RULES, REGULATIONS AND CODE OF CONDUCT FOR MASTER OF TECHNOLOGY (M.TECH.) PROGRAMME

(Hereafter called as MT R25 Regulation applicable to the students admitted w.e.f. AY 2025-26)

PREFACE

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NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH
Tadepalligudem, Andhra Pradesh

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FORMS FOR MT R25

ANNEXURE

1. INTRODUCTION

1.1 Provision of these regulations shall come into force with effect from the academic year 2025 - 2026 and onwards shall be applicable to all specializations of M.Tech. Programme (unless otherwise stated) offered by the Institute.

1.1.1 M.Tech. Degree Programme is offered in the following specializations by the respective engineering departments.

S. No.	Department	Specialization (M.Tech)
1	Biotechnology	Biotechnology
2	Chemical Engineering	Chemical Engineering
3	Civil Engineering	Geotechnical Engineering
4	Computer Science and Engineering	Computer Science and Data Analytics
5	Electrical Engineering	Power Electronics and Drives
6	Electronics and Communication Engineering	Advanced Communication Systems and Signal Processing
7	Mechanical Engineering	Manufacturing Engineering
8		Thermal Engineering
9	Metallurgical and Materials Engineering	Materials Technology
10	School of Sciences	----
11	School of Humanities and Management	----

1.1.2 The provisions of these regulations shall be applicable to any new discipline for Master of Technology (M.Tech.) that may be introduced from time to time.

2. ADMISSION

2.1 Admission to M. Tech Programme in National Institute of Technology Andhra Pradesh will be made in accordance with the instructions received from the Ministry of Education (MoE), Government of India from time to time.

2.2 Admissions are made on performance in Graduate Aptitude Test in Engineering (GATE) for all the specializations. The reservations, if any, as per Government of India norms shall apply.

2.3 Candidates seeking admission into M. Tech. in Engineering should have passed eligible Bachelor/master's degree from a recognized University/Institute with not less than 60% aggregate marks or equivalent CGPA of 6.5 on 10-point scale. In case of

SC/ST candidates 55% aggregate marks or equivalent CGPA of 6.0 on 10-point scale is the eligibility requirement.

2.4 Eligibility and other criteria for admissions to M. Tech. Programme will be reviewed and decided by the Senate from time to time.

2.5 At any time after admission, if it is found that a candidate had not in fact fulfilled all the requirements stipulated in the offer of admission, in any form what so ever, including possible misinformation etc., the Dean, Academic Affairs shall report the matter to the Senate recommending for cancelling the admission of the candidate.

2.6 The institute reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his/her career on the grounds of indiscipline or any misconduct.

2.7 The decision of the Senate, regarding sections 2.5 and 2.6 above, is final and binding.

2.8 Candidates must fulfil the medical standards required for admission as prescribed in the Institute Information Brochure or the Prospectus.

2.9 Every Postgraduate student of the Institute shall be associated with the parent department offering the specialization that the student undergoes, throughout his/her study period.

2.10 The vacant seats after completion of admission process through a centralized admission authority (like CCMT, etc.), shall be filled by conducting spot rounds to admit candidates having minimum eligibility of essential Bachelor's degree. Whereas, if such admitted students have the essential qualification for availing any post-graduate scholarship / fellowship the same shall apply. Else, they shall be admitted in self-finance mode with no financial support from the Institute.

3. COURSE STRUCTURE

3.1 An M. Tech. program is of FOUR semester duration, out of which TWO semester course work followed by TWO semester dissertation work.

3.2 The total course package for M. Tech. Degree Program typically consists of the following components.

S. No.	Category Description	Category code	Credits
A.	Programme Core Course (Theory)	PCC(T)	18
B.	Programme Core Course (Practical/Seminar)	PCC(P)	4
C.	Departmental Elective Course (DEC)	DEC(T)	8
D.	Open Elective Courses (either MOOCs or offered at Institute)	OEC(T)	2

E.	Humanities Elective Course	HEC	2
F.	Dissertation	Diss.	26
	Minimum Credits to be earned for the award of the degree		60

In each registered course, credits will be awarded if the student cleared the course with M or better grade. Each student should earn at least 60 credits to receive M. Tech degree in relevant specialization.

3.3 The Board of Studies, Postgraduate & Research (BoS, PG&R) will prescribe the credits offered for the program for the components (A) to (F) of 3.2, the semester-wise distribution among them, as well as the syllabi of all courses offered by the Department along with course outcomes of each course from time to time and recommend the same to the Senate for consideration and approval.

3.4 Dissertation: The dissertation is a 26-credit course in total which is offered as Part-A in Semester-III and as Part B in Semester-IV with 13 credits respectively. The method of evaluation may be as per the guidelines given under M. Tech. Dissertation (See Section 12.7).

