clause 3.4.3 for clearing 'W' graded Courses (excluding Audit and Add-On Courses).	0
X	Project Course	Continued/ Incomplete	Course is spanned over the next Semester or the project work remains incomplete as stated in Para (3) under Clause 3.3.1.	–
I	Any	Incomplete	Appearing in the End-Semester Examination of the Course remains pending ('I' Grade shall be required to convert into a regular Grade as detailed in Para (1)(b) under Clause 3.2.10).	–

(2) The SGPA of a student in a Semester shall be calculated on a 10-point scale using Equation (1.1) up to two decimal places, where n is the total number of Credit Courses registered by the student in that Semester, G_i is the Grade Point secured in the ith registered Course and C_i is the Credit (weight) of that Course.

$$\text{SGPA} = \frac{\sum_{i=1}^{n} C_i G_i}{\sum_{i=1}^{n} C_i} \tag{1.1}$$

1.9.2 Cumulative Grade Point Average (CGPA)

(1) The CGPA of a student in a Semester of a Programme shall be the accumulated weighted average of the Grade Points secured by the student in all the Credit Courses (both Core and Elective Courses) he/she registered and successfully completed so far starting from the enrollment in the Programme. In other words, taking into account all the Courses graded with 'O' to 'P' as given in Table 1.1, generally the CGPA of a student shall be calculated starting from the first Semester of his/her enrolled Programme, while the CGPA of a lateral-entry student shall be calculated starting from the Semester of his/her enrollment.

(2) The CGPA of a student in a Semester shall be calculated on a 10-point scale using Equation (1.2) up to two decimal places, where N is the total number of Credit Courses registered and successfully completed so far by the student, G_i is the Grade Point secured in the ith completed Course and C_i is the Credit (weight)

of that Course.

$$\text{CGPA} = \frac{\sum\limits_{i=1}^{N} C_i G_i}{\sum\limits_{i=1}^{N} C_i} \tag{1.2}$$

(3) The CGPA shall be convertible into equivalent percentage of marks using Equation (1.3).

$$\text{Equivalent percentage of marks} = 10 \times \text{CGPA} \tag{1.3}$$

1.10 Curriculum of Academic Programme

1.10.1 Curriculum structure

There shall be a well-defined Curriculum structure for each Academic Programme specifying the following:

(1) Duration of the Programme.

(2) Minimum Credit requirement in total, as well as under different categories of Core and Elective Courses.

(3) Semester-wise list of Courses along with their types (Core/Elective) and L-T-P (Lecture-Tutorial-Practical) wise Credit structures.

    (a) In the case of Elective Courses, their categories (Programme Elective/ Specialization Elective/ Open Elective) shall also be mentioned.

    (b) The L-T-P wise Credit structure of a Course shall represent the number of weekly sessions of Lecture, Tutorial and Practical respectively, while the sum of such weekly sessions shall indicate the Credit of the Course. For example, the L-T-P wise Credit structure of 3-1-2 of a Course shall indicate that the Credit of the Course is $(3 + 1 + 2) = 6$ and it shall have 3 Lecture sessions, 1 Tutorial session and 2 Practical sessions in a week. Generally, each of one Lecture session and one Tutorial session shall be of one hour duration, while one Practical session shall be of two hours duration.

(4) A set of *Programme Educational Objectives* (PEOs) and also a set of *Programme Outcomes* (POs), along with mapping of POs with PEOs.

1.10.2 Syllabus

There shall be a well-defined syllabus for each Course containing the following:

(1) A set of learning objectives of the Course.

(2) Broad topics of theory and/or practical components to be covered in the Course, along with topic-wise a set of *Intended Learning Objectives* (ILOs).

(3) A set of *Course Outcomes* (COs), along with mapping of ILOs with COs.

(4) Mapping of COs with POs in the case of Core, Programme Elective, Specialization Elective and other mandatory non-credit Courses.

(5) Short lists of textbooks (number of textbooks shall not exceed 3) and reference books.

(6) Prerequisite of the Course, if any.

1.10.3 Approval of Curriculum Structure and Syllabus

(1) The Curriculum Structure of every Academic Programme and the Syllabus of every Course shall be approved by the *Academic Council* of the University on recommendation of the *Board of Studies* (BOS) of the concerned Department/Centre and the *School Board*.

(2) Any modification in the Curriculum Structure and/or the Syllabus of a Course shall also be approved by the *Academic Council* of the University following the same process as in Para (1) above.

(3) Further, the adoption of *Massive Open Online Courses* (MOOCs) under various Agencies as Elective Courses (Discipline-centric or Generic Electives) as stated in Clause 1.4.1, shall also be approved by the *Academic Council* of the University following the same process as in Para (1) above.

1.11 Academic Calendar

The *Academic Calendar* for an Academic Year of the University shall be prepared and notified by the Controller of Examinations with due approval of the Academic Council. The Academic Calendar shall contain the following:

(1) Schedule of academic activities, such as Semester enrollment, Course registration, commencement of classes and examinations.

(2) Co-curricular activities of students, such as sports meet and cultural meet.

(3) Students' holidays and Semester breaks.

1.12 Semester break

(1) There shall be a break for UG and PG students at the end of each Semester.

(2) Students may utilize Semester breaks for various co-curricular activities, such as study tour, short-term course, workshop/seminar, project work, research, internship, industrial training, NCC/NSS camp, and sports/athletics.

Chapter 2

Admission and Continuance of Studies

2.1 General admission procedure

2.1.1 Modes of admission

Admission to the Academic Programmes of the University shall be held through various modes as follows:

(1) Admission to majority of the Programmes shall be held through the entrance examinations conducted by the University in the month of May/June of every calendar year under the banner of *Tezpur University Entrance Examinations* (TUEE).

(2) Provision shall be there for admission to some Programmes in direct or alternative modes based on performances in some National level entrance examinations.

(3) Provisions shall also be there for direct admission of rank holders in the 10+2 Standard under the Boards of the States of North-East India to UG, Integrated UG and Integrated PG Programmes.

(4) Further provision shall be there for admission of foreign candidates though specific schemes of the Government of India.

All such modes of admission are given in detail in Table B.1 under Appendix B.

2.1.2 Notification for admission

(1) Advertisement for admission to various Academic Programmes shall be published by the Controller of Examinations through leading Regional and National level Newspapers well in advance of conduct of entrance examinations and/or counseling.

(2) The details of the advertisement shall be made available on the webpage of the University (http://www.tezu.ernet.in).

2.1.3 Academic qualification for admission

The required minimum academic qualifications for admission to the UG/Integrated UG, Integrated PG, and Programmes shall be as given respectively in Tables C.1, C.2 and C.3 under Appendix C (all the qualifying academic Degree/Diploma/Certificate Programes and/or the awarding Universities/Institutes, both National and International, must have recognition from a Statutory Body, viz. UGC/AICTE/MHRD/State Board/Central Board, as applicable).

2.1.4 Intake capacity

The intake capacity for admission to a Programme in a Session shall be decided by the *Academic Council* of the University. The same shall be stated in the Prospectus of the University for admission in a given Session.

2.1.5 Reservation of seats

Admission to each Academic Programme shall be held according to the reservation policy adopted by the *Board of Management* of the University as stated in Appendix D.

2.1.6 Internal provisions for seat allotment

While ensuring the admission as per the reservation policy of the Government of India as stated in Clause 2.1.5, the University shall also have some internal provisions for allotment of seats in various Programmes as given in Appendix E.

2.1.7 Admission fees

The amount of tuition fees and other charges to be paid by a selected candidate at the time of his/her admission shall be decided by the *Academic Council* from time to time and the same shall be incorporated in the Prospectus of the University for admission in a given Session.

2.2 Screening and selection of candidates for admission

2.2.1 Tezpur University Admission Committee (TUAC)

To prepare guidelines for admission to the Academic Programmes and also to oversee the smooth conduct of the admission process, there shall be a committee, called the *Tezpur University Admission Committee* (TUAC), with the Deans of the Schools and the

Dean of Students Welfare as Members, the Controller of Examinations as the Member Secretary and the Dean of Academic Affairs as the Chairperson. Also, the Vice-Chancellor shall appoint one senior faculty member from each School as a Member of the TUAC for a tenure of one year.

2.2.2 Tezpur University Entrance Examinations (TUEE) Committee

On recommendation of the TUAC, the Vice-Chancellor shall constitute a committee, called the *Tezpur University Entrance Examinations* (TUEE) Committee, with 7 to 10 faculty members drawn at least one from each School and not more than one from any Department/Centre.

The TUEE Committee shall be responsible for conducting TUEE examinations and preparing lists of candidates selected for admission to the Programmes (other than B.Tech. and MBA Programmes) based on their ranks in TUEE, academic qualifications (refer to Appendix C) and seat reservation/allotment policies (refer to Appendixs D and E).

2.2.3 B.Tech. Programmes

On recommendation of the TUAC, the Vice-Chancellor shall constitute a committee, called the *B.Tech. Screening-cum-Selection Committee* (BSSC), with one faculty member drawn from each of the Departments under the School of Engineering, out of which the senior most faculty member shall be designated as the Coordinator and all others as the Members.

The BSSC shall be responsible for screening applications submitted for admission to B.Tech. Programmes under the North-East India quota and preparing lists of such candidates for admission based on their ranks in JEE (Main), academic qualifications (refer to Table C.1 under Appendix C) and seat reservation/allotment policies (refer to Appendices D and E). The BSSC shall also participate in the admission process of the selected candidates.

2.2.4 Master of Business Administration (MBA) Programme

On recommendation of the TUAC, the Vice-Chancellor shall constitute a committee, called the *MBA Screening-cum-Selection Committee* (MSSC), with the Head and 03 (three) other faculty members of the Department of Business Administration designating the Head as the Chairperson and the other faculty members as the Members.

The MSSC shall be responsible for screening applications submitted for admission

to the MBA Programme, shortlisting candidates for group discussion and personal interaction, and preparing lists of candidates for admission based on their performance in group discussion and personal interaction, ranks in any of the specified National level entrance examination (refer to Table B.1 under Appendix B), academic qualifications (refer to Table C.3 under Appendix C) and seat reservation/allotment policies (refer to Appendices D and E). The MSSC shall also participate in the admission process of the selected candidates.

2.3 Admission of newly selected candidates

A selected candidate shall be admitted to an Academic Programme subject to the production of all the original documents in support of his/her candidature and fulfillment of the eligibility criteria (refer to Clauses 2.1.3, 2.1.5, 2.1.6 and 2.3.1), as well as payment of the specified admission fees on the specified date(s) of admission, failing which the seat of that candidate shall be offered to the next selected candidate.

2.3.1 List of documents required for admission

At the time of admission, every selected candidate shall be required to produce/submit required documents as listed in Appendix F.

2.3.2 Medical fitness

Every candidate to be admitted to the B.Tech. Programmes shall be required to produce a medical fitness certificate issued by the *Medical Officer* of the University or issued by any registered medical practitioner and verified by the Medical Officer of the University.

2.3.3 Local guardian

(1) It shall be desirable for every out-station student to have a local guardian, who may be contacted/reported about the student on need, such as illness, poor academic performance, poor class attendance, whereabouts, and misconduct/violation of any rule.

(2) Any responsible person amongst the family members/relatives/friends of the guardian/parent(s) of a student can be engaged to act as the local guardian of the student.

(3) The local guardian of a student, if any, shall be engaged by the guardian/parent(s) of the student with consent of the person through a prescribed Form to be prescribed by the Controller of Examinations.

2.3.4 Allotment of Branch to students of B.Tech. Programmes

Every student admitted to the B.Tech. Programmes shall be allotted a *Branch of Study* based on his/her merit for admission, preference of Branches and availability of seats in different Branches.

2.3.5 Students' Roll Number

(1) Every student admitted to an Academic Programme shall be allotted a Roll Number at the time of admission, which shall be used for his/her entire duration of study in the Programme.

(2) A Roll Number shall be a combination of 3 letters and 5 digits as follows:

   (a) Out of the 3 letters of the coding, the first two shall represent an Academic Department/Centre and the third one shall represent the specific Academic Programme of that Department/Centre.

   (b) Out of the 5 digits of the coding, the first two shall be the last two digits of the year of admission and the remaining three shall be the serial number of admission of a student in an Academic Programme.

Some examples of Roll Number coding are shown in Table 2.1.

Table 2.1: Roll Number coding scheme

Name of Department/ Centre (Code)	Name of Programme (Code)	Year of admission (Code)	Serial number of admission	Roll Number to be allotted
Code 1	Code 2	Code 3	Code 4	Code 1+2+3+4
Computer Science Engineering (CS)	B.Tech. (B)	2016 (16)	015	CSB16015
	M.Tech. in I.T. (I)	2017 (17)	010	CSI17010
	M.C.A. (M)	2015 (15)	006	CSM15006
Business Administration (BA)	M.B.A. (M)	2016 (16)	011	BAM16011
	M.T.T.M. (T)	2017 (17)	001	BAT17001

2.4 Continuation of study

Before the end of every Semester, as specified in the Academic Calendar of the University, the Heads of the Departments/Centres shall submit to the Office of the Controller of Examinations the lists of Courses to be offered in the next Semester. Accordingly the Controller of Examinations shall notify the date(s) for Semester enrollment and Course registration in well advance of the commencement of the next Semester.

