ORDINANCES, RULES, AND REGULATIONS

BACHELOR OF TECHNOLOGY

(EFFECTIVE FROM 2024-25)

UNIVERSITY INSTITUTE OF ENGINEERING & TECHNOLOGY
SCHOOL OF ENGINEERING AND TECHNOLOGY
CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR 208024

CONTENTS

How Ordinances of UIET, School of Engineering and Technology, CSJM University are made

1. The ordinances of UIET are prepared by a special ordinance committee constituted by the Vice Chancellor, CSJM University, Kanpur.

2. All ordinances made by the ordinance committee shall have effect from such date as it may direct, but every ordinance so made shall be submitted, as soon as may be, to the Academic Council of the CSJM University and shall be considered next by the Executive Council of CSJM University at the next meeting.

ORDINANCE NO. 1

GENERAL INFORMATION

1. The degree of Bachelor of Technology (B. Tech.) of CSJM University, Kanpur shall be conferred on the candidates who have pursued the prescribed course of study for not less than eight semesters spread over four academic years and for not less than six semesters spread over three academic years (for lateral entry), and have passed the examinations as prescribed under the relevant ordinances. The course will be conducted on full-time basis.

2. Total number of students in the B.Tech. programme shall be restricted to numbers decided by the University from time to time in the following branches, viz.,
    (i)   Computer Science and Engineering,
    (ii)   Computer Science and Engineering (Artificial Intelligence),
    (iii) Electronics and Communication Engineering,
    (iv)   Mechanical Engineering,
    (v)   Chemical Engineering
    (vi)   Materials Science and Metallurgical Engineering
    The number of students in each branch shall also be limited to the student strength decided by the University.

3. The medium of instruction for the B. Tech programme will be English.

ORDINANCE NO. 2

ADMISSION PROCEDURE

1. Admission to the First Year of the B.Tech. programme (Semester 1) and lateral admission in B.Tech. to the Second Year (Semester 3) will be made as per the rules prescribed by the University from time to time.

2. The admission to B. Tech. program will be done based on merit earned, normally, through an entrance examination conducted by the National Testing Agency (JEE Mains) / CSJM University / any other competent examination body or any other admission process as decided by the University.

3. The minimum academic qualification for admission is as follows:

(a) For B. Tech First Year: Passed in the final examination of 10+2 system or its equivalent with Mathematics, Physics, and one of the following subjects: Chemistry/ Technical Vocational subject/ Computer Science/ Information Technology/ Engineering Graphics/ Electronics/ Informatics Practices or any other eligibility criteria approved by the University.

(b) For B. Tech Second Year through Lateral Entry Scheme: Passed three year/two years (Lateral Entry) diploma examination from an institution recognized by U.P. Board of Technical Education in any branch of engineering/technology except agriculture, or any other eligibility criteria approved by the University.

4. The reservation policy as prescribed by U.P. Government or its directions regarding admission from time to time shall be adhered to during the admission process.

5. Admission on migration of a candidate from any other University/Institute will be based on the Academic credit bank of Govt. of India and guidelines issued by AICTE/UP Govt/ Govt. of India.

6. Up to 10% of supernumerary seats have been allotted to each branch of the B. Tech programme for admission of International Students. They shall be admitted without any entrance examination on the basis of past academic record as decided by the University. The fee structure for such students will be as per University rules.

7. In all cases, the admission of an applicant to the B. Tech. programme requires that the applicant has:

   (a)   The minimum academic qualification as notified,
   (b)   Fulfilled the prescribed admission procedure and paid the prescribed fees.

8. If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission or has committed some fraudulent act or gross misconduct at any stage then the University reserves the right to revoke the admission of the candidate.

ORDINANCE NO. 3

ACADEMIC SESSION

1. There are two regular academic semesters in one year.

    Odd Semester : From third week of July to second week of December;
    Even Semester : From the first week of January to the second week of May

2. The duration of each semester will generally be 90 working days or as prescribed by the University from time to time.

3. An Academic Calendar will be prepared every year, mentioning the proposed dates of all the academic events during the academic session. The Academic Calendar shall contain dates for the following items: Registration, Late Registration, Commencement of Classes, Last day of classes, Semester Recess, Mid-Semester and End-Semester Examinations, etc.

