

# THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA

## ACADEMIC REGULATIONS (UPDATED DECEMBER 2017)

1. The provisions contained in this set of Regulations govern the policies and procedures on the admission of students, imparting instructions of courses, conducting of examinations and evaluation and certification of students' performance.
2. This set of Regulations, on approval by the Board of Governors, shall supersede all the corresponding earlier set of Regulations of the Institute, with all the amendments thereto, and shall be binding on all students.

However, the effect of year-to-year (periodic) refinements in the Academic Regulations & Curriculum, on the students admitted in earlier years, shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of Regulations and Curriculum, without any undue favour or considerations.

3. Any legal disputes arising from this set of Regulations shall be limited to the legal jurisdiction determined by the location of the Institute and not that of any other parties.
4. All the programs offered by the Institute, either at campus or through off campus shall be governed by these Academic Regulations.
5. Abbreviations used in Regulations:

AGPA	means	Annual Grade Point Average
BE	means	Bachelor of Engineering
BoG	means	Board of Governors
BTech	means	Bachelor of Technology
CGPA	means	Cumulative Grade Point Average
CPUM	means	Committee for Prevention of Unfair Means
CoAA	means	Coordinator of Academics and Accreditation
CoE	means	Controller of Examination
DoAA	means	Dean of Academic Affairs
DoPA	means	Dean of Partnership and Accreditations
DoRSP	means	Dean of Research & Sponsored Projects
DoSA	means	Dean of Student affairs
DoFA	means	Dean of faculty Affairs
DoRM	means	Dean of Resource Mobilization and Organization Effectiveness
ADoRM	means	Associate Dean of Resource Mobilization and Organization Effectiveness
ADoS	means	Associate Dean of Strategy
DSc	means	Doctor of Science
LEET	means	Lateral Engineering Entrance Test
MBA	means	Master of Business Administration
MCA	means	Master of Computer Applications
ME	means	Master of Engineering
MPhil	means	Master of Philosophy
MSc	means	Master of Science
MTech	means	Master of Technology
PG	means	Post-graduate
PhD	means	Doctor of Philosophy
SPGC	means	Senate Post-Graduate Committee
SUGC	means	Senate Under-Graduate Committee
TIET	means	Thapar Institute of Engineering & Technology
UG	means	Under-graduate

### PART - C: ACADEMIC REGULATIONS

## C-1 MODE OF DELIVERY

TIET, Patiala shall offer the programs in the following two modes.

1. On-Campus Mode
2. Distance Mode

The programs of study in these modes are as below:

<b>On-Campus Mode</b>				
(A)	UG Programs			
		Normal Duration	Maximum Duration	Credits Range
	BE/BTech	8 Semesters	12 Semesters	184-194
	BE/BTech under Lateral Entry Scheme	6 Semesters	10 Semesters	137-147
(B)	Master Programs			
	MBA	4 Semesters	8 Semesters*	70-90
	MCA	6 Semesters	10 Semesters	115-120
	ME/MTech	4 Semesters (Full Time) 6 Semesters (Part Time)	6 Semesters (Regular) 10 Semesters (Part Time)	60-66
	MSc	4 Semesters	6 Semesters	75-85
	MPhil	2 Semesters	4 Semesters	30-40
(C)	Dual Degree Programs			
	BE-MBA (Single exit)	7 Semesters + 3 Semesters	10 Semesters+ 4 Semesters	145-155 for BE + 82-90 for MBA
(D)	PhD	Two and half years (Full Time) Three and half years (Part Time)	Five years	
(E)	DSc	Not Applicable		
<b>Distance Mode</b>				
(A)	UG Programs			
	BTech	6 Semesters	12 Semesters	
(B)	PG Programs			
	MCA	6 Semesters	12 Semesters	

\*may be extended up to 14 semesters in exceptional circumstances.

## C-2 SCHEDULES

Details of Regulations are given in the following Schedules:

Schedule C-I	Regulations for Programs following Semester System
Schedule C-II	Regulations for PhD Programme
Schedule C-III	Regulations for Programs following Trimester System
Schedule C-IV	Regulations for Distance Education Programs
Schedule C-V	General Regulations: These Regulations shall be applicable to all Programs

### SCHEDULE C-I REGULATIONS FOR PROGRAMS FOLLOWING SEMESTER SYSTEM

#### 1.1 ADMISSIONS

##### 1.1.1 Eligibility

Admission to any programme in a session will be open to the candidates as per the eligibility criterion approved by the Institute Senate and laid down in the Prospectus/Information Brochure of that session.

##### 1.1.2 Admission Committees for BE/BTech / BE-MBA / BTech (Distance Education) programs

- i. Director shall appoint Admission Committees for BE/BTech, BE-MBA and BTech (Distance Education) programs.
- ii. Powers and duties of the Admission Committees shall be to select the candidates for admission to BE/BTech, BE-MBA and BTech (Distance Education) programs in accordance with the approved procedure as mentioned in the Prospectus/Information Brochure for admission of the Institute.

##### 1.1.3 Admission Committees for Masters Programs

- i. There shall be one Committee for each Department/School of the Institute.
- ii. The Admission Committees for these courses shall consist of
  - a. Heads of the Department/School Chairperson (Ex-Officio)
  - b. PG Coordinator of the Department/School Member
  - c. Senior-most Professor/Associate Professor/Assistant Professor Member  
in the Department/School
  - d. One member from outside the Department/School to be Member  
nominated by DoAA.
- iii. Respective Heads shall propose the Committee for an academic year. The Committee shall be approved by Director on the recommendations of DoAA.
- iv. Powers and duties of the Committee shall be to select the candidates for admission to these programs in accordance with the approved procedure as mentioned in Prospectus/Information Brochure for admission of the Institute.
- v. DoAA shall approve the admission of the candidates on the recommendation of Admission Committee.

##### 1.1.4 Admission Committee for PhD

- i. There will be one Committee for each Department/School of the Institute.
- ii. The PhD Admission Committee of each Department/School shall consist of
  - a. Head of the Department/School Chairperson (Ex-Officio)
  - b. All the Faculty Member(s) of the Member(s)  
Department/School having PhD
  - c. PG Coordinator of the Department/School Member
  - d. One member from outside the Member  
Department/School to be nominated by DoRSP.
- iii. Respective Heads shall propose the Committee for an academic year. The Committee shall be approved by Director on the recommendations of DoRSP.

- iv. Powers and duties of the Committee shall be to select the candidates for admission to PhD programs in accordance with the approved procedure of PhD admission of the Institute as mentioned in prospectus.
- v. The admission of the candidates on the recommendation of Admission Committee shall be approved by DoRSP.

#### 1.1.5 General Information

- i. Unless otherwise provided English shall be medium of instruction/examination.
- ii. Relaxation of 5% marks in qualifying examination will be allowed to the scheduled caste/tribe candidates, wherever a percentage marks in qualifying examination is fixed.
- iii. Each academic year will be divided into two regular semesters of 20 weeks each which includes instructions, the mid semester tests, reading week and the end semester examinations. The structure of the semester shall be as under:

For 2015 Batch (Semester): 15 Weeks teaching + 2 Weeks reading + 3 Weeks Examination = 20 Weeks

For 2014/2013/2012(Semester): 15 Weeks teaching + 2 Weeks teaching + 3 Weeks Examination= 20 Weeks i.e. these batches will have teaching weeks during the reading weeks of 2015 batch.

A “Summer Term” will also be conducted in a period immediately after the completion of even semester and start of the odd semester.

“Auxiliary Exam’ shall be conducted at the end of each semester on the dates notified by DOAA.

- iv. Distribution of seats for different programs of study in the Institute, including reserved category seats, shall be as approved by the BoG from time to time.15% supernumerary seats shall be available for candidates belonging to foreign national/nonresident Indians.
- v. If the candidates belonging to reserved categories are not sufficient in number, the unutilized seats will be offered to candidates in open merit on prorata basis.
- vi. Seats in all the programs will be filled only on the basis of merit in an entrance test as specified in prospectus.
- vii. All the theses/dissertations/reports etc. to be submitted to the Institute for evaluation shall be written in English language only.
- viii. In case of non-fulfillment of academic requirements/unauthorized absence/Indiscipline/withdrawal on own request, Dean (R & SP) is empowered to strike off the name of the student of PhD programme and DoAA is authorized for all other programs. The appeals, if any, can be made to Chairperson, Senate whose decision shall be final.

## 1.2 REGISTRATION

- i. Every student will have to register in the courses as per the approved scheme applicable to her/him after satisfying all the requirements (semester fee, no dues etc.) for registration on the date as notified by the DoAA in academic calendar.

In cases of late deposit of fee, DoAA is authorized to instruct Finance Officer regarding collection of fee in such cases with fine. DoAA can also waive off the fine in deserving cases

- ii. A student may be allowed for late registration with late registration fee as per academic calendar.
- iii. A student will be allowed to register for courses, carrying a maximum of 30 credits subject to the condition that maximum of 8 courses per semester can be offered.
- iv. The students having CGPA of less than 4.50 (10-point scale) at a given time during the first four semesters (first two semesters for lateral entry students) of the BE/BTech and

MCA programs will not be allowed to register for more than the normal load (number of courses) and credits offered in that semester.

### 1.3 EXAMINATIONS

- i. The examinations in each semester will be conducted according to the syllabi prescribed by the Senate. Each course will carry credits as per the approved scheme of courses. A student must take all the courses including the 'project semester/alternative semester' given in the scheme approved by the Senate.
- ii. The examinations will be held in each semester on such dates as fixed by the DoAA.
- iii. In order to be eligible to sit for end semester examinations in course(s) of any semester, a student must have registered for concerned course(s) and must have attended not less than 75% of total classes collectively in lectures, tutorials and practicals in concerned course(s) from the date of registration as notified in the academic calendar/prospectus. If a student falls short of the required attendance in lectures + tutorials + practicals (total contact hours) in concerned course(s), she/he will automatically be awarded "X" grade in concerned course(s).

DoAA will be handling the cases of shortage of attendance before forwarding these to COE for award of 'X' grade.

- iv. The weightage of the end semester examination and other evaluations during the semester in different courses will be as approved by the Senate.

### 1.4 EVALUATION AND RESULTS

- i. An instructor-in-charge shall be designated by the Heads of Department/School for each course.

For each theory course, the Instructor(s) of the course will set the question paper for all examinations. The instructor(s) along with the tutors, if any, will evaluate the answer books

For the theory component of a course, the instructor-in-charge (assisted by the team of instructors/tutors) will award the marks through continuous evaluation of the students during the semester as well as in the end semester examination.

For the practical (laboratory/design/drawing/workshop) course and the practical component of a course, the marks will be awarded by the instructor-in-charge of the course (assisted by the team of instructors/tutors) through continuous evaluation of the students during the Semester.

Project evaluation committee will do the evaluation of project semester/survey camp/vocational training/seminar/project etc. as per the guidelines issued by the Institute from time to time.

The instructor-in-charge will compile all the marks and will award the grades. She/he will upload the grades of a course on the webkiosk within 10 days from the day of conduct of exam of that course and thereafter the Academic Section shall prepare the result within 15 days of completion of end semester exam.

- ii. At the end of the semester, the students will be awarded a letter grade in each registered course for the semester depending on the total performance that may consist of mid-semester examinations, quizzes (announced and unannounced), laboratory evaluation, tutorial work, seminars and home assignment and End Semester Examination.
- iii. Letter grades will be awarded to the students as indicated below. Each letter grade indicates

the level of performance in a course and has a grade point for purposes of computing the CGPA, as given below:

Letter Grade	Performance	Grade Point
A+	Outstanding	10
A	Excellent	10
A <sup>-</sup>	Very Good	9
B	Good	8
B <sup>-</sup>	Fair	7
C	Average	6
C <sup>-</sup>	Marginal	5
E	Exposed	2
F	Fail	0
I	Incomplete	
X	Inadequate Attendance /Dropped/Unregistered	

A+, A, A<sup>-</sup>, B, B<sup>-</sup>, C & C<sup>-</sup> grades: These grades are the pass grades.

