



# **ACADEMIC REGULATIONS**

**Applicable to B.Tech. Programs  
(2021 Admitted Batch)**



**Kalinga Institute of Industrial Technology**  
**Deemed to be University**  
**Bhubaneswar-751024**



# INDEX

<b>Sl. No.</b>	<b>Name of the Item</b>	<b>Page No.</b>
1.	Introduction	1
2.	Duration of Course	1
3.	Student Registration	2
4.	Rules for Examinations	2
5.	Evaluation of Course Items	3
6.	Declaration of Results, Promotion and Grading System	7
7.	The Guidelines for grading the performance of students	10
8.	Eligibility for appearing in Examinations	10
9.	Supplementary Examination	11
10.	Post Publication Scrutiny and Revaluation	12
11.	Preservation of Answer Scripts	12
12.	Improvement in CGPA	12
13.	Facilities for failed students	13
14.	Maximum time limit for completion of B.Tech Program	14
15.	Summer Training	14
16.	Regulations concerning Readmission of a student	15
17.	Transfer of credits	16

## ACADEMIC REGULATIONS APPLICABLE TO B.TECH PROGRAMS (2021 Admitted Batch)

### 1.0 Introduction :

- 1.1. The provisions of these regulations shall be effective for B.Tech Degree programs offered by KIIT University at any of its campuses.
- 1.2. These regulations shall also be applicable to any new B.Tech program that may be offered by KIIT University subsequently if and when decided by the University.
- 1.3. B.Tech Degree programs shall be offered in the following disciplines :

<u>Discipline</u>	<u>Subject Code</u>
Civil Engineering	(CE)
Computer Science & Engineering	(CS)
Electrical Engineering	(EE)
Electronics & Electrical Engineering	(EL)
Electronics & Telecommunication Engineering	(EC)
Electronics & Instrumentation Engineering	(EI)
Information Technology	(IT)
Mechanical Engineering	(ME)
Computer Science & Communication Engineering	(CC)
Computer Science & Systems Engineering	(CM)
Electronics & Computer Science Engineering	(EM)
Electronics & Control System Engineering	(EN)
Mechanical Engineering (Automobile)	(AE)
Mechatronics Engineering	(MH)
Aerospace Engineering	(AS)

These Regulations shall also have provision for inclusion, in the list, of new disciplines as decided, from time to time, by the Academic Council and the Board of Management of the KIIT University.

### 2.0 Duration of Curriculum :

B.Tech program shall be of four years' duration.

Curricula for the first two semesters of the B.Tech degree program shall be common to all branches of Engineering and Technology, with a built-in provision for inter-changing a few subjects between the two semesters in order to balance teaching loads in some departments,

except for Computer Science disciplines which has slight variations from other disciplines in few of the subjects in 2<sup>nd</sup> semester suiting to its requirement.

### **3.0 Students' registration :**

3.1 At the beginning of every semester, a student is required to register in a prescribed format for the requisite courses, out of the courses being offered in the University so as to satisfy the requirement of that semester under the B.Tech Program and a regular student is required to attend all the Theory, Sessional and Practical items for which he/she has registered. Only a student who has some backlogs at the end of the final year at the current level or at a lower level can register for those subjects as an ex-regular student in the prescribed registration form and appear for those papers during the End semester examinations but can be exempted from attending regular classes for the subjects he/she has registered.

3.2. A student, who does not register on the day as announced in the Academic Calendar for registration, may be permitted late registration within the next 03 (three) working days on payment of a prescribed late fee. However under special cases of natural calamity, or calamity in the family and for any other compelling reasons (inclusive of medical reasons), the registration of a student may be allowed up to a maximum of 10 (ten) working days from the date of registration with late fee, after which the registration will close.

Beyond this, only under very special circumstances, registration of a student may be allowed by the Head of the School on the recommendation of the concerned Program Head.

3.3. A student will be allowed to register in a semester if he/she has cleared all the institutional fees.

### **4.0 Rules for examinations**

4.1. Each discipline of the B.Tech program shall consist of the following items :

- Theory
- Practical
- Sessional

The schedule of these items along with their credit points for each semester shall be as per Section 5.

4.2 At the end of each semester, there shall be an examination (here-in-after called end-semester examination) conducted by the Controller of Examinations.

- 4.3 Back paper examinations, if any, shall be held with the normal end-semester examination.