4. The B.Tech programme shall be conducted under a credit-based semester system.
    Each programme will have a defined curriculum for all semesters, comprising theory, practicals, project work, and other academic components. The teaching–learning process will include a blend of lectures, tutorials, laboratory work, faculty- and guest-led seminars, project work, case discussions, industrial training, study tours, and other activities as prescribed by the University. In addition, online resources and MOOC courses may be integrated in the curriculum as required.

ORDINANCE NO. 4

ACADEMIC REGISTRATION

1. At the beginning of each semester, every student will be required to register for courses that he/she intends to attend during that semester on the prescribed dates as announced in the Academic Calendar. Academic registration will be the sole responsibility of the student. No student will be allowed to attend a course without registration. If a student attends a course without registration, his/her answer sheet will not be evaluated, and attendance will not be considered for the concerned course(s).

2. Students having any kind of outstanding dues to the University, hostel, or any other recognized organ of the University shall be permitted to register only after clearing the outstanding dues.

3. If, for any compelling reason such as illness, a student is unable to register on the day of registration, he/she will be allowed to register on late registration dates. The exact dates for late registration will be mentioned in the Academic Calendar. Students who seek prior permission to register late on valid grounds may be granted permission by the Chairperson, APEC, to register without paying the late registration fees. Any student registering late without prior permission for late registration will be required to pay the late registration fee as notified. However, no registration will be done four weeks after the first day of registration, except under exceptional circumstances with valid evidence to support the case.

ORDINANCE NO. 5

ACADEMIC REQUIREMENTS

1. A student is normally required to register for five to six courses in each semester. Each course will comprise a defined number of contact hours (lectures and tutorials) and may also include laboratory hours per week. The credit value of a course is determined on the basis of its contact and laboratory hours, with one hour of lecture/tutorial equating to one credit, and two hours of practical/project work equating to one credit.

2. Each department may introduce additional requirements during the professional curriculum.

3. Normally, the students are not allowed to withdraw temporarily from the Institute. In exceptional circumstances, a student may be allowed to withdraw from the academic program for a period not exceeding two regular semesters. Unless a student is on sanctioned leave, failure to register in any semester will automatically result in termination from the programme. However, the student may appeal to the Director for reinstatement into the programme explaining the circumstances under which he/she failed to complete the academic registration within the stipulated time. If reinstated, he/she will be allowed to register only in the subsequent semester, provided he/she pays the prescribed fees to the University for the discontinuation period also.

4. A student is required to have minimum of 75% attendance for each of the courses in every semester. 15% relaxation in attendance on medical grounds or any other genuine reason may be granted by the Director, UIET, on the recommendation of the concerned Head of the Department, failing which he/she will be awarded zero mark for attendance. The final decision regarding attendance rules/relaxation shall be as per the University norms.

5. Students who have participated in national/ international sports/ cultural/ academic event/ NCC activities/ NSS activities approved by competent authority of the University, may be unable to join the scheduled academic activities for certain periods in the semester. Such students may be given relaxation in attendance after their leave application duly recommended and forwarded by the student's Head of the Department, is approved by the higher authorities of the University.

ORDINANCE NO. 6

EXAMINATION SYSTEM

1. The examination system at the university will be a continuous process of evaluation, normally based on quizzes, one mid-semester examination, and one end-semester examination in addition to performances in homework, laboratory assignments, course project(s), course presentation(s), etc. Based on a weighted average of the absolute marks obtained in examinations, quizzes, and other assignments during the semester, a letter grade will be awarded in each course in which a student has registered.

