Rajiv Gandhi University of Knowledge Technologies

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RGUKT/Acad/NB-Hub/2023/013   Date: 16/03/2023

CIRCULAR

Sub:- RGUKT - Academic Section – Circulation of certain important information to the students – *"Rules and Regulations of Attendance (Rule IV)"* and *"Rules of Promotion (Rule – X)"* of the *Academic Rules and Regulations* – Reg

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All the students are hereby informed to be in compliant to the *"Rules and Regulations of Attendance (Rule IV)"* and *"Rules of Promotion (Rule – X)"* of the *Academic Rules and Regulations* failing which the action specified in such rules will be imposed.

The softcopy of the Academic Rules and Regulations Handbook has also been attached at the end of this circular and can also be accessed on the University website with the below link which has to be read by every student.

https://www.rgukt.ac.in/assets/docs/Academic-Rules-and-Regulations-for-6-yr-B.Tech-programe.pdf

All the teachers are also requested to remind the above rules to the students once in a week/month to make them aware of and be cautious to.
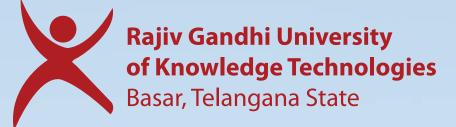
Associate Dean Engineering   **Director**

Copy for information to:
1. The PS to Vice-Chancellor
2. The PS to Director
3. The Deans/Associate Deans/HoDs
4. All the Staff
5. All the Notice Boards
6. The File

**Rajiv Gandhi University
of Knowledge Technologies**
Basar, Telangana State

RULES AND REGULATIONS
For the Six Year Integrated B.Tech Programme

(Comprising of 2-Year Pre-University course and 4-Year B.Tech Programme)

(w.e.f Academic Year 2016 – 17)

Rajiv Gandhi University
of Knowledge Technologies

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(w.e.f Academic Year 2016 - 17)

Contents

RULES AND REGULATIONS
For the Six Year Integrated B.Tech Programme

(Comprising of 2-Year Pre-University course and 4-Year B.Tech Programme)

(w.e.f Academic Year 2016 – 17)

Note:

1. All the Rules and Regulations, hereinafter specified shall be read as a whole for the purpose of interpretation.

2. Any reference to PUC in these Rules and Regulations stands for Pre-University Course.

I. ADMISSION

1. Admissions to the 1st year of 6-Year integrated B.Tech Program will be based on merit in the Grade Point Average (GPA) and Grade obtained in each subject of SSC (10th class) or any other equivalent examination recognized by the state and by following the statutory reservations of the State. A deprivation score of 0.4 prescribed by the state Government under Statute 13 (3) shall be added to the 10th class GPA of those applicants who studied in non-residential Government Schools including the Zillaparishad and Municipal Schools, with an objective of providing weightage to the socio economically challenged students in the admission process.

2. At RGUKT-Basar, admissions to 85% of the total available seats shall be reserved for the Local Candidates (Telangana State) and the remaining 15% of the seats shall be un-reserved (these seats will be filled with students from both States of Telangana and Andhra Pradesh based on merit) as specified in the Presidential Order 371 Article D in consonance to Section 95 of the A.P. Reorganization Act, 2014.

II.   DURATION AND PROGRAM OF STUDY

1.   The duration of the Six Year Integrated Program is of twelve semesters. Each academic year comprises of two semesters. The first part of the six-year program comprises of 2-Year Pre University Course (PUC) of 4 semesters followed by a second part of 4-Year Bachelor of Technology (B.Tech) course of 8 semesters. Each semester comprises of

Instruction period   ----- 16 weeks

Preparation holidays (includes practical exams)   ----- 2 weeks

- No admission is made after the counselling process is completed. In case of any vacant seat, admission will be given to the student as per the merit within the four weeks of the commencement of instruction.

- No readmission/promotion is to be made after four weeks of the commencement of instruction.

- In case there are any court cases consequent to which the authorities are compelled to admit any candidate after the announced last date of admissions, the admission (seat) of such a student will be reserved for the subsequent year on a supernumerary basis.

- No refund of tuition fee will be made for the students withdrawing the admission from the University after the commencement of instruction.

2.   The following programs of study are offered for the students admitted into 6-Year integrated B.Tech programme in the University.

- PUC (Common to all students during the first 2 years of 6 years integrated program)

- Below are the following B.Tech programs offered in the university upon completion of PUC
  - i.   Chemical Engineering
  - ii.   Civil Engineering
  - iii. Computer Science and Engineering
  - iv.   Electrical and Electronics Engineering
  - v.   Electronics and Communications Engineering

      vi.   Mechanical Engineering

      vii.   Metallurgical and Materials Engineering

The schedule of study of all programs is regulated by the Academic Council / Boards of Studies of the University.

3.   Each candidate will be admitted into the PUC at the time of admission, strictly depending on the merit secured in the qualifying examination (10th class or any other equivalent examination recognized by the state), and subject to the rules in force regarding reservations of seats. Upon the successful completion of the PUC, candidates will be admitted into any of the 4-Year B.Tech Program strictly depending on the merit(CGPA) secured at the end of PUC, and subject to the rules in force regarding reservations of seats.