2.4.1 Semester enrollment

(1) At the beginning of every Semester, all the students shall be required to enroll themselves on the specified date(s) by depositing the prescribed *Semester fees*.

(2) The Controller of Examinations may allow a student for Semester enrollment *in absentia* or may extend the date(s) of enrollment for a period not exceeding 07 (seven) working days with a late fine upon production of proper documentary evidence (including station leave permission, if applicable) of facing any genuine problem as specified in Clause 3.2.11.

2.4.2 Course registration

Along with the Semester enrollment, all the students of a Programme shall be required to register for the Courses specified for that Semester of the Programme.

(1) Normally every student of a Programme shall be required to register for all the Courses specified for a particular Semester of that Programme. It may vary if a student has any carried over backlog Course for registering as stated in Clause 3.4.3.

(2) A student shall be allowed to make changes in the list of his/her registered Courses in the form of addition, deletion, or conversion (Audit to Credit or *vicé-versa*) of Courses up to a specified date not exceeding 07 (seven) working days from the date of Course registration.

(3) The *Course Advisor(s)* (refer to Para (2) under Clause 1.4.1) of each Programme shall assist the students in selecting Courses for a Semester. Additionally, the *Academic Probation Committee* (APC) shall suggest Courses to those students who have pending *backlog Courses* (refer to Clauses 3.4.2 and 3.4.3).

(4) Every student shall be required to fill up the Course Registration Form in quadruplicate, one for each of the student, Head of the Department/Centre, Dean of Students' Welfare and Academic Section. All the copies of the Course Registration Form shall be duly signed by the student and countersigned by the concerned *Course Advisor*, the APC Chairperson (if applicable) and the Head of the Department/Centre.

(5) Further, the second Semester onward every student shall be required to submit a *Running Transcript* to his/her Course Advisor/APC as given in Appendix H, reflecting the detail status of the Courses of all the previous Semesters of the student.

2.4.3 Continuation of study after a gap

(1) If a student avails a long leave with prior written permission from the Dean of the concerned School in connection with joining a start-up programme or a job or due to any genuine reason as specified in Clause 3.2.11, the student may be allowed to enroll and continue his/her study after the leave period subject to the following conditions:

    (a) Sufficient time is available for completing the remaining part of his/her study within the maximum duration of the concerned Programme as specified in Table A.1 under Clause 1.3, maintaining the maximum Credit limit in a Semester as specified in Clause 1.4.5.

    (b) Production of a *Completion Certificate* from the concerned authority, if the leave was in connection with joining a start-up or any such relevant programme.

    (c) Production of a *No Objection Certificate* (NOC) with relieving order from the employer for continuing his/her study as a full-time student, if the leave was in connection with joining a job.

    (d) Production of a *Fitness Certificate* issued or endorsed by a Government Doctor of the minimum rank of *Chief Medical Officer* or *Medical Superintendent* or equivalent, if the leave was on some medical ground of the student.

    (e) Production of a *Gap Certificate* issued by the District Police Authority of the student or an Affidavit declaring his/her occupation during the gap period, if the leave was not in connection with any of the cases stated in Para (1)(b) to Para (1)(d) above.

(2) Upon fulfillment of above conditions and recommendation of the Head of the concerned Department/Centre and Dean of the School, the Controller of Examinations shall notify for enrollment and continuation of the study of the student.

(3) In case of any change in the Curriculum of the Programme during the leave period of the student, the relevance of the Courses completed earlier and the equivalent Credit against those Courses shall be worked out by the concerned DAC/CAC. Further, the student shall have to carry over his/her remaining part of study as per the new Curriculum.

(4) During the entire period of study in a Programme, a student shall be allowed to avail long leave up to a maximum of (i) two Semesters if the minimum duration of the Programme is one or two Semester(s) only, and (ii) four Semesters if the minimum duration of the Programme is more than two Semesters (refer to Table A.1 under Appendix A for detail). In no case the duration of a Programme

shall be extended beyond its maximum duration as specified in Table A.1 under Appendix A.

2.5   Conduct of class and maintenance of class attendance

2.5.1   Course Instructor and Course Coordinator

(1) For each Course to be taught in a Semester, the DAC/CAC of the Department/Centre offering the Course shall appoint a faculty member as the *Course Instructor* to teach the Course.

    (a) If the Course is to be taught separately to multiple batches of students, batch-wise one Course Instructor shall be appointed.

    (b) If the Course is to be shared by multiple Instructors, not more than two but never exceeding three faculty members may be appointed as the Course Instructors.

(2) The DAC/CAC shall also appoint one of the Course Instructors of a Course as the *Course Coordinator*. In case there is only one Instructor for a Course, he/she shall be the Course Coordinator also.

(3) The Coordinator of a Course shall prepare the teaching and evaluation processes of the Course. In case there are multiple Instructors for a Course, the Coordinator shall prepare common teaching and evaluation processes in consultation with all the Instructors of the Course in order to maintain proper coordination.

2.5.2   Course File

(1) For each Course to be taught in a Semester, the concerned Course Coordinator/Instructor(s) shall prepare a *Course File* containing at least the following:

    (a) Detail teaching information of the Course, such as Academic Year; Session (Spring/Autumn Semester); Department, Programme, Batch and Semester of students for which the Course is offered; Code, Title, type and L-T-P structure of the Course; and names of the *Course Coordinator* and *Course Instructor(s)*.

    (b) Teaching timetable and other engagement of the Course Instructor(s) in the concerned Semester.

    (c) Syllabus of the Course as specified in Clause 1.10.2.

    (d) *Lesson Plan* stating the topic-wise L-T-P requirement for teaching, and expected and actual date(s) of completion of teaching of each topic.

(e) Evaluation plan to be adopted for the Course.

(f) Lecture notes of the Course.

(g) Previous question papers and their answers/solutions as well as detail performance sheets of the students of previous batches of the Course (refer to Para (6) under Clause 3.3.1), if available.

(h) Students' class attendance for the Course.

(2) The DAC/CAC in its first meeting of a Semester shall scrutinize the Course Files prepared by individual Course Coordinator for the Courses to be taught in that Semester and suggest necessary changes, if any. The Chairperson of the DAC/CAC shall submit a comprehensive report of the process to the Controller of Examinations.

(3) Relevant portions of the Course File, specifically those stated in Para (1)(a) through Para (1)(e) above, shall be provided to the students of the Course by the Course Instructor(s) in the very first class of the Course.

2.5.3 Minimum class attendance requirement

Every student shall be expected to have 100% class attendance in his/her all Courses. However, the following relaxations in the attendance of a student shall be given for maintaining his/her co-curricular activities and other personal needs:

(1) Up to the Mid-Semester Examination of a Semester, the student shall be required to have a minimum of 40% attendance in each Course, separately in theory component as well as in practical component, as applicable.

(2) Up to the End-Semester Examination of a Semester, i.e., in the entire Semester, the student shall be required to have a minimum of 75% attendance in each Course, separately in theory component as well as in practical component, as applicable.

(3) Out of the minimum requirement of 75% class attendance in a Semester, a maximum of 5% may be considered for co-curricular activities of the student if he/she is authorized/permitted by the University to participate in any such event.

2.5.4 Notification of class attendance

(1) The Course Instructor(s) of every Course shall display the attendance record of the students in the Departmental/Centre's Notice Board, with intimation to the

Head of the Department/Centre and the concerned Mentors, prior to the Mid-Semester and End-Semester examinations (refer to Clause 3.1) enabling the students to take corrective measures to meet the minimum attendance requirement, if needed.

(2) The Head of the Department/Centre shall monitor the attendance of the students of all the Courses offered by the Department/Centre and report the cases of any adverse situation to the Dean of the concerned School before the Mid-Semester and End-Semester examinations.

2.6 Mentoring of students

Every student of UG and PG Programmes shall be associated with a Mentor for the entire duration of his/her Programme, for which the Head of the concerned Department/Centre shall engage a faculty member within one week of admission to act as the Mentor of a group of such students. The mentoring shall broadly be as follows:

(1) It shall be mandatory for every student to meet his/her Mentor at least twice in each Semester, once before the Mid-Semester examination and once before the End-Semester examination, and discuss with the Mentor about his/her academic and non-academic matters, such as academic progress, involvement in co-curricular activities, opportunities for higher studies, future career scopes, and discussable other personal problems. The Mentor shall extend necessary suggestions/advice to the student accordingly. The Head of the concerned Department/Centre shall fix and notify the time and date for such two mandatory meeting.

(2) Apart from the mandatory two meetings in a Semester, a student shall be free to meet his/her Mentor as and when required for discussing any urgent/important issue.

(3) For any non-resolvable issue of students at his/her level, the Mentor shall refer the students to the Head of the Department/Centre or directly to other relevant Officials, such as the Dean of the School, Dean of Students Welfare, Dean of Academic Affairs, Controller of Examinations, and Registrar. The Mentor himself/herself may also discuss critical issues of students with such Officials.

(4) The Mentor shall maintain records of all the meetings with the students of his/her mentoring group in a Form to be prescribed by the Controller of Examinations.

(5) The Mentor of a student shall also be free to communicate with the guardian/parents of the student on any important/urgent issue, such as poor academic performance, poor class attendance, whereabouts, and

misconduct/violation of any rule inside or outside of the University campus. However, the Mentor shall not be held accountable for any of such issues of the student.

2.7 Branch changing in B.Tech. Programmes

A student admitted to a B.Tech. Programme shall have the provision for changing his/her Branch at the end of the first Semester of study. The following procedure shall be followed for the same:

(1) After the declaration of the results of the first Semester, the Dean of the School of Engineering shall notify for submission of applications for Branch change with three preferences.

(2) The Branch change shall be made according to the merit lists prepared based only upon the SGPA of the applicants in the first Semester, for which a cut-off shall be fixed by the Dean of the School of Engineering.

(3) The preferences of Branch given in the TUEE Application Form for admission to the B.Tech. Programme shall not be considered for Branch change, but the ones specified in the Application Form for Branch change.

(4) The Branch change of a student shall be subject to the availability of seats in his/her preferred Branches and the condition that the number of students in his/her previous Branch does not fall below 75% of the intake capacity.

(5) The Branch changing shall be notified by the Dean of the School of Engineering before the enrollment in the second Semester.

(6) Once the Branch is changed, no student shall be entertained to reclaim his/her earlier Branch.

(7) A Branch changed student shall be assigned a new Roll Number in the second Semester and the Office of the Controller of Examinations shall modify his/her earlier records accordingly.

2.8 Transfer of Credits

Credits of the Courses completed by a student elsewhere may be transferred for treating as the Credits earned under the current Programme of the student at Tezpur University as detailed in Appendix I.

2.9 Departmental/Centre's Advisory Committee (DAC/CAC)

(1) Every Academic Department/Centre shall have a *Departmental/Centre's Advisory Committee* (DAC/CAC) constituted with the Head of the Department/Centre as the Chairperson and all the regular faculty members of the Department/Centre as the Members. With approval of the Vice-Chancellor, a faculty member from a related Department/Centre shall also be appointed as an *External Member* to the DAC/CAC for a period of 02 (two) years.

(2) The DAC/CAC shall propose for introduction of new Programmes/Courses or any modification of Course syllabi for consideration of the Board of Studies.

(3) Apart from other matters as the Chairperson may decide from time to time, the DAC/CAC shall monitor the progress of the Departmental/Centre's Courses and Programmes, for which it shall meet at least three times in a Semester – once before the starting, once in the middle and once at the end of the Semester.

(4) Other responsibilities and powers of the DAC/CAC shall be as per Ordinance Number 24 of the University.

2.10 Release from Tezpur University

If a student seeks release at any time leaving his/her Academic Programme incomplete due to some personal reasons, the student shall be released officially by the Controller of Examinations on return of his/her Identity Card and production of clearance in a prescribed Form from the relevant Sections of the University.

2.11 Transfer from Tezpur University

For transfer from Tezpur University to another University/Institute after completing the study in a Programme at Tezpur University or quitting it incomplete with permission, a student may apply to the Controller of Examinations with necessary fee(s) for issuing him/her a Migration Certificate.

2.12 Refund of caution deposit

After successful completion of a Programme or quitting it incomplete with permission, a student may apply for the refund of his/her caution money deposited at the time of admission after deduction of pending dues of the student, if any. Such request shall

be made within one year from the date of declaration of result or release of the student from the University.

Chapter 3

Evaluation and Related Matters

3.1 Evaluation system

Students at Tezpur University shall be evaluated separately in each Course through a *Continuous Comprehensive Evaluation* (CCE) system. The CCE system shall involve both formative and summative assessments, where students shall be evaluated through a number of smaller components (Sessional Tests and Examinations) spanning over a Semester and finally the students shall be awarded with Grades at the end of the Semester by summing up the performances in all those Sessional Tests and Examinations.