A student will not be allowed to register for more than five backlog subjects along with his/her regular subject items at the beginning of each of the even or odd semester. Registration of the backlog subject items has to start from the lowest year onwards. Any remaining back paper(s) beyond five in any semester (even or odd) could be carried through to be cleared in subsequent future semester(s).

- 4.4 A separate Supplementary Examination will be held annually at the end of each Academic year for 1<sup>st</sup> to 4<sup>th</sup> year before the start of the next Academic session.

The details about Supplementary Examination is given under Section no. 9 subsequently.

## **5.0 Evaluation of course items**

The evaluation of course items listed in Section 4.1 shall be done as per the following guidelines :

### **5.1 Theory**

Each item under this classification shall be evaluated on the basis of 100 mark, sub-divided into the following two categories :

#### **5.1.1 End-Semester examination – 50 mark**

The End Semester examination will be of three hour duration.

Operational Guidelines :

- i. The University shall follow a centralized evaluation system.
- ii. Ordinarily, the concerned subject teacher will be appointed as the examiner to evaluate the scripts within 15 days from the date of the last examination.
- iii. All the End semester scripts are to be scanned centrally, which would then be evaluated by the Course teacher within 15 days of the last date of examination. After evaluation, the scanned copies are to be shown to the students for any omission or correction. Accordingly these scripts are once again reevaluated based on the students feedback and the End semester marks are finalized and forwarded to the Controller of Examinations within a period of 21 days from the last date of examination.

- iv. The final result shall be published within a period of 21 to 30 days from the last date of the examination by the Controller of Examinations.

#### 5.1.2 Internal Assessment – 50 mark

The University follows a continuous evaluation pattern and the Internal Assessment (of 50 mark) comprises of the Mid Semester Examination and other Assessment activities to be conducted over the complete duration of semester.

##### 5.1.2.1 Mid semester examination – 20 mark

- i. A Mid semester examination shall ordinarily be conducted in the middle of each semester with at least 10 days prior notice.
- ii. The Dean of the concerned school shall announce the test dates and the program for the Mid semester examination for the students of the concerned school as per the Academic Calendar of the University approved by the Academic Council at the beginning of each semester.
- iii. The Mid semester examination will be of one hour duration.
- iv. The Mid semester scripts are to be evaluated by the Course teacher within 10 days of actual conduct of the examination. After evaluation, the Mid semester copies are to be shown to the students for any omission or correction. Accordingly these scripts are once again reevaluated by the Course teacher to finalize the Mid semester mark.
- v. No Re-mid semester or make up examination will be held.

However, under exceptional circumstances such as hospitalization, mishap in the family etc, permission for the make up Mid semester examination may be accorded to a student. In such a case application with supporting documents is to be made by the said student within five working days following the Mid semester examination.

##### 5.1.2.2 Internal Assessment Activities : 30 Mark

Operational Guidelines :

At the beginning of each semester, the course teacher in consultation with the course committee will announce the pattern of evaluation under this category and distribution of marks. The Continuous evaluation activities may typically comprise of Problem solving, Critical Thinking, Creation, Interactivity Focus, Quiz and Reflection. These

activities can be reoriented depending on the type of course being delivered with suitable distribution of marks.

5.1.2.3 It is the responsibility of the Course teacher to compute the Internal mark consisting of the Mid semester examination and Internal Assessment Activities. These marks are shown/notified to the students before those are submitted to the Controller of Examinations for processing.

5.1.3 It should be the endeavor of all students to secure a minimum of C Grade in a theory subject after the End semester examination. Only for promotion to the next higher level (year), D Grade can be considered as a Pass Grade.

However, a student securing C or D Grade in a theory paper is permitted to appear for an improvement examination in the next available opportunity for the said theory paper to improve upon his/her grade or in the Supplementary examination in that Academic session. This would facilitate improvement in the overall CGPA in order to obtain the B. Tech Degree at the end of the 8<sup>th</sup> semester examination, where the requirement of CGPA is 6.0.

## **5.2 Practicals**

Every Item in this category shall be evaluated out of 100 mark, divided under two broad categories as detailed below :

5.2.1 End Semester examination : 40 mark

Operational Guidelines :

There shall be an End Semester Examination in laboratory items wherever specified. The evaluation may be done based on :

- Organization of the experiment
- Actual data generated and the actual conduct of the assigned experiment
- Data analysis / Synthesis and Conclusions etc.
- A comprehensive viva-voce seeking general awareness of the lab subject .