3.5 Every student must register for the number of credits prescribed in each semester as per their curriculum.

3.6 The maximum number of credits that a student can register per semester is 21. This includes all the regular courses prescribed for the semester and backlog courses, if any.

4. DEGREE REQUIREMENTS AND AWARDS

4.1 The requirements for a student of M. Tech. degree program are as follows:

4.1.1 Credit Requirements: Minimum Earned Credit Requirements for the award of Degree is 60 with a CGPA of not less than 5.0.

4.1.2 The minimum duration for a student for complying with the Degree requirement is TWO academic years from the date of first registration for his/her first semester.

4.1.3 The maximum duration for a student for complying with the Degree requirement is FOUR academic years from the date of first registration for his/her first semester.

4.2 The institute shall award degrees to eligible students physically during the convocation held for that specific batch and in absentia later.

4.3 The institute may confer the meritorious awards/medals during convocation based on their academic (CGPA) and/or overall (CGPA + other achievements) performance against each specialization and overall institute.

5. ACADEMIC CALENDAR

5.1 The academic year is divided into two semesters.

5.2 The Institute shall schedule all academic activities for each academic year.

5.3 The academic calendar declared in the beginning of each academic year shall also fix Institute festival dates during which the co-curricular and extra-curricular programs are to be organized.

6. RESIDENTIAL FEASIBILITY

6.1 Being a residential campus, every student must reside in and be a boarder of one of the Halls of Residence and mess to which he/she is assigned.

6.2 Even in case a student is eligible to receive HRA through any means, the Institute is essentially residential and unless otherwise exempted/permitted, such student shall be required to reside in and be a boarder of one of the Halls of Residence and mess to which he/she is assigned.

6.3 The rules relating to the residential requirements are given in Appendix I.

7. ATTENDANCE FOR COURSE WORK

7.1 Every student is expected to have 100% attendance in each subject in which he/she has registered at the beginning of the semester

7.2 If the student does not have the minimum attendance of 75%, the student shall not be granted any attendance benefit under any circumstances or reasons thereon i.e., medical condition, calamity, etc.

7.3 Students not having the mandatory requirement of minimum 75% attendance in any course, shall not be permitted to appear for the end semester examination in that subject and shall be marked with “R” Grade against the course in that semester.

7.4 A student representing the Institute in approved extracurricular activities such as Sports, Games, Cultural meets, Seminar, Workshop, Conference and Interview arranged through Training & Placement cell, NCC/ NSS Camps shall be considered as Presumed Attendance (PA) / on-duty subject to a maximum of five working days in a semester. Prior permission from approving authority is required for availing PA/on-duty permission. The period of physical absentia to the classwork can be counted as presumed presence for the computation of percentage of attendance at the end of/ during semester (Form MT R25).

Event	Forwarding Authority	Recommending Authority	Approving Authority
Sports, Games, NSS, NCC	Respective HoD	AD SW (PESA)	Dean (SW)
Technical, and Cultural festival	Respective HoD	AD SW (SDCA)	Dean (SW)
Seminar, Workshop, Conference and Interviews	Class Coordinator	Respective HoD	Respective HoD
Interview arranged through Training & Placement cell	Respective HoD	AD SCAIR (CLTP)	Dean (SCAIR)

7.5 The Presumed Attendance (PA)/on-duty leave of the students for each semester shall be maintained at the respective HoD office before forwarding to approving authority.

7.6 Attendance for all courses registered by the students in each semester shall be finalized before sending the detention list of the students by respective departments.

7.7 Under extraordinary circumstances, the course instructor may consider attendance of a student either from date of his/her registration in that semester or up to the date of withdrawal from that semester.

7.8 Even after closure of classwork as per the academic calendar, the course instructor under his/her discretion and in consultation with respective HoD, can conduct additional classes for the students, if required beyond the working hours/holidays.

8. INSTITUTE FEE

8.1 Every student must pay the prescribed fee components for each semester as applicable.

8.2 Wherever specific component of fee is waived off for beneficiary students, they need not pay such fee component only.

8.3 Wherever fee is remitted for specific category of students, they must pay the fee as applicable. Out of which the fee component shall be remitted back to the student, if found eligible to the conditions of fee remittance at later stage.

8.4 Wherever the student is eligible for any scholarship offered by any agency must pay the fee as applicable. Out of which the fee component shall be remitted back to the student, up to the amount if credited by the agency to the Institute treasury.

8.5 There may be a provision of waiver and/or remission of fee applicable to various categories of students.

8.6 The following is clarified if a student seeks exemption of fee in any manner:

8.6.1 Students who are eligible for “waiver” must register every semester in stipulated time but they need not pay the tuition fee.

8.6.2 Students who are eligible for “remission” must register every semester in stipulated time but they must pay the tuition fee for odd semester.