3.1.1 Evaluation of Theory Courses

(1) There shall be minimum two Sessional Tests and two Examinations for each Theory Course as detailed in Table 3.1 including their nomenclature, type, maximum marks, duration, and period.

Table 3.1: Evaluation system for Theory Courses

Sessional Test/ Examination		Course Credit $\leqslant 2$		Course Credit $\geqslant 3$		Semester period	Calendar period	
Nomenclature	Type	Marks	Duration	Marks	Duration		Spring	Autumn
Sessional Test-I	Written	20	30 min	25	45 min	Within 5th week	Within 3rd week of Feb.	Within 1st week of Sept.
Mid-Semester Examination	Written	30	90 min	40	2 hours	Within 10th week	Within 3rd week of Mar.	Within 1st week of Oct.
Sessional Test-II	Written/ Assignment/ Quiz/ Seminar/ Field visit, etc.	20	xx†	25	xx†	Within 14th week	Within 3rd week of Apr.	Within 1st week of Nov.
End-Semester Examination	Written	50	2 hours	60	3 hours	Within 18th week	From 3rd week of May	From 1st week of Dec.

†Duration shall be decided by the Course Instructor(s) based upon the type adopted for evaluation.

(2) Course coverage in a Theory Course shall preferably be as follows:

   (a) Sessional Test-I : From the beginning up to the Sessional Test-I.

   (b) Mid-Semester Examination : From the beginning up to the Mid-Semester Examination.

   (c) Sessional Test-II : From the Mid-Semester Examination up to the Sessional Test-II.

   (d) End-Semester Examination : Questions for not more than 20% of the total marks may be asked from the portion of the syllabus covered prior to the Mid-Semester Examination. The rest of the marks shall be devoted to the syllabus covered after the Mid-Semester Examination.

3.1.2 Evaluation of Practical Courses

(1) There shall be two Examinations for a Practical Course if having L-T-P structure of 0-0-z (i.e., having Practical component only), otherwise only one Examination if having L-T-P structure of x-0-z or x-y-z (i.e., having Lecture and/or Tutorial components also) as detailed in Table 3.2.

Table 3.2: Evaluation system for Practical Courses

Examination		L-T-P structure-wise Marks		Semester period
Nomenclature	Type	L-T-P: 0-0-z	L-T-P: x-y-z	
Mid-Semester (Practical) Examination	Viva, Report	30	–	Before Mid-Semester Examination as stated in Table 3.1
End-Semester (Practical) Examination	Practical examination, Viva, Report	70	50	Before End-Semester Examination as stated in Table 3.1

(2) End-Semester (Practical) Examination shall cover the entire Practical component of a Course starting from the beginning.

(3) If desirable, a Course Instructor may add more evaluation components in both Mid-Semester (Practical) and End-Semester (Practical) Examinations.

3.1.3 Evaluation of Project Courses

There shall be two Examinations for a Project Course if not having any other Lecture/ Tutorial/Practical based Course to study along with the Project Course in the concerned Semester, otherwise only one Examination as detailed in Table 3.3.

Table 3.3: Evaluation system for Project Courses

Examination		Course(s) to be studied in the concerned Semester		Semester period
Nomenclature	Type	Project Course only	Project Course along with other Courses	
Mid-Semester (Project) Examination	Presentation, Viva, Progress Report	25	–	Before Mid-Semester Examination as stated in Table 3.1
End-Semester (Project) Examination	Presentation, Viva, Dissertation	75	100	Before End-Semester Examination as stated in Table 3.1

3.2 Conduct of Sessional Tests and Examinations

3.2.1 Examination Committee (EC)

To act as the *Apex Body* on all matters of conduct of Sessional Tests and Examinations and declaration of results, the Vice-Chancellor shall constitute a committee, called the *Examination Committee* (EC), for a tenure of 02 (two) years with the Vice-Chancellor as the Chairperson, the Pro-Vice-Chancellor, all the Deans, and one Head of the Department/Centre and one Professor from each School by seniority on rotation-basis nominated by the Vice-Chancellor as Members, and the Controller of Examinations as the Ex-Officio Secretary.

3.2.2 Classes and Examinations

(1) No class shall be held during the period of the Mid-Semester Examinations.

(2) All classes shall normally be concluded at least 03 (three) days prior to the commencement of the End-Semester Examination.

3.2.3 Examination materials

All the materials including stationeries and accessories required for conducting Sessional Tests and Examinations shall be supplied from the Office of the Controller of Examinations on requisitions of the ECC Chairpersons (refer to Para (2) under Clause 3.2.5 for detail) or the Heads of the Departments/Centres, as applicable.

3.2.4 Sessional Test-I and Test-II

(1) Sessional Test-I and Test-II shall be conducted Department/Centre-wise by the concerned Course Instructors, with the help of the academic and research staff of the respective Department/Centre, if required.

(2) The DAC/CAC shall prepare the schedules of Sessional Test-I and Test-II for own Department/Centre within the respective periods as specified in Clause 3.1.1.

3.2.5   Mid-Semester and End-Semester Examinations

(1) Mid-Semester and End-Semester Examinations shall be conducted School-wise centrally for all the Departments/Centres under a School.

(2) There shall be a committee for each School, called the *Examination Conduct Committee* (ECC), with the Dean of the School as the Chairperson, a nominee of the Dean as the Coordinator and the Heads of the Departments/Centres under the School or the representatives of the Heads as the Members.

(3) Timetables for examinations shall be prepared by the respective ECC and submitted to the Controller of Examinations for announcement at least two weeks prior to the commencement of the examinations.

(4) Seat plans of examinees and lists of invigilators shall be prepared by the concerned ECC at least one week prior to the commencement of examinations and the same shall be displayed on the Notice Boards of examination halls.

(5) Question papers for examinations shall be prepared by the concerned Course Instructors and the Head of the Department/Centre shall make necessary arrangements for moderation of the question papers within the Department/Centre. The moderation process shall ensure specifically that the *Intended Learning Objectives* (ILOs) and *Course Outcomes* (COs) of a Course are covered appropriately in the question paper of the Course.

(6) After moderation, required number of copies of each question paper shall be submitted to the ECC Chairperson in a sealed envelope by the concerned Course Instructor(s) at least one week prior to the commencement of the examinations.

(7) Examinations shall be conducted in designated examination halls as per the guidelines given in Appendix J.

3.2.6   Mid-Semester (Practical) and End-Semester (Practical) Examinations

(1) Mid-Semester (Practical) and End-Semester (Practical) Examinations shall be conducted Department/Centre-wise by the concerned Course Instructors with the assistance of the technical/laboratory staff of the respective laboratories.

(2) External examiners from a panel of examiners from within or outside the University, approved by the Vice-Chancellor for a period of 03 (three) years on recom-

mendation of the concerned DAC/CAC, may be invited for conduct of the End-Semester (Practical) Examinations.

3.2.7 Mid-Semester (Project) and End-Semester (Project) Examinations

(1) Mid-Semester (Project) and End-Semester (Project) Examinations shall be conducted Department/Centre-wise and shall be evaluated by a group of faculty members from the domain of a project work.

(2) External examiners from a panel of examiners from outside the University, approved by the Vice-Chancellor for a period of 03 (three) years on recommendation of the concerned DAC/CAC, may be invited in the final Semester of the project work for conduct of the End-Semester (Project) Examinations as per the requirements of Regulatory Bodies of the Programmes.

(3) If the project work of a student under a Project Course or an Internship-like Course is carried out partially or fully in partnership with another Institute/Organization, the Mentor from that Institute/Organization shall certify that the student carried out the project work under his/her supervision and he/she shall be included in the Dissertation of the student as the Co-Supervisor. In such a case also, the project work of a student shall be evaluated like a normal project work as stated in Para (1) and Para (2) above, but involving only the Supervisor from the parent Department/Centre and taking feedback from the Co-Supervisor.

(4) Project Courses shall be evaluated as per the rubric-based guidelines given in Appendix K.

3.2.8 Report on conduct of examinations

(1) The Head of every Department/Centre shall submit a report to the Controller of Examinations in a prescribed Form on the conduct of Sessional Tests and Examinations within two working days after the completion of each of Sessional Tests and Examinations as stated in Clause 3.2.4 through Clause 3.2.7, as applicable.

(2) Similarly, the ECC Chairpersons shall submit reports to the Controller of Examinations in another prescribed Form on the conduct of examinations after the completion of each of the Mid-Semester and End-Semester Examinations as stated in Clause 3.2.5.

3.2.9 Re-examination due to breach in the Regulations

In the event of any kind of breach in the Regulations – 2019 (UG & PG), the Vice-chancellor may instruct to conduct an examination afresh on recommendation of the concerned ECC.

3.2.10 Re-examination due to absence

(1) Mid-Semester and End-Semester Examinations (for all of Theory, Practical and Project Courses, as applicable) shall be held on specified dates only. However, the following special cases of absence in any examination shall be handled by the Dean of Academic Affairs on the basis of merit of the genuine case(s) of students:

   (a) If a student intimates in advance with proper documentary evidence (including station leave permission, if applicable) about his/her inability to appear in the Mid-Semester, Mid-Semester (Practical) or Mid-Semester (Project) Examination of any Course due to some genuine reason(s) as specified in Clause 3.2.11, the concerned Course Instructor(s) may be allowed to conduct a *Make-Up Examination* on the Course for all such students on a convenient date prior to the commencement of the End-Semester examination.

   (b) If a student intimates in advance with proper documentary evidence (including station leave permission, if applicable) about his/her inability to appear in the End-Semester, End-Semester (Practical) or End-Semester (Project) Examination of any Course due to some genuine reason(s) as specified in Clause 3.2.11, the student shall be awarded with 'I' Grade in the concerned Course, which shall need to be converted into a regular Grade as specified in Table 1.1 under Clause 1.8 by appearing in a special examination in lieu of the missed examination within the first week of the next Semester.

(2) A Course Instructor may conduct more Sessional Tests on a Course, in addition to Sessional Test-I and Test-II as stated in Table 3.1, in order to avoid any request to re-conduct any Sessional Test missed due to any reason and may consider the marks of the best two Sessional Tests for the purpose of evaluation and grading. However, the two Sessional Tests to be considered for the purpose of evaluation and grading shall be as follows – one Sessional Test shall be conducted prior to the Mid-Semester Examination and another shall be conducted in between the Mid-Semester and End-Semester Examinations.

3.2.11 Genuine reasons of absence

The following are the genuine reasons which may be considered for granting leave to a student in Examinations as stated in Clause 3.2.10 or for some other purposes as stated in Clauses 2.4.1, 2.4.3 and 3.4.5.

(1) Serious illness or accident of the student requiring hospitalization or bed rest as certified by the University Medical Officer, or any other Government or recognized private Medical Officer countersigned by the University Medical Officer.

(2) Death or serious illness/accident requiring hospitalization of any immediate relative of the student.

(3) The student is authorized/permitted by the University to participate in any co-curricular event or start-up programme.

(4) The student is out of station with permission and cannot return due to unavoidable circumstances, such as mobility disruption, riot, or natural calamity.

(5) The student needs to rush home due to family-related problems arising from unavoidable reasons, such as riot or natural calamity.

For availing leave on the ground of any of the reasons as stated above, the student shall be required to produce proper documentary evidence against the claimed reason(s), as applicable, such as medical certificate of hospitalization or bed rest, death certificate, permission letter and certificate of participation in co-curricular events or in any such programme, report in newspaper or letter from local Police/District Administration about other incidents such as mobility disruption, riot and natural calamity. Additionally, wherever applicable, station leave permission of the student shall also be required.

3.3 Evaluation process

3.3.1 Award and submission of Grades

(1) A student shall be awarded with 'W' Grade in a Theory or Practical Course in the following cases, irrespective of his/her performance in the appeared Sessional Tests/ Examinations of the Course:

    (a) The student failed to meet the minimum requirement of class attendance for the Course (refer to Clause 2.5.3), or he/she withdrew the Course after the expiry of the last date for Course withdrawal (refer to Para (2) under Clause 2.4.2).

(b) The student may also be awarded with 'W' Grade in the Course if he/she is found practicing any sort of unfair means in any examination of the Course (refer to Appendix J).

(2) A student shall be awarded with 'F' Grade in a Theory or Practical Course in the following cases, irrespective of his/her performance in the appeared Sessional Tests/ Examinations of the Course:

(a) It is a Theory Course and the student met the minimum requirement of class attendance in the Course, but he/she failed to appear in a minimum of 03 (three) out of the Sessional Test-I, Mid-Semester Examination, Sessional Test-II and End-Semester Examination of the Course.

(b) It is a Practical Course and the student met the minimum requirement of class attendance in the Course, but he/she failed to appear in one or both of the Mid-Semester (Practical) Examination and End-Semester (Practical) Examination of the Course, as applicable (refer to Clause 3.2.6 for detail).