The relative emphasis shall be left to the examiner & the course instructor jointly. A student must complete the experiments and lab reports (in all respects) to be eligible for the end-semester examination.

The award shall be finalized by the course instructor and the examiner, if any, jointly and submitted in the prescribed format in soft copy (through SAP Portal) and a hard copy to be forwarded to the Controller of Examinations and a xerox of the hard copy may be retained in the School for record.

5.2.2 Laboratory Sessionals : 60 mark

Operational Guidelines

- i. The course instructor/s shall be the sole authority for finalizing award under this item.
- ii. The distribution of the points will be done on the following basis :
  - Attendance & conduct in the laboratory 10 mark
  - Initiative to perform the experiment and results 20 mark
  - Interaction with the course instructor about the experiment 10 mark
  - Presentation of lab report & its content 20 mark
- iii. The course instructor shall finalize the award (out of 60 points) before the end-semester examination. No credit shall ordinarily be assigned under the category “Attendance and conduct in the laboratory” listed above if the student does not satisfy minimum attendance requirement as specified in the regulations.
- iv. The marks (out of 60) shall be submitted to the Controller of Examinations in soft copy (through SAP Portal) and a hard copy may be retained in the School for record.

5.2.3 The minimum pass grade in a practical subject is C grade.

**5.3 Sessionals (Out of 100 mark)**

Explanation & Operational Guidelines

Sessional items are those where, either the formal institutional contact hours are not specified, (viz. Practical Training, Extra/Co-curricular participation), or there are no formal end semester examinations of the written kind (viz. comprehensive viva-voce, seminar, industrial visits etc.). For all items under these categories, the evaluation shall be done internally through a Departmental Committee, appointed by the Head of the School.

The norms for assessment for sessional items may vary from item to item. A broad guideline is as follows :

- For items which are conducted outside the institutions viz. Practical training, Co-curricular/Extra-curricular participation, Industrial visits etc. – assessment may be made on the basis of Items Supervisor’s assessment of report submitted by the student, if any, participation & attendance, and viva-voce conducted by an Institutional / Department Committee, constituted by the department Head.



- Items conducted in the dept/institution viz. Academic Unit/School/Centre, seminar, comprehensive viva voce – shall be evaluated by a Teacher's Assessment Committee constituted by the Department Head based on participation and attendance in the course, comprehension of other seminars by fellow students, presentation and content of seminar presented, capability to address to questions by participants. The award list for this item shall be finalized by all the members of the Teachers' Assessment Committee before the starting of the end-semester theory/practical examinations, and shall be forwarded in soft copy (through SAP Portal) and a hard copy may be retained in the School for record.
- The minimum pass grade in a sessional item is C grade.

## **6.0 Declaration of Results, Promotion and Grading System :**

### **6.1 Declaration of results :**

The results for a given semester will be declared within a reasonable time after completion of the End semester examination subject to a maximum of 21 – 30 days from the last date of the examination.

### **6.2 Degree requirements :**

- 6.2.1 In order to qualify for a B.Tech Degree of the University covered under this regulation, a student must :
- a) Complete all the credit requirements for the Degree as laid down in the prescribed curriculum of the discipline with a minimum of D Grade scored in every theory and a minimum of C grade in every practical and sessional items.
  - b) Obtain a CGPA of 6.0 or higher at the end of the semester in which he/she completes all the requirements for the Degree
  - c) Have cleared all institutional dues of the University including the hostel dues
- 6.2.2 The minimum total credit requirements that has to be satisfactorily completed for the award of B.Tech degree is : 150 - 160 Credits (as specified in the Course Curriculum).
- 6.2.3 As already described earlier under Section 6.2.1 (a), a student is required to complete all the credit requirements as prescribed in the curriculum of the concerned discipline for obtaining a B.Tech Degree. This must include all the core and elective courses other than open electives. For open electives, students are required to take subjects of their choice from outside the School as per the subjects offered by other Schools or any industry electives, offered by industry. Open Electives have been included in the Course Curriculum for the B.Tech Program as per the Guidelines of UGC under the Choice based Credit System.