2. The guidelines for assessment in each course shall be followed. The distribution of marks for academic evaluation shall be as follows:

3. (a) For Theory courses:

(i)	Quizzes (at least two)	15%
(ii)	Regularity in Attendance	05%
(iii)	Mid-semester Examination	20%
(iv)	Assignments	10%
(v)	End–semester Examination	50%

(b) For Theory + Practical courses:

(i)	Quizzes (at least two)	15%
(ii)	Regularity in Attendance	05%
(iii)	Mid-semester Examination	20%
(iv)	Practical Work	20%
(v)	End–semester Examination	40%

(c) For only Practical courses:

(i)	Lab Report and Performance	30%
(ii)	Regularity in Attendance	10%
(iii)	Mid-semester Lab examination	20%
(iv)	End-semester Lab examination (Practical + Viva)	40%

(d) For Industrial Training/Internships, Seminars:

(i)	Technical Quality of the work, Sincerity, Attendance (certificate showing satisfactory performance and their duration of work performed), Discipline etc.	40%
(ii)	Project Work/Learning in Industry, Relevance, Scope and Dimension of Project, Project Report (Analysis, Methodology performed, Result & Discussion) Viva Voce & Presentation etc.	60%

(d) For Projects

(i)	Mid-Semester Viva Voce/ Presentation	25%
(ii)	Preliminary Project Report, Effort and Regularity (awarded by supervisor)	25%
(iii)	End Semester Project Presentation	50%

4. Students who have missed the Mid Semester Examination of a course due to genuine reasons such as hospitalization/serious medical reasons/special circumstances or representing the university in Sports/Cultural events/Conference (with prior permission from Head of Department and Director) may be considered for a Make-up Examination on the clear-cut recommendations of HOD, considering the merit of his/her case. The student shall make an application to the HOD within ten working days from the date of the examination missed, explaining the reasons for his/her absence. Applications received after this period will not be entertained.

5.   Use of unfair means: Cases of unfair means shall be dealt as per the rules of the University.

(a) If a student is found possessing unfair means in the form of written document, mobile phone, electronic gadgets such as Bluetooth device, programmable calculators etc, or using them in the Mid-semester examination and the material recovered is relevant to the paper/subject, the student will be awarded 'zero' marks in that paper for the Mid-semester examination.

(b) If a student is found possessing unfair means in the form of a written document, mobile phone, electronic gadgets such as Bluetooth device, programmable calculators etc, or using them in the End-semester examination and the material recovered is relevant to the paper/subject, the student will be awarded 'Fail' grade in that paper.

(c) In addition to the above charges, if a student is found misbehaving with the teachers/staff or creating indiscipline in the examination premises, action against him/her will be taken by the Discipline Committee of institute/Proctorial Board of university.

6.   The maximum time allowed to a student for completing the B.Tech programme for students admitted to the First semester/Third semester shall be seven/six years, respectively, failing which he/she shall not be allowed to continue for his/her B. Tech degree. Special permission for extension of this time limit may be given to a student under exceptional circumstances by the Vice Chancellor. The maximum time allotted for completion of the degree may be changed as per rules declared by the government from time to time.

ORDINANCE NO. 7

GRADING SYSTEM

1. The academic performance of a student will be evaluated according to a letter grading system, awarded using the absolute grading method based on the performance of students in different components. The letter grades, marks, and the corresponding Grade Points are as follows:

2. The following table gives the correspondence between letter grades, marks and the grade points assigned to them:

Letter Grade	Grade Points	Marks (in %)	Description
A^+	10	90-100	Outstanding
A	9	80-89	Excellent
B^+	8	70-79	Very Good
B	7	60-69	Good
C	6	50-59	Average
D	5	40-49	Pass
F	0	< 40	Fail

3. F grade in a course means a 'Fail' in that course, and the student shall have to repeat the same course. Once a course has been repeated by the student, a '*' mark will be associated with the new grade obtained in the Grade Sheet to indicate that the course was repeated.

4. For any course, all the answer scripts including but not restricted to quizzes, mid semester and end semester examinations should be shown to the students normally within a period of two weeks after the exam for the course. All the queries made by a student concerning the evaluation of his/her answer-script should be clarified by the Instructor-in-charge/Head of Department before the declaration of results.