A+ grade shall be awarded in rare cases i.e award of this grade is not mandatory and shall be awarded where performance of the student is exceptional among the students getting A grade. Even the best student of any class needs to be good enough to be awarded the 'A+' grade. CoE shall review all 'A+' grades to be awarded.

E, F, I, X grades: If these grades are awarded in any course then that course shall be termed as backlog course.

E grade: This grade is awarded when a student has attended at least 75% of the lectures, tutorials and practicals (as per the teaching load of the course) and fails in the evaluation process.

F grade is a fail grade and student has to register for that course again when it is offered next. A student, who even having 75% attendance and after appearing in end semester exam scores very low marks shall be awarded 'F' grade.

X grade: This grade is also a fail grade and is awarded as a result of detention(s) on the basis of shortage of attendance. A student, who earns 'X' grade in a course, shall register for that course again when it is offered next. A student who is allowed to drop a semester shall also be awarded 'X' grade in the courses of dropped semester.

I grade: This grade is awarded when a student having good academic record is unable to appear in the end semester exam due to unforeseen reasons justifiable to instructor in charge.

The CoE should receive the application of such cases alongwith relevant evidence before the award of grades so that if found fit, the student shall be awarded I grade by CoE.

CGPA is the weighted average of all the grades awarded to a student since his entry into the Institute up to and including the latest semester and is computed as follows.

$$CGPA = (\sum C_i G_i) / (\sum C_i)$$

where  $C_i$  is the number of credits assigned to  $i^{\text{th}}$  course and  $G_i$  is the grade point equivalent to the letter grade obtained by the student in the  $i^{\text{th}}$  course. When a student repeats a course, the new grade will replace the earlier one in the calculation of the CGPA.

While calculating CGPA, I or X grades secured by the student shall not be taken into account.

Formula for conversion of CGPA to percentage of marks is (10 x C.G.P.A).

- iv. Dean, Academic Affairs, will approve registration of students who have backlog course(s) in each semester. However, the student may be allowed to study an equivalent course (against the backlog course), if necessary, with the approval of Dean of Academic Affairs. The decision of Dean of Academic Affairs with regard to their registration of courses in each semester would be final and binding on such students.

Process to clear Backlogs:

A Student with 'E' or 'I' grade may opt for any of the following option.

- a. She/he may register for that course again when it is offered next in subsequent semester(s)  
or
- b. The student may register and appear for a single examination i.e auxiliary examination conducted immediately after the end semester exam in which he/she has earned "E" or "I" grade on a date notified by the DoAA office. The student will not have to attend any classes. A course instructor will, however, be designated to conduct the examination and guide the student. The grades will be decided by the concerned instructor in consultation with the Head of Department.

DoAA shall be empowered to allot courses (backlog of previous semesters) to final year students in which he/she has earned 'E' grade, if it helps them to complete the degree in time.

If a student who gets E grade misses the auxiliary exam conducted immediately after the end semester exam in which he/she has earned 'E' grade, he/she shall have to register afresh for that course again when it is offered next i.e she/he cannot appear in the subsequent auxiliary exams.

Grading in the auxiliary exam shall be done as under:

- The auxiliary exam shall be treated as re conduct of the end semester exam of that course in just concluded semester.
- The grades shall be awarded by substituting the end semester marks with the marks secured in auxiliary exam.
- Candidates appearing with 'E' grade can be awarded 'C-' grade as the maximum grade.
- The cut off limits of the exam conducted in just concluded semester shall be taken into consideration for award of grades.

The student will have to pay an examination fee to be notified by DoAA.

- v. Summer Term: In addition to above, the final year students securing 'E' or 'F' or 'X' grade or students admitted in December or students having 'I' grade can be offered maximum of two backlog course(s) in summer term subject to availability of faculty. The schedule of summer term, the fees to be deposited and other relevant conditions will be subject to the approval of the Chairperson, Senate on the recommendation of DoAA.

During summer term, if found fit, DoAA can allocate maximum of 3 courses to the final year students. Such relaxation shall be given only in the cases where students are left with 3 backlogs for completion of degree. Further, DoAA is authorized to take final decision regarding allotment of number of courses to final year students in exceptional cases like where change of status with the declaration of result of final semester, cases where constraints regarding number of backlogs with remaining time left to complete the degree, placement issues etc.

In the summer term, regular classes will be held if the number of students is four or more. The course will be offered as a self-study course if the number of students is less

than four. The students with 'F' or X grade will not be allowed to take a course in summer term as a self-study course. An instructor will, however, be appointed and all the components of evaluation will be completed in each case. The decision of Chairperson, Senate in running these courses shall be binding on the students.

- vi. Semester examination results will be declared by Registrar's office after obtaining approval from DoAA.

Registrar shall publish the result of the students indicating their grades and the CGPA obtained, on the 10-point scale.

At the end of each semester (i.e., after end semester examination) students will be supplied a grade card indicating the grades secured in each course and up to date CGPA.

Once grades are submitted, any correction thereafter will only be made with the approval of Director on the recommendation of the CoE.

### **1.5 PROCEDURE FOR COURT OF EXAMINERS AND EXAMINATION BOARD**

- i. This procedure will be applicable to the UG and PG students admitted from session 2015-16.
- ii. EST papers for 1<sup>st</sup> Year and 2<sup>nd</sup> Year UG (except BTech-Biotechnology) will be sent to Trinity College of Dublin (TCD) for vetting at least 4 weeks before the start of EST.
- iii. EST of 3<sup>rd</sup> and 4<sup>th</sup> year of UG program will not be sent to the Trinity College.
- iv. The grading of Pre-final year and Final year of UG and PG program will be done by the Board of examiners. Board must consist of one external member from outside the department/school. The external member shall be nominated by the Dy Director-I on the joint recommendation of DoAA/CoE.
- v. Each department/School will have an Examination Board which will consist of at least one external member (from TCD) for first and second year of each program to begin with for UG programs.
- vi. DoAA/CoE will be the permanent members of the board whereas all the instructors who are teaching courses to that batch (defined by the year of admission) will form the other members of the board.
- vii. The students admitted in session 2015-16 will have to score minimum of 33 marks to earn minimum passing grade i.e. C- grade.
- viii. For the students admitted in UG/PG programs from session 2017-18 and onwards, the cut off for minimum passing marks in written examination combining both MST and EST shall be 25% marks.
- ix. The Court of Examiners (which will include at least one external member) will review all the marks and may pass a student if he has up to two courses with no less than 30 marks and above 33 in all other courses taken in regular semesters.
- x. Similarly, the board may consider passing a student who has at least 27 marks in one course and more than 33 in all the remaining courses taken in regular semesters.
- xi. In all project based courses (those courses where no formal written examination is conducted (e.g. Project Semester, Engineering Design II or III) a minimum of 50 marks will be required to pass the course.
- xii. There will not be any AVGP limit criteria while grading the students from session 2017-18.
- xiii. Grade 'A+' can be awarded only if the strength of class is  $\geq 100$ .
- xiv. In case a student scores 80 or more marks then he/she shall be awarded 'A' Grade.
- xv. Students are entitled to discuss their performance with examiners when they read the answer scripts in the presence of the examiner(s) who may revise the marks if necessary and record on top of the answer script.



- xvi. Examination answer scripts shall be held by examiners for a period of 12 months. This period of 12 months begins on the day of publication of the relevant examination results. Scripts cannot be released to students, but students may read their own scripts in the presence of the relevant examiner as is the existing practice.

## **1.6 MINIMUM ACADEMIC REQUIREMENT FOR CONTINUING BE/BTECH/MCA PROGRAMME**

A student will be allowed to continue in the BE/BTech/MCA programme only if,

- a. At the end of the first year, she/he
  - i. Secures a CGPA of greater than or equal to 3.70.  
OR
  - ii. Earns\* a minimum of 50% of the credits offered in the approved scheme of courses in the first year.
- b. At the end of second year, she/he
  - i. Secures a CGPA of greater than or equal to 4.50.  
OR
  - ii. Earns\* a minimum of 60% of the credits offered in the approved scheme of courses in the first and second year.

\*Only credits of those courses will be considered as earned credits in which the student has earned A or B or C or D grade.

Important: A student who fails to satisfy both the conditions mentioned in the above paras (i) and (ii) of sub-clause (a) or (b), as the case may be, will be required to leave the Institute. However, for BE/BTech lateral entry programme, clause (b) will only be applicable.

## **1.7 READMISSION IN UG PROGRAMS**

If a student takes a readmission in the first year of UG programs in the immediately following year after one year of study at Thapar Institute of Engineering & Technology, Patiala then he/she will start afresh i.e. no credits will be given for all courses in which she/he earned pass grades (i.e, A/B/C/D) during the preceding year.

## **1.8 ADMISSION IN UG PROGRAMME IN THE EVEN SEMESTER OF THE SESSION**

The Institute, if may deem fit, can admit students in the even semester of session by conducting its own entrance test and following approved procedure, eligibility criteria as mentioned in the prospectus of that session. The admitted students shall be required to clear all the courses as per the approved scheme of discipline in which admitted.

## **1.9 TRANSFER OF CREDITS BETWEEN THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA AND OTHER INSTITUTIONS**

1.9.1 Facilitation for transfer of credits to other universities/academic institutions

- i. Thapar Institute of Engineering & Technology, Patiala, shall facilitate transfer of credits earned by its students to other universities/ academic institutions in India and abroad.
- ii. Such Indian or Foreign University/ academic institution/ research institution with which Thapar Institute of Engineering & Technology has signed an MOU for student and faculty exchange.

- iii. A student of the Institute seeking transfer of credit to other universities/ academic institutions shall submit a written request, on prescribed format, along with the fee prescribed for the purpose, to the Dean (Academic Affairs).
- iv. Dean (Academic Affairs)/ Registrar, upon receipt of such request, shall issue a complete transcript of the courses taken by the student in the Institute and shall forward the same along with the application of the student to the universities/ academic institution concerned.

1.9.2 Policy framework, procedure and conditions for accepting transfer of credits from other universities/ academic institutions:

- i. Thapar Institute of Engineering & Technology shall accept transfer of credits earned by a student from the following universities/ academic institution/ research institutions:
  - a. Such Indian or Foreign University/ academic institution/ research institution with which Thapar Institute of Engineering & Technology has signed an MOU for student and faculty exchange.
  - b. Any accredited university/ academic institution/ research institution of national repute that has been recognized and approved for the purpose of credit transfer by the Academic senate of Thapar Institute of Engineering & Technology.
- ii. A student seeking transfer of credit from other universities/ academic institutions shall in apply in the beginning of January (even semester). As per advertisement for the same on TIET website, Student should apply on prescribed format, along with the fee prescribed fee for the purpose
- iii. The equivalence/relevance of the courses, shall be decided by appointing and seeking recommendations of a committee consisting of subject experts, as appointed by Director, under the Chairmanship of Dean (Academic Affairs).
  - a. The committee shall consider JEE cut off of concerned branch as compared to TIET cut off, in case of under graduate students.
  - b. In case of any foreign student coming to TIET, DOAA will constitute a committee to access his/her academic performance.
  - c. In case of transfer of students to TIET, a candidate must earn at least 50% credits of the approved scheme of TIET in order to get degree from TIET.
  - d. Only the courses in which student has earned Grade B (or equivalent) or higher, should be considered for CGPA calculation.

1.9.3 Exchange program should be initiated for at least for a semester and at the most for two years. In case of undergraduate students, transfer of credit will happen only on or before fifth semester of study.

1.9.4 Between all universities that have signed an MoU with Thapar Institute of Engineering & Technology for student exchange, Equivalence of courses being taught at Thapar Institute of Engineering & Technology shall be established beforehand with the courses being taught at other university and approved by Academic Senate.

