

Part – A
COMMON FOR ALL COURSES

RA 1. Admission

- RA 1.1. The number of seats for which admission is to be made in the ITM University Gwalior, will be decided by its BOM/BOG/Academic Council. (Seats are reserved for candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Persons with Disability and children of defence/ paramilitary personnel killed or permanently disabled in action during war or peacetime operations, as per the M.P. State Government orders from time to time).
- RA 1.2. Admission to a programme in a year will be based on the results of the qualifying examination/ Common Entrance Test/ Any other Test as approved by the University.
- RA 1.3. ITM University Gwalior Admission Board will decide on the procedure for conducting the Common Entrance Test (henceforth referred as CET) and preparing a merit list for the various categories of students. Subject to minimum performance criteria in the CET decided by the admission board from year to year, the Admission Board will offer admission, in order of merit, taking into account the choice of branch indicated by the candidate and the available seats in each programme/course/branch in the ITM University Gwalior.
- RA 1.4. The selected candidate will be admitted to a programme after he/she fulfills all the admission requirements as indicated in the letter of admission and after payment of the prescribed fees.
- RA 1.5. In matters of admission, the decision of the BOM/ Admission Board is final.
- RA 1.6. If, at any time after admission, it is found that a candidate has not fulfilled all the prescribed requirements stipulated in the offer of admission, is found to have produced fake certificates/ mark sheets, the Admission Board/Dean may revoke the admission of the candidate and report the matter to the BOM/Academic Council.
- RA 2. Structure of a Programme.**
- RA 2.1. Every branch of a programme will have a curriculum and course contents (syllabi) for the courses approved by the concerned Board of Study and approved by the Academic Council.
- RA 2.2. Credits are assigned to the courses based on the contact hours following the general pattern:
One credit for each lecture period;
One credit for each tutorial period;
One credits for two laboratory or practical or project session.
- RA 2.3. The non CGPA credit subjects can be permitted from any other on campus/off campus recognized school / industry / organization under the advice of faculty adviser/mentor and should be sanctioned by the corresponding Dean of Schools. Such subjects can only be offered if they are not being offered in the regular semester. The credits earned in the non CGPA course shall not be added for calculation of CGPA. They will be counted only for calculation of the minimum credit required for passing the program.
- RA 2.4. The medium of instruction, examination and project reports will be English unless otherwise provided.


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RA 3. Faculty Adviser/ Mentor

- RA 3.1. To help the students in planning their courses of study and for getting general advice on the academic programme, the concerned Department will assign a certain number of students to a Faculty member who will be called their Faculty Adviser/ Mentor.

RA 4. Change of Branch

- RA 4.1. Change of branch may be permitted subject to the following:

- RA 4.1.1. Such change will be considered only at the end of the first two semesters. The performance during the first two semester will be the basis for consideration for change of branch.
- RA 4.1.2. All students who have successfully completed the first two semesters of the course will be eligible for consideration for change of branch, subject to the availability of vacancies. Vacancy means seats vacant due to drop-outs and created by students not eligible for that semester.
- RA 4.1.3. In making a change of branch, the strength of a class should not fall below the existing strength by more than ten percent and should not go above the strength by more than ten percent. For this purpose, the strength in both cases refers to the total strength of the students in the class.
- RA 4.1.4. If a student with a higher GPA is not offered a particular branch because of other constraints, this should not be offered to any other student with a lower GPA even if he/she is eligible on the basis of the existing norms.
- RA 4.1.5. Change of branch rule is subject to revision from time to time and the decision of the Academic council/BOM will be final and binding.

RA 5. Enrolment and Registration

- RA 5.1. From the second semester onwards, all students have to register during a specified week at the beginning of a semester. A student will be eligible for registration only if he / she satisfies R 6.0 and will be permitted to enroll only if he/she has cleared all dues to the University, Hostel, Library NCC Unit etc. up to the end of the previous semester, provided he / she is not debarred from enrolment, on disciplinary grounds.