Semester Grade Point Average (SGPA)

5.   The Semester Grade Point Average (SGPA) will be the weighted average of the grade points. If
      the grade points of the letter grades awarded to a student in five courses are denoted by g1, g2,
      g3, g4, g5, and the credit weights of the courses by w1, w2, w3, w4, w5, respectively, the SGPA
      will be computed as follows:

$$SGPA = \frac{w1 \times g1 + w2 \times g2 + w3 \times g3 + w4 \times g4 + w5 \times g5}{w1 + w2 + w3 + w4 + w5}$$

$$= \frac{\sum(credit\ weight\ of\ a\ subject \times grade\ point\ earned\ in\ the\ subject)}{\sum Total\ credits\ for\ all\ subjects\ offered\ during\ the\ semester}$$

SGPA describes the performance of the student in the courses of a particular semester.

Cumulative Grade Point Average (CGPA)

6.   The Cumulative Grade Point Average (CGPA) will be used to describe the overall performance
      of a student up to and including the latest semester. It will be computed in a similar manner from
      the grade points of all the grades the student has received since the beginning of the degree.

$$CGPA = \frac{w1 \times g1 + w2 \times g2 + w3 \times g3 + w4 \times g4 + w5 \times g5 + w6 \times g6 + \cdots}{w1 + w2 + w3 + w4 + w5 + w6 + \cdots}$$

$$= \frac{\sum(credit\ weight\ of\ a\ subject \times grade\ point\ earned\ in\ the\ subject)for\ all\ semesters}{\sum Total\ credits\ for\ all\ subjects\ offered\ in\ all\ the\ semesters}$$

7.   A student's grades shall be recorded on a permanent Academic Record Chart. A copy of the
      Academic Record Chart will be issued to the students/made available online as an Intermediate
      Grade Sheet after each semester. The SGPA and CGPA are recorded on this grade sheet.

8.   The conversion formula for CGPA to Percentage marks is as follows:
      CGPA*10 = Absolute Percentage

AWARD OF DIVISION AND MEDALS

9.   Division shall be awarded to a student based on his/her final result, i.e., after the completion of
      eight semesters or later, whenever the student has fulfilled the criteria for graduation. The division
      is awarded on the following basis:
      CGPA greater than or equal to 7.50 – First division with distinction

CGPA greater than or equal to 6.50 – First division

CGPA greater than or equal to 5.00 but less than 6.50 – Second division

10. For the award of ranks for each branch of study and overall for the program, the CGPA secured in all semesters shall be considered, and it is mandatory that such a candidate should have passed all the courses by securing D or above grades in all the semesters in the first attempt in 4/3 year duration of program as applicable.

11. The following medals will be awarded annually by the university at the convocation to the passing out students identified as prescribed

    (a) Chancellor Bronze Medal – This medal will be awarded to two students with the highest CGPA among all branches of engineering at the end of the eighth semester in the first attempt.

    (b) Vice-Chancellor Gold Medal – This medal will be awarded to the student who secures the highest CGPA in the faculty of engineering and technology at the end of eighth semester in the first attempt.

ORDINANCE NO. 8

BRANCH CHANGE

1. In the first year, after the last date of admission to B. Tech. First Semester, shifting of students to other branches will be done on the basis of merit list in JEE (Mains)/University examination against vacant seats in those branches while respecting any affirmative action policy that is enforced at the time.

2. In the second year, a change of branch may be allowed to a limited number of students based on their academic performance in the first year, subject to the departmental strength constraints. No department shall exceed the maximum sanctioned strength or fall below 60% of the sanctioned strength in a particular branch of that year on account of branch changes. Branch change is a privilege and not a right and will be considered for meritorious students subject to the constraints mentioned above. Requests for change of branch should be made to the Chairperson, APEC/Director in a prescribed form, at the end of the second semester. The students seeking branch change must not have any fail grades in the First Year and must have a CGPA equal to or greater than 8.00 at the end of the first two semesters.