(3) A student shall be awarded with 'X' Grade in a Project Course in the following cases, irrespective of his/her performance in the appeared Examinations of the Course:

(a) It is a multi-Semester Project Course spanning over to the next Semester(s).

(b) The student failed to complete the project work within the stipulated time as adjudged by his/her Supervisor(s) or the Examiners at the time of End-Semester (Project) Examination.

(c) The student failed to appear in one or both of the Mid-Semester (Project) Examination and End-Semester (Project) Examination of the Course, as applicable (refer to Clause 3.2.7 for detail).

The student shall be required to re-register for the 'X' graded Project Course in the next Semester as a regular Course as stated in Clause 2.4.2 if Case (3)(a) above is applicable, otherwise as a backlog Course as stated in Clause 3.4.3.

(4) If not falling in any of Para (1), Para (2) and Para (3) above, a student for a Course shall be evaluated by taking into account the following:

(a) In the case of a Theory Course, the absolute scores secured by the student in the Sessional Test-I, Mid-Semester Examination, Sessional Test-II and End-Semester Examination of the Course.

(b) In the case of a Practical Course, the absolute scores secured by the student in the Mid-Semester (Practical) Examination and End-Semester (Practical) Examination of the Course, as applicable.

(c) In the case of a Project Course, the absolute scores secured by the student in the Mid-Semester (Project) Examination and End-Semester (Project) Examination of the Course, as applicable.

(5) After the completion of the processes stated in Clauses 3.3.2 and 3.3.3, as applicable, the students of a Course shall be awarded with Letter Grades from 'O' to 'F' as specified in Table 1.1 under Clause 1.8 based on the relative performances of the students in terms of their secured total absolute scores as stated in Para (4) above (not appearing in any Sessional Test/ Examination shall lead a student to be awarded with zero score in that Sessional Test/ Examination).

(6) The concerned Course Instructor(s) shall submit the Grades of the students of the Course in a prescribed Form to the Controller of Examinations through the Head of the Department/Centre within 07 (seven) working days from the date of completion of the End-Semester Examination. The Course Instructor(s) shall also submit performances of the students in detail in another prescribed Form, which shall include the class attendance, Sessional Test and Examination wise secured marks and the Grades of the students.

The entire process of evaluation and award of Grades for a Course shall be carried out by the concerned Course Instructor(s) without involving any external expert for setting question papers or evaluating answer-scripts. In special cases, the Head of the Department/Centre may assign the responsibility of evaluating any or all the component(s) of a Course to other appropriate faculty member(s) with due permission from the Dean of the concerned School.

3.3.2 Transparency in evaluation

(1) The concerned Course Instructor(s) of a Theory Course shall make available the evaluated answer-scripts of every Sessional Test and Examination to individual students of the Course for their perusal within 07 (seven) working days after the completion of each Sessional Test/ Examination.

(2) The students shall be required to return the evaluated answer-scripts with their signatures if satisfied with the evaluation.

(3) Further, the Course Instructor(s) shall also display the score-sheet of the students on the Notice Board of the concerned Department/Centre at the end of the Semester.

3.3.3 Students' Appeal Committee (SAC)

(1) Every Department/Centre shall have a *Students' Appeal Committee* (SAC) constituted by the Vice-Chancellor on recommendation of the concerned DAC/CAC with three faculty members of the Department/Centre for a tenure of three years.

(2) In case a student is not satisfied with the evaluation of his/her answer-script(s) and the response of the concerned Course Instructor, the student may approach the SAC with his/her grievances before the date of declaration of results. The SAC shall look into such grievances and take necessary decisions accordingly within 07 (seven) working days from the date of lodging of the complaint. If the concerned Course Instructor happens to be a member of the SAC, he/she shall be replaced with another faculty member before addressing the complaint of the student.

3.3.4 Preservation of answer-scripts

For a batch of students, all the evaluated answer-scripts bearing signatures of the students shall be kept in the custody of the Head of the concerned Department/Centre for two years after the students complete their Programme. After that the same may be disposed through vendors dealing in recycling of papers.

3.4 Unsatisfactory performance

3.4.1 Academic Probation

A student shall be placed on academic probation in any of the following cases:

(1) The *Semester Grade Point Average* (SGPA) of the student falls below 4.0 at any point of time during his/her study in the concerned Programme.

(2) The student secures 'F' or 'W' Grade in any of Credit, mandatory non-Credit and Foundation Courses as specified in Clauses 1.4.2 and 1.4.3.

3.4.2 Academic Probation Committee

(1) For monitoring the progress of the students placed on academic probation, the DAC/CAC of every Department/Centre shall constitute a committe, called the *Academic Probation Committee* (APC), with three faculty members for a tenure of 03 (three) years designating the senior most faculty member as the Chairperson and the other two as the Members.

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(2) Once a student is placed on academic probation, the APC shall prepare separate Course registration plan for subsequent Semester(s) of the student until he/she comes out from academic probation.

    (a) The Course registration plan prepared by the APC for a student placed on academic probation shall be updated from time to time based upon the progress of the student in subsequent Semester(s).

    (b) A copy of the Course registration plan prepared by the APC for a student placed on academic probation shall need to be submitted by the student along with his/her Course Registration Form mentioned in Clause 2.4.2.

(3) Further, the APC shall monitor regularly if any student falls in any of the categories stated in Clauses 3.4.4 and 3.4.5. The APC shall report such cases to the Head of the Department/Centre for onward transmission to the Controller of Examinations in order to take necessary actions. For tracking such cases, the APC may go through the *Running Transcripts* submitted by students as stated in Clause 2.4.2.

3.4.3 Clearing backlog Course

(1) Every student shall be required to clear those Theory and Practical Courses as *backlog Courses* in which he/she was awarded previously with any of 'W' and 'F' Grades.

(2) It shall be mandatory for every student of a Programme to register for his/her all previous backlog Courses, if such Courses are offered in a Semester, prior to registering for the Courses specified for that Semester of the Programme, remaining within the prescribed maximum Credit limit for registering in a Semester as specified in Clause 1.4.5. In other words, no student shall be allowed to register for any new Course of a Semester by dropping his/her any previous backlog Course, if offered in that Semester.

(3) In the case of a backlog Elective Course, a student may opt either to re-register for the same Course or to register for another Elective Course from the same category of Elective Courses in lieu of the earlier one as a backlog Course.

(4) If a student re-registers for the same Course as a backlog Course in which he/she was previously awarded with 'F' Grade, the norms for class attendance in the Course may be relaxed for him/her. However, the student shall be required to undergo through the normal evaluation process of the Course.

(5) In no case the norms for class attendance shall be relaxed in clearing 'W' graded backlog Courses.

3.4.4 Summer-Term Course in final Semester

If the enrolled Academic Programme of a student remains incomplete even after his/her regular final Semester due to a maximum of 02 (two) incomplete Courses, the student shall be given an opportunity to complete his/her Programme in a minimum extra period by clearing such Courses as the *Summer-Term Courses* in the immediate next summer vacation.

The following procedure shall be followed in offering Summer-Term Courses in final Semester:

(1) Only those final Semester students shall be allowed to register for Summer-Term Courses who have a maximum of 02 (two) incomplete Courses (i.e., 'F' or 'W' graded backlog Theory/Practical Courses or 'X' graded Project Courses).

(2) Duration of the Summer-Term Courses shall be two months during the period of the months of June to August.

(3) A Theory Course shall normally be offered as a Summer-Term Course for a minimum of 04 (four) students. However, there shall not be such restrictions for Practical and Project Courses.

(4) Students desiring to register for Summer-Term Courses shall be required to submit their applications for the same in a prescribed Form duly forwarded by the concerned APC Chairperson to the Head of the Department/Centre within 02 (two) working days from the date of declaration of their final Semester results. In the case of a Project Course, the application of a student shall need to be endorsed by his/her project Supervisor(s) that the student shall be able to complete the remaining part of the project work within the period of the Summer-Term Courses.

(5) Upon receiving applications, the Head of the Department/Centre shall explore the possibility (i.e., willingness of faculty members) for offering the required Summer-Term Courses and notify the same within 06 (six) working days from the date of declaration of the final Semester results.

(6) If offered, students shall be required to register for their Summer-Term Courses within 09 (nine) working days from the date of declaration of the final Semester results by paying additional fees.

(7) The session of the Summer-Term Courses shall start from the next working day from the last date of Course registration by students as stated in Para (6) above.

(8) During the period of the Summer-Term Courses, the concerned Course Instructor(s) shall conduct appropriate number of lecture/practical sessions for Theory and Practical Courses as per the class timetable prepared for such purpose, while

in the case of Project Courses the Supervisors shall provide all necessary guidance to the students to complete their remaining project works in time.

(9) The Course Instructors of the Summer-Term Courses shall also conduct Sessional Tests and Examinations, as applicable, appropriately scheduled as in a normal Semester (refer to Clauses 3.1.1 through 3.1.3 for detail).

(10) Finally, the evaluation and grading for the Summer-Term Courses shall be done following the same processes as stated in Clause 3.3.1 for the Courses of a normal Semester.

3.4.5 Exit from a Programme

A student shall be required to exit at any point of time during his/her study in an enrolled Programme by leaving the Programme incomplete in any of the following cases:

(1) The student secured SGPA below 4.0 in both Semesters of any Academic Year. However, the student shall be given a maximum of one chance during his/her entire period of study in the Programme to continue his/her Programme from the next Academic Year by repeating the two Semesters in which he/she secured such poor SGPA (in such a case, however, the maximum duration to complete the Programme shall remain the same as specified in Table A.1 under Appendix A).

(2) Sufficient time is not available for completing the remaining part of his/her study within the maximum duration of the Programme as specified in Table A.1 under Appendix A, maintaining the maximum Credit limit for registering in a Semester as specified in Clause 1.4.5.

(3) Up to the Mid-Semester Examination of a Semester, the student abstained from all classes of every registered Course without any genuine reason (refer to Clause 3.2.11 for detail).

3.5 Results (Grade Card and Transcript)

(1) After the completion of each Semester, the Controller of Examinations shall issue a Grade Card to every registered student. The Grade Card of a student shall display the Grades secured in all the Courses registered by the student in a Semester, along with his/her SGPA secured in that Semester, as well as his/her CGPA and the total Credits earned so far.

  (a) The SGPA and CGPA shall be calculated using Equations (1.1) and (1.2) respectively, while the total Credits earned shall be the sum of the specified Credits of all the Credit Courses completed so far by the student.

(b) Non-Credit (both mandatory and optional), Foundation and Add-On Courses shall not be included in the calculation of SGPA, CGPA and Credits earned. However, the Grades secured by the student in such Courses, if any, shall also be displayed in his/her Grade Card.

(2) Once a student completes all the requirements of a Programme, the Controller of Examinations shall issue him/her a Transcript displaying the list of Courses completed by the student along with the Grade secured in each Course, SGPA, CGPA, and the overall total Credits earned.

3.6 Conferment of Degree/Diploma/Certificate

A student shall be eligible for the award of a Degree/Diploma/Certificate for an enrolled Programme upon his/her completion of all the Courses prescribed for the Programme within the maximum duration of the Programme as specified in Table A.1 under Appendix A.

3.7 Bestowal of Awards

3.7.1 Award of Distinction

A student shall be declared to have completed his/her Undergraduate/Postgraduate Degree Programme with *Distinction* upon fulfillment of the following conditions:

(1) The student has completed his/her Programe with a minimum CGPA of 8.0.

(2) The student was never placed on academic probation as specified in Clause 3.4.1 during the entire period of his/her study in the Programme.

No separate Distinction award shall be bestowed upon a student, but the same shall be recorded in the Degree of the student.

3.7.2 Award of Gold Medal

Every year one student of each Undergraduate/Postgraduate Degree Programme shall be awarded with a *Gold Medal* upon fulfillment of the following conditions:

(1) The student has completed his/her Programe with the highest CGPA among all the students of the Programme.

(2) The CGPA of the student is 7.5 or more.

(3) The student was never placed on academic probation as specified in Clause 3.4.1 during the entire period of his/her study in the Programme.

(4) The student was never awarded with any disciplinary action during the entire period of his/her study in the Programme.

In case of multiple students of a Programme fulfilling above conditions, only one student shall be identified for the award of Gold Medal by applying the following tie breaking rules in the given order:

(a) The student with the least number of 'I' Grades in the entire Programme.

(b) The student with higher CGPA in more number of Semesters.

(c) The student with higher GPA (Grade Point Average) in core Courses (in this case, GPA shall be calculated for all such students taking into account only the core Courses specified for the Programme).

(d) If tie still remains unresolved, a Committee shall be constituted by the Vice-Chancellor for breaking the tie by taking into account other criteria on case-basis.

3.7.3 Best Graduate award

The Best Graduate award shall be bestowed upon a student, among all the students of the University completing their Undergraduate Degree Programmes in a particular year, who is not only academically brilliant but also exhibits a high level of achievements in co-curricular activities.