- i. DoAA should send all cases received to concerned Heads for checking the equivalence. The Heads must submit their observations/ recommendations/ findings to the committee as in subsection (iii) of 1.9.2.
- ii. A database of such equivalent, evaluated and approved basket of courses should be created by all Heads of departments/ school and made available on Institute website.

- 1.9.5 If student undergoes an exchange program for a semester/ year, between Thapar Institute of Engineering & Technology, Patiala and other university/ academic institution, then it is recommended that the CGPA should be freezed for that semester/ year, only the credits earned should be transferred to the parent institution. The student must earn at least Grade C (or equivalent) in a course, in order it to be considered for credit transfer (or clear the course fully if it was an audit course).

*Disclaimer:* Mere fulfilling the eligibility conditions does not ensure/guarantee/reserve the rights for the transfer of Credits to happen.

#### **1.10 PROCESS FOR BRANCH UPGRADATION AFTER COMPLETION OF 1<sup>ST</sup> YEAR (FIRST TWO SEMESTERS)**

Students shall be eligible to apply for change of Branch / Programme after completing the first two semesters. The following rules/guidelines will be used for considering applications for change.

1. The eligibility criteria to apply for change of Branch / Programme are
  - (a) completion of the all the course credits prescribed in the first two semesters, and
  - (b) no backlog at the end of first year of 4-year BE/BTech. /5year BE-MBA Degree programs, and (c) Secured a Cumulative Grade Pont Average (CGPA)
    - $\geq 7.0$  for SC, ST and PH category students
    - $\geq 8.5$  for General category and other category studentsOR was eligible for admission to branch B at the time of entry to TIET Patiala.

**Methodology:** A student will be permitted to change from branch A to branch B, strictly in CGPA order, if

- (a) strength of branch B does not exceed the sanctioned strength by more than 5%; and
  - (b) strength of branch A does not fall below 90% of its sanctioned strength (equivalently at most 10% students of sanctioned strength of a branch are permitted to leave it). The request of the student will be reconsidered again, strictly in CGPA order, if she/he does not violate rule (a) and (b) due to another student getting transferred to branch A.
2. Applications from TIET students who satisfy the eligibility criteria are to be considered in the order as given below.
    - All students who satisfy the norms with CGPA more than 8.5 (7.0 for SC/ST/PH) are allocated first.
    - Students who were eligible for admission to branch B at the time of entry to TIET Patiala are allocated subsequently.
  3. If a student S1 is not permitted to change from branch A to branch B, any other student S2 from any branch with CGPA less than S1 will also not be permitted to change to branch B. Even if, a vacancy gets created at the later stage during counselling.
  4. (a) The rules are also applicable for all categories with the concession in eligibility criteria mentioned in rule 1 for SC, ST and PH students.
    - (b) Every student has a category attribute, which is one of GE, BC, SC, ST or ST.
    - (c) A vacant seat that is available for allocation is defined to be one of five different types. The types are i) open GE, ii) reserved for BC, iii) reserved for SC, iv) reserved for ST and v) reserved for PH.
    - (d) The additional seats in a branch, limited to maximum of 5% of its sanctioned strength, that are made available to students for allocation at the time of change of branch are defined at the start of the

allocation process to be of type “open” in nature (do not belong to any category). There may also be a few vacant seats of type “reserved for category X” at this point in time.

(e) A vacant open seat in Branch B, when allocated to a student in branch A belonging to category X, creates a vacant seat in branch A of type “reserved for category X”.

(f) A vacant seat of type “reserved seat of category X” is available for reallocation only to students of category X.

5. All branch transfers can be effected only once at the beginning of the second academic year. No application for change of branch during the subsequent academic years will be entertained.

## **1.11 SPECIFIC REGULATIONS FOR ME/MTECH PROGRAMS**

1.11.1 All the ME/MTech programme offered in regular mode shall also be offered in part time mode.

1.11.2 The student will work for and prepare her/his Dissertation under the supervision of a teacher of the Institute. However, if the DoAA, on the recommendation of the Head of the Department concerned, is satisfied that the facilities for the Dissertation do not exist at the Institute, he may allow the student to do his Dissertation at an alternate Institution and this period will count towards the requirement for the Master’s degree, but the student will spend for completing his Dissertation a minimum of one month in the Institute under his supervisor.

The students may also be allowed by DoAA on recommendation of concerned head of department/school to do second year (3<sup>rd</sup> & 4<sup>th</sup> semester) in any Industry/Organisation provided such an arrangement brings in value addition to the profile of students. The Industry/Organisation shall undertake responsibility to teach 2 courses of third semester as per the approved scheme of ME/MTech. The faculty members of the concerned department shall collaborate with the counterparts in Industry/Organisation conducting courses and dissertation. The panel of experts of Industry/Organisation involved in teaching of courses and dissertation shall be approved by the Chairman Senate.

1.11.3 On completion, the student will submit the dissertation to the Head of the Deptt/School through the supervisor. The dissertation will present an orderly and critical exposition of the existing knowledge of the subject and will embody results of original investigations demonstrating the capacity of the student to do independent research work. While writing the Dissertation, the student will layout clearly the work done by him independently and the sources from which he has obtained other information contained in his dissertation.

1.11.4 If a student wishes to change his status from regular to part-time, the maximum period for such a student will be calculated on pro-rata basis.

1.11.5 The student will submit his Dissertation within the prescribed maximum period but not earlier than in the fourth semester for a regular student and not earlier than in the sixth semester for a part-time student. The result of the Dissertation will be declared only after the student has passed in 12 courses and has fulfilled the academic requirements of his seminar/Minor project.

The student will also submit ME/MTech dissertation in electronic form on the DSpace of the Central Library after successful defense.

1.11.6 If a student admitted to the ME/MTech programme is unable to attain the minimum CGPA, he may be permitted to improve his CGPA by studying up to a maximum of five courses in which he either obtained grade ‘D’ earlier or by taking substitute courses with the concurrence of the Head of the Department/School concerned in two semesters only in case of regular students and up to a maximum of three semesters in case of part time student.

Provided that this concession of additional semester(s) will be counted within maximum duration permissible for the programme.

- 1.11.7 The ME/MTech dissertation shall be evaluated by the committee, approved by DoAA, consisting of the following persons:
- a. One faculty member from deptt/school other than the concerned deptt/school to be nominated by DoAA-----Chairman
  - b. 3 faculty members including Supervisor(s) from the concerned department/school-----Members
  - c. External Examiner-----Member

After evaluation, the dissertation shall be awarded grades. In case a student gets ‘E’ grade or ‘F’ grade, the student has to resubmit the revised dissertation within 6 months and if before submission of revised dissertation, next semester commences then the student is required to pay the full fee of the semester”.

- 1.11.8 A candidate can change the status of his registration from full time to part time (or vice versa) only once on approval of DoAA on the recommendation of concerned Head of Department/School.

## 1.12 SPECIFIC REGULATIONS FOR POST-GRADUATE DIPLOMA

- 1.12.1 A student who attains the minimum CGPA of 5.50 after having qualified in 10 courses and leaves studies thereafter will be awarded a post-graduate diploma in engineering in the appropriate branch.

Further, if a student is unable to complete his dissertation within the maximum prescribed period of the ME/MTech course, he may on request be awarded P.G. diploma in the appropriate branch provided he fulfills the requirements for the diploma. **The PG diploma shall be awarded only if the request for award of diploma is given by the student within two years of leaving the Institute.**

While considering eligibility of a student for the award of post-graduate diploma in engineering, best performance in 10 courses will be taken into account.

**ACADEMIC REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY****1.0 ADMISSION**

- 1.1. A candidate seeking admission to the degree of Doctor of Philosophy must have obtained ME/MTech/MPhil/MCA/MSc/MA/MBA/CA or equivalent with minimum CGPA of 6.00 on a 10-point scale or 55% marks in aggregate where marks are awarded OR GATE/NET(UGC/CSIR) qualified.
- 1.2. Candidates with BE/BTech degree or equivalent with excellent academic record (minimum CGPA of 9.00 on 10-point scale or 80% marks in aggregate) may be considered for admission.

Relaxation in CGPA to 7.00 on a 10-point scale or in marks to 65% for the minimum eligibility conditions may be permitted for candidates with a B.E./B.Tech. degree or equivalent who have a minimum of 3 years of professional and/or research experience in the area in which the admission is sought. However, candidates admitted with B.E./B.Tech. or equivalent qualification will be admitted for PhD after successful completion of eight Masters level courses as suggested by the PhD Admission Committee of concerned Department/School, within a period of two years from the date of admission. A minimum CGPA of 6.00 on a 10-point scale should be earned in the courses prescribed by the concerned Department/School.

- 1.3. Part-time studies leading to PhD degree are permitted for professionally employed personnel. Part-time studies leading to PhD shall also be permitted to persons working in Institutions with which a Memorandum of Understanding has been signed for research purposes. Such a candidate must be in employment at the time of admission and be engaged in professional work in the area to which admission is sought.
- 1.4. Admission of a PhD candidate in a department/ school other than his/her basic background: Suitability of a candidate is the purview of admission committee, if a candidate qualifies the test and interview then he/she should be allowed to pursue PhD Program. However, the admission committee may recommend additional courses for the candidate to clear.
- 1.5. Candidates shall be admitted on the basis of merit of Entrance Test and Interview to be conducted by the Institute. The candidates who secure minimum of 50% (45% for SC/ST) marks in the written exam shall only be called for Interview. During interview, a candidate is required to indicate area of research.

Relaxation for appearing in the Entrance Test may be given by the Institute to those candidates who have qualified GATE/NET(UGC/CSIR).

Note: Part-time candidates are required to submit the "No Objection Certificate" from their parent organization/department/employer stating that the candidate is permitted to pursue studies on a part-time basis and that the candidate's official duties permit her/him to devote sufficient time for course work and research.

- 1.6. Applications for admission will be considered by the Admission Committee of the concerned Department/School.
- 1.7. The number of PhD admissions to be made by each Department/School shall be notified at the start of admission process. All efforts shall be made to maintain 25% SC/ST and 3% physically handicapped category students.
- 1.8. The supervisor(s) shall be allocated to every admitted candidate at the time of interview. The Admission committee will recommend course work to be allocated to each selected candidate.

## 2.0 REGISTRATION

It is mandatory for all the PhD students to register in the concerned Department/School at the start of each semester.

2.1. Every admitted candidate shall have to do course work for a minimum of one semester. The course work shall include at least three courses, namely, a course on research methodology (may include quantitative methods and computer Applications) or a course proposed by the Admission Committee (for those who have studied a similar course on Research Methodology at PG level), a professional course (if not offered by any Department/ School, its syllabus to be proposed by the allocated supervisor and approved by DoAA) and a seminar (Relevant in the area of research). Minimum credits for the course work shall be 11 including a seminar of 4 credits. The process of registration in the course work, examination, evaluation and grading shall be same as followed for UG/PG programs.

Only those candidates who successfully complete the course work within one year of admission and with a minimum CGPA of 6.00 on 10.00-point scale shall be registered in the PhD programme.

Every candidate will be required to submit research proposal, duly recommended by the Supervisor(s), after successful completion of the course work (December 31 shall be taken as date of completion of course work for odd semester and June 30 shall be taken as date of completion for even semester). The minimum time period to submit the research proposal shall be one semester from the date of admission and maximum time allowed to submit the research proposal shall be one year from the date of admission.

Research proposal will be submitted to the concerned Head of the Department/School. In case of non-submission of proposal within one year, DoRSP on the recommendations of the Supervisor and Head of the Department/School may grant an extension for a maximum period of six months.

If the candidate fails to submit the proposal even during the extended period, her/his admission will be cancelled. In case the proposal is rejected by the URB, she may resubmit it within next six months starting the date of meeting of URB failing which her/his admission will be cancelled.

2.2. For supervising a PhD student, faculty/staff members shall not enroll any candidate under his/her supervision having immediate relations i.e. Spouse/Parents/Brothers/Sisters and other immediate relatives.