Students who register late will be duly fined.

- RA 5.2. During registration student has to clearly specify courses to be offered in following categories:
- (i) Regular – All subjects as prescribed for that semester as per scheme.
- (ii) A student who fails to earn designated credits of a subject can register to earn them as below:
- As an Ex-Student- A student can appear only in end-term examination.
 - As a Repeater – A student can appear in all components of assessment (including end-term).
- A student who registers as an ex-student or a repeater are not supposed to attend regular classes of those subjects.


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RA 5.3. The registration form shall contain the course number, course name, number of credits and category for each course to be registered in that semester. The student should make the choice of course in consultation with his/ her Faculty Adviser/ Mentor.

RA 5.4. The curriculum for any semester, except for the final semester will normally carry credits between 21 and 29.

RA 6. Promotion to Higher Semester and Minimum Requirement to Continue the Programme

RA 6.1. A candidate who has been admitted in a course will be promoted to the higher class in accordance with the following rules :

RA 6.1.1. A candidate who has taken admission in A-B Group and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.

RA 6.1.2. A candidate who has taken admission in even semester under B-A Group and has appeared in the examination of even semester, will automatically be promoted to next applicable odd semester irrespective of failing in any number of subjects of previous semester.

Note : The candidate who seeks admission in odd semester of an academic year is said to be in A-B group, while, a candidate who seeks admission in even semester of an academic year is said to be in B-A group. i.e. a Candidate of A-B Group will take admission generally in July, whereas, candidate of B-A Group will take admission generally in January in the relevant academic year.

RA 6.2. Subject to the provisions of section R. 14 to 16 and R.23 of this regulation, the minimum requirement for successful completion of the B Tech program is as follows:

RA 6.2.1. The student must have earned minimum stipulated credits and

RA 6.2.2. has obtained a minimum stipulated CGPA

However, promotion to the next year shall be permissible only if the minimum CGPA of 5.0 is earned. For calculating the CGPA, the semester grade point average for all the previous semesters shall be included. Students scoring less than stipulated minimum CGPA at the end of the every semester shall be warned that the overall CGPA should be at least minimum stipulated CGPA failing which he/she will have to suffer a semester/year loss at the end of the even semester examination as specified later in section R.6.4. Such students can either appear as ex-students in the end semester examination or as repeater students in a semester after registration and by paying the prescribed fee. Variation in minimum stipulated CGPA may be made by Academic Council.

RA 6.3. Students having CGPA <5 may repeat course(s) in which they failed or have choice to repeat maximum two course in a semester. Student must clear his/her status in the registration form at the time of commencement of the semester. Those students who do not register will be treated as dropouts from the program and will have to seek admission in next year.

RA 6.4. Provided further that a student should have successfully completed (i.e.) no back log subject and CGPA of 5 or above) all the courses/credits of n-2 year, eg courses of first two semester in order to be promoted to the 5th semester and all the courses of the second year before being promoted to the fourth year of a four year course. This 'n2' rule is also applicable for the Dual Degree programme of 10 semester duration.


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RA 6.5. A student having backlog courses only in odd semester of n-2 year, after clearing backlog & having CGPA 5 or more, he/she may be permitted in even semester of nth year (under B-A Category). This rule will not be applicable for courses of duration of two years or less.

RA 7. Supplementary Examination

RA 7.1. The end semester examinations (odd semester exam for odd semester subjects, similarly the even semester examination for even semester subjects) will be the supplementary examination for the students who failed to earn the minimum stipulated credit and / or CGPA requirement of the courses offered in a semester. Such students will be required to pay the examination fee as decided by the University from time to time.

RA 7.2. Under special circumstances, the Academic Council may permit conduct of special examination.

RA 7.3. Students who have already passed a laboratory / project subject shall however not be eligible to reappear in the end semester examination of the concerned laboratory / project related subject for grade / CGPA improvement. However, a student failing in laboratory / project can appear as an ex-student or as a repeater.