(1) Only those students shall be eligible for the Best Graduate award who will complete their Programmes with Distinction as specified in Clause 3.7.1, as well as without being awarded with any disciplinary action during the entire period of study in their Programmes.

(2) The awardee of the Best Graduate award shall be selected according to some rubric-based guidelines giving 75% weightage to academic performance and 25% weightage to performance in co-curricular activities.

The Best Graduate award shall contain a Gold Medal and a Certificate.

3.7.4 Best Postgraduate award

The Best Postgraduate award shall be bestowed upon a student, among all the students of the University completing their Postgraduate Degree Programmes in a particular year,

following the same procedure as in the case of awarding the Best Graduate Award as stated in Clause 3.7.3.

The Best Postgraduate award shall contain a Gold Medal and a Certificate.

Appendix A

Credit requirement and duration of Programmes

Table A.1: List of Academic Programmes along with Credit requirement and duration

Academic Programme		Minimum Credits	Duration (Number of Semesters)	
			Minimum	Maximum
One-Semester Certificate		18	01	03
One-Year Certificate		35	02	04
One-Year Diploma/PG Diploma		40	02	04
Three-Year UG	B.A./B.Sc./B.Com.*	130	06	10
	B.Voc.	180†		
Four-Year UG	B.A.B.Ed/B.Sc.B.Ed.	180	08	12
	B.Tech.	160†		
Five-Year PG	Integrated M.A./M.Sc./M.Com.	210	10	14**
Two-Year UG/PG	B.Ed.	90†	04	08
	M.A./M.Sc./M.Com./MTTM	80		
	MBA	96		
	M.Tech.	64†		
Three-Year PG	MCA	110†	06	10

*Case of lateral exit from the Integrated M.A./M.Sc./M.Com. Programmes.
**Maximum duration shall be 10 Semesters for completing the regular Courses of the first six Semesters.
†As per the concerned Regulatory Body.

Table A.2: Requirement of minimum Credit in Open Elective Courses

Academic Programme	Credit*
Programmes of duration of one year or less	Not mandatory
Three-Year UG (B.A./B.Sc./B.Com.)	06
Four-Year UG (B.Tech./B.A.B.Ed/B.Sc.B.Ed.)	09
Five-Year PG (Integrated M.A./M.Sc./M.Com.)	12
Two-Year UG/PG (B.Ed./M.A./M.Sc./M.Com./M.Tech./MBA/MTTM)	06
Three-Year PG (MCA)	09

*May differ in Programmes governed by any Regulatory Body.

Appendix B

Modes of admission to various Programmes

Table B.1: Modes of admission to UG and PG Programmes

Programme/Candidates	Mode of admission
B.Tech.	Based on ranks in JEE (Main).
B.Tech. (lateral entry)	Based on ranks in TUEE examinations.
Master of Business Administration (MBA)	Based on ranks in MAT/CAT/XAT/ATMA/GMAT/CMAT and personal interaction.
M.Tech.	A part of the total seats of each M.Tech. Programme shall be filled up based on ranks in GATE, and the rest based on ranks in TUEE examinations.
M.Sc. in Molecular Biology and Biotechnology	A part of the total seats of this Programme shall be filled up based on ranks in CEEB, and the rest based on ranks in TUEE examinations.
All other Programmes	Based on ranks in TUEE examinations only.
Rank holding candidates in the 10+2 Standard under the Boards of the States of North-East India	Based on ranks in the Boards and other Programme-specific criteria (for admission to UG, Integrated UG and Integrated PG Programmes only).
Foreign candidates	Administered by the International Office of the University.

Appendix C

Academic qualification for admission to various Programmes

Table C.1: Academic qualifications for admission to UG/Integrated UG Programmes

Programme	Minimum academic qualification
B.Ed.	B.A./B.Sc./B.Tech./B.E. Degree with minimum 55% marks[†].
B.Tech. in (i) Civil Engineering, (ii) Computer Science and Engineering, (iii) Electrical Engineering, (iv) Electronics and Communication Engineering, (v) Food Engineering and Technology, and (vi) Mechanical Engineering	10+2 Standard or equivalent examination with minimum 60% aggregate marks[†] and pass marks[†] in (1) Physics, (2) Mathematics, (3) Language, (4) Chemistry/Biology/ Biotech/Technical vocational subject (any one of them), and (5) any other Subject.
B.Tech. (lateral entry to second year) in (i) Civil Engineering, (ii) Computer Science and Engineering, (iii) Electrical Engineering, (iv) Electronics and Communication Engineering, (v) Food Engineering and Technology, and (vi) Mechanical Engineering	10th Standard examination with minimum 60% marks[†] in aggregate as well as separately in Mathematics, and minimum 70% aggregate marks[†] in Diploma Programme (duration of minimum 3 years after 10th Standard) in the respective or allied Discipline.
Certificate Course in Chinese	10+2 Standard pass in any stream with minimum 45% aggregate marks[†].
B.A.B.Ed. with Major in English	10+2 Standard pass in any stream with minimum 60% aggregate marks[†].
B.Sc.B.Ed. with Major in (i) Chemistry, (ii) Mathematics, and (iii) Physics	10+2 Standard pass in Science stream with minimum 60% aggregate marks[†].

[†]or equivalent Grade Point, where applicable.

Table C.2: Academic qualifications for admission to Integrated PG Programmes

Programme	Minimum academic qualification
Integrated M.A. in English	10+2 Standard pass in any stream with minimum 60% aggregate marks[†].
Integrated M.Com.	10+2 Standard pass in Science/Commerce stream with minimum 60% aggregate marks[†].

Table C.2: Academic qualifications for admission to Integrated PG Programmes
(*contd . . .*)

Programme	Minimum academic qualification
Integrated M.Sc. in Bioscience and Bioinformatics	10+2 Standard pass with minimum 60% aggregate marks[†] in Biology, Chemistry, Physics and/or Mathematics.
Integrated M.Sc. in (i) Chemistry and (ii) Physics	10+2 Standard pass with minimum 60% aggregate marks[†] in Physics, Chemistry and Mathematics.
Integrated M.Sc. in Mathematics	10+2 Standard pass with minimum 60% aggregate marks[†] in Physics, Chemistry/Statistics and Mathematics.

[†]or equivalent Grade Point, where applicable.

Table C.3: Academic qualifications for admission to PG Programmes

Programme	Minimum academic qualification
LL.M.	Bachelor's Degree in Law with minimum 50% aggregate marks[†].
M.A. in (i) Communication for Development, (ii) Cultural Studies, (iii) Education, (iv) Mass Communication and Journalism, (v) Social Work, and (vi) Sociology	Bachelor's Degree in any Discipline with minimum 45% marks[†] in the Major/Honours Subject, or 50% aggregate marks[†] if not having any Major/Honours Subject.
M.A. in English	Bachelor's Degree with minimum 45% marks[†] in Major/Honours in English, or 50% marks[†] in English as well as in aggregate if not having Major/Honours in English.
M.A. in Hindi	Bachelor's Degree with minimum 45% marks[†] in Major/Honours in Hindi, or 50% marks[†] in Hindi as well as in aggregate if not having Major/Honours in Hindi.
M.A. in Linguistics and Language Technology	Bachelor's Degree with minimum 45% marks[†] in Major/Honours in Linguistics/English/any other allied Subject, or 50% marks[†] in any of the specified Subjects as we as in aggregate if not having Major/Honours in any of the specified Subjects.
M.Com.	B.Com. with minimum 50% marks[†] in Major/Honours. Mathematics at Degree level is desirable.
M.Sc. in Chemistry	Bachelor's Degree with minimum 45% marks[†] in Major/Honours in Chemistry, or 50% marks[†] in Chemistry as well as in aggregate if not having Major/Honours in Chemistry. Also, candidates should have Physics and Mathematics as subsidiary Subjects in Bachelor's Degree.

Continued on the next page . . .

Table C.3: Academic qualifications for admission to PG Programmes (*contd ...*)

Programme	Minimum academic qualification
M.Sc. in Environmental Science	Bachelor's Degree with minimum 45% marks[†] in Major/Honours in Physical/Biological/Earth/Environmental Sciences, or 50% marks[†] in any of the specified Subjects as well as in aggregate if not having Major/Honours in any of the specified Subjects, or Bachelor's Degree in Agriculture with minimum 50% aggregate marks[†].
M.Sc. in Mathematics	Bachelor's Degree with minimum 45% marks[†] in Major/Honours in Mathematics/Statistics, or 50% marks[†] in Mathematics as well as in aggregate if not having Major/Honours in Mathematics/Statistics. Also, candidates with Major/Honours in Statistics should have Mathematics as a subsidiary Subject in Bachelor's Degree with minimum 50% marks[†].
M.Sc. in Molecular Biology and Biotechnology	Bachelor's Degree with minimum 45% marks[†] in Major/Honours in Physical/Biological/Agricultural/Veterinary/Fishery Sciences, or 50% marks[†] in any of the specified Subjects as well as in aggregate if not having Major/Honours in any of the specified Subjects, or Bachelor's Degree with minimum 50% aggregate marks[†] in Pharmacy/Engineering/Technology/Physician Assistant Course/Medicine.
M.Sc. in Physics	Bachelor's Degree with minimum 45% marks[†] in Major/Honours in Physics, or 50% marks[†] in Physics as well as in aggregate if not having Major/Honours in Physics. Also, candidates should have Mathematics as a subsidiary Subject in Bachelor's Degree.
M.Tech. in Bioelectronics	B.E./B.Tech. or equivalent Bachelor's Degree in Electronics and Communication Engineering/ Instrumentation/ Chemical Engineering/ Computer Science and Engineering/ Electrical Engineering/ Biomedical Engineering/ Bioengineering/ Neuroengineering/ Genetic Engineering/ Biotechnology or M.Sc. Degree in Biotechnology/ Biochemistry/ Chemistry/ Polymer Science/ Physics/ Electronics/ Nano Science and Technology/ Instrumentation or MBBS Degree with minimum 50% aggregate marks[†].
M.Tech. in Civil Engineering	B.E./B.Tech. Degree in Civil Engineering with minimum 50% aggregate marks[†].
M.Tech. in Computer Science and Engineering	B.E./B.Tech. or equivalent Bachelor's Degree in Computer Science and Engineering or MCA Degree with minimum 50% aggregate marks[†].
M.Tech. in Electronics Design and Technology	B.E./B.Tech. or equivalent Bachelor's Degree in Electronics/Electrical/ Instrumentation Engineering or M.Sc. Degree in Electronics/ Instrumentation/ Physics (Electronics as specialization) with minimum 50% aggregate marks[†].
M.Tech. in Energy Technology	B.E./B.Tech. or equivalent Bachelor's Degree in Mechanical/Electrical/ Electronics/Instrumentation/Chemical/Agricultural/Energy Engineering or M.Sc. Degree in Physics/Chemistry with minimum 50% aggregate marks[†].

Table C.3: Academic qualifications for admission to PG Programmes (*contd . . .*)

Programme	Minimum academic qualification
M.Tech. in Food Engineering and Technology	B.E./B.Tech./M.Sc. Degree in Food Engineering/ Food Processing Engineering/ Food Technology/ Agricultural Engineering/ Mechanical Engineering/ Chemical Engineering/ Biotechnology or any other relevant Discipline with minimum 50% aggregate marks[†]. Also, candidates should have Mathematics at 10+2 Standard with minimum 50% marks[†] or as a subsidiary Subject in the specified Degree Programmes.
M.Tech. in Information Technology	B.E./B.Tech. or equivalent Bachelor's Degree in Computer Science and Engineering/ Information Technology/ Electronics and Communication Engineering/ any other allied Discipline, or MCA or its equivalent Degree, or M.Sc. Degree in Computer Science/ Information Technology/ Electronics/ Mathematics/ Statistics with minimum 50% aggregate marks[†]. Candidates selected under GATE should have a valid GATE score in Computer Science.
M.Tech. in Mechanical Engineering	(1) *Applied Mechanics* specialization: B.E./B.Tech. or equivalent Bachelor's Degree in Mechanical/Production/Aerospace/Aeronautical/ Metallurgy/Civil Engineering or in any other relevant Engineering Discipline with minimum 50% aggregate marks[†]. (2) *Machine Design* specialization: B.E./B.Tech. or equivalent Bachelor's Degree in Mechanical/Aerospace/Automobile Engineering or in any other relevant Engineering Discipline with minimum 50% aggregate marks[†]. (3) *Thermo-Fluids* specialization: B.E./B.Tech. or equivalent Bachelor's Degree in Mechanical/Energy and Power/Aerospace/Aeronautical/ Automobile Engineering or in any other relevant Engineering Discipline with minimum 50% aggregate marks[†].
MBA (Master of Business Administration)	Bachelor's Degree in any Discipline (except Fine Arts) with minimum 50% marks[†] in the Major/Honours Subject or in aggregate.
MCA (Master of Computer Application)	Bachelor's Degree in any Discipline with minimum 50% aggregate marks[†]. Also, candidates should have Mathematics at 10+2 Standard with pass marks[†].
Master of Tourism and Travel Management	Bachelor's Degree in any Discipline with minimum 45% marks[†] in Major/Honours Subject or in aggregate.
PG Diploma in Translation (Hindi)	Bachelor's Degree in any Discipline having Hindi as the Major/Honours or as a subsidiary Subject, or *Praveen*/*Sahityaratna* in Hindi, with minimum 45% aggregate marks[†].
PG Diploma in Women's Studies	Bachelor's Degree in any Discipline with minimum 45% aggregate marks[†].