4.   Candidate who fails to fulfill all the requirements for the award of the degree as specified hereinafter within

    a)   Eight academic years from the time of admission,

    b)   He/she has to complete the 2-Year PUC within a maximum period of 3 years from the time of admission,

    c)   He/she has to complete the 4-Year B.Tech course within a maximum period of 6 years from the time of branch allocation into 1st year of B.Tech program.

If either of the cases mentioned in 4(a) or 4(b) or 4(c) is not satisfied, he/she will forfeit his/her seat in the program and his/her admission will stand cancelled automatically.

III. ALLOCATION OF SEATS IN ENGINEERING BRANCHES

A branch of engineering will be allocated for only those who pass in the 2-Year PUC with a minimum CGPA of 6 and above. The allocation of engineering branch shall be made on the choice of the students and by resolving based on their performance in the PUC as per the following procedure:

i.   Choice of the students in order of preference going up to all 7 choices will be collected on-line.

ii.   RGUKT will take the overall CGPA of the students who have passed in the PUC by meeting the minimum CGPA of >=6 and will put the students in order of merit in each of the reserved categories and allocate the seats as per the merit order considering the no of seats available in each of the branches for each of the categories of reservation.

In case of tie on account of same CGPA, the tie will be resolved to decide the relative ranking based on the following criterion:

1.   Average grade in Mathematics courses of four semesters of PUC.

2.   Next, average grade in Physics courses of four semesters of PUC.

3.   If the tie still persists, candidate older (based on date of birth) will be given preference over the younger.

iii.   The no of seats available in Engineering branches will be decided considering the total no of students passing the PUC with a minimum CGPA of >=6 (after taking the remedial examination after 2nd Semester of 2nd Year PUC into consideration) and going by the following ratio (for a total of 1000 seats):

Chemical Engineering	71/1000 @ 7.1 per 100 seats
Civil Engineering	143/1000 @ 14.3 per 100 seats
Computer Science and Engineering	214/1000 @ 21.4 per 100 seats
Electrical and Electronics Engineering	144/1000 @ 14.4 per 100 seats
Electronics and Communication Engineering	214/1000 @ 21.4 per 100 seats
Mechanical Engineering	143/1000 @ 14.3 per 100 seats
Metallurgical and Materials Engineering	71/1000 @ 7.1 per 100 seats

IV. RULES AND REGULATIONS OF ATTENDANCE

1.   Candidates admitted to a particular program of study are required to pursue a "Regular Program of study" before they are permitted to appear for the University Examination.

2.   "A regular program of study" means putting in attendance of not less than 75%.

3.   a)   In special cases and for valid medical reason, the Vice–Chancellor may on the specific recommendation of the Director / Head of the Department,

condone the deficiency in attendance to the extent of 10% on medical grounds subject to submission of medical certificate and payment of condonation fee.

b)   However, in respect of women candidates who seek condonation of attendance due to pregnancy, the Vice–Chancellor may condone the deficiency in attendance to the extent of 15% (as against 10% condonation for others) on medical grounds subject to submission of medical certificate to this effect. Such condonation shall not be more than once during the program of study.

4.   The fees for condonation of attendance on medical grounds shall be Rs. 500/- payable through Demand Draft drawn/Bank challan paid in favor of the Director, RGUKT-Basar.

5.   Medical absence of up to one academic year may be granted against submission of genuine documents and on an undertaking by student and parent/guardian that the absence is not taken for undergoing any coaching for any entrance test or for joining elsewhere, with the approval of the Dean (Academics).

6.   The student's name will be removed from the rolls, if the medical absence is more than one academic year. However, in genuine cases, an absence of more than one year and up to a maximum period of two years can be granted by the Academic Council on prior application to only those students who were studying beyond the first year of Engineering.

7.   "Attendance of NCC/NSS camps or Inter Collegiate or Inter University or Inter State or International matches or debates or Educational Excursions or such other Inter University activities as approved by the authorities involving journeys outside the city in which college is situated will not be counted as absence. However, such 'absence shall not exceed (2) weeks per semester of the total period of instructions. Such leave can be availed only once during the 6-Year integrated programme of study.

8.   The attendance shall be calculated on the aggregate of the papers/courses from the date of commencement of classes/date of readmission in case of detained candidates as per the almanac communicated by the University.

9.   In case of the candidates who failed to put in the required attendance in a program of study, he/she shall be detained in the same class and will not be permitted to appear for the University Examination. Such candidates shall have to seek readmission into the same class during the subsequent year in order to appear for the examination after fulfilling the attendance requirements, and on payment of requisite fee as applicable.

10.   a)   Candidates admitted either to the first year of PUC or first year of 4-Year B.Tech program from the Academic Year 2016-17, who do not have the requisite attendance in the first year of PUC or first year of 4-Year B.Tech program, but have not less than 40% attendance, can seek readmission into the same class during the subsequent year in order to appear for the examination after fulfilling the attendance requirements, and on payment of requisite fee as applicable.

b)   In respect of candidates admitted to the first year of PUC, who do not have the minimum 40% attendance will lose their admission and he/she has to leave the university with their SSC certificates only. In case of candidates admitted to the first year of B.Tech program after PUC, who do not have the minimum 40% attendance will lose their admission from the concerned B.Tech program and he/she has to leave the university with the PUC certificates.