Only such faculty/staff members of the Institute will be proposed as supervisors who hold a PhD or its equivalent degree. If necessary, another supervisor from within or outside the Institute may also be proposed. The maximum number of supervisor(s) for a candidate should not be more than two. However, addition of third supervisor can be done with the permission of Director duly recommended by DoRSP giving specific reasons. In case, the supervisor leaves the Institute, the Doctoral committee should propose the name of another supervisor in consultation with the candidate. The number of PhD students that a faculty member can register shall be calculated as:

$$n = \sum_{i=1}^m 1 / (\text{number of guides of } i^{\text{th}} \text{ student})$$

with a condition that  $n \leq 8$  and  $m \leq 12$ . If any faculty member supervises a PhD student of another University, then that will also be counted towards the total number of students being guided by the faculty. Only regular faculty members and adjunct/visiting faculty of the Institute can act as supervisors.

However, where the candidate is a faculty/staff member of the Thapar Institute of Engineering &

Technology, Patiala and the expertise to guide PhD in the proposed area of research work to be pursued is not available, the candidate may be allowed to have supervisor(s) from outside the Institute.

In case faculty/staff member doing PhD under outside expert leaves in between, she/he will be allowed to continue her/his PhD programme only if the outgoing faculty/staff member takes supervisor(s) from the Institute before leaving.

- 2.3. The Research proposal will be considered by the Institute Research Board (IRB) consisting of the following:
- |   |             |
|---|-------------|
| i. Chairperson, Board of Studies of Concerned Department/School   | Chairperson |
| ii. One expert recommended by Chairperson, Board of Studies of Concerned Department/School in the cognate area from Deptt/Institute | Member      |
| iii. Supervisor(s)  | Member(s)   |
| iv. One nominee of DoRSP in the cognate area from the Institute   | Member      |
| v. One expert* from the approved URB panel of outside experts of concerned Department/School: To be nominated by DoRSP              | Member      |

The quorum for the meeting shall be four members including outside expert.

\*The supervisor shall propose names of three experts from the approved panel of outside experts. In case of non-availability of experts in the relevant area of specialization in the approved URB panel of outside experts, the supervisor may submit an additional list of experts of relevant area through Head of the Department/School to DoRSP.

- 2.4. The candidate shall be required to make a presentation on the topic of her/his proposed research. The research proposal should have broad objectives, scope and approach of the proposed investigation, facilities required for successful implementation and the significant contribution/advancement likely to be made. The URB will consider the proposal and decide the viability of the proposal. The exact title, objectives and scope of the research work can be finalized by the doctoral committee at the time of Pre-Ph.D. presentation and before submission of the synopsis.

### 3.0 PROGRESS MONITORING

- 3.1. A doctoral committee as per the following constitution shall monitor the progress of the student as per guidelines issued by DoRSP from time to time.
- |   |                         |
|---|-------------------------|
| i. Chairperson, Board of Studies  | Ex-Officio-Chairperson* |
| ii. Supervisor(s)   | Member(s)               |
| iii. Two faculty members in the cognate area from the Department/School | Members                 |
| iv. One faculty member from outside the Department/School               | Member                  |

- 3.2. A candidate can change the status of his registration from full time to part time (or vice versa) only once on approval of DoRSP on the recommendation of Doctoral Committee.

However, in case of unforeseen circumstances, the Chairman-Senate can change the status one more time on the recommendation of DoRSP.

- 3.3. The student shall be required to submit a half-yearly progress report to the Registrar through Doctoral Committee about his research work on the prescribed Performa (Annexure-I).

In cases of non-receipt of two consecutive progress reports or two consecutive unsatisfactory reports or unethical practices in research committed by the student or misconduct by the student, the doctoral committee under the chairpersonship of DoRSP can recommend any action including cancellation of registration.

- 3.4. At the time of submission of synopsis, as per the requirement, student shall submit the proof of 02 SCI/SCIE/SSCI publications where the student is first author with supervisor(s).



Note: Journals which are in SCI shall only be considered. For PhD theses relevant to Social Sciences and Humanities SSCI/AHCI (Thomson Reuter) journals shall also be considered.

#### **4.0 SUBMISSION OF THESIS**

- 4.1. The male student shall submit his thesis to the Registrar within 5 years and female/physically handicapped student shall submit his/her thesis to the Registrar within 7 years but not earlier than 2.5 years in case of regular and 3.5 years in case of part time student from the date of her/his admission. The student would be expected to work for her/his thesis at the Institute except for visits to other labs/organizations with the approval of the supervisor(s) and concerned Head of the department/School.
- 4.2. Every student shall ordinarily complete her/his research work within the normal period as provided in the regulations, but in genuine cases of hardship, DoRSP on the recommendations of the doctoral Committee may allow extension up to one year.

Provided further that if at the end of six-year period, the student is found to have completed a substantial part of his thesis or has published research papers in some refereed journals, the Chairperson, Senate on the recommendation of DoRSP may allow further extension of one year recording detailed and specific reasons as to why this special extension is being allowed.

Registration of a student, who fails to submit his thesis within the stipulated period as above or who fails to apply for grant of extension, would automatically stand cancelled. No extension beyond the total period of seven years (for male students) and nine years (for female/physically handicapped students) shall be granted in any case.

- 4.3. The student shall be required to intimate to the DoRSP, through Doctoral Committee, that she intends to submit the thesis within next three-months' time. She/he is required to give presentation of the research work before submission of the extended abstract (Synopsis) in the presence of the Doctoral Committee. The gist of the abstract should match with the approved research proposal by the URB. After the presentation, the student shall submit two copies of the extended abstract of the thesis (hard as well as soft copy of not more than 10 pages excluding references) along with list of relevant references so that these could be sent to the proposed examiners while obtaining their acceptance to act as examiners. DoRSP, on receipt of the intimation from the student, shall take the necessary steps for the appointment of examiners.

Three copies of the thesis, softbound and printed on both sides, be submitted by the candidate accompanied with a fee, as approved by BOG, and a certificate from the supervisor(s) in the prescribed proforma. Students required resubmitting their theses after revision will be charged full fee as prescribed for submitting the original thesis.

- 4.4. The student is required to submit one copy of PhD thesis duly corrected in electronic form and two hardbound copies duly corrected and printed on both sides to DoRSP after successful defense of the Viva-Voce Examination and before the notification of the result by the Registrar.

#### **5.0 EXAMINATION**

- 5.1. The Doctoral Committee shall submit a panel of minimum of eight examiners consisting of four examiners from India and four from abroad (indicating full particulars about their designation, area of specialization etc.) to the Director through DoRSP for the evaluation of the thesis and the Director will appoint two examiners, one from India and one from abroad out of the panel. However, Chairperson, Senate may ask the doctoral committee to include additional name(s) in the panel of examiners.

At least 50% of examiners of the panel should be from the list of references given in the long abstract and the thesis.

- 5.2. The examiners shall be free to seek clarification on any matter from the student's supervisor(s) through DoRSP.
- 5.3. Each examiner shall state in his report in the prescribed proforma (Proforma attached at Annexure-II) indicating,
  - a. Whether the degree be awarded to the student.
  - b. Whether the thesis be rejected.
  - c. In case an examiner recommends revision of the thesis he shall also indicate whether the revision suggested by her/him requires:
    - i. Substantial changes in the thesis before it can be accepted for PhD degree.
    - ii. Minor additions or alterations in the thesis before its acceptance, wherever necessary.
    - iii. The examiner may indicate whether he would like to re-examine the thesis after the revision.
  - d. Questions, if any, that she/he may like the student to answer in the viva-voce in a separate cover.
- 5.4. In the event of an examiner making recommendation for the revision/modification of the thesis, the student shall be free to defend her/his point of view through DoRSP, if she/he so desires. However, if the examiner is not satisfied with the student's defense, the student shall be required to carry out necessary revision/modification as finally suggested by the examiner before her/his case is proceeded with.
- 5.5. The student, who is required to re-submit the thesis, must do so within one year from the date of receipt of the examiner's comments by the Institute, unless an extension is specially given by DoRSP. A re-submitted thesis will be examined by the same examiner who has recommended re-submission unless she/he herself/ himself is unable to do so or declines to do so.
- 5.6. In the event of one of the examiners recommending the award of the degree and the second examiner recommending rejection of the thesis, the thesis shall be referred to a third examiner to be appointed by the Director from out of the original panel of examiners. The recommendations of the third examiner shall be final. This procedure shall also be followed if the examiner who has suggested revision/modification rejects the revised thesis.
- 5.7. The reports of the examiners (excluding the questions suggested for viva-voce) will be opened in a meeting of doctoral committee under the Chairpersonship of DoRSP within a fortnight of the receipt of the reports from all the examiners.
- 5.8. In case reports of both examiners are positive, the Doctoral Committee shall prepare a gist of the reports of the examiners for the consideration of the Director in order to take further decision regarding the conduct of viva-voce.
- 5.9. The viva-voce examination shall be compulsory for all the students and shall be conducted jointly by the Supervisor(s) and one of the external examiners. In case an external examiner is unable to conduct the viva-voce, a set of questions would be obtained from her/him by DoRSP, and viva-voce will be conducted by an examiner to be appointed by the Director.

There shall be an open defense of the Thesis and shall be conducted in the Institute.

In case where report(s) of the examiner(s) are un-satisfactory the viva-voce of the student shall not be conducted.

The report about the performance of the student in the viva-voce shall be recorded in the Performa

by the supervisor(s) and the external examiner.

- 5.10. Depository with UGC: After the successful completion of evaluation process, the candidate shall submit the final thesis to the Institute Library for hosting the same in INFLIBNET.
- 5.11. Remuneration to be given to the Examiners: As approved by BOG.

## **6.0 AWARD OF DEGREE**

- 6.1. The Doctoral Committee under the Chairpersonship of DoRSP shall give final recommendations for the award of PhD degree on the basis of examiners' reports along with the gist of reports prepared by the Doctoral Committee. The decision will be reported to the Senate.
- 6.2. The Registrar shall publish the result and issue provisional degree in accordance with the decision of the Chairperson, Senate.
- 6.3. The reports of the examiners may, on request, be supplied to the students after the award of degree.

## **7.0 LEAVE RULES**

- 7.1. The PhD student getting Research/Teaching Associateship through the Institute shall abide by the leave rules as applicable to Institute employees.

There will be no summer/winter vacations for such students.

**ACADEMIC REGULATIONS FOR MBA PROGRAM**

LM Thapar School of Management (LMTSM), Dera Bassi Campus shall offer the MBA Program in *On-Campus* Mode.

**3.1 REGISTRATION**

- 3.1.1 Every student will have to register in the courses as per the approved scheme applicable to her/him after satisfying all the requirements (semester fee, no dues etc.) for registration on the date as notified in the school academic calendar.
- 3.1.2 A student may be allowed for late registration with late registration fee as per academic calendar.
- 3.1.3 A student will be allowed to register for courses, carrying a maximum of 30 credits in each semester.

**3.2 ATTENDANCE**

**LMTSM students are deemed to have agreed to offer unconditional commitment to their learning process during the two years of their study at the School. Therefore, the program expects their uninterrupted presence at the classes and the campus.**

- 3.2.1 At least 75% attendance is required in each course including professional certificate courses.
- 3.2.2 The detention from a course may happen if the student fails to meet the criteria 3.2.1.
- 3.2.3 If the student fails to maintain 75% attendance in the professional certificate courses offered time to time, she/ he may be debarred from any kind of placement assistance.
- 3.2.4 A student, who is absent continuously for more than five teaching days in a semester for any reason without prior approval from the competent authority, may be asked to withdraw from the program. For more information please refer to clause 3.7.