3. Branch change option will not be applicable for International students.

4. The student will shift to other branch with a condition that he/she will have to take extra credits of the courses of first year through MOOCs or by department which are pre- requisite to any subject of that course on the recommendation of Head of Department (HOD).

5. Those students who had been already studied the subject in his/her previous branch and same subject is offered by his/her change branch then those students are required to study the left over subject of first year of that branch through MOOCs (SWAYAM) or by department on the recommendation of HOD.

ORDINANCE NO. 9

EVALUATION OF ACADEMIC PERFORMANCE AND PROMOTION ELIGIBILITY

1. A student must register a minimum of 16 credits (excluding final year) in a semester, which shall essentially include the pre-requisite courses. It allows the students to progress at an optimum pace suited to individual ability and convenience, subject to fulfilling minimum requirement for continuation in stipulated duration.

2. A student is considered to pass in a particular course if he/she secures A^+ to D grade in it. In case of F grade in a course in a semester then the student has to repeat the course and obtain a minimum D grade.

3. (a) **For Promotion of B.Tech. 1st Year Students to 2nd Year**

    They must earn minimum 40% credits of 1st Year to qualify for promotion to 2nd year, failing which they will have to appear in odd/even semester examinations of the next academic year to clear all the left-over required credits of 1st year.

    (b) For Promotion of B.Tech. 2nd Year Students to 3rd Year

    They must earn minimum 80% credits of 1st year and minimum 40% credits of 2nd year for promotion to 3rd year, failing which they will have to appear in odd/even semester examinations of the next academic year to clear all the left-over required credits of 1st Year and 2nd year.

    For Lateral entry students – they must earn minimum 40% credits of 2nd year for promotion to 3rd year, failing which they will have to appear in odd/even semester examinations of the next academic year to clear all the left-over required credits of 2nd year.

    (c) For Promotion of B.Tech. 3rd Year Students to 4th Year

    They must earn all credits of 1st Year, minimum 80% credits of 2nd year and minimum 40% credits of 3rd year for promotion to 4th year, failing which they will have to appear in odd/even semester examinations of the next academic year to clear all the left-over required credits of 1st Year, 2nd year and 3rd Year.

    For Lateral entry students – they must earn minimum 80% credits of 2nd year and minimum 40% credits of 3rd year for promotion to 4th year, failing which they will have to appear in odd/even

semester examinations of the next academic year to clear all the left-over required credits of 2nd year and 3rd Year.

4. Students promoted to the next year but having back papers (F grade) from previous semesters will be permitted to register for those subjects in the current semester. A per-subject back-paper fee, as prescribed under prevailing University norms, will have to be paid for each back-paper. Registration will be allowed only for subjects offered in the current semester — i.e., students in odd semesters may register for courses from previous odd semesters, and similarly, those in even semesters may register for courses from previous even semesters.

5. Students who are not eligible for promotion to the next year, i.e., those not covered under categories 3(a), 3(b), or 3(c) above, will be required to stay back and clear their back papers of the previous year (Year Back). However, they will need to register and appear only for the subjects in which they have been awarded an F grade.

   Such students shall be liable to pay the following fees as per prevailing University norms for Year Back students:

   (i) A lump sum as Year Back Fee, and

   (ii) Per Subject Back paper Fee for each back paper.

Disciplinary actions

1. A student may be terminated or suspended for reasons other than academic (e.g., on disciplinary grounds) on the recommendations of the Proctorial Board/Institute Disciplinary Committee.

2. Result shall be withheld if the student fails to pay his/her dues or if there is a case of discipline pending against him.