V.   REGULATIONS FOR GRANTING WITHDRAWAL ON MEDICAL GROUNDS AND TAKING RE-ADMISSION

1.   A student may be permitted to withdraw temporarily for a period of one semester or more from the university on the grounds of prolonged illness or acute problem in the family which compelled him/her to stay at home, provided:

a)   He/she applies to the University within 15 days of the commencement of the semester or from the date he/she last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the father/guardian.

b)   Permission is granted if the Institute is satisfied that, inclusive of the period of withdrawal, the student is likely to complete his requirements for the

degree within the time limits as mentioned in the point no(4) of DURATION AND PROGRAM OF STUDY.

c)   The student should submit an undertaking letter duly signed by the student and parent/guardian indicating that absence was not taken for undergoing any coaching for any entrance test or joining elsewhere, with the approval of the Dean (Academics).

d)   A student who is granted medical withdrawal shall go for re-admission into the same semester along with the subsequent year students.

2.   A student will be granted only one such temporary withdrawal during his/her tenure as a student of the University.

3.   Students who are readmitted on medical grounds or other extraordinary ground will have to pay their mess fee for the period of days present for the semester during which the student has discontinued, besides the regular fee payable for the year in the discontinued semester or long absence on medical grounds.

4.   The long absence cases on medical grounds should be recommended by a medical board under the chairmanship of the Dean (academics).

5.   Students shall seek prior permission for granting withdrawal on medical grounds and taking readmission in the same semester from which discontinued along with subsequent year students.

•   **Rules for re-admitted students**

Students who are readmitted on medical grounds or other extraordinary grounds will have to pay their mess and accommodation charges of Rs.100/- per day, for the period of days present for the semester during which the student has discontinued, besides the regular fee payable for the year. Readmitted students will have to pay a registration fee of Rs.1000/- (Rs.500/- for SC and ST categories only) irrespective of the semester in which the candidate seeks readmission, in addition to the regular annual fee of Rs. 36,000/- for PUC and Rs.40,000/- for B.Tech programmes and any other miscellaneous fees(examination fees etc., if applicable).

VI. SCHEME OF INSTRUCTION AND EXAMINATION

1. Instruction to the various courses in each semester of the six-year integrated program, shall be provided by the University as per the schemes of instructions and syllabi prescribed in the syllabus book.

2. The distribution of marks / grade* for courses based on Continuous Internal Evaluation (CIE) and the End Semester Examination (ESE) shall be as follows.

Subject	Continuous Internal Evaluation (CIE)	End Semester Examination (ESE)
Each theory subject	40	60
Each Laboratory	40	60
Each drawing subject/Lab	50	50
Seminar	--	100
Comprehensive Viva	--	100
Internship	--	100
Project	--	100

*Grades are allotted based on the marks secured in Continuous Internal Evaluation and End Semester Examination as per the following criteria.

•   The evaluation of each theory subject for maximum of 100 marks will be done as per guidelines given below:

i.   Out of 40 internal marks of theory subject, 10 marks are for the Assignments/Tutorials/Quizzes etc., in the course, the rest of the 30 marks are based on Monthly Tests; weightage for each monthly test is 15 marks, out of which Five marks for Part-A consisting of objective and short answer questions and 10 marks for Part-B consisting of subjective questions.

ii.   Three Monthly tests will be conducted in each semester. Best 2 out of 3 Monthly Tests is considered in evaluation for 30 marks and 10 marks is awarded based on the assignments given in the particular course from time to time (At least three assignments to be given in engineering subjects and at least six assignments to be given in PUC subjects).

    iii.   Out of 60 marks end semester examination of theory subject, question paper consists of subjective questions covering all the units of the syllabus.

- The evaluation of each Laboratory for maximum of 100 marks will be done as per the guidelines given below:

  Out of 40 internal marks of laboratory; 10 Marks are for Internal Viva-voce, 30 marks for Record, Observation Book, Attendance and Assessment of the student during the Regular Lab Sessions.

  ii.   Out of 60 marks external in laboratory, 20 Marks are for External Viva-voce and 40 Marks for Lab Examination (for performing the experiment in the exam).

- The evaluation of each Drawing course for maximum of 100 marks will be done as per guidelines given below:

  i.   Out of 50 internal marks of drawing course; 25 marks are for drawing sheets drawn during the course, 25 marks for mid semester evaluation which can be a manual/software tool based drawing/subjective type examination.

  ii.   Out of 50 marks end semester examination of drawing course, question paper consists of questions covering all the units of the syllabus which is completely a manual drawing type examination.

- The evaluation of Internship for maximum of 100 marks will be done as per guidelines given below:

  i.   30 marks are allocated for the evaluation by supervisor from the hosting organization where the student has performed his/her internship work.

  ii.   30 marks are allocated for the report for the quality of the internship work covering (a) Literature Review, (b) Innovation / Originality, (c) Methodology and (d) Relevance / Practical application.

  iii.   40 marks for candidate's performance in internship presentation and viva-voce.

- The evaluation of B.Tech project for maximum of 100 marks will be done as per guidelines given below:

  i. 20 marks are allocated for Mid-term presentation, Viva-voce and brief 3-4 pages of report writing / Documentation.

  ii. 40 marks are allocated for Supervisor's evaluation of the work and report at the end of the semester for the quality of the project work covering (a) Literature Review, (b) Innovation / Originality, (c) Methodology and (d) Relevance / Practical application.

  iii. 40 marks for candidate's performance in End-semester project presentation and viva-voce.