8.7 In case clause (8.6.2) above, the institute shall issue a notification to submit the “Fee Remission Application (FRA)” along with income certificate issued on/after 01st April of each Academic Year (AY). All the students who are interested to avail provision of fee remission shall submit the application in stipulated time.

8.8 The Fee Remission Scrutiny Committee (FRSC) will scrutinize the applications and verify respective family income certificate of all such applicants. The list of students who are eligible for fee remission is recommended by FRSC and the paid fee shall be remitted back to all such eligible students. This remission process will be completed before commencement of the even semester in the same academic year.

8.9 Once a student is made eligible for fee remission, it shall be applicable for that academic year only. So, the student who is found eligible for fee remission need not pay tuition fee in the subsequent even semester. Whereas in the subsequent AYs student will avail the provision of fee remission afresh and the above procedure shall apply.

8.10 It is mandatory that every student except who are eligible for “fee waiver” must pay the tuition fee during the registration as per norms and no exemption can be granted.

8.11 Any mode of fee reimbursement and/or remission defined above, is applicable, if and only if there is any source of sponsorship or policy in place. Accordingly, such facility can be availed if institute (SASS) invite applications for the purpose.

9. REGISTRATION

9.1 Every student is required to be present and register for the semester at the commencement of each semester on the day(s) fixed for and notified in the Academic Calendar.

9.2 As well, every registered student for the semester should submit the course registration form (online/offline as decided) after commencement of the classes. The form must consist of the following details:

9.2.1 All regular courses offered in that semester as per respective curriculum.

9.2.2 The student must finalize and decide the elective courses offered at the level of department / institute and specify the same courses against clause (9.2.1),

9.2.3 Backlog courses which he/she wishes to register for appearing examination subject to satisfaction of clauses (14.2.2), and (3.6). To restrain from the burden by self, the student may limit the number of backlog courses to register in a semester.

9.3 Every student must meet the following eligibility criterion for registration in each semester:

9.3.1 Cleared all the Institute and Hostel dues of the previous semesters,

9.3.2 Paid all required fees for the current semester, and

9.3.3 Not been debarred or expelled from the institute as on the day of last chance of registration.

9.4 If a student fails to register in a semester before the last chance for registration, he/she will be treated as an unregistered candidate for that respective semester. In such cases, the student should register for the same semester in the next Academic Year. Till then he/she will not be promoted to the next semester and/or year (whichever falls immediate to the unregistered semester) and no registration is allowed irrespective to the number of credits earned by him/her.

9.5 From the second semester onwards, the registration will be organized at the respective Department under the supervision of the Head of the Department.

9.6 The chairperson, Senate, on the recommendations of Dean (Academics Affairs), and his/her discretion may allow the default student to register to a maximum of 28 days from the commencement of classwork.

9.7 The following procedure shall be adopted for semester and course registration by the students. The Academic Section (SACD) will send the list of promoted students to respective departments intimating to initiate the classwork.

9.8 **Procedure for Semester Registration:**

9.8.1 The Admissions & Scholarship Section (SASS) will float “Google Sheet” for semester registration.

9.8.2 The promoted students will fill the details of fee paid to the institute and upload the respective transaction receipt in the google sheet before the last date. Until unless the fee payment is confirmed the registration is treated to be provisional. But it is assumed that the student has completed semester registration.

9.8.3 The class work for all courses which are being offered by each department will be commenced as per department timetable.

9.8.4 Until the registration is confirmed, the students promoted shall present for classwork for all courses of the semester. The attendance of the class will be noted by course instructor.

9.9 **Procedure for Course Registration:**

9.9.1 Every student must fill in the course registration form in the presence of class coordinator seven days after the day of commencement of classwork. The prerequisite practice as under is adopted at various levels to enable the course

registration by the students.

9.9.2 The students registered for semester by filling in the google form and uploading fee receipt shall be verified by SASS.

9.9.3 Upon successful verification of student semester registration, it shall be confirmed by SASS. Further, the list of all successful registered students will be sent by SASS to SACD.

9.9.4 The SACD will send a link for all students to invite options/priority for the courses they wish to register under Open Elective Courses (OEC) category in current semester.

9.9.5 The respective department will finalize the Departmental Elective Courses (DEC) and assign the course to each student that he/she wishes to register under DEC category.

9.9.6 While assigning the courses under DEC/OEC, the academic merit i.e., CPGA is considered due to restriction of maximum strength of students in each course.

9.9.7 The SACD shall now fill the details of course registration pertaining to OECs, for all the students on rolls in the portal.

9.9.8 In the meantime, the student will also decide and finalize the course(s) that he/she wishes to register for MOOC course (in NPTEL) so as to fulfil the credit requirement in the semester.