**3.3 EXAMINATION**

- 3.3.1 The examinations in each semester will be conducted according to the syllabi prescribed by the Senate. Each course will carry credits as per the approved scheme of courses. The examinations will be held in each semester on such dates as notified in the academic calendar.
- 3.3.2 In order to be eligible to sit for end semester examinations in course(s) of any semester, a student must have registered for concerned course(s) and must have attended not less than 75% of total classes collectively in lectures and practicals or workshops in concerned course(s) from the date of registration as notified in the academic calendar. If a student falls short of the required attendance in total contact hours in concerned course(s), she/he will automatically be awarded “X” grade in concerned course(s).
- 3.3.3 CoAA will be handling the cases of shortage of attendance before award of ‘X’ grade.

### 3.4 EVALUATION & RESULTS

3.4.1 An instructor-in-charge shall be designated for each course. For each course, the Instructor(s) of the course will set the question paper for all examinations. The instructor(s) along with the tutors, if any, will evaluate the answer books.

For each course the instructor-in-charge will be responsible for designing the evaluation scheme and conducting the evaluation for his/her course. This evaluation scheme has to be communicated to the student before the commencement of the course.

The instructor-in-charge will compile all the marks and will award the grades. She/he will upload the grades of a course on the webkiosk on such dates as notified in the academic calendar.

3.4.2 Letter grades will be awarded to the students as indicated below. Each letter grade indicates the level of performance in a course and has a grade point for purposes of computing the CGPA, as given below:

GRADE	GRADE POINTS	PERFORMANCE
A+	10	Outstanding
A	10	Excellent
A-	9	Very Good
B	8	Good
B-	7	Fair
C	6	Average
C-	5	Marginal
E	2	Exposed
F	0	Fail
I	-	Incomplete
X	-	Inadequate Attendance /Dropped/Unregistered

**A+, A, A-, B, B-, C & C- grades:** These grades are the pass grades.

A+ grade shall be awarded in rare cases i.e. award of this grade is not mandatory and shall be awarded where performance of the student is exceptional among the students getting A grade. Even the best student of any class needs to be good enough to be awarded the 'A+' grade. CoE shall review all 'A+' grades to be awarded.

CGPA is the weighted average of all the grades awarded to a student since his entry into the Institute up to and including the latest semester and is computed as follows.

$$\text{CGPA} = (\sum C_i G_i) / (\sum C_i)$$

where  $C_i$  is the number of credits assigned to  $i^{\text{th}}$  course and  $G_i$  is the grade point equivalent to the letter grade obtained by the student in the  $i^{\text{th}}$  course. When a student repeats a course, the new grade will replace the earlier one in the calculation of the CGPA.

While calculating CGPA, I or X grades secured by the student shall not be taken into account.

Formula for conversion of CGPA to percentage of marks is  $(10 \times \text{C.G.P.A.})$ .

### 3.4.3 PROCESS TO CLEAR FAIL/INCOMPLETE GRADES

**E grade:** This grade is fail grade and it is awarded when a student has fulfilled the mandatory requirements of attendance in that course but he/she fails in the evaluation process.

**Requirement to clear E grade-** The student may register and appear for a single examination i.e. auxiliary examination conducted any time after the declaration of semester exam result on a date notified by the CoAA office. The student will not have to attend any classes. A course instructor will, however, be designated to conduct the examination and guide the student. If a student who gets E grade misses the auxiliary exam conducted, he/she shall automatically be awarded 'F' grade.

**F grade** is a fail grade. A student, who even having 75% attendance and after appearing in end semester exam scores very low marks may be awarded 'F' grade on the recommendation of the concerned instructor-in-charge.

**Requirement to clear F grade-** In order to clear 'F' grade the student will have to register for that course with registration fee INR 4000/-. The course will be offered in Self-Study mode. The examination will be conducted any time after 30 days from the date of registration of the concerned course(s). A course instructor will, however, be designated to conduct the examination and guide the student. The student can be awarded any letter grade as per the performance in that course.

**X grade:** This grade is also a fail grade and is awarded as a result of detention(s) on the basis of shortage of attendance. A student who is allowed to drop a semester shall also be awarded 'X' grade in the courses of dropped semester.

**Requirement to clear X grade-** A student, who earns 'X' grade in a course, shall register for that course again when it is offered next. In order to clear 'X' grade the student will have to register by paying fee of INR 10,000/-. The course will be offered in regular classroom mode during summer or any running semester subject to the maximum credit requirement of that semester.

**I grade:** This grade is awarded when a student having good academic record is unable to appear in the end semester exam due to unforeseen reasons justifiable to instructor in charge.

**Requirement to clear I grade-** A student who is awarded 'I' grade has to appear for end semester examination as notified by CoAA office.

### **3.5 READMISSION**

If a student takes a readmission in the first year of MBA programs in the immediately the following year, after one year of study at LM Thapar School of Management, Dera Bassi Campus then he/she will start afresh i.e. no credits will be given for all courses in which she/he earned pass grades during the preceding year.

### **3.6 MEDICAL WITHDRAWAL FROM COURSE(S)**

Under exceptional circumstances, on a case by case basis, students may be granted medical withdrawal from courses during a semester. Medical withdrawal requires documentation certified by the medical practitioner and medical officer of the school and approved by the Director, LMTSM. If approved, students must withdraw from all courses and will suffer no financial or academic repercussions.

### **3.7 PROMOTION TO SECOND YEAR- MINIMUM ACADEMIC REQUIREMENT FOR CONTINUING MBA PROGRAMME**

A student will be promoted to the second year of MBA program only if,  
At the end of the first year, she/he

3.7.1 Secures a CGPA of greater than or equal to 4.50

OR

3.7.2 He/ She successfully earns minimum of 60% of the credits offered in the approved scheme of courses in the first year.

\*Only credits of those courses will be considered as earned credits in which the student has secured PASS grade

### **3.8 AWARD OF DEGREE**

A student is deemed to have completed the requirements for MBA program and is eligible for the award of degree if,

3.8.1 She/he has earned PASS grades in all the registered/required courses.

3.8.2 She/he has earned minimum CGPA of 5.50.

3.8.3 She/he has satisfied all the rules and regulations.

3.8.4 She/he has deposited all fees due to her/him.

3.8.5 There is no case of indiscipline pending against her/him.

### **3.9 CGPA IMPROVEMENT**

A student, who fails to secure the minimum CGPA of 5.50 (as required for the award of degree) at the end of MBA program, is allowed to apply for a maximum of four courses (as prescribed and approved by the Director, LMTSM) in order to improve his/her CGPA for the requirements of the award of the degree.

### **3.10 ABSENCE /DROPPING OF SEMESTER**

3.10.1 A student of MBA is allowed to drop maximum of 10 semesters with prior approval from the Director, LMTSM. He/she has to pay the continuation fee of INR 5000/- per semester in addition to semester fee of all the dropped semester(s).

3.10.2 In case a student absents from the School without prior permission, she/he may be permitted to join back with the permission of the Director, LMTSM on payment of the penalty as approved by BOG, in addition to the prescribed fee for the period of absence.

In no case, the period of unauthorized absence will exceed one semester. If the period of unauthorized absence exceeds one semester, the student's name will be struck off the rolls of the Institute.

If a student who registers for a semester but attains less than 25% of the total attendance in each registered course will be considered as unauthorized absence.

3.10.3 The total absence/dropping of semester i.e. gap period will be counted towards the total duration of the Programme permissible under the Regulations. Any student has to put in equivalent number of additional semesters for the gap period to clear the courses. In no case, she/he will be eligible for award of degree in less than prescribed normal duration of study excluding the gap period. It is further stated that the courses of the gap period shall be available to the student only in the parallel semester(s) of the subsequent semesters.

3.10.4 Appeal

Notwithstanding the above the Director (LMTSM) may, on appeal, relax any of the condition in case of extreme hardship at his discretion. His decision shall be final and binding.



**REGULATIONS FOR DISTANCE EDUCATION PROGRAMS**

**1.0 ADMISSIONS**

- 1.1. The degree through Distance mode will be open to candidates admitted to the privileges of the Institute through Entrance Test. Each academic year will comprise of two semesters.
- 1.2. Admission will be open to the candidates as per the eligibility criterion approved by the Institute Senate and laid down in the prospectus. The admission in BTech programs will be offered only to the professionals who are in service in Industry/Organization/Office.
- 1.3. Distribution of seats including reservations shall be as approved by the BOG from time to time.
- 1.4. If sufficient number of candidates belonging to reserved categories are not available, the unutilized seats will be offered to candidates in open merit.
- 1.5. All seats will be filled exclusively on the basis of merit in Entrance Test of eligible candidates under each category.

**2.0 REGISTRATION FOR COURSES**

- 2.1. A student can opt for maximum of 32 credits in a semester. These credits can comprise of normal / backlog courses or both.
- 2.2. If at any stage, a student is having backlog of 32 or more than 32 credits, he will be required to register for the backlog courses first.
- 2.3. DOAA can consider and allow add & drop of courses after the date of registration.
- 2.4. In case of registration for backlog course(s), the student will be allowed to exercise option as to whether she/he would like to re-submit the (assignments + Quiz)/(Lab) of backlog course(s) afresh or to retain the marks already obtained by her/him in earlier (assignments + Quiz)/(Lab).
- 2.5. In case of backlog laboratory course(s) in BTech, the student will have to register and repeat the entire process regarding experiments during PCP.

**3.0 PEDAGOGY**

- 3.1. Self-Instruction Material  
The students will be supplied printed Self Instruction Material covering entire syllabus.
- 3.2 Assignments  
The students will be supplied two assignments per course which they have to return to DDE after solving, within the given time limit.
- 3.3 Personal Contact Programme (PCP)  
Personal Contact Programme of one-week duration during each semester will be organized at the centers as approved by the Institute.
- 3.5 End Semester Examination  
The students will have to appear in end semester examination to be conducted at the centers approved by the Institute.

The weightage for different components of evaluation shall be as under

	Assignment-I	Assignment-II	Lab	End Semester Examination	
				Quiz	Exam
Courses with Lab	10	10	20	10	50
Courses without Lab	12.5	12.5	-	10	65
Lab Course only	-	-	-	-	100

Minimum 20% marks are compulsory in end semester examination alone to pass the course.

#### 4.0 EVALUATION/RESULTS

4.1. At the end of the Semester the students will be awarded a letter grade in each of the courses taken during the semester based on the performance of student in assignments, PCP and end semester examination.

4.2. A, B, C & D grade: These grades are the pass grades. A student is eligible to earn these grades only if she/he has secured minimum of 20% marks in the end semester examination.

‘E’ grade: This grade is fail grade. E grade will be awarded to a student if she/he could not pass the course. The course(s) in which a student has earned ‘E’ grade will be termed as the ‘Backlog’ course(s) and a student shall have to register for that course again.

‘F’ grade is a fail grade and is awarded as a result of penalty for Unfair Means. The course(s) in which a student has earned ‘F’ grade will be termed as the ‘Backlog’ course(s) and a student shall have to register for that course again without retaining the awards earned in assignments and quiz.

4.3. A student is deemed to have completed the requirements for graduation and is eligible for the award of degree if:

- She/he has satisfied all the rules & regulations.
- She/he has taken all the prescribed courses.
- She/he has paid all fees due from her/him.
- There is no case of indiscipline pending against her/him

#### 5.0 ABSENCE/DROPPING OF SEMESTER

5.1. In case, a student drops a semester under medical emergency or due to some compulsive conditions, he can do so by paying continuation fee of Rs. 5,000/- instead of paying full semester fee. This period will also be counted towards the maximum duration of the course.

The permission for dropping the semester will be granted by DOAA.

If the period of absence is more than one semester, the case will be referred to the Director through DOAA.

In no case, the total period of absence shall exceed two semesters at a stretch. In that eventuality, the student’s name shall be struck off from the rolls of the Institute.

In no case, the period of unauthorized absence will exceed one semester. If the period of unauthorized absence exceeds one semester, the student’s name will be struck off from the rolls of the Institute.

5.2. Any student who drops one/ two semester(s) has to put in equivalent number of additional semesters to clear his dropped courses i.e. in no case, she/he will be eligible for award of degree in less than six semesters of study excluding the dropped semester(s).