Note: A course that has no credits will still have the same scheme of evaluation mentioned against theory course in the table. However, student has to compulsorily pass in such courses where no credits are allocated. Grading in such courses will be either 'P' (Pass) or 'R' (Remedial).

3. The details of instruction period (Time table), examination schedule, vacation etc., shall be notified by the Vice Chancellor/Director of the University.

4. The medium of instruction and examination shall be in English apart from the material related to Telugu course in PUC.

5. At the end of each semester, End Semester Examination shall be conducted as prescribed in the respective schemes of examination. The examination pertaining to the semester just ended will be called; main examinations and the examination pertaining to the other semesters will be called supplementary/ remedial examinations.

6. To enable the B.Tech Final year students to complete the program requirements in time, there shall be a Make-Up Exam (remedial exam), for B.Tech VIII semester only, which is scheduled within one month on publication of results of VIII semester Main Examinations.

7. The examinations prescribed may be conducted by means of written papers, practical and oral tests, inspection of certified sessional work in Drawing and Laboratories and Workshop, or by means of any combination of these methods as may be deemed necessary.

Candidates will be required to produce complete lab records of the practical work done by them in each practical examination, along with observation book and other materials prepared or collected as part of Lab Work / Project.

8. All the general rules for examinations (given under section XII) shall be adhered to.

VII. GRADING SYSTEM AND AWARD OF DIVISION

1. **For the PUC program of the 6-year integrated course, an absolute grading system is used to award grades to students. The grading table is given below for PUC program:**

S. No	Performance	Marks Range	Letter Grade	Grade point value per credit
1	Excellent	90 – 100	Ex	10
2	Very good	80 – 89	A	9
3	Good	70 – 79	B	8
4	Fair	60 – 69	C	7
5	Average	50 – 59	D	6
6	Pass	40-49	P	5
7	Remedial / Fail	< 40	R	0

i. Highest possible CGPA in the system is 10.00

ii. Pass Requirements:

- Below mentioned minimum marks for Pass are applicable for the students admitted into PUC from the academic year 2016-17.

    a. Theory – A minimum of 40% marks in end semester examination and an overall of minimum 40% marks in the ESE plus CIE (i.e., P grade)

    b. Laboratory - A minimum of 50% marks in end semester examination and an overall of minimum 50% marks in the ESE plus CIE (i.e., D grade)

If a candidate in any semester examination of the program fails to secure the minimum marks/grade in any subject, then he/she shall have to appear for supplementary/remedial examination only in the failed subject of the semester.

- Below mentioned minimum marks for Pass are applicable for the students admitted into PUC before the academic year 2016-17.

  a. Theory – Minimum 40% marks in the ESE plus CIE (i.e., P grade)

  b. Laboratory - Minimum 40% marks in the ESE plus CIE (i.e., P grade)

If a candidate in any semester examination of the program fails to secure the minimum marks/grade in any subject, then he/she shall have to appear for supplementary/remedial examination only in the failed subject of the semester.

iii. For results evaluated using the Absolute Grading method for PUC batches, results are to be moderated by a Committee convened by the Controller of Examinations. The Committee comprises of the following:

a) Vice Chancellor / Director - Chairman

b) Dean (Academics) - Member

c) Head of the Department of concerned subject – Member

d) Concerned subject faculty - Member

e) Controller of Examinations – Convener

iv. The method for moderating the PUC results consists of the following:

Moderation of Marks is adopted provided the percentage of remedial students in that subject is greater than 10%. The method of moderation is as follows;

a) If the percentage of students falling into A-grade plus Ex-grade is greater than or equal to 20%, no moderation is adopted.

b) If the percentage of students falling into A-grade plus Ex-grade is lesser than 20%, the grade moderation shall be done in that subject as follows.

i) Add 1 mark to all the students and re-evaluate the percentage of students getting A-grade plus Ex-grade. No further addition of marks is needed if the percentage of students falling into A-grade plus Ex-grade is greater than or equal to 20%.

ii) On the other hand, moderation is continued following step (i) above till the percentage of students falling into A-grade plus Ex-grade is greater than or equal to 20% (or) till a maximum of 5 marks are added , whichever is earlier, irrespective of percentage of students falling into remedial grade.

2. **For the engineering streams of the 6-year integrated course**

I. The below mentioned grading system is applicable for the students admitted into 4-Year B.Tech programme from the academic year 2016-17. An absolute grading system is used to award grades to students. The grading table is given below:

S. No	Performance	Marks Range	Letter Grade	Grade point value per credit
1	Excellent	90 – 100	Ex	10
2	Very good	80 – 89	A	9
3	Good	70 – 79	B	8
4	Fair	60 – 69	C	7
5	Average	50 – 59	D	6
6	Pass	40-49	P	5
7	Remedial / Fail	< 40	R	0

i. Highest possible CGPA in the system is 10.00

ii. Pass Requirements:

a. Theory – A minimum of 40% marks in end semester examination and an overall of minimum 40% marks in the ESE plus CIE (i.e., P grade)

b. Laboratory - A minimum of 50% marks in end semester examination and an overall of minimum 50% marks in the ESE plus CIE (i.e., D grade)

c. Internship/Project/Comprehensive Viva/Seminar - A minimum of 50% marks in the overall evaluation (i.e., D grade)

iii. For results evaluated using the Absolute Grading method for B.Tech streams, results are to be moderated by a Committee convened by the Controller of Examinations. The Committee comprises of the following:

a) Vice Chancellor / Director – Chairman

b) Dean (Academics) – Member

c) Head of the Department – Member

d) Concerned subject faculty – Member

e) Controller of Examinations – Convener

iv. The method for moderating the PUC results consists of the following: Moderation of Marks is adopted provided the percentage of remedial students in that subject is greater than 15%. The method of moderation is as follows;

a) If the percentage of students falling into A-grade plus Ex-grade is greater than or equal to 20%, no moderation is adopted.