9.9.9 Also, the student shall decide and finalize the course that he/she wishes to register the backlog courses, which are having F, R or X grades. But, the student is enabled to register if and only if that course is offered in respective even/odd semester.

9.9.10 Further, the class coordinators of each class will provide suitable time slot for the students during the classwork to complete course registration. By that time, each student, respective class coordinator and Head of department will have complete information about the assigned courses for each student either from SACD (for OEC), respective department (for DEC) & MOOCs (respective student).

9.9.11 The course registration form should be filled accordingly, such that the information of all courses that which the student is going deal in the semester i.e., all regular core courses, DECs, OECs and backlogs, if any, should be provided.

9.9.12 Such forms shall be collected by the class coordinator, verify the course details of respective students according to curriculum complying to rules & regulations of the institute.

9.9.13 The class coordinator shall now fill the details of course registration in academic portal pertaining to all regular core courses, DECs and backlogs, for the students on rolls. During this action the class coordinator also verifies whether the allotted OEC

by SACD with the student filled-in form is same.

9.9.14 The course registration forms shall be sent from departments to SACD for necessary action and record. With this, the course registration of every student whoever registered for the semester is treated to be completed.

10. UNREGISTRATION / WITHDRAWAL

10.1 **Before the date of last chance of registration:** in rare occasion, a student may have severe illness leading to inability to appear physically for classwork in upcoming semester. Such student / guardian shall submit the form (Appendix III) requesting for temporary withdrawal for the semester before the last chance of registration. Any other mode of request will not be considered. Upon verifying the genuineness and necessity of the case, the Institute shall issue a written orders accepting/rejecting the request for temporary withdrawal from the semester within a week from the date of last chance of registration. Any such request submitted / under examination at the institute after the said date shall not be treated as deemed acceptance. If accepted, as the candidate does not register for any course, no grade sheet will be issued. Further, clause 9.4 shall apply. A student will be granted only one such temporary withdrawal during his/her tenure as a student of the Institute. Whereas the total duration for successful completion of the credit requirement for the award of M.Tech degree shall be FOUR years from the date of initial registration to his/her I year I semester in the Institute irrespective to duration of withdrawal period.

10.2 **After completion of registration:** In rare occasion, a student may have severe illness leading to inability to appear physically for classwork in ongoing semester. Such student / guardian shall submit the form (Annexure) requesting for temporary withdrawal from that registered semester. Any other mode of request will not be considered. Upon verifying the genuineness and necessity of the case, the Institute shall issue a written orders accepting/rejecting the request for temporary withdrawal from the semester within two or three weeks from the date of request. Any such request submitted / under examination at institute after the said date shall not be treated as deemed acceptance.

Such request for withdrawal can be accepted under two conditions:

10.2.1 **Meet criteria at clause 7 (7.7):** The candidate shall be treated as withdrawn from that semester and he/she can register for subsequent semester/year. A student will be granted only one such temporary withdrawal during his/her tenure in the entire programme.

10.2.2 **Doesn't meet criteria at clause 7 (7.7):** The candidate shall be treated as unregistered for the complete semester and clause 9.4 shall apply. The non-refundable tuition/ hostel fee paid to the institute shall be adjusted during subsequent registration in the next academic year.

In any of the above cases the promotion criteria shall not be relaxed. Also, the total duration for successful completion of the credit requirement for the award of M.Tech degree shall be FOUR years from the date of initial registration to his/her I year I semester in the Institute irrespective to duration of withdrawal/unregistered period.

10.3 **Unregistered Candidates with No Prior Permission:** If a student fails to register in a semester before the last chance for registration without prior permission from the Institute, he/she will be treated as absconded from the Institute. In such case, the Institute will issue a abscond notice as on the next day of last chance of registration to the registered address/official email/other possible means of communication to the student/family. If no response is received against the notice period of 14 days, the matter shall be reported to the Senate and his/her admission is liable to cancel. Upon the approval of Senate, his/her registration of the previous semesters, if any, shall also be treated as null and void. No claim can be made to revoke the admission or gain an academic benefit or qualification.

10.4 If institute grant a provision for a partial study of course in another institution under a policy, the tenure spent outside the institute will be treated as tenure at NIT Andhra Pradesh. All the registration and academic affairs shall be abided with the terms and conditions of the MoU signed among the Institutions.

11. PROMOTION CRITERIA

11.1 For I Year to II Year: For promotion to Second year, a student should have cleared a minimum of 17 credits. His/her financial benefits and/or scholarship if any shall be terminated for his/her remaining tenure.

11.2 Based on academic performance of the student the financial benefits and/or scholarship provided by the Institute shall be terminated for a specific/entire period.

11.3 The academic performance of the student is correlated with the financial benefits and/or scholarship granted by the institute.

11.4 At any point of time, if a student possesses F/R/X in two or more courses, the student shall not be entitled for financial benefits and/or scholarship.