#### 6.2.4.1 Guidelines for Minor Scheme :

With effect from 2018 Admitted batch of B.Tech Program, a Major - Minor Scheme has been introduced. A student having a Major in a Branch of Engineering can opt for a Minor in a different Branch of Engineering from another School. For example, a student doing B.Tech in Mechanical Engineering (his/her parent branch) can choose to have a Minor in Computer Science Engineering. Therefore the Course Curricula also contains Minor courses offered by each School of Engineering, which include their Core Branch of Engineering and also in selected niche areas (such as VLSI & Embedded System offered by School of Electronics Engineering) and so on.

To get Minor in a discipline, a student has to complete 20 credits in that area (Six Theory subjects @ 3 credits each and Two Labs @ 1 credit each / a Minor Project of 2 credits, as advised by the Course Advisor).

The Minor courses will start from 6th semester onwards.

In the B.Tech Curriculum of 2018 batch, there are two Open Elective courses (amounting to 6 cr), which is mandatory for a student to obtain the B.Tech Degree. This is offered in 6th & 7th sem. However a student can opt for the Minor in lieu of the Open Elective courses.

Students having no backlogs till the end of 4th sem and a minimum CGPA of 7.0 will only be allowed to opt for the Minor scheme.

#### 6.2.4.2 Guidelines for Honours Scheme :

- W.e.f 2018 batch students of B.Tech Program, a provision for getting B.Tech (Honours) Degree by a student has been provided and this will continue for the 2019 batch students.

For this, a student has to undertake additional Three Advanced level Courses (to the tune of 9 cr) in 7th and 8th semesters of B.Tech Program in his/her parent Branch of Engineering to get a B.Tech (Honours) Degree.

However, the students of Electronics & Comp. Sc in the School of Electronics Engineering can choose their Honours courses from School of Computer Engineering only and students of Electronics & Electrical Engineering in School of Electronics can choose their Honours courses either from School of Electronics or from School of Electrical Engineering.

- A student will be allowed to opt for the Honours scheme only if he/she has a minimum CGPA of 8.00 at the end of 5th semester, which is to be maintained in the 6th, 7th and 8th semesters to retain the Honours criteria and also should complete all his/her courses in the first attempt.

### 6.3 Promotion :

A candidate shall be eligible for promotion to the next higher level (year) if he/she :

- i. has cleared ALL course items at the present level individually, or
- ii. does not have backlog of more than 5 (five) course items at the current level (from where the promotion is being sought) considering both the semesters in an Academic year and
- iii. has no backlogs at any stage below the present level from which the promotion is sought.
- iv. has been a bonafide Regular student at the present level and is duly registered as such in the University under permission of the Head of Academic Unit/School/Centre concerned.
- v. has not been involved in breach of discipline or has not been time barred due to non-completion of the course within the time limit fixed for the purpose.
- vi. has not been temporarily suspended /suspended for a specified period by the University and has not been denied the privileges of a Regular student at the time when admissions to higher levels is in progress.

### 6.4 The Grading system

A student of B.Tech program shall, at the end of his/her semester program, receive the grade card for the program mentioning the SGPA according to

$$\text{Semester Grade Point Average, SGPA} = \frac{\sum(C \times GP)}{\sum C}$$

Where C= credits of the course, other than the one with 'I' grade, GP = the grade point obtained for the course and the sum is over all the courses registered in that semester, including those in which the student has secured F grades.

For the Cumulative Grade Point Average (CGPA) a similar formula is used except that the sum is over all the courses taken in all the semesters completed up to the point in time, including those in which the student has secured F grades.

**7.0 The Guidelines for grading the performance of a student are as follows :**

- i. A Seven Point grading system on a base of 10 shall be followed for grading of B.Tech Degree students, and students of other course operated and governed under semester system, in various examinations undertaken by them in the University. For large classes the categorization of these grades and their correlation shall be as under :

9

Qualification	Grade	Score on 100 Percent points	Grade Point
Outstanding	'O'	100 to 90	10
Excellent	'E'	89 to 80	9
Very Good	'A'	79 to 70	8
Good	'B'	69 to 60	7
Fair	'C'	59 to 50	6
Pass *	'D'	49 to 40	5
Failed	'F'	Below 40	2

\* Pass grade for theory is D grade & Pass grade for practical and sessional is C grade.