[†]or equivalent Grade Point, where applicable.

Appendix D

Reservation of seats for admission to various Programmes

Admission to each Academic Programme shall be held as per the reservation policy adopted by the *Board of Management* of the University as follows:

(1) Out of the total seats of a Programme, 15% seats shall be reserved for SC candidates, 7.5% for ST candidates, 27% for OBC (NCL) candidates and 5% for differently abled[1] candidates. Further, relaxation of 5% marks or an equivalent Grade Point shall be applicable to candidates of those reservation categories.

(2) Further, 5% Supernumerary seats shall be available for admission under each of the following two categories:

(a) Candidates from the State of Jammu and Kashmir under the Prime Minister's Special Scholarship Scheme (PMSSS).

(b) Candidates belonging to Armed Forces personnel and Ex-Servicemen as per the following priority-wise categories:

(i) Widows/wards of Defence personnel killed in action

(ii) Wards of serving personnel and Ex-Servicemen disabled in action

(iii) Widows/wards of Defence personnel who died in peace time with death attributable to Military service

(iv) Wards of Defence personnel disabled in peace time with disability attributable to Military service

(v) Wards of Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards

(vi) Wards of Ex-Servicemen

(vii) Wards of serving personnel

(3) Seats for *Economically Weaker Section* (EWS) shall also be reserved as per the policy of the Government of India.

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[1]The minimum degree of disability should be 40% in order to be eligible under the *Differently Abled* category. The degree of disability of a candidate shall be assessed by a *Medical Board* constituted by the State Government.

Appendix E

Internal provisions for seat allotment in various Programmes

(1) Sixty percent (60%) of the total seats of each B.Tech. Programme shall be allotted to permanent residents of the States of North-East India based on their *Common Rank List* (CRL) in the *Joint Entrance Examination* (JEE) (Main) conducted by the *National Testing Agency* (NTA). The remaining 40% seats of each B.Tech. Programme shall be open to all for filling up through the *Central Counselling* of CSAB/JoSA (online choice filling process) based on their ranks in JEE (Main).

(2) A part of the total seats of each M.Tech. Programme shall be allotted to *Graduate Aptitude Test in Engineering* (GATE) qualified candidates holding valid GATE score, while the rest of the seats shall be filled up by candidates based on their ranks in TUEE examinations. Any vacant seat of TUEE quota shall be filled up by candidates from the waiting list of GATE quota and *vice-versa*.

(3) A part of the total seats of the M.Sc. Programme in Molecular Biology and Biotechnology shall be allotted to permanent residents of the States of North-East India based on their ranks in TUEE examinations. The rest of the seats of this Programme shall be open to all for filling up based on their ranks in the *Combined Entrance Examination in Biotechnology* (CEEB) conducted by Jawaharlal Nehru University, New Delhi, under the sponsorship of the Department of Biotechnology, Government of India.

(4) Some seats in each UG Programme shall be allotted on Supernumerary basis to candidates holding ranks within top 5 in their 10+2 Standard qualifying examinations conducted by the Board/University of any State of North-East India.

(5) One seat in each of the Programmes shall be available on Supernumerary basis for eligible wards of employees of the University.

(6) In some PG Programmes, provision shall also be there for admission of employed candidates sponsored by their employers.

Appendix F

List of documents required for admission

(1) One set of duly signed printout of the TUEE Application Form submitted online by the candidate.

(2) Documentary evidence in original against each particular provided by the candidate in his/her TUEE Application Form, such as follows:

    (a) Relevant certificate issued by the competent authority, if applied for admission under any reserved category as listed in Appendix D.

    (b) Score card of JEE (Main), if applied for admission to B.Tech. Programmes.

    (c) *Permanent Residence Certificate* (PRC) issued by the competent authority of any State of North-East India, if applied for admission to B.Tech. Programmes or M.Sc. Programme in Molecular Biology and Biotechnology under the North-East India quota.

    (d) Certificates and Mark-sheets/Grade Cards of all the previous Degree/Diploma/Certificate examinations, including those of the 10 and 10+2 Standard examinations.

    (e) Valid GATE score card, if applied for admission to an M.Tech. Programme through GATE.

    (f) Score cards/award letters of other qualifying competitive examinations, if any.

    (g) Certificates of Academic Distinction/Medals/Prizes, if any.

    (h) Publications/certificates of Patents, if any.

    (i) *Migration Certificate* or an equivalent certificate from the attended last academic Board/Council/Institute/University.

    (j) Sponsorship/*No Objection Certificate* with relieving order issued by the employer, if the candidate is employed.

    (k) Experience certificate issued by the employer specifying the service of the candidate during the gap period, if the candidate was employed and there is a gap of one year or more between the last qualifying examination and the date of admission.

    (l) *Gap Certificate* issued by the District Police Authority or an Affidavit declaring the occupation of the candidate during the gap period, if the candidate is unemployed and there is a gap of one year or more between the last qualifying examination and the date of admission.

(3) One set of self-attested photocopies of all the documents stated in Para (2) above.

(4) A recent passport size colored photograph.

(5) A declaration as given in Appendix G.

Appendix G

<u>Declaration by student at the time of admission</u>

I understand that:

(1) my candidature for admission or studentship after admission may be terminated, or

(2) the Degree/Diploma/Certificate conferred upon me may be withdrawn by the University

at any point of time in future upon my failure to defend any of the following facts:

(a) submission of any false/tampered information or deliberate suppression of any previous fact in the *Admission Form*, or

(b) any evaluation component of the last qualifying examinations which shall determine the eligibility for admission to the applied Academic Programme left due beyond the date of admission, or

(c) withdrawal of any qualifying Degree/Diploma/Certificate which shall determine my eligibility for admission to the applied Academic Programme, or

(d) production of any copyright/published/unpublished material by unfair means during my studentship as a partial or the full requirement for the award of the concerned Degree/Diploma/Certificate.

Name of the student :

Roll Number   :

Programme   :   (Signature of the student)

Department/Centre :   Date:

Appendix H

Running Transcript

Programme: Roll No.:   Name of student:

Sem	SN	Code	Title	Credit	Type*	Session†	Grade	Session†	Grade	Session†	Grade	SGPA
I	1											
	2											
	3											
	4											
	5											
	6											
II	1											
	2											
	3											
	4											
	5											
	6											
III	1											
	2											
	3											
	4											
	5											
	6											
IV	1											
	2											
	3											
	4											
	5											
	6											

(Course detail spans SN, Code, Title, Credit, Type*; Detail of attempts/completion spans Session†, Grade, Session†, Grade, Session†, Grade)

*Course type: C (Core)/ PE (Programme Elective)/ SE (Specialization Elective)/ OE (Open Elective)/ M (Mandatory non-Credit)/ A (Audit)/ F (Foundation)/ AO (Add-On).

†Write Session as Semester/Year, e.g., Aut/2019 or Spr/2020.

_____
(Signature of the student)

Appendix I

Credit Transfer from within or outside of Tezpur University

I.1   Conditions for Credit transfer

Credits earned by a student by completing some Courses elsewhere may be transferred to the student as Credits earned under his/her current Programme at Tezpur University upon fulfillment of the following conditions:

(1) Credits were earned by the student by completing the Courses elsewhere in one of the following ways:

    (a) The student had completed the Courses under another Programme at Tezpur University within 02 (two) years prior to the date of his/her admission to the current Programme by discontinuing the previous Programme.

    (b) The student had completed the Courses (Elective Courses only) under a Programme in another University/Institute within 02 (two) years prior to the date of his/her admission to the current Programme at Tezpur University by discontinuing the previous Programme in the other University/Institute. In such a case, it shall also be required that during the period of under-going the Courses by the student, the other University/Institute was placed within the top 500 Institutions (overall) in the THE (Times Higher Education)/ QS (Quacquarelli Symonds) *World University Rankings* or within the top 100 Institutions (overall) in the NIRF (National Institute Ranking Framework) ranking of *Institutions of Higher Education* in India.

    (c) The student has completed the Courses (generally Elective Courses, but may also be Core Courses in exceptional circumstances) from another University/Institute during his/her study in the current Programme at Tezpur University with permission from the concerned Department/Centre and Tezpur University has an MoU (Memorandum of Understanding) with the other University/Institute towards academic exchange/Credit transfer.

    (d) The student has completed the Courses in the form of MOOCs (Massive Open Online Courses) offered under the SWAYAM Scheme of the Ministry of Human Resources and Development, Government of India, during his/her study in the current Programme at Tezpur University with permission from the concerned Department/Centre. Such MOOC Courses shall need prior

approval of the *Academic Council* of the University as stated in Para (3) under Clause 1.10.3 of the Regulations – 2019 (UG & PG).

(2) The Courses completed by the student elsewhere should have relevance to his/her current Programme at Tezpur University in terms of its *Programme Educational Objectives* (PEO) and *Programme Outcomes* (PO), which shall be decided by the *Board of Studies* (BoS) of the concerned Department/Centre.

(3) The Courses completed by the student elsewhere should be of same or higher levels of the corresponding Courses of his/her current Programme at Tezpur University.

(4) Credits to be transferred to the student from different sources shall not exceed 25% (which may include a maximum of 20% Credits earned by completing MOOC Courses under the SWAYAM Scheme of the MHRD, Government of India) of the minimum Credit requirement of his/her current Programme at Tezpur University.

I.2   Credit equivalence

Upon completion of a Course by a student elsewhere, the Credits specified for the Course by the Course offering Institution shall be transferred to the student in total as Credits earned under his/her current Programme at Tezpur University, subject to the fulfillment of the relevant conditions as laid down in Clause I.1.

In case Credit detail of the Course is not available with the Course offering Institution, the BoS of the concerned Department/Centre at Tezpur University shall fix the total Credits for the Course based on the contents of the Course in comparison to the corresponding Course of the current Programme at Tezpur University.

I.3   Grading

I.3.1   Conversion of Grade Point

While transferring Credits to the current Programme of a student at Tezpur University for a Course completed by the student in another Institution, the Grade Point awarded by the other Institution to the student for the Course shall be converted into a Grade Point on a 10-point scale, correct up to two decimal places, if it was awarded differently.

Grade Point P_n awarded on an n-point scale ($n \neq 10$) shall be converted into Grade Point P_{10} on a 10-point scale using Equation (I.1), correct up to two decimal places.

$$P_{10} = \frac{10 \times P_n}{n} \tag{I.1}$$

I.3.2 Conversion of absolute marks into Grade Point

If the other Institution, where the student completed the Course, does not use any grading system for evaluation but absolute marks, then the marks awarded to the student for the Course shall be converted to an equivalent Grade Point in the following ways:

(1) In case the other Institution provides the marks awarded for the Course to all the students of the entire batch of the concerned student, the absolute marks of the concerned student shall be converted into an equivalent Grade Point on a 10-point scale as specified in Table 1.1 under Clause 1.8 of the Regulations – 2019 (UG & PG) using the principle of relative grading.

(2) In case the other Institution provides only the isolated absolute marks awarded to the student for the Course, it shall be converted into an equivalent Grade Point on a 10-point scale as given in Table I.1.

Table I.1: Conversion of absolute marks into Grade Point

Range of marks	Grade Point
Mark $\geqslant 90\%$	10
$90\% >$ Mark $\geqslant 80\%$	9
$80\% >$ Mark $\geqslant 70\%$	8
$70\% >$ Mark $\geqslant 60\%$	7
$60\% >$ Mark $\geqslant 50\%$	6
$50\% >$ Mark $\geqslant 40\%$	5
$40\% >$ Mark $\geqslant 30\%$	4
Mark $< 30\%$	0

Based on the conversion of the absolute marks into an equivalent Grade Point as above, the student at Tezpur University shall be awarded with a Letter Grade from 'O' to 'P' as given in Table 1.1 under Clause 1.8 of the Regulations – 2019 (UG & PG), ignoring the transfer of Credits for a Course in which the student was awarded by the other Institution with marks less than 30% or the cut-off limit in the other Institution, whichever is more.

I.4 Coding of Credit transferred Course

A Course, whose Credits shall be transferred to the current Programme of a student at Tezpur University from another Institution, shall be recorded at Tezpur University in the form of "TCx-OI-z" as follows:

(1) The alphabet characters "TC" shall stand for "Transfer of Credit".

(2) The numeric character "x" shall indicate the level of the Course in hundredth. For example, "5" for a Course of 500 series.

(3) The alphabet characters "OI" shall identify the other Institution from where the student completed the Course. For example, "SWAYAM" for a MOOC Course under the SWAYAM Scheme or "DU" for a Course from Delhi University.