## GENERAL REGULATIONS

**1.1 TUITION FEE AND OTHER DUES FOR THE ADMISSIONS**

- i. The tuition fee and other dues will be as approved by the BoG from time to time and laid down in the Prospectus/Information Brochure of the Institute corresponding to session of admission.

**1.2 REQUIREMENT FOR THE AWARD OF DEGREE/**

- i. A student is deemed to have completed the requirements for a programme and is eligible for the award of degree if,

She/he has earned a CGPA of greater than or equal to 5.00 for UG and MCA programs. The minimum CGPA required for the award of MPhil/MBA/BE-MBA/MSc/ME/MTech degree is 5.50.

She/he has satisfied all the rules and regulations.

She/he has taken all the required courses.

She/he has deposited all fees due to her/him.

There is no case of indiscipline pending against her/him.

**1.3 CGPA IMPROVEMENT**

- i. Students are not allowed to improve the CGPA by appearing in the courses again in which they have already earned pass grade.
- ii. Students admitted prior to session 2014-2015 can take courses for improvement during their final year, alternate Project Semester and also in the summer term (immediately after the completion of program) with the permission of DoAA. The E to D exam (Auxiliary exam) shall be conducted as per the conditions published in their respective Prospectuses of admission.

**1.4 ABSENCE /DROPPING OF SEMESTER/TRIMESTER (FOR MBA PROGRAM)**

- i. If a student absents from the Institute with due permission of the DoAA (DoRSP for PhD) due to illness, she/he will be permitted to rejoin provided the period of absence does not exceed one semester/trimester (for MBA program). If the period of absence is more than one semester/trimester (for MBA program) or the absence is for reasons other than illness, the case will be referred to the Director by DoAA (DoRSP for PhD) with his recommendations. A student of MBA is allowed to drop maximum of 6 trimesters with due permission.
- ii. In case a student absents from the Institute without prior permission, she/he may be permitted to join back with the permission of the Director on payment of the penalty as approved by BOG, in addition to the prescribed fee for the period of absence.

In no case, the period of unauthorized absence will exceed one semester/trimester (for MBA program). If the period of unauthorized absence exceeds one semester/trimester (for MBA program), the student's name will be struck off the rolls of the Institute.

If a student who registers for a semester/trimester (for MBA program) but attains less than 25% of the total attendance in each registered course will be considered as unauthorized absence.

In no case, the total period of absence shall exceed two semesters/ 6 trimesters (for MBA program) during student's stay in the Institute. In that eventuality, the student's name shall be struck off the rolls of the Institute.

- iii. The total absence/dropping of semester/trimester (for MBA program) i.e. gap period will be counted towards the total duration of the Programme permissible under the Regulations.

Any student has to put in equivalent number of additional semesters/trimesters (for MBA program)

for the gap period to clear the courses. In no case, she/he will be eligible for award of degree in less than prescribed normal duration of study excluding the gap period. It is further stated that the courses of the gap period shall be available to the student only in the parallel semester(s)/ /trimester(s) (for MBA program) of the subsequent semesters/trimesters (for MBA program).

- iv. **Continuation Fee:** Students will be charged continuation fee of Rs 5000/- for the dropped semester(s).
- v. Appeal  
Notwithstanding the above the Director may, on appeal, relax any of the conditions of in case of extreme hardship, at his discretion. His decision shall be final and binding.

## 1.5 SCHOLARSHIPS

### 1.5.1 Merit Scholarship

Three Merit Scholarships, one each of value of full, half and quarter Tuition Fee (as prescribed from time to time for general category of BE/BTech, MBA, MSc and MCA students) shall be awarded to the students in BE/BTech, MBA, MSc and MCA Programs, admitted through entrance examinations, as per details given below:

- a. In first, second, third and fourth year of BE / BTech programme, discipline wise in all the disciplines of the BE / BTech programme.
- b. In first and second year of MBA& MSc programs.
- c. In all three years of MCA programme.

### 1.5.2 Eligibility

- i. Only those students will be eligible for the award of Merit Scholarship who have cleared all the courses prescribed for the year. Students, who have backlog courses during this prescribed year or have dropped semester/trimester or have missed courses due to late joining shall not be considered for Scholarships.
- ii. Award of Merit Scholarship in the first year of BE/BTech /MCA/MSc/MBA Programme will be based on the merit of Entrance Test. In the subsequent years, these would be based on the AGPA earned by the student during the preceding academic year.
- iii. In case of a tie at AGPA, it shall be broken by considering number of A+ grades secured by the students during the period under consideration for calculation of AGPA. If number of A+ grades secured by students are same then tie shall be broken by considering the students' performance on the basis of CGPA. If the CGPA is also same, the tie shall be broken using the percentage of marks obtained by the students in all the courses of last two semesters (3 trimesters for MBA program). If, however, the tie still exists then it will be broken by considering the merit of the entrance examination taken at entry level.

### 1.5.3 General

- i. DoAA shall announce the award of merit scholarships every year.
- ii. The Merit Scholarship shall be tenable for one academic year.
- iii. Merit Scholarships will be awarded only if the number of students registered in a discipline is at least ten and the AGPA secured  $\geq 8.00$  by the students other than that of first year of BE/BTech, MBA, MSc and MCA programme.
- iv. If a student declines the merit scholarship, the same shall be awarded to the next student in the approved list.
- v. A student who has been awarded merit scholarship by the Institute shall not be debarred from stipend or any other financial assistance from the sources other than Thapar Institute of Engineering &

Technology, Patiala. However, if the student is awarded any stipend or financial assistance from any other source, he shall immediately communicate the same to DoAA.

#### 1.5.4 Withdrawal

- i. If the recipient of merit scholarship is found guilty of gross misconduct, her/his case after due warning, shall be reported by DoAA for withdrawal of scholarship to the Chairperson, Senate.

### 1.6 OTHER SCHOLARSHIPS/STIPENDS

- i. The details of other scholarship and stipends offered to the Students are published in the prospectus.
- ii. The limit of parental gross income shall not exceed Rs. 5.00 lacs for merit cum means scholarship.
- iii. Depending upon availability, one scholarship each in BE/BTech & ME/MTech, out of the existing scholarships given on merit cum means basis shall be given to 'single girl child'.
- iv. For merit cum means scholarship, the student should not have earned any backlog under year of consideration.
- v. For merit cum means, student must have minimum CGPA of 7.00 to be eligible in subsequent years.
- vi. **The merit cum means shall be awarded on the basis of means/income i.e. the student whose parents' income is the lowest among all the eligible applicants will get first preference.** The right of awarding the merit-cum-means scholarship shall lie with the award committee.

### 1.7 AWARD OF MEDALS/PRIZES AT THE ANNUAL ACADEMIC PRIZE DISTRIBUTION FUNCTION

- i. Award of Medals/Prizes shall be based on the AGPA earned by the student during the preceding academic year. For the second, third and final year of BE/BTech programme, these will be awarded discipline wise in all the disciplines of the BE/BTech programme on the basis of AGPA of their preceding year. Medals will also be awarded to second year and third year of MCA, second year of MSc and ME/MTech/MBA regular programme in various disciplines on the basis of their AGPA of the preceding year. Students, who earn fail grade in a course(s) in the year of consideration, shall not be given any Medal/Prize.
- ii. The Prize amount be given in place of book shall be:

Prizes	Amount (Rs.)
1 <sup>st</sup> Prize	5,000/-
2 <sup>nd</sup> Prize	3,000/-
3 <sup>rd</sup> Prize	2,000/-

- iii. In the eventuality of a tie for award of Medals/prizes in a class/discipline, the tie would be broken by considering number of A+ grades secured by the students during the period under consideration for calculation of AGPA. If number of A+ grades secured by students are same, then tie shall be broken by considering the candidate's performance on the basis of CGPA. In case of a tie at highest CGPA, tie would be broken by considering the candidate's performance on the basis of percentage of marks obtained in all the courses of the last two semesters (3 trimesters for MBA program) of the preceding year. If, however, the tie still exists, then it will be broken by considering the percentage of marks obtained in the entry level qualifying examination.

Provided further, that each candidate securing AGPA of 10.00 (10-point scale) and CGPA of 10.00 (10 -point scale) shall be entitled for the award of medal notwithstanding any other provisions as mentioned above.

In any case total number of prizes shall not exceed three/two (as applicable) respectively.

- iv. Medals/Prizes will be awarded only if the number of students registered in a discipline is at least five.
- v. Medals/Prizes shall be awarded only if student has secured AGPA of at least 8.00 on 10-point scale.

## **1.8 INSTITUTION OF SCHOLARSHIP/MEDALS AND PRIZES**

There shall be three categories of the scholarship recommended hereunder at 1.8.1, 1.8.2 & 1.8.3.

- 1.8.1 Type of scholarships/medals/prizes: To be paid every year The offer for instituting the scholarships/medals/prizes should be addressed to the Director of the Institute.

The Director shall constitute committee consisting of all deans, Registrar and Finance officer. The DoAA shall be the Chairman of the Committee.

The recommendation of the committee based on conditions imposed by donor, profile of donor etc shall be put up to the Director. The recommendations of the committee may be considered by the Director and forwarded to the Board of Governors for its approval. The acceptance of offer in each case would be decided by the BoG.

The institution of scholarships/medals/prizes shall be done through an agreement between the Institute and the Donor.

- For this, the donor has to donate minimum of Rs 5.00 lacs (Rupees five lacs only).
- The scholarship shall be paid on the basis of interest accrued on the donated amount in a year.
- The scholarship may be equivalent to Full Tuition fee/Half Tuition fee/Quarter Tuition fee/ amount equivalent to interest generated in a year on the donated amount.
- The donor may also specify the name of the program, discipline, year of study, mode of distribution i.e on the basis of merit or merit-cum-means.
- The donor shall specify the gender of the student.
- Such scholarships shall be reviewed after every 5 years to check the financial viability.
- After approval, these scholarships shall be published in the Prospectus/Information Brochure.
- The minimum amount for acceptance of the donation by Institute for instituting a medal/prize in the name of one person shall not be less than Rs.1.00 lac (Rupees one lac).
- The payment shall be made through bank draft in favor of Thapar Institute of Engineering & Technology payable at Patiala, to be deposited in the Corpus Fund of the Institute.

- 1.8.2 Type of scholarships/medals/prizes: To be paid as and when on the receipt.

The offer for the scholarships/medals/prizes should be addressed to the Director of the Institute.

The Director shall constitute committee consisting of all Deans, Registrar and Finance officer. The DoAA shall be the Chairman of the Committee.

The recommendation of the committee based on conditions imposed by donor, profile of donor etc shall be put up to the Director. The decision of the Director shall be final. Such scholarships/awards shall not be published in the Prospectus/Information Brochure.

- 1.8.3 In addition to above, the “Acceptance of Voluntary Donations/Gifts” offered to Thapar Institute of Engineering & Technology. For this, the Chairman Senate has a delegation from the Senate and Board of Governors to accept Voluntary Donations/gifts/corporate sponsorships/funds.
- 1.8.4 Scholarships / prizes /medals shall be reviewed after every five years. If found economically unviable

then Institute shall stop the award of such scholarship / prizes / medals.

## **1.9 COMMITTEE FOR PREVENTION OF UNFAIR MEANS (CPUM)**

- i. Director shall appoint CPUM for each academic year to deal with the cases of alleged misconduct and use of unfair means in all the examinations conducted by the Institute. CPUM shall invariably have one student member.

CPUM will take all necessary steps, as deemed fit, for the prevention of unfair means. Chairperson, CPUM shall issue appropriate instructions (such as e-mails/notices to students, faculty and staff) before the examinations.