- ii. A transitory letter grade 'I' (with point 2) shall be introduced for cases where the candidate fails to appear in End semester Examination(s) due to genuine reasons and where the results are incomplete. This grade shall automatically be converted into appropriate grade(s) as and when the results are complete.
- iii. No student shall be allowed to receive/complete the final degree with any I or F grade.
- iv. There shall be no class/division awarded to a student either at semester or final degree examination.

**8.0 ELIGIBILITY FOR APPEARING IN EXAMINATIONS**

- i) A student shall be eligible to appear in an End semester examination in a subject (Theory), provided he/she is a registered student in that subject and attends at least 75% of the classes held in that subject. The attendance for this purpose shall be calculated from starting date of the classes in that semester or the date of admission in to 1<sup>st</sup> semester for new entrants or in to 3<sup>rd</sup> semester for Lateral entry students, as the case may be.
- ii) Concessions : A student who has been absent for short periods due to participation in cultural, sports, NCC, NSS other academic / official assignments in the interest of the University with prior written permission of the Head of School or on health grounds (duly supported by medical certificate) may be permitted a maximum of additional concession of

10% in attendance and would be eligible for appearing in examination with a minimum of 65% of attendance in a semester.

- iii) The relaxation of eligibility criteria of 75% attendance can be considered by the Head of the School on a case to case basis for any extraneous situations like mishap in the family or any other genuine considerations. If the situation so demands, the Head of the School may recommend such cases to the Vice Chancellor for relaxation of attendance norms.
- iv) A student shall be admitted to any examination of the University only if he has paid the prescribed fee by the date specified by the Controller of Examinations.
- v) A candidate shall be allowed in an examination only after he is issued an Admit card for the relevant examination by the University.
- vi) A student who is promoted to the next higher year with backlogs in the previous year is permitted to clear those backlog theory subjects by appearing in the End semester examination for those subjects as back papers in the corresponding semester in which the subject is offered as an ex-regular student. However he is required to register for those back paper subjects in the prescribed registration form at the beginning of the semester but may be exempted from attending theory classes for those backlog subjects.

#### **9.0 Supplementary Examination :**

A Supplementary Examination will be held annually at the end of each Academic year for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Year before the start of the next Academic session. Supplementary examination will be held only for the current level theory subjects.

- i) The students will only be allowed to appear for their failed papers in the current level subject to a maximum of 50% of the total subjects for the current year rounded off taking odd and even semester of that year taken together.
- ii) A student will ordinarily be assigned one Grade less than he/she actually obtains in a subject item in the Supplementary Examination subject to a minimum of C Grade or below, which would remain unchanged.

However, there will not be any grade loss for a subject in the supplementary examination for a student, who has attended the summer term classes for that subject with a minimum of 75% attendance.

- iii) A student will not be permitted to appear for a paper in the Supplementary Examination if the said student has been debarred due to attendance criteria in that subject and has not attended summer classes with a minimum of 75% attendance.

However a student, debarred under the attendance criteria for a subject will be allowed to appear in the Supplementary Examination for that subject if he has attended at least 75% of the classes held in the summer term for the subject.

- iv) A student, who misses the End semester examination for one/more theory subject/s for any genuine reason like medical ailments or mishap in the family, will be allowed to appear for those subject/s in the supplementary examination without reduction in grade. But this will be decided, on a case to case basis, on production of proper documents by the said student, subject to the approval of the Vice Chancellor.
- v) Students with C or D Grade in any of their theory papers in the current level are also allowed to appear for those papers in the Supplementary examination subject to a maximum number of 3 (three) for improvement of their grades and there will not be any grade reduction.
- vi) For the purpose of facilitating outgoing students, the Supplementary Examination for 4<sup>th</sup> Year shall be held within one month of publication of 8<sup>th</sup> semester examination results.

#### **10.0 POST PUBLICATION SCRUTINY AND REVALUATION**

Normally there will not be any revaluation or scrutiny of answer scripts after publication of results nor any notification to that effect by the Controller of Examinations, since the answer scripts are shown to the students before the publication of results.

However, for redressal of any genuine grievance of students, revaluation of answer scripts can be undertaken after examining the genuinity of the issue on a case to case basis.

#### **11.0 Preservation of Answer Scripts :**

The Answer Scripts of any end semester examination are to be retained in the Office of the Controller of Examinations for a period of 6 months (for digitized scripts) and 2 years (for non-digitized scripts) from the date of publication of results of the concerned examination and thereafter could be shredded and disposed off.