11.5 If clause (11.4) is imposed, the benefits shall be resumed from the point / stage that if the student relieves from the circumstances specified at clause (11.4).

11.6 In addition to clause (11.4), if the student is awarded with grade below 'C' in dissertation Part A, the student shall not be entitled for financial benefits and/or scholarship for the remaining tenure.

12. ASSESSMENT OF ACADEMIC PERFORMANCE

12.1 There will be continuous assessment of a student's performance through class tests/ quizzes/ Assignments etc., throughout the semester and grades will be recommended and awarded by the course instructor.

12.2 Each theory course in a semester is evaluated for 100 marks called Course Aggregate Marks (CAM), with the following weightages.

Sub-component	Weightage in Marks
Faculty Semester Assessment (FSA)	20 (10+10)
Mid Semester Examination (MSE)	30
End Semester Examination (ESE)	50

12.3 The MSE will be conducted as per the academic calendar during the semester.

12.4 The mode and nature of the evaluation of FSA shall be based on class tests/ quizzes / assignment etc and shall be intimated to the students at the beginning of the semester by the course instructor.

12.5 Each laboratory course in a semester is evaluated for 100 marks called Course Aggregate Marks (CAM), with the following weightages

Sub-component	Weightage in Marks
Faculty Semester Assessment (FSA)	50
End Semester Examination (ESE)	50

12.6 The marks for FSA may be distributed among various components like class work performance, lab records, quizzes, skill tests/ assignments/ mini projects etc. and shall be intimated to the students at the beginning of the semester by the course instructor

12.7 The M. Tech. dissertation will be evaluated for 100 marks (each for Part A and Part B) called Course Aggregate Marks (CAM), with the following weightages:

Sub-component	Weightage in Marks
Supervisor Semester Assessment (SSA)	20
Mid Semester Review (MSR)	30
End Semester Review (ESR)	50

12.8 The M.Tech. student having an opportunity for an internship/project in Semester III and/or IV may be allowed with the approval of Dean (Academic Affairs) under following conditions:

12.8.1 There shall be a supervisor for the dissertation within the institute. Whereas a mentor (may be co-supervisor), shall be appointed by the host organization/institution within two weeks from the date of reporting at host.

12.8.2 It is an equal responsibility of the student and host (mentor) to share all the communication related to the presence/appearance/performance of the student at the work place monthly to the supervisor.

12.8.3 Irrespective to the applicability of the scholarship at the institute, a monthly scholarship form should be submitted by the student to the supervisor through the mentor.

12.8.4 He/she must attend the MSR and ESR physically.

12.8.5 Report of the internship or project must be submitted during MSR and ESR.

12.8.6 If the internship and project are with financial assistance, the institute scholarship, if any, will fall under clause (23.3).

12.8.7 Irrespective to other factors, based on the exhibited performance in MSR and ESR, the committee is empowered to award grades/marks as deemed appropriate.

12.9 The MSR will be conducted by a committee constituted by the Head of the Department. The committee for ESR will be constituted by Dean (Academic Affairs) consisting of an external member from the allied department of the Institute. If the performance of a student is not satisfactory, he/ she can be awarded ‘F’ grade. Such a student will be given a maximum time of three months to improve his/her performance. If the performance of such a student is not satisfactory even after the extended time, he/ she will have to repeat the project work in the next academic year.

13. MID-SEMESTER AND END-SEMESTER EXAMAMINATIONS

13.1 All examinations / evaluations will be conducted by the Institute as per the academic calendar.

13.2 Head of the Department sends the list of courses registered by each student at the beginning of the semester to academic section.

13.3 It is a mandate that every student must attend all the classes and appear for all examinations / evaluations conducted for every course he/she registered in each semester. If a student fails to appear for any examinations / evaluations as per schedule, ‘0’ marks will be awarded against the component of evaluation.

13.4 The answer scripts of all written examinations after evaluation will be made available to the students by the course instructor for verification up to a week from the date of

examination. Once the grades are recommended by DAC – PG&R, the student will no longer have any right to verify his/her answer scripts.

13.5 The award of grades made by course instructor will be recommended by the respective DAC - PG&R at the department level. Further, the grades after scrutiny shall be finalized by the Standing Committee for Senate Affairs (SCSA). Those targets of evaluation, award of grades and finalization of the results shall be as per the respective academic calendar.

13.6 After publishing the results, the student can appeal for grade challenge as per academic calendar.

14. PROCEDURE FOR CLEARING BACKLOG COURSES

14.1 **Registering in MAKEUP EXAMINATION (MUE):**

Students appearing in Makeup examination shall be governed by the following rule:

14.1.1 MUE is offered only once in an academic year after declaring the grades of even semester.

14.1.2 The MUE are targeted to enable the students who are lacking sufficient credits for their promotion and for specific necessity wherein the student is compiled for clearing the backlogs.