b) If the percentage of students falling into A-grade plus Ex-grade is lesser than 20%, the grade moderation shall be done in that subject as follows.

i) Add 1 mark to all the students and re-evaluate the percentage of students getting A-grade plus Ex-grade. No further addition of marks is needed if the percentage of students falling into A-grade plus Ex-grade is greater than or equal to 20%.

ii) On the other hand, moderation is continued following step (i) above till the percentage of students falling into A-grade plus Ex-grade is greater than or equal to 20% (or) till a maximum of 5 marks are added , whichever is earlier, irrespective of percentage of students falling into remedial grade.

II. The below mentioned grading system is applicable for the students admitted into 4-Year B.Tech programme before the academic year 2016-17. University

follows a combination of absolute and relative grading for evaluation and award of grades. The grade cut-off for the absolute grading is shown as below:

S. No	Marks Range	Grade	Grade points per credit
1	90 – 100	Ex	10
2	80 – 89	A	9
3	70 – 79	B	8
4	60 – 69	C	7
5	50 – 59	D	6
6	< 50	R	0

i.   Highest possible CGPA in the system is 10.00

ii.   Pass Requirements: Minimum marks for Pass

   a.   Theory: - 50% or cut-off for D-grade, whichever is lower.

   b.   Laboratory/Internship/Project/Comprehensive Viva/Seminar: - 50% or cut-off for D-grade, whichever is lower.

The process for awarding the grades in engineering streams is then as follows:

i.   In each subject marks awarded are compiled into cumulative frequency table.

ii.   A new cut off mark for each of the grades is obtained following the relative grading system on the basis of the above mentioned percentage number of students expected to fall in each grade. For example, the mark of the student who is at the border of the top 5% of students will be the relative grading cut-off mark for 'Ex' grade. Similarly, the marks of the student who is at the border of the next 20% of students will be the relative grading cut-off mark for 'A' grade and so on.

iii. New cut off marks for awarding the grades are obtained by comparing the relative grading cut-off marks to the absolute grading cut-off marks. The lower of the two is taken as the new cut-off mark, subject to a maximum deviation of 10 marks from the fixed grading system.

iv. In each case, the new cut-off is limited to ±10 marks from the cut-offs of the fixed grading system.

v. In case the fixed grading cut-off > relative grading cut-off > 10, then the new cut-off is obtained as fixed grading cut-off – 10.

3. Semester Grade Point Average (SGPA) & Cumulative Grade Point Average (CGPA) calculation:

- **Calculation of SGPA**

A semester Grade Point Average (SGPA) will be computed for each semester. The SGPA will be calculated as follows:

$$SGPA = \frac{\sum_{}^{n} C_i \times GP_i}{\sum_{}^{n} C_i}$$

Where, C_i = Credit for the course, GP_i = the Grade Point obtained for the course and the summation over all the courses taken in that semester and 'n' is the number of subjects registered for the semester.

- **Calculation of CGPA**

A Cumulative Grade Point Average (CGPA) will be computed for every student at the end of each semester. The CGPA would give the cumulative performance of a student from the first semester upto the end of the semester to which it refers and calculated as follows.

$$CGPA = \frac{\sum_{}^{m} S_i \times C_i}{\sum_{}^{m} C_i}$$

Where 'm' is the total number of semesters under consideration. C_i the total number of credit registered for during a particular semester and S_i is the SGPA of that semester. Both SGPA and CGPA will be rounded off to the second place of decimal and recorded as such.

When a student gets the 'R' grade in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only 'zero point' for each such 'R' grade. After the 'R' grade has been substituted by better grades during a subsequent remedial examination the SGPA and CGPA of all the semesters starting from the earliest semester in which the 'R' grade has been obtained, will be recomputed and recorded to take this change of grade into account.

4.   Award of Division

•   Below award of division is applicable for the students admitted into PUC and B.Tech stream from the academic year 2016-17.

S. No	CGPA Range	Class awarded	
		PUC	**Engineering**
1.	CGPA ≥ 8.00	Distinction	Distinction
2.	7.00 ≤ CGPA < 8.00	First Class	First class
3.	6.00 ≤ CGPA < 7.00	Second Class	Second Class
4.	5.00 ≤ CGPA < 6.00	Pass Class	Pass Class
5.	CGPA < 5.00	Remedial	Remedial

•   Below award of division is applicable for the students admitted into PUC and B.Tech stream before the academic year 2016-17.

S.No	CGPA Range	Class awarded	
		PUC	**Engineering**
1.	CGPA ≥ 8.00	Distinction	Distinction
2.	7.00 ≤ CGPA < 8.00	First Class	First class
3.	6.00 ≤ CGPA < 7.00	Second Class	Second Class
4.	5.00 ≤ CGPA < 6.00	Pass Class	Remedial
5.	CGPA < 5.00	Remedial	Remedial

5.   Student is eligible for distinction grade only when the CGPA is >= 8.00, provided he/ she must have passed all the subjects in the single attempt.