RA 7.4. The failing students who desire to appear in the internal assessment examination also during the semester can do so only by registering as repeater student in a semester.

RA 7.5. In matters related to grade improvement (for students who already passed and desire to improve grade) the principle of "best of two" shall be followed for declaration of the result ensuing the examination for grade improvement.

RA 8. Contact Courses for Grade Improvement

RA 8.1. A contact course is one where a student needs not to attend regular classes but will have an opportunity to interact face to face with teachers to prepare for such course/s. Such students will be eligible to take all assessments that are a part of evaluation scheme. A Contact course may be offered during the regular semester or during summer by a Department to a final year student who has applied for grade improvement or who could not clear the subjects of the final year of the program.

Students who have successfully passed a course but want to improve their grades can also register in the contact program for grade improvement within 12 calendar months of passing the final examination.

The contact course will be offered only on the recommendation of the department with the mutual agreement of the teacher and the student.

RA 8.2. No student should register for more than two contact courses during the semester or summer period. Moreover, grade improvement will be permissible only for two successive semester examinations i.e. within one year of the written request by the student but in any case not later than 18 months after passing a course.

RA 8.3. The contact course cannot be offered if the same subject is offered as a regular course, during that period.


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- RA 8.4. Such final year students, who wish to take contact course(s), should apply to the Dean, Academic Courses and pay the requisite fee before the commencement of the semester or summer as the case may be, in which the contact course is to be taken.
- RA 8.5. The assessment procedure for a contact course will be similar to that of the regular semester course.
- RA 8.6. Withdrawal from a contact course is not permitted.

RA 9. Maximum Duration of the Programme

- RA 9.1. A Student is expected to complete the a programme in minimum duration prescribed for a course. However, a student may complete the programme at a slower pace, but in any case not more than the maximum duration of the programme as provided below, excluding semesters withdrawn on medical grounds, etc as per R10.1:

Sno.	Minimum Duration	Maximum Duration
1.	One year (for programmes offered in yearly mode)	Two Years
2.	Two years (for programmes offered in yearly mode)	Three Years
3.	Two Semesters	Four Semester
4.	Four semesters	Six Semester
5.	Six semesters	Ten Semesters
6.	Eighth semesters	Fourteen Semesters
7.	Ten Semester	Sixteen Semesters

However, the students have to satisfy R.6 every semester, failing which their registration shall be cancelled.

- RA 9.2. The semester used by a student to clear only the backlog course(s), will not be treated as effective for reckoning the no. of semesters spent by the student with respect to the maximum permissible limit (vide R 9)

RA 10. Temporary Withdrawal from the Programme

A Student may be permitted by the Dean to withdraw from the programme for a semester or longer for reasons of ill health or other valid reasons. Normally, a student will be permitted to withdraw from the programme only for a maximum continuous period of two semesters. In any case the student has to pay full fee of the programme.

RA 11. Discipline

- RA 11.1. Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity which will tend to bring down the prestige of the University.


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- RA 11.2. Any act of indiscipline of a student reported to the Dean, Academic Courses, will be referred to a Discipline and Welfare Committee constituted by the BOM/Academic Council.

The Committee will enquire into the charges and recommend suitable punishment if the charges are substantiated. The punishment so recommended shall be imposed by the Dean after due approval and will be reported to the Academic Council in the ensuing meeting.

- RA 11.3. Appeal: The student may appeal to the Chairman, Academic Council/BOM whose decision will be final. The Dean will report the action taken at the next meeting of the Academic Council/BOM.

- RA 11.4. Ragging of any dimension is a criminal and nonbailable offence in our country. The current State and Central legislations provide for stringent punishment, including imprisonment. Once the involvement of a student is established in ragging, the offending student will be dismissed from the school and will not be admitted into any other school of University. Avenues also exist for collective punishment, if individuals can not be identified in this inhuman act. Every senior student of the school, along with the parent, shall give an undertaking every year in this regard and this should be submitted at the time of enrolment.