14.1.3 The students for the following reasons are only permitted to register the backlog courses to appear in MUE:

a) Having an F grade in a specific course
b) Having an R grade in a specific course in the preceding academic year(s).

14.1.4 A student appearing for MUE will be able to pass the examination only with M grade, if he/she achieves a minimum of 35% (17.5 marks) of the maximum mark (50 marks). If he/she fails, the student will be retained with the same grade, i.e., either R or F. The malpractice rules will be in force as applicable.

14.1.5 A student who has obtained ‘F’ grade in makeup examination has to register for the course whenever it is offered.

14.1.6 The schedule for makeup examination will be given in the Academic calendar.

14.1.7 A student can register for makeup examinations in any number of courses.

14.2 **Registering in ESE:**

Students appearing to clear the backlog course in ESE shall be governed by the following rules:

14.2.1 A student can register for a course to clear backlog by appearing for ESE by registering the course at the beginning of the semester in course registration form.

14.2.2 But the student can register for such course in the same session (odd/even semester) where it is offered in the respective curriculum. It means, if a student fails

a course in an even semester, he/she can register in the same course in the subsequent even semesters only for ESE to clear the backlog with a grade P or above. Similarly, for odd semester too.

14.2.3 ESE are regular examinations conducted at the end of each semester to all the courses as per the curriculum.

14.2.4 For students with backlog courses are enabled to register under ESE to pass the examination with P or better grade (Ex, A, B, C, or D) based on their performance considering the whole pool of students as a single unit who all registered and appeared for examination of same course.

14.2.5 The student who appeared for this examination to clear the backlog, his/her marks obtained under FSA, and MSE components in the first appearance will be carried as same. Further, the student shall be awarded with any suitable grade as deemed fit in the current pool.

14.2.6 The students having an F grade in a specific course are only permitted to register the backlog courses in ESE.

15. EVALUATION - GRADING SYSTEM

15.1 **Relative Grading**

15.1.1 **Pass Criteria**

15.1.1.1 A student will be treated as pass in a course (awarded P or better grade) if and only if the following criteria is satisfied

a) Must appear for ESE / MUE.

b) Should secure CAM of at least 35% of highest marks obtained in the course. (in case of fraction, rounded off to nearest integer. If the fraction is 0.5, rounded off to lowest integer)

c) The student must secure a minimum threshold in ESE in one of the following whichever is minimum

i. 35% of the highest marks obtained in ESE in the course (In case of fraction, rounded off to nearest integer. If the fraction is 0.5, rounded off to lowest integer)

ii. 50% of the class average marks in ESE by considering all the marks obtained by the students whoever appeared for the examination. (In case of fraction, rounded off to nearest integer. If the fraction is 0.5, rounded off to lowest integer)

15.1.2 A student not satisfying the above criteria under clause (15.1.1.1) shall be treated as failed in the respective course and ‘F’ grade shall be awarded.

15.1.3 **Mechanism for award of grades for passed students**

15.1.3.1 If the number of students appeared for examination in a course is more than 10, relative grading is followed. Up on fulfilling the pass criteria as above, all such

students shall be considered as single pool for relative grading. Further, this relative grading shall be followed to award the grades based on the CAM in the respective course.

15.1.3.2 As a measure of student's performance appeared in ESE, a 7-scale grading system (excluding 'M' grade) using the following letter grades and corresponding grade points per credit shall be followed. Grading will be done based on the total marks obtained by the student in that subject.

Letter Grade	Grade Points	Reason	Allowed Conversion	Remarks
Ex	10		Not Allowed for Conversion	Students appearing for ESE under regular mode or as backlog
A	9			
B	8			
C	7			
D	6			
P	5	Passed in End Semester Examination (ESE)		
M	4	Passed in Make-Up Examination (MUE)		Students appearing for MUE to pass the backlog course
F	0	Failed in course or Absent in ESE	Ex, A, B, C, D, P, M	Allowed to appear for ESE or MUE as per choice
R	0	Insufficient Attendance	P or M	Not allowed in immediate MUE
X	0	Proven malpractice	P or M	Not allowed in immediate MUE/ESE whichever falls after award of the grade

15.2 **Absolute Grading**:

15.2.1 Mechanism for award of grades for passed students

15.2.1.1 If the number of students appeared for examination in a course is less than or equal to 10, absolute grading is followed. The thresholds on CAM for award of grades are as follows:

Letter Grade	Grade Points	Marks secured in CAM / Reason	Allowed Conversion	Remarks
Ex	10	>= 90	Not Allowed for Conversion	Students appearing for ESE under regular mode or as backlog
A	9	80-89		
B	8	70-79		
C	7	60-69		
D	6	50-59		
P	5	35-50		
M	4	Passed in Make-Up Examination (MUE)		Students appearing for MUE to pass the backlog course
F	0	Failed in course or Absent in ESE	Ex, A, B, C, D, P, M	Allowed to appear for ESE or MUE as per choice

R	0	Insufficient Attendance	P or M	Not allowed in immediate MUE
X	0	Proven malpractice	P or M	Not allowed in immediate MUE/ESE whichever falls after award of the grade

15.3 If the class average of CAM is more than 75 or less than 50 in a theory course, the course instructor should present the reasons for the same before the competent authority. Whereas, the grading shall not be stalled.