6.   Formula for Conversion of CGPA into equivalent percentage of marks

Average percentage of marks = CGPA*10

7. Students can avail the revaluation facility

   a) Students must submit their application in a plain paper to the Director, indicating clearly the subjects in which revaluation is to be made.

   b) Application must be accompanied by a demand draft/bank challan drawn in favor of the Director towards the subject(s) opted for revaluation process @ Rs.100/- per subject.

   c) The application should be submitted within 15 days from the declaration of the results.

   d) Results after the revaluation process will be declared following the academic regulations in force then.

   e) In case of any changes in marks after revaluation is done, the higher of the original and revaluated marks will be taken as the final marks provided the difference in the marks is greater than or equal to 10% of the original marks. Else the original marks will remain.

8. Reduction in pass marks for PH students: Based on the prevailing orders from the Government, PH students under the category of Hearing Impaired, Orthopedically handicapped, Visually challenged, Deaf and dumb will be given a concession of 10% over pass marks.

VIII. AWARD OF DEGREE

RGUKT admits the selected candidates after their 10th class into the 6 - year integrated undergraduate engineering programme involving the combination of a Pre-University course (PUC) and a Bachelor's degree in Technology (B.Tech). All the students are expected to complete the full 6-year programme successfully. The students will get a PUC degree on successful completion of the 2-Year PUC programme and will get the B.Tech degree upon the successful completion of the 4-Year B.Tech programme.

Award of Gold Medal

i. A student securing highest CGPA in B.Tech programme in single attempt is eligible for award of University Gold Medal.

ii.   A student securing highest CGPA in B.Tech programme in single attempt in the respective Engineering Discipline is eligible for award of Branch Wise Gold Medal.

IX. EXAMINATION FEES

a.   Candidate's has to register/apply in the prescribed form to appear at every examination if he/she fulfills the requirement of attendance or any other and by paying the prescribed fee in the bank, in favor of the Director on or before the date fixed for this purpose.

• End Semester Examination	Rs. 500/- per semester
• Remedial Examination	Rs. 100/- per subject
• Grade Improvement Examination	Rs. 100/- per subject
• Revaluation	Rs. 100/- per subject

b.   Fee Payable for Various Certificates

• Consolidated Marks Memo/Transcript	Rs.50/-each
• Transcript (Semester Wise)	Rs.20/-each
• Student Educational Verification	Rs.500/-each
• Correction in any Certificate	Rs.75/-each
• Original Degree Certificate	Rs.150/-
• Any correction in or re issue of Degree certificate	Rs.150/-
• Transfer Certificate	Rs.50/-
• Migration Certificate	Rs.50/-
• Identity Card	Rs.50/-

c.   Student's can apply for the Photocopy of Theory Answer Script by paying Rs.1000/- per subject. Candidate who desire to apply for Revaluation should apply separately without waiting for the Photocopy of Answer Script.

X. RULES OF PROMOTION

1.   Rules of promotion are as under for PUC:

Sl. No.		Regulations
1	Promotion from PUC to B.Tech 1st Year	a) Students to enter into the B.Tech program should have obtained a CGPA of 6.00 or more by the end of the 4th semester of the PUC program.
		b) There should be no backlog of subjects and the student must have passed all the subjects from the 1st to the 4th semester of the PUC program.
2	Remedial and Grade improvement Examination	a) Such students who could not fulfil the promotion criteria from PUC to B.Tech 1st year will have an opportunity to write remedial examination in failed subjects and grade improvement examination in any number of passed subjects.
		b) Remedial students and Grade improvement students shall write only end semester examination for 60 marks. Internal assessment for 40 marks is carried over from the internal assessment test held already during regular semester. No separate internal assessment test will be held for this category.
		c) A maximum of two chances for grade improvement per subject shall be given to those students with < 50% marks (D Grade) for improving their overall CGPA in PUC.
		d) A maximum of one chance for grade improvement per subject shall be given to those students with > = 50% marks (D Grade) for improving their overall CGPA in PUC.

		e) The best grade obtained among all the examination taken in a given subject will be included in final marks sheet and for calculation of final CGPA.
		f) All remedial and grade improvement examinations will be conducted after the regular semester examinations.
3	PUC completion certificate (for those who want to exit at the end of PUC II Year	a) Minimum pass marks required in each subject is 40% (P-Grade).
		b) Students with a pass (40%-P Grade) in all the subjects but with a CGPA of more than or equal to 5 can either exit with a PUC pass certificate or can take grade improvement for improving his/her grades to become eligible for promotion to E1.
		c) Students may be given chance to improve their grades along with the remedial examination to become eligible for promotion to E1.
		d) First two years of 6 Year Integrated B.Tech Program, should be completed within a maximum period of 3 years to become eligible for the promotion into 4-Year B.Tech program.
		e) Students who fail to meet the promotion criteria to the B.Tech 1st year, but has satisfied the PUC pass requirements, should exit from the PUC program provided he/she passes in all the courses of PUC program within a maximum period of 4 years from the time of admission.