ORDINANCE NO. 10

GENERAL ELIGIBILITY FOR AWARD OF B. TECH DEGREE

A student shall be declared to be eligible for the award of the B.Tech. Degree if he/she has
      (a) registered and successfully completed all the academic requirements of programme as prescribed in this Ordinance or as prescribed by the University from time to time.
      (b) successfully acquired the minimum required credits as specified in the curriculum corresponding to the branch of his/her study within the stipulated time as prescribed in this Ordinance or as prescribed by the University from time to time.
      (c) cleared all dues of the Institute, hostel, library etc., and
      (d) has no case of indiscipline pending against him/her.

B.TECH. DEGREE with MINOR DEGREE COURSE (MDC)

Minor Degree from other Department and Micro Specializations within the Department can be awarded to the students if he/she fulfills the overall credit and course requirements for the aforesaid degree.

MULTIPLE ENTRY – MULTIPLE EXIT POLICY FOR B. TECH

ACADEMIC LEVEL	ENTRY QUALIFICATIONS	EXIT QUALIFICATION AND CREDITS REQUIRED FOR THAT LEVEL	NATIONAL CREDIT LEVEL (NCrF)
UNDERGRADUATE 1st year (B. Tech.)	Class 12 or equivalent at National Credit Level 4.0	**UG Certificate (Engg.)** Minimum 40 credit-hours followed by an exit 4 to 6 credits skills-enhancement course at National Credit Level 4.5.	**4.5**
UNDERGRADUATE 2nd year (B. Tech.)	UG Certificate (Engg.) or 3 Year Diploma at National Credit Level 4.5	**UG Diploma (Engg.)** Minimum of 80 credit-hours followed by an exit 4 to 6 credits skills-enhancement course at National Credit Level 5.0	**5.0**

UNDERGRADUATE 3rd year (B. Tech.)	UG Diploma (Engg.) at National Credit Level 5.0 with minimum 75 % marks or equivalent	**B. Voc. (Engg.)** Minimum of 120 credit-hours followed by an exit 4 to 6 credits skills-enhancement course at National Credit Level 5.5	**5.5**
GRADUATE 4th year (B. Tech.)	B. Voc. (Engg.) at National Credit Level 5.5 with minimum 75 % marks or equivalent	**B.Tech. (Engg.)** Must Complete at least 160 Credits. At National Credit Level 6.0	**6.0**

SKILLS-ENHANCEMENT COURSES FOR EXIT

2-Months internship for 6-Credits OR Two courses mentioned below of 4 to 6 credits.

(A) **After First Year: UG Certificate (Engg.):** The candidate should pass two additional courses (ITI Level) OR any two suitable skill-based courses (as decided by Board of Studies of particular Department) to qualify for UG Certificate (Engg.).

(B) **After Second Year: UG Diploma (Engg.):** The candidate should pass two additional courses (Diploma Level) OR any two suitable skill-based courses (as decided by Board of Studies of particular Department) to qualify for UG Diploma (Engg)

(C) **After Third Year: B. Voc. (Engg.):** The candidate should pass two courses (Degree Level) OR any two suitable skill-based courses to qualify for B. Voc. (Engg.).

Equivalent skills-enhancement courses can be completed from MOOC/SWAYAM.

ORDINANCE NO. 11

Fee Structure:

1. Fees shall be charged from regular students as per the decision of the university from time to time.

2. Students who are suspended for disciplinary reasons for one semester or fail to register in a semester within the stipulated time, will be required to clear their semester courses by paying a per course fee as notified after eight semesters. In such cases the award of degree shall be delayed by the period of suspension.

   Students who are suspended for one year due to disciplinary reasons will have to pay the fee for the entire year and only then can continue in the program.

3. Institute shall follow the rules of the University in cases of indiscipline by the students.

Notwithstanding all that has been stated above, the Academic Council of the university has the right to modify partly or completely the provisions of the above ordinances with the approval of the Executive Council. Under extreme exceptional circumstances, the Vice Chancellor may relax a requirement of an ordinance on the recommendation of the Director, UIET, School of Engineering and Technology. In each such case, the Director, UIET, shall record the exceptional circumstances and the reasons for recommending the relaxation. Such actions of Vice Chancellor shall not be treated as precedence under any circumstances.