(4) The coding "z" shall be the original coding of the Course in the other Institution.

Appendix J

Guidelines on smooth conduct of examinations

The following guidelines shall be followed in the examination halls, particularly in the Mid-Semester and End-Semester Examinations:

(1) Seat plans of examinees shall be displayed outside the examination halls as well as on the respective seats of the examinees prior to the commencement of examinations.

(2) Prior to the commencement of the examinations of each session, seating desk-bench of examinees shall be cleaned properly using appropriate chemicals to remove any prior marking by pen or pencil.

(3) Examinees shall be required to enter inside their examination halls at least 15 minutes prior to the commencement of examinations.

(4) Examinees shall not be allowed to enter inside their examination halls after 15 minutes from the commencement of examinations.

(5) Examinees shall be allowed to enter inside their examination halls carrying only essential items, such as pen, pencil, eraser, sharpener, drawing instruments, non-programmable calculator, wrist watch, and essential medicine.

(6) Examinees shall not be allowed to enter inside their examination halls carrying any extra item, such as mobile handset or other electronic gadgets (other than a non-programmable calculator), moneybag/ladies purse, paper, book, water bottle, and food item. Examinees found carrying any of such prohibited items inside the examination halls shall be expelled from their examinations.

(7) Examinees shall be required to sit on their specified seats only.

(8) Required materials shall be provided to the examinees inside the examination halls, such as question papers, blank answer-books, additional blank sheets, blank graph papers, and blank drawing sheets.

(9) In the case of design related databook/chart/code or any other such material, if required for answering questions, any of the following processes may be adopted:

    (a) Such materials shall be provided to the examinees from the Examination Cells during the commencement of examinations, and the examinees shall return the same after the completions of their examinations without any sort of tampering.

(b) Examinees shall be allowed to use their personal copies of such materials. However, the examinees shall be required to submit such materials to their respective Course Instructors on the previous day of the examinations, and the Course Instructors shall return the same to the examinees in the examination halls at the time of commencement of the examinations after going through any sort of tampering on them.

(10) Signatures of the examinees shall be collected on the respective Roll Sheets by the Invigilators on duty after verifying their names and Roll Numbers on the Roll Sheets. Further, the Invigilators shall sign the answer-books and other additional sheets of the examinees after verifying the correctness of the particulars inserted on them by the examinees, such as Roll Number, Code and Tile of the Course, and date of examination.

(11) No examinee shall be allowed to go to washrooms in the last 15 minutes of their examinations.

(12) An examinee found practicing any sort of unfair means in the examination of a Course, such as talking with other examinees, carrying any written chit, or anything written on any item permitted to carry inside examination halls, shall lead the examinee to be awarded with 'W' Grade in the Course. Apart from that particular Course, the examinee shall be awarded with 'W' Grade in all other Courses he/she registered in the concerned Semester if he/she was found practicing any such unfair means in any earlier Semester also during his/her study in the concerned Programme.

Appendix K

Guidelines on rubric-based evaluation of Project Course

Evaluation component		Max. Marks	SV	IE	EE
Mid-Semester presentation	Relevance/motivation/importance of the proposed work	10			–
	Objectives, formulations and methodologies to be used	10			–
	Month-wise planning of the work (also in Report)	5			–
End-Semester presentation	Clarity in problem description and novelty of the work	10			
	Accuracy in results/findings/product	10			
	Completion of all the proposed objectives	10			
	Sufficiency of contribution in the work	10	–		
	Individual presentation skill	10	–		
	Individual contribution in the overall work	10			
	Individual performance in viva-vocé	10	–		
	Recognition (articles/patents, etc.) achieved	5	–		
Dissertation	Accuracy of Abstract, Conclusion and Future scopes	10		–	
	Literature review, Bibliographic list and cross-referencing	10		–	
	Sequencing of materials, formatting, captioning, etc.	5		–	
Supervisor's evaluation on punctuality/Logbook maintenance		10		–	–
Overall evaluation marks			100	100	100
Total score secured by the student (s_i)					
Weight of the evaluator (w_i)			60%	20%	20%
Weighted score secured by the student ($s_i w_i$)					
Total of weighted scores secured by the student ($\sum s_i w_i$)					

SV: Supervisor   **IE**: Internal examiner   **EE**: External examiner

Note:

(1) Each of the Supervisor, Internal Examiner and External Examiner shall evaluate the performance of a student over a total marks of 100.

(2) If no External Examiner is invited, his/her components including those related to the Dissertation shall also be evaluated by the Internal Examiner(s), i.e., each Internal Examiner shall evaluate the performance of a student over a total marks of 125 and 40% weightage shall be given to the total of such evaluation by an Internal Examiner.

(3) If the Mid-Semester (Project) Examination is not applicable for any Project Course (refer to Clause 3.1.3 of the Regulations – 2019 (UG & PG)), each of the Supervisor and Internal Examiner shall evaluate the performance of a student over a total marks of 75 only (i.e., excluding 25 marks earmarked for the

Mid-Semester presentation). However, the weightage to their evaluations as shown in the Table shall remain unaltered.

(4) If the project work is done by a group of students, all the students of the group shall be awarded with the same marks in all the evaluation components, except in the four components marked as *Individual presentation skill*, *Individual contribution in the overall work*, *Individual performance in viva-vocé*, and *Supervisor's evaluation on punctuality/Logbook maintenance*, where the awarded marks may vary from student to student of the group.

(5) Every student shall be required to meet his/her project Supervisor(s) on regular-basis for discussion on his/her project work and shall record the same in a Log-book, which shall be duly signed by the Supervisor(s).

(6) Dissertations should be prepared using the template given in Appendix L and then their plagiarism/similarity check should be performed before submission as explained in Appendix M.

Appendix L

Template and Guidelines for Preparing Thesis/Dissertation

L.1   Structure of thesis/dissertation

A thesis or a dissertation shall be prepared in three parts – front matters, main matters and back matters. Each of such parts shall contain a number of units as follows:

(1) Front matters: Cover page, Title page, Abstract, Declaration (by candidate), Certificate (by Supervisors), Certificate (by HoD/HoC and Examiner), Acknowledgement (by the candidate), Dedication (by candidate), Table of Contents, List of Figures, List of Tables, and Nomenclature.

Except the Cover page and the Title page, every unit of the front matters shall start with the name of the unit as its heading.

Pages of the front matters shall be numbered in Roman numerals starting from the Title page (the Cover page shall not be numbered).

(2) Main matters (in Chapter form): Introduction, Literature Review, Problem Description and Formulation, Approaches/Methodologies, Results and Discussion, and Conclusions and Future Research Scope.

Pages of the main matters shall be numbered in Arabic numerals starting from the first Chapter.

(3) Back matters: List of Publications, Appendices and Bibliography.

List of Publications and Appendix, if any, shall be in Chapter form, while Bibliography shall be prepared simply with the heading of "Bibliography").

Pages of the back matters shall also be numbered in Arabic numerals, in continuation from the main matters.

The above lists of units under the three parts of a thesis are illustrative only. These may vary in an actual thesis as per the nature of the reported research work, particularly the number and headings of the Chapters under the main matters and Appendix under the back matters.

Notes:

(1) The thesis shall be prepared on A-4 size papers with both-side mode of pages (i.e., it shall be printed on both sides of A-4 size papers).

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(2) Each unit of the three parts (front, main and back matters) shall be started from a new page.

(3) The contents of all the units shall be typed in *Times New Roman* or *Serif* fonts of 12 point size with $1.25 - 1.50$ point line spacing and justified text (aligned evenly along both margins of pages). The font size of the sectional units (headings of Chapters, Sections, Sub-Sections, etc.) shall be adjusted accordingly.

L.2 Language in thesis

From the linguistic point of view, the thesis should be prepared as per the following guidelines:

(1) The thesis should be made easily understandable by limiting the use of jargons/specialized terminologies, as well as phrases/idioms which convey no real information.

(2) No statement should be made in the first or second person (i.e., the use of I, we or you), but in the third person only as if the pages of the thesis would speak its contents.

(3) Every statement should preferably be made in simple present tense and active voice.

L.3 Structures of individual units

L.3.1 Structures of individual units of front matters

(1) Title: The title of a thesis is the first impression about the research work presented in the thesis, and hence it becomes very crucial.

(a) The title should not be very general/broad/vague, but informative presenting a concise view of the research work with just a few important keywords, specifically the studied problem, used approach/methodology and obtained outcome.

(b) As a research work is generally carried out with the concept of "*think globally, work locally*", the title should also reflect a global perspective even if the research work is carried out for a narrow region.

(c) The title should be comprehensible even to people who are not experts in the field of the research work.

(d) It should not be made very long with unnecessary words, but a concise yet comprehensive one.

(e) Abbreviations/acronyms and punctuations should not be used in the title.

(2) Cover page and **Title page:** These should be prepared in the prescribed Formats only ("Title page" is the replication of the "Cover page").

(3) Abstract: The Abstract is an overview of the research work presented in the thesis and also the part of the thesis that people would read first, and hence it should be plausible for reading the thesis further. The Abstract should preferably be limited to a maximum of four pages by taking the following into consideration:

(a) The Abstract should be complete on its own without referring to any external source.

(b) Any general statement or unnecessary information should not be put in the Abstract.

(c) The first part of the Abstract should be the direct and concise answers (may be paragraph-wise) to a set of ***what-why-what*** and ***what-how-what-why***. The set of ***what-why-what*** mean ***what*** is the main problem, ***why*** it is important and ***what*** are the state-of-art and gap in knowledge; while the set of ***what-how-what-why*** mean ***what*** are the motivation and the exact problem studied in the research work, ***how*** the problem is studied (i.e., the used approach/methodology), ***what*** are the key results (or findings/outcome) and ***why*** such results are important. In the results part, the obtained significant numeric values may also be presented in relative or comparative form, if applicable, in support of their importance.

(d) The next part of the Abstract should include different steps in order (paragraph-wise) how the research work is carried out (excluding literature review), which are presented later in detail over various Chapters of the thesis.

(e) As the third step of the Abstract, a graphical representation of the entire research work (i.e., a Graphical Abstract, which is not necessarily any graphics or figure but could be a block diagram also) may also be included.

(f) Next, the main contributions/novelty of the research work should be listed in the form of short statements (i.e., the highlights of the research work).

(g) Finally, the list of publications obtained from the research work may also be put in the Abstract (it is suggested in Clause L.1 to put the list of publications in the back matters of the thesis, but it may be shifted to the Abstract also for increasing its visibility to readers).

(4) Certificate: Certificates should be prepared in prescribed Formats only.

L.3.2 Structures of individual units of main matters

(1) Introduction: The Introductory Chapter should be basically an extended Abstract, including and excluding some materials as follows:

(a) The state-of-art may include some literature review.

(b) The gaps in knowledge should be followed by the aim of the thesis and research objective(s) for achieving the aim with proper justification(s) how the objective(s) would fill up such gaps in knowledge.

(c) The Graphical Abstract should not be repeated in the Introductory Chapter, instead the organization of the thesis (i.e., outline of the remaining Chapters) should be presented.

(2) Literature Review: It is a survey of recent specialized literature on the topic of the research work presented in the thesis, in order to show some gaps in knowledge in the state-of-art which is(are) attempted to fill up in the carried out research work.

(a) Literature review should be started on the topic on a broad sense and then to be converged gradually in the direction of the carried out research work.

(b) Existing literature should not be simply summarized, but a coherent structure should be developed through critical analysis, leading to a clear basis for the carried out research work.

(c) From the literature review, some gaps in knowledge in the state-of-art should be explored.

(d) Finally, it should be stated which and why out of explored gaps in knowledge are attempted to fill up in the carried out research work.

(3) Problem Description and Formulation:

(a) Based on gaps in knowledge as explored from literature review, the identified broad problem should be transformed first into a well-defined targeted problem, which is attempted to resolve in the research work through focused research with careful decision-making. While defining the research problem, it may be noted that a narrow research question becomes more interesting and acceptable as it allows to study a problem at a greater depth, whereas only a superficial study is possible with a very broad research question.

(b) Then, the research questions under each research objective should be formulated mathematically, or in other applicable forms such as questionnaires or hypotheses, clearly stating the necessary assumptions, if any.

(4) Approaches/Methodologies: How the research work at hand is conducted should be presented here systematically. Specifically, objective-wise applied approaches/ methodologies (such as procedures and tools for collecting and analyzing data) should be explained in detail, along with proper justifications for adopting them out of various applicable alternatives, if any, with an attempt to convince readers that those are the best approaches/methodologies to answer the objectives of the research work.

(5) Results and Discussion: Results should show the facts of the research work, outlining what is(are) found in relation to the objectives of the research work.

  (a) Even if many results are collected at the time of conducting the research work, only those relevant to the objectives of the research work should be presented.

  (b) For effective visualization, results should preferably be presented in the forms of Tables, graphs and charts, if applicable. However, the same results should not be presented in different forms without conveying any new information.