2. Rules of promotion are as under for B.Tech (The rules of promotion mentioned in the table are applicable for the students admitted into 4-Year B.Tech programme from the academic year 2016-17):

S. No.	Semester/Class	Conditions to be fulfilled for Promotion	
1.	From 1st Semester to 2nd Semester	Regular program of study of B.Tech 1st Semester	
	From 2nd Semester to 3rd Semester	a. Regular program of study of B.Tech 2nd Semester	
		b. Must have earned at least 50% of credits prescribed for B.Tech 1st Semester and 2nd Semester put together. The number of credits a candidate can have as backlogs are as under.	
		No. of credits prescribed for 1st Sem and 2nd Sem	No. of credits permitted as backlogs*
		43/44	22
		45/46	23
		47/48	24
		49/50	25
		And so on as per credits	
2.	From 3rd Semester to 4th Semester	Regular program of study of B.Tech 3rd Semester	
3.	From 4th Semester to 5th Semester	a. Regular program of study of B.Tech 4th Semester	
		b. No. of backlog credits, if any of B.Tech 1st, 2nd, 3rd and 4th Semester put together shall not exceed 50% of the total number of credits prescribed for the B.Tech 3rd & 4th Semester.	
		No. of credits pre-scribed for 3rd & 4th Semester	No. of credits permitted as backlogs
		45/46	23
		47/48	24
		49/50	25
		And so on as per credits	

4.	From 5th Semester to 6th Semester	Regular program of study of B.Tech 5th Semester	
5.	From 6th Semester to 7th Semester	a. Regular program of study of B.Tech 6th Semester	
		b. No. of backlog credits, if any of B.Tech 1st to 6th Semester put together shall not exceed 50% of the total number of credits prescribed for the B.Tech 5th & 6th Semester.	
		No. of credits pre-scribed for 5th & 6th Semester	No. of credits permitted as backlogs
		45/46	23
		47/48	24
		49/50	25
		And so on as per credits	
6.	From 7th Semester to 8th Semester	Regular program of study of B.Tech 7th Semester	

- Students who wish to improve his/her overall CGPA may do so within one academic year immediately after having passed all the examinations of the B.Tech program, by reappearing at not more than two semesters (all subjects pertaining to the semester taken together) examinations. For the award of the overall CGPA, he/she will have the benefit of the higher of the two aggregates of marks / grades secured in the corresponding semester(s).

Note:

i.   If a candidate has more than permitted number of credits as backlogs in B.Tech, he/she will be detained. The candidate who wishes to take readmission into the year in which he/she is detained has to pay the total fee of that year and all the credits earned during that year shall become null and void.

ii.   If the number of credits permitted as backlogs turned to be fraction, the credits are rounded to next higher digit.

3. Rules of promotion are as under for B.Tech (The rules of promotion mentioned in the table are applicable for the students admitted into 4-Year B.Tech programme before the academic year 2016-17):

S. No.	Regulations	
1	Criteria to be satisfied for promotion from B.Tech 1st Year to 2nd Year	Student must have passed all the subjects (including theory, labs) of B.Tech 1st Year.
2	Criteria to be satisfied for promotion from B.Tech 2nd Year to 3rd Year and 3rd year to 4th Year	No restriction. However a student has to complete the 6-Year integrated B.Tech Programme (2-Year PUC + 4-Year B.Tech) within a maximum period of 8 years from the date of admission (including 2 additional years)
3	Minimum CGPA required for the award of B.Tech degree	CGPA of 6.00 or more by the end of the 4th year of B.Tech program.

XI. REMEDIAL EXAMINATION RULES

1. Students with a remedial grade (R-Grade) will have to clear their backlogs by attending the remedial examinations whenever they are announced by the University.

2. Promotion into the engineering stream will not be possible for those students who do not clear their remedial backlog(s) in PUC.

3. No certificate – provisional or original – can be issued by the University to the students who have pending backlog in their PUC stream. A marks statement may be issued if applied for.

4. For all students attending remedial exams, the marks memorandum will reflect the grade earned in the subject with a '*' mark. For example, if the student obtains 'B' grade in a subject after attending the remedial exam, it will be shown as 'B*' in the memorandum of marks.

5. Moreover, for the purpose of evaluating the SGPA and the CGPA, the grade point for one grade lower than that obtained in the remedial exam will be considered.

For example, if the student has obtained a 'B' grade, then the grade point of 'C' grade will be used for evaluating the SGPA. However, the grade point of lowest pass grade (P-grade or D-grade as per applicability) will not be lowered further.

XII. GENERAL RULES OF EXAMINATIONS

1. Candidate's has to register/apply in the prescribed form to appear at every examination if he/she fulfills the requirement of attendance or any other and by paying the prescribed fee if any, in the bank, in favor of the Director on or before the date fixed for this purpose.

2. When a candidate's application is found to be in order and he/she is eligible to appear at an Examination, the Controller of Examination shall issue him/her with a Hall-Ticket, enabling the candidate to appear in the Examination, and this Hall-Ticket shall have to be produced by the candidate in premises/exam hall where the Examination is conducted.

3. A candidate who does not present himself/herself for the examination for any reason whatsoever, excepting shortage of attendance, shall not be entitled to claim refund of the whole or part of the examination fee, for subsequent Examination(s).

4. A candidate after he/she has been declared successful in the whole examination, shall be given a provisional certificate setting forth year of examination, the subjects in which he/she were examined and, the overall grade secured. However, the candidates have to obtain degree certificate (convocation) from the University examination branch.