In view of the above, no student or any external agency will have any claim, whatsoever, or can have access to Answer Scripts under any circumstances after this time limit.

#### **12.0 Improvement in CGPA :**

This provision has been introduced in order to facilitate the students in the placement activity and to obtain a B.Tech Degree at the end of 8th semester, where the minimum requirements of CGPA is 6.00.

- A student, preferably without any backlogs, is eligible to opt for the improvement examination in a theory paper (only with a C or D grade) for a maximum of 3 (three) theory papers in the Autumn or Spring semester End semester examination starting with 3<sup>rd</sup> semester.

Students with a backlog of less than 3 (three) theory papers, can also appear in the improvement examination subject to a maximum of 3 (three) theory papers including the backlog papers. However he/she has to first fill up for the backlog papers followed by the papers for improvement.

- The grade improvement option is available to a student only in the immediate subsequent chance in the End semester examination.
- If there is no improvement in the grade for any subject, the previous grade will remain in force.

### **13.0 Facilities for failed students :**

With a view to assist the students, who failed in one or more subjects in the Autumn and / or Spring semester in an Academic year, a summer term will be conducted in the summer vacation following the Spring semester for making up their deficiency.

- The duration of the summer term will be of 30 days to be notified every year before the commencement of the Spring end semester examination.
- All the students intending to join summer term must register for those courses on the day fixed for registration for the summer term on the recommendation of the Faculty Advisor and approval of the concerned Head of the School.
- A student is permitted to register for a course in the summer term only if he/she had registered for this course in the preceding Autumn and / or the Spring semester and had appeared in the End semester examinations and had obtained a F grade.

Further, a student who misses the End semester examination for one/more theory subject/s for any genuine reasons as stated under Item 9.0.iv (currently with I grade in the corresponding subject/s) will also be allowed to appear for those subjects in the Supplementary examination.

The maximum number of subjects a candidate is allowed to register is 50% of total theory subjects for the current year rounded off.

- Students with C or D Grades are also allowed to register for Summer term courses to improve on their Internal marks subject to a maximum of 3.

- A course teacher will conduct classes for a subject (36 hours for a 4 credit course and 27 hours for a 3 credit course), do Internal Assessment activities and Mid semester examination and will compute the internal marks. These marks are first shown/notified to those students undergoing summer term before the soft and hard copies of the Internal Marks in the prescribed format are forwarded to the Controller of Examinations for record. The previous internal marks for those students will then be null and void.
- A student who attends the summer term classes for a failed subject with a minimum attendance of 75%, will be allowed to appear for that subject in the Supplementary examination without reduction in grade.
- A student debarred under attendance criteria in a subject will be allowed to attend the summer classes subject to the approval of the Head of the School on the recommendation of his/her Faculty Advisor. He/she will be allowed to appear in the Supplementary Examination in that subject provided he/she attends at least 75% or higher classes in that subject in the summer term.

#### **14.0 Maximum time limit for completion of B.Tech Program :**

- Academically weaker students may be granted time up to N+2 years, where N stands for normal period of the Program as per UGC Guidelines. Therefore, for B.Tech Program (of 4 year duration), the maximum time limit to be granted to a student would be 6 years from the date of admission to the 4 year program.

In exceptional circumstances a further extension of one more year may be granted. The exceptional circumstances should be spelt out clearly by the relevant statutory body of the concerned University.

During the extended period the student shall be considered as a private candidate and also not be eligible for ranking.

- Further, any student who fails to clear the 1<sup>st</sup> year of B.Tech Program in two attempts in the form of End semester examination and Supplementary examination, will be on probation for one more year. On failing in the next year also, he/she shall be removed from the University rolls.

#### **15.0 Summer Training :**

Apart from the Academic Curricula, a student under the B.Tech Program is required to undergo a Summer Training program of minimum period of 60 days in two slots ; after 4th semester and 6th semester.

The training should be preferably in the area of student's specialization.



The performance in the Summer Training is to be evaluated at the 7th semester level under the head of 'Practical Training', where the students are required to submit the Training Diaries / Training Certificates towards the proof of completion of Summer Training as stipulated above.