15.4 In general, for theory courses, the standard deviation component shall be taken as reference to decide the range / distribution of grades as appropriate.

15.5 Further, there shall be four transitional grading symbols, which can be used by the examiners to indicate the special position of a student in the subject.

R: for 'Insufficient attendance' in the course

X: for "Debarred" on grounds of indiscipline/ malpractices in examinations

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

$$SGPA = \frac{\sum_1^n C_i GP_i}{\sum_1^n C_i}$$

where C_i is Credits for the course, GP_i is the grade point obtained for the course and n is Number of subjects registered in the Semester.

15.7 Starting from I Year II Semester a Cumulative Grade Point Average (CGPA) will be computed for every student at the end of every semester. The CGPA would give the Cumulative performance of the student and calculated as follows.

$$CGPA = \frac{\sum_1^n S_i C_i}{\sum_1^n C_i}$$

where n is the total number of semesters under consideration, C_i is the total number of credits registered during i^{th} semester and S_i is the SGPA of the ith Semester.

15.8 The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to every student at the end of every semester excepting IV-year II semester. In its place a consolidated grade sheet (with 150 credits) is issued. This consolidated grade sheet shall be treated as the final grades memo at the time of receiving the degree.

15.9 Both SGPA and CGPA will be rounded off to the second place of decimal and recorded as such. Whenever these grade point averages are to be used for the purpose of determining the inter-se merit ranking of a group of students, only the rounded off values will be used.

15.10 **Transitional Grades:**

15.10.1 **About grades R and X:** When a student gets any of these transitional grades in any subject(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated by taking ‘zero point’ for these subject(s). After these transitional grades have been converted to appropriate grades, the SGPA for the semester and CGPA at the end of the semester will be recalculated after taking into account the new grades.

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

15.10.3 Any opportunity of examination shall be granted to a student if and only if he/she satisfies and fits under clause (11).

16. AWARD OF DIVISION

16.1 A student who has passed all the courses without securing R, X, or F Grades during the period of study and with a CGPA of 8.5 and above is considered eligible for the award of First Class with Distinction

16.2 A student with a CGPA of 6.5 and above is considered eligible for the award of First Class

16.3 A student with a CGPA of 5.5 and above but less than 6.5 is considered eligible for the award of Second Class

16.4 A student with a CGPA of 4.0 and above but less than 5.5 is considered eligible for the award of Third Class

16.5 The CGPA to Percentage conversion formula:

Percentage = (CGPA - 0.5) * 10

17. CODE OF CONDUCT AND DISCIPLINE

Students shall conduct themselves within and outside the precincts of the institute in a manner befitting the students at an Institute of National importance. Detailed rules regarding conduct and discipline are given at clause (26) & (27) of Annexure.

18. MALPRACTICES

18.1 Students are not allowed to leave the Examination Hall without submitting the answer script.

18.2 They will not be permitted to enter the examination hall after 30 minutes of commencement of the examination and to leave the examination hall before 30 minutes of the closure of examination.

18.3 The Malpractice and Disciplinary Action Committee (Academic) shall conduct an inquiry and recommend appropriate punishment to the guilty.

18.4 The nature of Malpractice during any examinations and the prescribed quantum of punishments are given in below table.

S. No.	Nature of Malpractice	Quantum of Punishment
1.	Possession of any means of copying material (paper, electronic gadgets, body surface and etc.) in any examination of a course	1) Student will get "X" grade in the concerned course for that semester. 2) All the financial support/ stipend/ scholarship will be terminated for immediate six months
2.	Possessions of another student's answer book.	1) Both the students will get "X" grade in the concerned course for that semester. 2) All the financial support/ stipend/ scholarship will be terminated for immediate six months
3.	Mass Copying.	1) All guilty students will get "X" grade in the concerned course for that semester. 2) All the financial support/ stipend/ scholarship will be terminated for immediate six months
4.	Smuggling of answer booklet pre or post or during examination by his/her/their acts in any form or manner	1) Involved student(s) will get "X" grade in the concerned course in that examination. 2) Such student(s) will not be allowed for admission/ registrations for subsequent two academic semesters. 3) All the financial support/ stipend/ scholarship will be terminated for immediate six months
5.	Replicating and/or unauthorized usage and/or forging of official seals, signatures, or stamps, etc. in any manner on examination related material	Expelled from the Institution permanently with no claim on qualification.
6.	Influencing/bribing/threating of examination / evaluating officers / staff for any examination /evaluation process in any manner	Expelled from the Institution permanently with no claim on qualification.
7.	Any other malpractices/unfair means not covered above.	To be referred to a proper committee for deciding the quantum of punishment.