RA 12. Attendance

- RA 12.1. Every teaching staff member handling a class will take attendance till the last instructional day in the Semester. The percentage of attendance, calculated up to this point, will be indicated by a letter code as follows:

Attendance Rounded to	Remarks	Code
>85 %	Very Good	VG
75 to 85%	Good	G
<75 %	Poor	P

- RA 12.2. A student who has an attendance lower than 75%, whatever may be the reason for the shortfall in attendance, may be detained in the endsemester examination of the course in which the shortfall exists.

- RA 12.3. As a consequence his/her registration for that course will be treated as cancelled, and he/she shall be awarded 'W' grade (W stands for registration cancelled for want of minimum attendance) in that subject. This grade shall appear in the grade card till the course is successfully completed.

- RA 12.4. In the case of a core course, the student should register for and repeat the course when it is offered next.

- RA 12.5. The teacher handling a course must finalise the attendance three calendar days before the last instructional day of the course in the semester.

- RA 12.6. The particulars of all students who have attendance less than 75% in that course must be announced in the class by the teacher himself/ herself. Copies of the same should be sent to the Director, Dean and Heads of Departments concerned. Students who get


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less than 75% should ordinarily not be permitted to sit for the endsemester exam without the permission of the Dean.

RA 12.7. Condonation of Attendance: Every student is expected to put in 100% attendance. The minimum attendance requirement is 75%. For cases of casual absenteeism, no condonation of attendance is permissible. If a student has less than 75% attendance, he/she should be assigned 'W' grade in that subject along with 'P' as the attendance code. The percentage of attendance in a subject shall be computed as:

RA 12.7.1. For calculation of attendance in normal cases:
For cases of minor illnesses and casual absenteeism actual % of attendance is computed as:

Actual no. of classes attended x 100

Total no. of classes held till date of compilation of attendance

which should be $\geq 75\%$. Otherwise, W grade shall be awarded. Such cases will not come under the purview of condonation of attendance.

RA 12.7.2. (b) For calculation of attendance in case of prolonged illness and/or hospitalization with medical certificate:
A student should have more than 40% attendance calculated as per (a) above to be eligible for condonation.

Notional % of attendance =

Actual no. of classes attended x 100

(Total no. of classes held in the semester) (No. of classes held during the days of prolonged illness and or hospitalization)

which should be 85% for condonation.

RA 13. Assessment Procedure – Tests and Examinations

The Academic Council/BOM/BOS will decide from time to time the scheme of examination in each subject. All examinations shall be held under direct control of the Controller of Examination. The scheme of examination shall be as given in R 14 to R 16.

RA 14. Scheme of Examination

RA 14.1. The performance of students shall be assessed by a process of continuous evaluation by way of quizzes/assignments/seminars/ and two midterm examinations. All the students of the University shall be compulsorily required to appear in these assessments in order to be eligible for appearing in the end semester examination.

RA 14.2. Moreover, there shall be one endsemester examination in each Practicals/ lecture based subject.

RA 14.3. Few courses may also be offered with an option of evaluation through viva-voce or presentation or any other method as approved by the Dean at the end of the semester.


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RA 15. Project Evaluation

- RA 15.1. On the completion of a project, the student will submit a project report which will be evaluated by duly appointed examiner(s). The evaluation will be based on the report and a vivavoce examination on the project.
- RA 15.2. The project reports of students who have not completed their course work will be evaluated in that semester itself and the result sent, in confidential, to the Dean, Academic Courses who will send the result to the Controller of Examination. The result of the project work evaluation will be declared by the Controller of Examination.

RA 16. Weightages**RA 16.1. Evaluation Pattern:**

Each theory & practical will be divided into two portions:

- (i). Continuous Assessment:
 (a) Class participation (Internal)
 (b) Mid-semester assessment (Internal)

Class Participation	Mid-Term
30	30

Total Weightage – 60%

The internal continuous assessment for practical/skills will be distributed as below (wherever applicable):

Total Weightage – 60%

Progressive Evaluation	Internal Viva
30	30

The progressive evaluation will be based on regularity of the students, their day to day performance in the laboratory(observations/output of the experiment to be signed by the teacher concerned on the same day). Atleast two internal viva voce examinations will be conducted.