As soon as a student is identified by the invigilator or by any authorized person, of having resorted to unfair means his answer book shall be seized. The papers etc. duly signed by the invigilator and superintendent, found in possession of the student shall be tagged with her/his answer book in candidate's presence. The superintendent shall ask the candidate to make a statement in writing, explaining his conduct. In case the candidate refuses to do so, the fact of his refusal shall be recorded by the Superintendent, which should be attested by at least one invigilator on duty. In the case of practical tests/performance tests on PCs the act of using unfair means should be recorded by the invigilator attested by at least one invigilator/witness. Evidence in form of softcopy/Photostat/photograph etc. should be submitted along with the statement of the student.

After completing all above formalities, a fresh answer-book shall be given to the student for completing the examination. After a particular test/examination session is over, these answer-books, (duly marked I and II) shall be sent or delivered separately to DoAA along with the report. CPUM shall enquire into the cases of attempt of unfair means in the examinations. It shall submit its recommendations after identifying clearly the category of nature of the offence as listed in Regulations to the DoAA for consideration and necessary order.

### **1.9.1 Categories of Unfair Means and Action to be Taken**

#### **Category-I**

- i. A student found talking to another student during the examination hours in the examination hall/Area.
- ii. If during the examination hours, i.e., after receipt of the question paper and before handing over the Answer-book, a student is found to be talking to a person/student outside the examination hall while going to the urinals etc.
- iii. Writing on any piece of paper except the answer-book during the examination.
- iv. Changing seat in the examination hall without permission.

The invigilator/authorized person will issue a warning once. If the action is repeated, the answer-book to be cancelled and a fresh answer book to be issued.

Action to be taken: Second answer book to be evaluated.

## **Category-II**

II (a) Found in possession of relevant written or any printed material or notes written on any part of her/his body or clothing or instruments such as electronic diary, set-squares, calculator, scale etc. or having relevant notes written on chair, table, desk or drawing board, mobile phone or any other communication or storage device (that can be used for help), during the examination but not used in the answer sheet. This is applicable even if the student submits the material voluntarily, on announcement or otherwise, after commencement of examination. However, Material surrendered before commencement of examination shall not attract any penalty. Further, scientific non-programmable calculator can be used in the examinations.

**Action to be taken:** The student will be awarded 'F' grade in that course. Further the course in which the candidate has been awarded grade 'F', will be offered in the corresponding semester only.

## **Category-III**

If during the examination hours, i.e., after receipt of the question paper and before handing over the answer-book, a student is

- i. Found attempting to copy, caught copying or having found copied from any paper, book or notes written on any part of her/his clothing, body or table or desk or instruments like set squares or mobile phone or any other communication or storage device etc.
- ii. Found consulting notes or books while outside the examination hall (i.e., in urinals etc.) during examination hours.
- iii. Having received help from or given help to another candidate through some written material pertaining to the questions set in the paper concerned or passing on a copy of question set in paper or a solution thereof to any other student.
- iv. Guilty of swallowing or destroying the material such as notes or paper found from her/him.
- v. Guilty of misconduct in the examination hall/centre or non-compliance with the instructions of the superintendent or any of the invigilators in the examination hall.
- vi. If during the examination hours, i.e., after receipt of the question paper and before handing over the answer-book, a student is found tampering with the answer-book
- vii. If a student is found tampering awarded marks on an evaluated answer book / found tampering with the evaluated answer-book.

**Action to be taken:** The student will be awarded 'F' grade in that course and will be debarred to register in the next semester. No fee to be charged for the debarred semester. However, the continuation fee be charged from the candidate. Further the course in which the candidate has been awarded grade 'F', or has been debarred, will be offered in the corresponding semester only.

## **Category-IV**

If a student:

- i. Leaves the examination hall / room without delivering answer-book / evaluated answer book or tears it or disposes off.
- ii. Communicates with anyone by mobile phone or any other communicable device in the examination centre.
- iii. Student found guilty of smuggling in an answer-book, or a continuation sheet, taking out or arranging to send out an answer book or a continuation sheet. Writing deliberately another student's roll



number in her/his answer book or a continuation sheet, found in possession of an answer book not her/his own or impersonating another candidate in any examination. Attaching graph or continuation sheet or relevant material written on any extra sheet, to the answer book or evaluated answer book.

- iv. Writing an answer book outside the examination hall for another candidate.
- v. Use of force/threat/serious misconduct against the supervisory staff/student in the examination centre.

**Action to be taken:** The student will be awarded 'F' grade in that course and will be debarred to register in the next two semesters. Further the course in which the candidate has been awarded grade 'F', or has been debarred, will be offered in the corresponding semester only.

### **Category-V**

- i. Student found to have indulged in the case of academic plagiarism.  
Action to be taken: CPUM shall recommend action after detailed assessment of the case. The punishment in such cases may include
  - a. suitable fine and/or repetition of thesis/dissertation / Research paper
  - b. expulsion from the Institute.
- ii. In addition to the actions mentioned above at Categories-I to IV, the CPUM may also decide to impose a suitable fine on a student. CPUM can also consider punishing a student who was outside the examination hall and was found guilty of helping the student for using unfair means. The period of the examination for the above regulations extends from the time of start of the examination till the final result / marks publication, except for Category V.
- iii. While calculating the maximum duration permissible under the regulations, the period of disqualification for use of unfair means may not be counted towards her/his total stay in the Institute and the candidate be allowed the same period which was due to him before his disqualification as per the Institute regulations.
- iv. The recommendations of CPUM shall be submitted to DoAA. If DoAA finds that the recommendations need reconsideration, he may return the case(s) to CPUM for reconsideration. DoAA shall take final decision on the cases of recommendation. However, the appeals, if any, against such punishment(s) can be made to Chairperson, Senate whose decision shall be final.

## **1.10 PROGRAMME OF CONVOCATION**

### **1.10.1 Award of Degrees**

- i. The convocation of the Institute will be held on a date as fixed by the President.
- ii. Registrar shall, from time to time, report to the Senate the names of all such persons who fulfill the requirements prescribed for various degrees of the Institute and have become qualified under the regulations for admission to such degrees. When the Senate has approved the admission of such persons to the degree to which she/he has become qualified for admission, he shall be entitled to be formally admitted to that degree. The date of formal admission to the degree shall be the date on which Convocation is held. However, if the convocation is not held due to unavoidable circumstances it will be the date to be decided by the Senate.
- iii. A candidate who has failed to attend the convocation may obtain her/his degree in absentia by submitting an application in prescribed format to Registrar. On receipt of such application, Registrar shall, after satisfying himself that it is in order, issue the degree to the applicant.

- iv. If the convocation is not held due to unavoidable circumstances within one year from the passing of examination, the degrees may be awarded after completing necessary formalities.
- v. Provisional certificate may be issued by Registrar to a candidate, who has fulfilled all the requirements for the award of degree, after obtaining the approval from Chairperson, Senate.

#### 1.10.2 Academic Procession

- i. Academic Procession will consist of the Chief Guest, President of the Institute, Chairperson, BoG, Director, Members of the BoG and Senators. Registrar will lead the procession in the following order:
  - Registrar
  - Senators in two rows
  - Deans in two rows
  - Members of BoG in two rows Deputy Director
  - Director
  - Chairperson, BoG
  - President of the Institute Chief Guest

#### 1.10.3 Award of Medals and Prizes

##### BE/BTech/MBA/MSc/ME (Regular)/MTech (Regular) Courses

The Institute will award medals and prizes during convocation as per details and criteria given below:

- i. President Medal\*
  - This medal shall be awarded to the student securing overall highest CGPA in the BE / BTech courses.
- ii. Institute Medal\*\*
  - This medal shall be awarded to the student securing highest CGPA in each discipline at BE/BTech level, MCA and each discipline of MPhil/MSc/ME(Regular)/MTech (Regular)/MBA.
- iii. The student must have graduated in not more than 8 semesters in case of BE/BTech courses, 6 semesters for MCA course, 4 semesters for MSc Courses, 4 semesters for MBA courses and 4 semesters for ME (Regular Course)/MTech (Regular). In other words, the students must have graduated in the normal stipulated duration of the course.
- iv. The students must have obtained a minimum CGPA of 8.50 (10.00-point scale).
- v. The award shall be decided each year in the month of September from amongst those whose results have been finalized and have qualified for graduation as on 31st August of the academic year.
- vi. In case of a tie at highest CGPA, it shall be broken by considering number of A+ grades secured by the students during the whole period of study at the Institute. If number of A+ grades secured by students are also same then tie shall be broken by considering the candidate's performance on the basis of percentage of marks obtained in all the courses offered to them during their stay in the Institute. If, however, the tie still exists, then it will be broken by considering the percentage of marks obtained in the entry level qualifying examination. Thus, only one candidate is expected to qualify for the award of medal in a particular discipline/programme.
- vii. Medal will be awarded only if the number of students registered in a discipline is at least five. The

particulars of the medals are given below.

* By Weight	Gold - 2 grams	Silver - 120 grams
** By Weight	Gold - 500 milligrams	Silver - 60 grams

In addition to the above, the students will be awarded such other Medals as approved by the BOG from time to time.

#### 1.10.4 Programme of Presentation and Citation

- i. The convocation will be declared open and closed by the President of the Institute.
- ii. The degrees will be conferred by the Chairperson, Senate. The Medals will be awarded by the President of the Institute.
- iii. The programme of presentation of award of Degrees and Medals will be as under:

<b>LEVEL</b>	<b>PRESENTATION BY</b>
DSc	Registrar
PhD	DoRSP
MPhil	DoAA
ME/MTech	DoAA
MBA (including BE-MBA)	DLMTSOM
MCA (Regular & Distance Mode)	HSMCA
MSc	Respective Heads
BE/BTech	Respective Heads
Awards of Medals & Prizes	DoSA

- iv. Chairperson, BoG, will sign the scroll containing the record of Degrees.
- v. Director will read the exhortation.

#### 1.10.5 Academic Costumes/Robes

- i. In these regulations 'Ordinary' academic costume includes a black cap and gown without hood or sash and full academic costume, which includes in addition a hood or sash.
- ii. Members of the Senate and BoG of the Institute and all those persons who will be receiving their degrees shall wear their full academic costumes in convocation of the Institute.
- iii. The Chief Guest, Officers and Graduates of the Institute are entitled to wear Academic Costumes as follows:

##### A. Chief Guest's Gown

Superior maroon velvet with 4" golden lace on front folds, bottom of sleeves. On shoulders with zari work fronts and tufts and zari work on the sleeves with tufts, without monogram, Cambridge style, fully interlined special padding and material, Special Academic Cap of Superior Maroon Velvet with 1" golden lace and with golden tassel, mortar band and with special material.

##### B. President's Gown

Superior Maroon Velvet with 3” Golden Lace on front folds, bottom of sleeves. On shoulders with zari work fronts and tufts and zari work on the fronts with tufts and on the sleeves with two Institute Monograms, fully interlined with ½” Green strips of silk on front folds and on sleeves. Oxford style. Special Academic cap of superior velvet 1” golden Lace and with Golden Tassel, Mortar band and with Golden Tassel.

Sash: Maroon Velvet with ½” Golden Lace on the bottom and with golden jhallar.

C. Chairperson’s Gown

Pure silk, hand woven, hand spun in Maroon colour with 3” Golden Lace on the front folds, bottom of sleeves, with ½” strip of green silk on the front folds and 3 strips on the sleeves in green silk. Oxford style, with two Institute Monograms, fully interlined and with special padding and material. Cap of superior silk, Hand woven, hand spun, with 1” golden lace. mortar band with golden tassel.

Sash: Pure silk, Hand woven, hand spun in Maroon Colour ½” Golden Lace on the bottom and with Golden jhallar.

D. Director’s Gown

Maroon silk with 2” Golden Lace on the front folds, round the neck and on bottom of sleeves, with two strips of ½” wide of green silk on the front folds and 3 strips ½” width of green silk on the sleeves with two Institute Monograms in golden zari work on the fronts with handmade fluting; Oxford style, fully interlined with special padding and material. Academic cap of pure silk in maroon colour with 1” Golden Lace. Mortar band with Golden Tassel.