## **16.0 REGULATIONS CONCERNING READMISSION OF A STUDENT**

### **16.1 General**

A student, already registered with the University, may opt to rejoin a semester for which he/she was a regular student in an identical semester of the preceding year. This should be done at the beginning of the said semester under the following conditions:

- a. He/she has failed to clear more than five course items in the earlier year and has been declared as a year back student after maintaining requisite percentage of attendance as a regular student.
- b. He/she took a break in attending classes due to genuine reasons after joining the semester as a regular student in the corresponding semester of the previous session, and as a result was disqualified from appearing in the end semester examination due to shortage of attendance.
- c. He/she discontinued the course temporarily due to personal reasons but chooses to rejoin the course at the appropriate level during the following session.

**16.2** Ordinarily a student shall be expected to rejoin a course in the odd semester and shall continue in the following even semester also to complete the two semesters of a level which forms the basis of his promotion to the next higher level. If however, the student, owing to one or more of the following reasons has to repeat only one of the semesters, the credit as earned by him for the other semester shall be carried forward for computation of CGPA, provided that he/she:

- a. has passed in all course items of the odd semester but has failed to secure elevation to the next level owing to non compliance of promotion rules formulated taking into account both the Autumn and Spring semesters of the level.
- b. has passed in all course items of the even semester but has failed to secure elevation to the next level owing to non compliance with the promotion rules taking both semesters into account.
- c. was a regular student and cleared all course items in the Autumn semester as a regular student but was unable to continue as a student in the Spring semester due to reasons beyond his control.

### **16.3 Procedure for readmission**

16.3.1 A student desirous of rejoining the program as a regular student after discontinuation / negations of promotion shall have to follow the following procedure:

- a. He/she shall have to apply to the University in a prescribed form seeking readmission to the appropriate level along with documentary evidence justifying his case for readmission.
- b. He/she shall undertake to clear all outstanding dues with the University.
- c. He/she shall declare that he/she is aware of the maximum time limit for the courses, and in the event of non-adherence to the time limit, he/she shall abide by the rules of the University in terms of discontinuation of his/her studentship.

16.3.2 A student cannot claim readmission to a semester or a course as a matter of right. This privilege shall be restricted to genuine and deserving cases only, with no compromise on seriousness and intent of studentship.

16.3.3 Notwithstanding anything contained in the above rules, the interpretation of the University shall be deemed as final in all matters concerning readmission of students.

### **17.0 Transfer of credits :**

The objective of Transfer of credits is to facilitate the Inter-University transfer and mobility of a student across different Universities in India and abroad. The procedure for transfer of credits will be as follows :-

- a) The University will accept the transfer of credits earned by a student from other Universities /Institutions, which are well recognized in the field. Such transfer of credits will also hold good for transfer from foreign Universities / Institutions with which the University has signed MoU for student and faculty exchange programs.
- b) To facilitate the process of transfer of credits for a student migrating from an outside University / Institution, there will be an Equivalence Committee both at the School level and the University level. The School level Equivalence Committee will consist of the Head of the School as the Chairperson, Program Head, Subject Experts and Asst. CoE of the School.

The Equivalence Committee shall match the syllabi of both the Universities pertaining to different subject items to check the extent of similarities and recommend transfer of credits including credits to be awarded at KIIT University for those subject items, which are found matching. For subjects, where there are gaps and are not covered earlier by a student in his/her previous University / institution, he/she will be required to clear those subject items under the KIIT University examination system.

The recommendation of the School level Committee will be forwarded to the University level Equivalence Committee, which is to be headed by a Professor appointed by the Vice Chancellor as the Chairperson and the concerned Head of the School, CoE / his nominee and Director, Admissions / her nominee as members. The final recommendation of the University level committee will be put up to the Vice Chancellor for approval.

- c) The University also permits its students in the 4<sup>th</sup> year of B.Tech Degree Programs to undertake specialized course work / industrial training in other recognized Indian Universities or Foreign Universities or in a reputed industry and earn certain credits for fulfillment of his/her degree requirements with the approval of the Vice Chancellor and Academic Council.

Equivalence Committee should evaluate the course work / training undertaken by the concerned student for such credit transfer.

- d) The University also permits students from Foreign Universities to undertake course work at KIIT University and then the credits earned can be transferred to other Universities where such students undertake subsequent part of their course leading to B.Tech Degree.



**Kalinga Institute of Industrial Technology**  
**Deemed to be University**  
**Bhubaneswar-751024**