(ii).End Semester Examination: Weightage 40%

(iii). Few courses may be offered with an option of evaluation through viva-voce or presentation or any other method as approved by the Dean which shall carry a weightage of 100 per cent.

RA 16.2. The markings for all tests, tutorial assignments (if any), laboratory work and examinations will be on an absolute basis. The final percentages of marks are calculated in each subject as per the weightages given above.

RA 16.3. The minimum passing marks in a subject in end semester theory examination is 30%. Similarly, the minimum pass marks in the end semester practical/project based examination is 50%. Students not fulfilling this requirement shall be declared to have failed in the subject


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concerned. A student must obtain the minimum marks in the end semester examination in each subject else he/she shall be declared fail and will have to reappear for examinations in that course.

RA 17. Subjectwise Grading of Students

RA 17.1. Letter Grades

Based on the performance, each student is awarded a final letter grade at the end of the semester, in each subject. The letter grades and the corresponding grade points are as follows:

Grade	Grade Points	*Equivalent Marks %	Remarks
A+	10	90-100	Out Standing
A	9	80-89	Excellent
B+	8	70-79	Very Good
B	7	60-69	Good
C+	6	50-59	Fair
C	5	40-49	Pass
U	0	Below - 40	Fail in subject
M	4	30-39	Marginal**
P	-		Pass
F	0		Fail
W	0		Failure due to insufficient attendance in course
I	0		Incomplete (Subsequently to be changed into pass (E to S) or U grade in the same semester)
X	0	Debarred	A student who has been debarred from appearing at an examination either (i) as per recommendation of the subject teacher for unsatisfactory attendance or (ii) by the Institute as a measure of disciplinary action or (iii) for adopting malpractice at an examination, and consequently awarded a grade 'X', may re-register for the subject(s) after the term of the debarment expires, provided that other provisions of this regulations do not prevent him.

* Rounded upto nearest integer value.

** applicable only for 1st year subject(s). Student will be considered pass if he/she secures marginal grade i.e. M, during 1st year in any two subjects (theory and practical of a subject shall be treated as separate subjects).

RA 17.2. A student is considered to have completed a subject successfully and earned the credits if he/she secures a letter grade other than U/ F or W or I in that subject. A letter grade U/ F or W in any subject implies a failure in that subject.

RA 18. Method of Awarding Letter Grades

RA 18.1. There will be continuous assessment of a student's performance throughout the semester.

RA 18.2. For arriving at a grade obtained by a student for a particular subject, initially a numeric marks obtained by the student out of 100 (hundred) is to be determined. Once the numeric mark is obtained, the same is to be converted to letter grade following the guidelines given at regulation no. 17.1.

RA 18.3. A final meeting of the Moderation Committee for the Department will be convened before sending continuous assessment marks to Examination Section through Dean. Head of the Department will be the Convenor of Moderation Committee. Three senior most teachers will be members of Moderation Committee. The Moderation Committee will look into fairness, discrepancies, errors and omission in assessment process and is empowered to take corrective actions. The corrective actions will have to be approved at the level of Dean. Examination Section will not accept any marks till they are cleared by Moderation Committee.

At the department level a copy with the absolute marks and the attendance code will be forwarded to the Examination Controller by the Dean.

RA 19. Declaration of Results

RA 19.1. The examination result of a programme, will be announced by the Examination Section.

RA 19.2. The 'W' grade once awarded stays in the record of the student and is deleted when he/she completes the subject successfully later. The grade acquired by him/her will be indicated in the grade card of the appropriate semester with an indication of number of attempts made in that course.

RA 19.3. 'U' grade obtained by the students will be deleted in the grade card once that course is successfully completed, indicating also the number of attempts made in that course.