Sash: Pure silk, hand woven, hand spun in maroon colour ½” golden lace on the bottom and with golden jhallar.

E. Registrar’s Gown

Black heavy silk with 2” silver lace on the front folds, round the neck and on bottom of sleeves, bottom of sleeves with ½” wide of green silk on the front folds and two strips ½” wide of green silk on the sleeves with two Institute Monograms in silver zari work with handmade fluting with special padding and material. Cap of black velvet mortar band ½” lace and material.

F. Senate Members Gown

Superior silk in golden yellow colour with lacing of 3” green silk on front folds and with strips of green silk 1” wide on the sleeves with one Institute monogram on the left front with handmade fluting, Oxford style and with special padding and material. For PhDs pure red silk will be used.

Caps of superior golden yellow velvet, Mortar band with 1” wide green silk border with golden yellow border with golden silk tassel. For PhDs red velvet will be used.

G. Deputy Registrars and Assistant Registrars

Whatever they are entitled by virtue of the degrees they hold or if they are non-graduates, black gown only.

FOR BACHELOR’S DEGREE (BE / BTech) STUDENTS

Gown - Black  
Hood - White with scarlet lining

FOR MPhil DEGREE STUDENTS

Gown - Black  
Hood - White with golden lining

**FOR MBA DEGREE STUDENTS**

Gown - Black  
Hood - White with brown lining

**FOR ME/MTech/MCA DEGREE STUDENTS**

Gown - Black  
Hood - White with Orange lining

**FOR MSc DEGREE STUDENTS**

Gown - Black  
Hood - White with magenta lining

**FOR POST GRADUATE DIPLOMA IN ENGINEERING STUDENTS**

Gown - Black  
Hood - White with red lining

**FOR PhD DEGREE STUDENTS**

Gown - Black with golden facing  
Hood - Red and silver grey

- iv. At the convocation, all candidates shall wear the academic costume according to the degree to which they have been admitted in the Institute.

**1.11 CONFERMENT OF HONORARY DEGREES**

- i. A professor of the Institute or a member of the BoG may suggest the name of a person along with complete biodata for consideration by the Institute for the award of an honorary Degree of Doctor of Science/Doctor of Engineering. Such nominations will be put up to the Chairperson of the Board for consideration. If the Chairperson is satisfied, then he may appoint an expert committee to submit its recommendations in the matter.
- ii. The expert committee may recommend to Senate that an honorary degree of Doctor of Science/Doctor of Engineering be conferred on the person on the ground that he is in their opinion, by reason of eminent position and academic and professional attainments, a fit and proper person for the award. The recommendations of the expert committee may be considered by the Senate and forwarded to the Board. The Board may consider the recommendations of the Senate and forward the same to the President for approval. After the approval of the President is received, the Director as Chairperson of the Senate may confer on such person the honorary Degree so recommended, without requiring him to undergo any examination.
- iii. The honorary degree shall be conferred by the Institute either at convocation or in absentia.
- iv. Recipient of Doctor of Science (Honoris Causa)'s Gown  
Superior Maroon velvet with 3” Golden lace on with ½” green patti with 1” lace on sleeves and front and Zari work on sleeves and front. Fully interlined marking with material.  
Sash: Maroon velvet 6” with two monograms one on each side with golden jhallar and 1” Golden lace on the bottom.
- v. Academic Cap  
Superior velvet with 1” Golden lace mortar band and with golden tassel.

**1.12 AWARD OF DEGREE BEFORE CONVOCATION**

Degrees could be awarded to BE/BTech students before convocation on payment of fee of ₹2,000/.

DoAA shall look into all academic problems of the students, other than those affecting the Institute rules and Regulations framed from time to time.

## THAPAR INSTITUTE OF ENGINEERING &amp; TECHNOLOGY, PATIALA

## HALF YEARLY PROGRESS REPORT OF RESEARCH WORK FOR Ph.D STUDENTS

Department \_\_\_\_\_ REGN No. \_\_\_\_\_ DATED: \_\_\_\_\_

1	Name of the student (in block letters)	
2	Period of the Report	
3	Title of Research Proposal	
4	Date of URB meeting:	4 (a) Date of admission:
5	Extension availed, if any	
6	Publications during the period under report (a list may be attached separately)	
A	Title of Paper/article/Conference	
B	Name of Journal/Conference (a list may be enclosed)	
7	Teaching work, if any, done during the period under report	
A	PG level	
B	UG level	
	Place _____ Date _____	Signature of the student
8	Brief comments, along with signatures, of the Members of the Doctoral Committee	
	Quantum of Progress w.r.t. Previous review in % (Last Semester + This Semester = Total)	
	Overall Performance: Satisfactory/Not Satisfactory	
	Chairperson Doctoral Committee	

(Detailed report of the progress during the period under report should be attached separately)

Date of report submission in the Department/School \_\_\_\_\_

(To be filled by the Academic Section)

Date of receipt in the Academic section \_\_\_\_\_

Discrepancies, if any: \_\_\_\_\_

Dean (Research and Sponsored Projects)

Deputy Registrar (Academic)

# THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY

Post Box No. 32, PATIALA - 147 004 (INDIA)

## Report of the Thesis Examiner for the award of PhD Degree

1.	Name of the student	
2.	Department/School	
3.	Title of the thesis	
4.	(a) Date of submission of the thesis (originally)	
	(b) Revised submission	

5. Recommendation of the examiner

Detailed remarks corresponding to your recommendations as per options A, B, C or D may be given on the separate sheet. Please tick any one of the following four options and strike out the remaining three.

- A. The thesis is satisfactory for the award of the PhD Degree.
- B. The thesis is approved for the award of PhD Degree subject to the clarifications sought hereafter.
- C. The candidate is allowed to resubmit her/his thesis in a revised form, as per suggestions made.
- D. The thesis is rejected.

Signature of the Examiner

**THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA**

Declared u/s 3 of UGC act, 1956 vide Notification No. F-9-12/84-U.3 of GoI

Proforma to be filled by each proposed Supervisor for guidance of PhD thesis.

(To be attached with URB proposal)

A) To be filled in by the candidate

Date of Admission: \_\_\_\_\_

Name of the candidate \_\_\_\_\_ Regn. No. \_\_\_\_\_

Department \_\_\_\_\_ CGPA secured on successful completion of course work \_\_\_\_\_

Title of the PhD Thesis (Proposed) \_\_\_\_\_

Address for correspondence \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

(Signature of the candidate)

B) To be filled by the Supervisor from TIET

Name	Designation	Deptt/School	Total No. of PhD students under guidance at TIET (Including this applicant)		Total No. of PhD students under guidance outside TIET	
				No.		No.
			Individually guided		Individually guided	
			Shared with 1 other supervisor		Shared with 1 other supervisor	
			Shared with 2 other supervisors		Shared with 2 other supervisors	

(Signature) Supervisor

(Signature) Head of concerned Deptt./School

C) To be filled in by the Supervisor from other institution

Name	Designation	Name of the Institution	Address for correspondence	Contact No (including STD code)
				Mobile
				Off
				Res
				Email

“I agree to supervise the above candidate for PhD programme”

(Signature)

We have no objection if Professor/Dr. \_\_\_\_\_ of our Institute is involved in the supervisory work of the above candidate pursuing his doctoral research at Thapar Institute of Engineering & Technology, Patiala.

Date \_\_\_\_\_

(Signature of the competent authority with seal)

Registrar/DR(Academic)

Comments of Dean, RSP



**THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA**

Declared u/s 3 of UGC act, 1956 vide Notification No. F-9-12/84-U.3 of GoI  
(Formerly Thapar Institute of Engineering and Technology, Patiala)

Dean(R&SP)

Dated: \_\_\_\_\_

Sub: Constitution of Institute Research Board.

Mr./Ms. \_\_\_\_\_ Regn. No. \_\_\_\_\_ was admitted to PhD Programme in the Deptt./School of \_\_\_\_\_ from the \_\_\_\_\_ Semester of the Session \_\_\_\_\_. He/She has successfully completed course work with CGPA \_\_\_\_\_ and submitted a Research Proposal as required under Clause 2.1 of schedule C-II of the Academic Regulations of the Degree of Doctor of Philosophy. According to Clause 2.3 of the Academic Regulations, this proposal is to be considered by the Institute Research Board (URB) consisting of the following:

- |    |  |             |
|----|--|-------------|
| 1. | Chairman, Board of Studies of the concerned Deptt. /School.  | Chairperson |
| 2. | One nominee of the DoRSP in the cognate area from the Institute.   | Member      |
| 3. | One expert recommended by Chairman Board of Studies of concerned Deptt. /School in the cognate area from the Deptt. /School. | Member      |
| 4. | One Expert from the approved URB panel of outside experts of concerned Department/School to be nominated by the DoRSP        | Member      |
| 5. | Supervisor(s)  | Member(s)   |

A list of 3 outside experts proposed by the supervisor from the duly approved panel by the Senate is attached herewith.

- i) One expert recommended by Chairman, Board of Studies of the concerned Deptt./School in the cognate area from the \_\_\_\_\_ Deptt/School.
- ii) One nominee of the DoRSP in the cognate area from the Institute \_\_\_\_\_
- iii) One expert from the approved URB panel of Outside Experts of the concerned Deptt/School to be nominated by the DoRSP. \_\_\_\_\_

The DoRSP may, therefore, approve the names of the members so that Institute Research Board is constituted for the above candidate.

HEAD OF THE DEPTT/  
SCHOOL CONCERNED

## Annexure 1.1

### Transfer of credits to other universities/academic institutions:

Application Fee: ₹ 5,000/-

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### Application form for Transfer of credits from Thapar Institute of Engineering & Technology to other universities/academic institutions

Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Roll No.: \_\_\_\_\_

Branch, year and degree of study: \_\_\_\_\_

Current CGPA: \_\_\_\_\_

Details of the place to which Transfer of Credit is applied

Address of University/Institution: \_\_\_\_\_

Branch, year and degree of study: \_\_\_\_\_

Documents required: \_\_\_\_\_

Details of Fee paid: \_\_\_\_\_

Fee amount: \_\_\_\_\_

Draft/Cheque/Online transaction details: \_\_\_\_\_

## Annexure 2.1

### Accepting transfer of credits from other universities/academic institutions to Thapar Institute of Engineering & Technology

Application Fee: ₹ 5,000/-

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#### Application form for Accepting transfer of credits from other universities/academic institutions to Thapar Institute of Engineering & Technology

Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Roll No.: \_\_\_\_\_

Branch, year and degree of study: \_\_\_\_\_

Address of University/Institution: \_\_\_\_\_

Current CGPA/percentage of marks: \_\_\_\_\_

*(Attested copy of grade cards/mark sheets to be attached)*

Branch, year and degree of study to which Transfer of Credit is applied: \_\_\_\_\_

Details of Fee paid: \_\_\_\_\_

Fee amount: \_\_\_\_\_

Draft/Cheque/Online transaction details: \_\_\_\_\_

#### Recommendations of Evaluation Committee:

**Recommended/Not Recommended:**

**Reasons:**

**Approval of Dean (Academic Affairs):**

**Approved/Not approved**

#### Senate Observations:

**In case of (semester) exchange, what minimum grade should student earn for TIET accept? C or B**

**In case of a transfer (of student) whether all course cleared with B grade at least be counted, or only credits be transferred?**

**Total number of transfer's to TIET (in an academic year) should be up to the number of vacant seats?**

**Table-1: Remuneration/Fee/Penalty applicable in the Institute**

<b>Sr. No.</b>	<b>Item</b>	<b>Amount</b>
1.	Penalty for dropping a semester without permission	₹ 5,000/- in addition to the prescribed fee for the period of absence.
2.	PhD thesis submission fee	₹ 5,000/-
3.	Remuneration for PhD thesis Evaluation	
	i. Indian Examiner	₹ 2,500/-
	ii. Foreign Examiner	US \$200/-
	iii. Honorarium for conduct of Viva-Voce	₹ 2,500/-