  (c) Results should be interpreted properly in relation to the research objectives.

  (d) It should also be stated which results were expected or unexpected along with analyzing limitations that might have influenced the unexpected results, if any.

  (e) The obtained results should be compared with those already available in literature, where applicable, along with discussion on their validity/acceptability as well as their significance and how they fit with the existing knowledge.

(6) Conclusions and Future Research Scope: This is the unit where the presentation of the carried out research work is to be concluded with recommendations based on the findings and observations as follows:

  (a) First of all, "what was the research work" and "how the research objectives were achieved" should be summarized.

  (b) Then, it should be highlighted how the significant findings contribute to knowledge in the studied research field.

  (c) The contributed novelty should also be highlighted.

  (d) Finally, based on knowledge gained and limitations observed, some recommendations should be made for practical actions or future research scopes.

L.3.3 Structures of individual units of back matters

(1) List of Publications: Publications and other recognitions obtained from the research work, and those which are in process for the same, should be listed under appropriate headings, such as *List of journal publications*, *List of publications as*

book chapters, *List of articles in conference proceedings*, *List of manuscripts under review* (stating the round of revisions, such first round, second round, and so on), and *List of manuscripts under preparation*.

(2) Appendix: Any essential information, which does not fit directly in the research work reported in the main matters, may be put in Appendix, such as:

    (a) Proofs of theorems or details of questionnaires which are used in the main matters.

    (b) Any attempt made in the research work, but remained unsuccessful due to various reasons, such as a wrong intuition, or lack of additional knowledge or resources (such information would be helpful to fellow researchers not to repeat an already known wrong concept, or may encourage to carry over an incomplete attempt in search of new knowledge).

(3) Bibliography: Finally, the bibliographic list should be prepared consistently as per the guidelines provided in the "Bibliography Style for Theses 2016" of the University.

L.4   Numbering and referring of different items

L.4.1   Sectional units and numbered text items

Chapters of the main matters and Appendices of the back matters can be divided into different Sections and Sub-Sections as follows:

    (1) A Chapter or an Appendix can be divided into several Sections and each Section into several Sub-Sections with sectional numbering (3-tier sectional numbering), e.g., 3.2 for the second Section of Chapter 3, or B.3.4 for the fourth Sub-Section under the third Section of Appendix B (Appendices should be marked with upper-case alphabets, if more than one in number).

    (2) In no case a Sub-Section should be further divided with sectional numbering. If required, a Sub-Section may be divided into 3-tier of numbered items, such as (1), (2), (3), or (1)(a), (1)(b), (1)(c), or 2(a)(i), 2(a)(ii), 2(a)(iii), etc. In the same way, contents of a Chapter (or an Appendix) or a Section can also be presented as numbered items (such numbering may be observed in this Appendix also).

    (3) Each sectional unit (i.e., Chapter or Appendix, Section, or Sub-Section) must have a heading.

    (4) No Chapter or Appendix should contain a single Section. Similarly, a Section should not contain a single Sub-Section.

Sectional units and numbered items under a sectional unit should be referred as follows:

(a) A Chapter should be referred by its serial number preceded by the word "Chapter", e.g., the formulation is provided in Chapter 3.

(b) If there is only one Appendix, it should be referred by the word "Appendix", otherwise an Appendix should be referred by its marked alphabet preceded by the word "Appendix", e.g., the proof of the theorem is provided in Appendix (in the first case), or refer Appendix B for the raw data of the survey (in the second case).

(c) A sectional unit (both Section and Sub-Section) should be referred by its sectional numbering preceded by the word "Section" or "Sec.", e.g., the assumptions made in Section 3.2, or it is shown in Sec. 4.2.3.

(d) If a numbered text item is to be referred in the same sectional unit where it appeared, it should be referred by its serial number only, otherwise its serial number should be followed by referring its sectional unit also, e.g., as stated in Item (3)(ii) above (in the first case), or refer Item (5) under Section 4.2 for detail (in the second case).

L.4.2 Equations, Figures and Tables

All the Equations, Figures, and Tables should be numbered Chapter-wise (or Appendix-wise), irrespective of Sections or Sub-Sections under which they appear, e.g., 3.5 for the fifth Equation/Figure/Table under Chapter 3. Similar numbering system should be followed for other items also, such as Theorems, Lemmas, and Laws.

(1) All the Equations should be numbered on the right margins of pages, numbering each Equation inside a pair of parentheses as shown below.

$$x^2 + y^2 = r^2 \tag{3.4}$$

A set of Equations may also be grouped with a single serial number, distinguishing each Equation of the group by a lowercase alphabet as shown below.

$$5x + 2y + 3z = x + 3y + 2z + 4 \tag{5.3a}$$
$$130x + 3y + 4z = 112x + 10y + z + 14 \tag{5.3b}$$
$$22x + 43y + 57z = 20x + 35y - 43z + 110 \tag{5.3c}$$

(2) Figures should be numbered by boldface digits immediately below the Figures. The serial number of each Figure should be preceded by the word "**Figure**" (in

boldface) and followed by a suitable caption, e.g., **Figure 5.2:** Plot of displacement versus time. Similar to Equations, a set of Figures can also be grouped with a single serial number, distinguishing each Figure of the group by a lowercase alphabet.

(3) Tables should be numbered by boldface digits immediately above the Tables. The serial number of each Table should be preceded by the word "**Table**" (in boldface) and followed by a suitable caption, e.g., **Table 3.3:** Rainfall data for the years 2010–2019. Unlike Equations or Figures, Tables cannot be a grouped with a single serial number.

Every Equation, Figure, and Table must be referred at least once in the contents of the thesis, otherwise it will be treated as a redundant information. It should be put immediately after referring it for the first time. The following guidelines should be followed while referring Equations, Figures, and Tables:

(a) An Equation should be referred by its serial number inside a pair of parentheses, preceded by the word "Equation" if it is referred at the starting of a statement, otherwise preceded by the word "Eq.", e.g., Equation (3.2) may be used to compute the function value (in the first case), or the stress is expressed by Eq. (4.5) (in the second case).

(b) A Figure should be referred by its serial number, preceded by the word "Figure" if it is referred at the starting of a statement, otherwise preceded by the word "Fig.", e.g., Figure 5.2 shows the variation (in the first case), or the fluctuation may be seen in Fig. 6.4 (in the second case).

(c) A Table should be referred by its serial number, always preceded by the word "Table", e.g., Table 5.2 shows the data, or the properties are given in Table 5.3.

L.5   Mathematical notations and expressions

(1) All mathematical expressions should be written using an equation editor.

(2) All variables should be written in math-mode only, e.g., x and y (not as x and y).

(3) All digits and texts appearing in a mathematical expression should be written in normal text-mode, e.g., $4.5x^2$ and $P_{\max}$ (not as *4.5x²* and P_{max}).

(4) Name of a mathematical function should be written in text-mode, e.g., $\sin x$ and $\log x$ (not as $sin\, x$ and $log\, x$).

(5) No variable should be denoted by multiple letters or symbols, but by a single letter or symbol only, may be with some superscripted or subscripted texts, if required.

For example, x_{old} and x^{old} (not as $xold$, which in mathematics means the product of the letters).

(6) Product of two or more terms should be shown by a multiplication sign or without any sign where applicable, e.g., current $\times$ resistance and $5 \times x$ or $5x$ (not as current*resistance and 5*x, because * sign does not indicate multiplication).

(7) Division of two terms appearing in an equation should be written properly putting the numerator above the division line and the denominator below it, e.g., $\frac{x^2 y}{z}$ and Efficiency $= \frac{\text{Output}}{\text{Input}}$ (not as $x^2 y / z$ and Efficiency $=$ Output/Input, which may be used only if they appear in a paragraph of running texts).

Appendix M

Plagiarism/Similarity Check of Dissertation/Thesis

The UGC Regulations (2018) on "*Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions*" shall be adhered strictly for curbing plagiarism in dissertation/thesis, publication, or any other such document. An extract of the adoption of the said UGC Regulations (2018) in the University, related to dissertations/theses of students, is presented here.

M.1 Curbing plagiarism

(1) Every student submitting a dissertation/thesis to the University shall be required to submit an undertaking also, stating that the document was prepared by him/her based on his/her original work and it was found free of any plagiarism by checking through the "*Plagiarism detection tool*" approved by the University.

(2) Each Supervisor shall also submit a certificate stating that the dissertation/thesis prepared and submitted by the student under his/her supervision is free of any plagiarism.

(3) The University shall submit to INFLIBNET the softcopies of dissertations/theses within a month after the award of Degrees for hosting in the digital repository under the *Shodh Ganga e-repository*.

(4) Dissertation/thesis/paper/publication and other in-house publications shall also be archived on the webpage of the Central Library of the University.

M.2 Exclusion from plagiarism check

The research work carried out by a student shall be based on his/her original ideas, and the same shall be presented in the corresponding dissertation/thesis through abstract, hypothesis, observations, results, conclusions and recommendations, which shall not have any similarity. Accordingly, the following many be excluded from the similarity check of a dissertation/thesis for plagiarism:

(1) Title page, Declaration, Certificate, Acknowledgements, Dedication, Contents, List of Figures, List of Tables, and Nomenclature from the front matters, and the entire back matters of the dissertation/thesis (in other words, only the Abstract

from the front matters and all the Chapters from the main matters should be sent for similarity check).

(2) Quoted works reproduced with all necessary permission and/or attribution.

(3) Generic terms, laws, standard symbols and standard equations.

(4) Common knowledge or coincidental terms up to 14 (fourteen) consecutive words.

M.3 Detection/reporting/handling of plagiarism

If any member of the academic community suspects that a case of plagiarism took place in a dissertation/thesis, he/she shall report it with appropriate proof to the DAIP (refer to Clause M.3.1 below for detail).

Upon receipt of such a complaint or allegation, the DAIP shall investigate the matter and submit its recommendations to the IAIP (refer to Clause M.3.2 below for detail).

The University may also take *suo motu* notice of an act of plagiarism and initiate proceedings as per the UGC Regulations (2018). Similarly, proceedings may also be initiated by the University on the basis of findings of an examiner. All such cases shall be investigated by the IAIP.

M.3.1 Departmental Academic Integrity Panel (DAIP)

(1) Every Department/Centre shall have a DAIP, whose composition shall be as given below:
   (a) Head of the Department/Centre : Chairperson
   (b) A senior faculty member from outside the Department/Centre : Member appointed by the Vice-Chancellor/Pro-Vice-Chancellor for a tenure of two years
   (c) A person, well versed with anti-plagiarism tools, nominated by : Member. the Head of the Department/Centre for a tenure of two years

(2) The DAIP shall follow the principles of natural justice while deciding about an allegation of plagiarism against a student/researcher.

(3) The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly as stated in Clause M.4 below.

(4) After investigation, the DAIP shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint/ initiation of the proceedings.

M.3.2   Institutional Academic Integrity Panel (IAIP)

(1) The University shall have an IAIP for a tenure of three years, whose composition shall be as given below:

    (a) Pro-Vice-Chancellor/Dean of Academic Affairs   : Chairperson

    (b) A senior faculty member other than the Chairperson appointed : Member by the Vice-Chancellor

    (c) One member from outside the University appointed by the : Member Vice-Chancellor

    (d) A person, well versed with anti-plagiarism tools, appointed by : Member. the Vice-Chancellor

(2) The IAIP shall consider the recommendations of the DAIP.

(3) The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in the UGC Regulations (2018).

(4) The IAIP shall follow the principles of natural justice while deciding about an allegation of plagiarism against a student/researcher.

(5) The IAIP shall have the power to review the recommendations of the DAIP including penalties with due justification.

(6) After investigation, the IAIP shall submit its report with the recommendation on penalties to be imposed to the Vice-Chancellor within a period of 45 days from the date of receipt of the recommendation of the DAIP/ complaint/ initiation of the proceedings.

(7) The IAIP shall provide a copy of the report to the student(s) against whom inquiry report shall be submitted.

M.4   Penalties for plagiarism in dissertation/thesis

The IAIP shall recommend/impose penalties to students for plagiarism in their dissertations/theses as follows:

(1) Penalty on initial plagiarism:

    (a) Level 0: Similarities up to 10% – minor similarities, no penalty.

    (b) Level 1: Similarities above 10% to 40% – the student shall be asked to submit a revised version within a stipulated time period not exceeding 6 months.

    (c) Level 2: Similarities above 40% to 60% – the student shall be debarred for a period of one year from submitting a revised version.

(d) Level 3: Similarities above 60% – the registration of the student shall be cancelled.

(2) Penalty on repeated plagiarism: The student shall be punished for repeated plagiarism of one level higher than the previous level of plagiarism committed by him/her. If plagiarism of the highest level is committed earlier, the punishment for the same shall be operative.

(3) Penalty after awarding Degree/Credit: If any plagiarism is proved on a date later than the date of award of Degree/Credit, the Degree/credit of the student shall be put in abeyance for a period approved by the Vice-Chancellor on recommendation of the IAIP.