RA 20. Reexamination of Answer Books

In case any student feels aggrieved, he/she can contact the Dean /Controller of examination within one week following the announcement of the results of the examination. The Controller of Examination will dispose of the request as per the rules approved time-to-time by Academic Council.

RA 21. Course Repetition

A course successfully completed cannot be repeated, except for grade improvement in final year for maximum of two subjects.


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RA 22. Grade Card

The grade card issued at the end of the semester to each student will contain the following:

- RA 22.1. the course number, name of the course and the credits for each course registered in that semester.
- RA 22.2. the letter grade obtained in each course
- RA 22.3. the total number of credits earned by the student upto the end of that semester in each of the course categories
- RA 22.4. the Semester Grade Point Average (SGPA) of all the courses taken in a semester.
- RA 22.5. the Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester at the end of even semester.

The SGPA(i.e. semester grade point average) will be calculated according to the formula:

$$SGPA = \frac{\sum (C_i \times GP)}{\sum C_i}$$

Where C_i = credit for the course, GP = the grade point obtained for the course and $\sum C_i$ = the sum of credits of all courses taken in that semester, including those in which the student has secured U and W grades.

For the cumulative grade point average (CGPA), a similar formula is used where the sum $\sum C_i$ is the sum of credits of all courses taken in all the semesters completed up to the point in time but excluding including the courses where 'U' or 'W' grades have been awarded.

RA 23. Eligibility for Award of the a Degree

- RA 23.1. A student shall be declared to be eligible for award of the a Degree if he/she has registered and successfully completed all the core courses and projects;
- RA 23.2. Successfully acquired the minimum required credits as specified in the curriculum corresponding to the branch of his/ her study within the stipulated time;
- RA 23.3. Earned the specified credits in all the categories of subjects;
- RA 23.4. Secured a CGPA of 5.0 at the end of the last semester examination,
- RA 23.5. Obtained no dues from the University, Hostels, Libraries, Sports, NCC / NSS / NSO etc. and
- RA 23.6. Has no disciplinary action pending against him / her.

RA 24. Eligibility for Award of a (Honours) Degree

- RA 24.1. In addition to the conditions prescribed under R.6.0 and R.23, the Honours students must maintain an average CGPA of 6.5. Otherwise, they will be awarded only non-Honours Degree.


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RA 24.2. Extra credits earned by the students will be mentioned in the grade card and awards.

RA 24.3. The award of the degree must be recommended by the Academic council/BoM.

RA 25. Award of Division

RA 25.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate as per following details:

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division with Distinction
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable:

$$\text{Percentage marks scored} = \frac{\text{CGPA Obtained} \times 100}{10}$$

RA 26. Merit List

RA 26.1. Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the last semester of a degree, on the basis of the integrated performance of all the years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

RA 27. Procedure for credit transfer for students who partially complete their programmes in Universities abroad or other Universities of the Country

The following procedure will be followed for credit transfer for students who partially complete their programmes in Universities abroad or other Universities of the Country:

RA 27.1. The credits / grades indicated in the grade sheet obtained from the university in which the student has completed the courses should be used by the student as part of his/her transcripts.

RA 27.2. ITM University Gwalior transcripts will only indicate the courses, credits and grades completed at ITM University Gwalior and the total number of credits (without grades) earned in other Universities in a particular semester.

RA 27.3. The CGPA calculation based on credits earned / completed at ITM University Gwalior alone is to be considered for award of prizes/scholarships.

RA 27.4. The credits earned at programmes in Universities abroad or other Universities of the Country will be taken into account for calculation of minimum required credits for the award of the degree.

RA 27.5. Any disputes in such cases will be redressed by Academic Council.


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RA 28. Power to Modify

Notwithstanding all that has been stated above, the Academic council/BoM has the right to modify any or all of the above provisions of this regulation from time to time.

RA 29. Conflict in Part A and Part B of Regulation

In such cases, where any provision/s in Part-B of the regulation is/are in conflict with Part-A of the regulation, then provision/s as stated in Part-B of the regulation will prevail.


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