5. No candidate shall be allowed to put in attendance for a program or appear at examinations for different degrees and different faculties at one and the same time.

6. Students who have appeared once at any examination of the program need not put in fresh attendance, if they wish to reappear at the corresponding examination, notwithstanding the fact that the University may have introduced new course. They will, however, have to appear at the examinations according to the scheme of examination with any syllabi in force.

7. Students are expected to be in the exam hall on time. No student shall be allowed to enter the examination hall 15 minutes after the commencement of the examination.

8. Students are expected to strictly comply with the instructions given while in the examination hall. Non-compliance shall amount to malpractice and suitable action will be initiated.

9. Malpractice/copying is strictly prohibited during examinations. Students are advised not to indulge in any malpractice during examinations. If any student is found guilty of malpractice, he/she shall be penalized as per the decision of the Disciplinary Committee appointed by the Vice-Chancellor. He/she shall be debarred from appearing at the subsequent papers of the Examination apart from cancelling the result of the examination in which he/she had indulged in malpractice. Disciplinary Committee can even recommend for the rustication of the student(s) for a minimum duration of a semester or an academic year depending on the severity of the malpractice reported.

XIII. TRANSITORY REGULATIONS

Whenever a course or scheme of instruction is changed in a particular semester/ year, two more examinations following thereafter shall be conducted according to the old syllabus/regulations/examination pattern. Candidates not appearing at the examinations or failing in them shall take the examination subsequently according to the changed syllabus/regulations/examination pattern.

XIV. RULES REGARDING CONDUCT AND DISCIPLINE

1. Students shall show due diligence to the teachers of the University, the Wardens of the Halls of Residence, the Sports Officers and the Officers of the National Cadet Corps; proper courtesy and consideration should be extended to the employees of the University and the Wardens of the hostels. They shall also pay due attention and courtesy to visitors.

2. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new

students admitted to the University every year. Acts of ragging will be considered as gross indiscipline and will be severely dealt with.

3.   The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:

i.   Ragging.

ii.   Furnishing false statement of any kind while filling the official forms or applications for award of scholarship etc.

iii.   Mutilation or unauthorized possession of library books.

iv.   Misuse of Internet/e-mail facilities or tempering/ hacking with servers anywhere in the places of residence/departments etc.

v.   Adoption of unfair means in the examinations.

vi.   Organizing or participating in any group activity in company with others inside or outside the campus without prior permission of the Director.

vii. Leaving the campus without intimating the Warden of the hostel and without availing leave.

viii. Displaying lack of courtesy and decorum; resorting to indecent behaviour anywhere inside or outside the campus.

ix.   Wilfully damaging or stealthily removing any property/belongings of the University, hostel or fellow students.

x.   Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs. Resorting to bad habits as smoking etc.

xi.   Creating/spreading unrest, resorting to noisy and unseemly behaviour, disturbing the studies of fellow students and disrupting the academic climate of the campus.

xii. Inviting public personalities without the permission of the competent authority.

Commensurate with the gravity of the offence, the punishment may be reprimanded, payment of fine and including expulsion from the Hostel, debarment from appearing for an examination(s), rustication for a specified period or even outright expulsion from the University.

4. For an offence committed (a) in the hostel, (b) in the University or a classroom and (c) elsewhere, the Warden, the Head of the Department and the Director, respectively, shall have the authority to reprimand or impose fine or take any other suitable measure. All cases involving punishment other than reprimand shall be reported to the Chairman of the Standing Disciplinary Committee.

5. (a) All major acts of indiscipline, which may have serious repercussion on the general body of students, and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Standing Disciplinary Committee appointed by Vice-Chancellor. The Standing Disciplinary Committee consists of the following ex-officio and other members:

    i.   Director / Administrative Officer - Chairman

    ii.   Dean (Academics) - Member

    iii. Warden of the Hostel of which the student concerned is a boarder - Member

    iv.   A student Representative nominated by the VC - Member

    v.   A student representative nominated by the Director – Member

    vi.   Chief Warden – Member

    vii. Head of the Department to which the reported student belongs - Member

    viii. Dean (Student Welfare) - Convener

In addition, the Chairman may invite any other person(s) to be associated with the proceedings of a particular case, if his/their participation is considered necessary in disposing of the matter.

(b) Recommendation of the committee, which will include the suggested punishment in cases of guilt proven, will be forwarded to the Vice-Chancellor for necessary action.

(c) For all major acts of indiscipline in hostels, necessary action will be taken against the students as per the rules and regulations of the hostels constituted by the University.

6. (a) Cases of adoption of unfair means in an examination shall be dealt with by the Committee on Prevention of Examination Malpractices consisting of the following members:

   i. Director / Administrative Officer - Chairman

   ii. Controller of Examinations - Member

   iii. Head of the Department to which the reported student belongs - Member

   iv. The Invigilator reporting the case - Member

   v. Chief Superintendent (Examinations) - Member

   vi. Dean (Academics) – Convener

In addition, the Chairman may invite any other person(s) to be associated with the proceedings of a particular case, if his/their participation is considered necessary in disposing of the matter.

   (b) Recommendation of the committee, which include punishment recommended in cases of guilt proven, will be forwarded to the Vice-Chancellor for necessary action.

For any clarifications, pertaining to
Academics and Examinations contact:

Office of the Dean Academics / Academic Section

Office of the Controller of Examination / Examination Section