19. CERTIFICATE RETENTION FEE

Students will be charged with certificate retention fees as per the details shown below: All students

19.1 Who have passed in current and previous academic year - No charge.

19.2 Who have passed in the last 2 to 5 academic years - Rs. 10,000

19.3 Who have passed more than 5 academic years back - Rs. 40,000

20. STUDENT APPRAISAL

It is mandatory for every student to submit feedback on each course he/she has undergone, at the end of every semester.

21. IMPLEMENTATION AND AMMENDMENTS OF RULES AND REGULATIONS

21.1 The Dean (Academic Affairs) shall ensure, apply and permit the students/scholars under the provisions specified in these rules and regulations.

21.2 Notwithstanding all that has been stated above, the Senate has the right to modify any of the above rules and regulations from time to time. All such modifications shall be documented and numbered sequentially and shall be made available in the Institute website.

21.3 The Chairperson, Senate may take an action in emergent cases and to inform the Senate of such action for confirmation and ratification.

22. EXIT POLICIES

22.1 If a student clears all the courses up to the first year (34 credits) of M.Tech programme and wishes to exit from the M.Tech. Programme at the end of the first year, a PG Diploma may be awarded.

22.2 **Conversion of M. Tech to integrated Ph.D. programme:** The students admitted in M. Tech programme will be given an option to switch to Ph.D. programme after completion of the first year upon on their willingness and based on the following conditions:

22.2.1 The student should must not have obtained F/R/X/M grade in any course at any point of time from the date of admission.

22.2.2 The student should possess a minimum CGPA of 6.5

22.2.3 In case, number of applications are more than the available seats, the candidates with higher CGPA shall be considered.

22.2.4 If a student is converted to integrated Ph.D Programme, rolling back to M.Tech Programme is not possible under any circumstances. The Ph.D rules and regulations of the institute shall apply from the date of conversion.

23. SCHOLASHIP AND LEAVE REGULATIONS

23.1 To ensure development of technical education in India, MoE awards Post Graduate Scholarship of Rs. 12,400/- per month to full-time GATE qualified students admitted in the Institute for M.Tech. Programme. The emoluments may be revised by MoE, GoI.

23.2 The Scholarship is tenable for 24 months or for the duration of the course i.e. from the date of commencement of classes till the date of completion of the M.Tech Dissertation whichever is earlier and is not extendable under any circumstances. Also, the academic performance of the student is correlated with the financial benefits and/or scholarship granted by the institute as specified in clause (11).

23.3 In case any student receives any financial assistance from any other organization during the tenure of course, with due permission of the Dean (Academic Affairs), the scholar will not be entitled for the scholarship for the duration in which he/ she is availing such financial assistance, and it shall be resumed on discontinuance of such external financial assistance. Further the period for which the scholar has received external financial assistance shall be deducted from the maximum duration of the scholarship.

23.4 Foreign students, sponsored candidates and candidates admitted in PG programs through management quota are not eligible for the Scholarship.

23.5 It will be obligatory for every post-graduate student to undertake 8 to 10 hours (per week) of work related to teaching and research activities as assigned to him /her by the Institute. This could include tutorials, laboratory classes, development and maintenance of laboratories, assistance in research and development activities undertaken by faculty members, maintenance and operation of Computers and other central facilities, assistance in library, etc.

23.6 The Scholarship will be granted to the student on a monthly basis subject to the satisfactory academic performance and adherence to Institute norms/rules and regulations as applicable time to time, certified by the Head of the Institute and obligatory work as per clause (23.5) above and clause (11).

23.7 The amount of PG Scholarship is subject to change as per the notification issued by Ministry of Education, New Delhi from time to time, with the approval of the Board of Governors of the Institute.

23.8 The Scholarship may be discontinued at any time for any kind of misconduct by the student, like involving in the act of ragging, misbehaviour etc. on the recommendations of the Chairperson, Senate.

23.9 Any belated claim preferred after three months of the completion of the program shall not be entertained.

23.10 The institute may impose any other conditions as deemed necessary from time to time and the decision of the Director shall be final and binding upon the recipients.

23.11 In case any student/scholar avails the break during the scholarship period on medical ground with due permission of the university/institute, the scholarship will be discontinued from the month of such break and shall be resumed on rejoining the program for the remaining period of scholarship. However, the clause 23.2 shall apply.

23.12 Aadhar number is mandatory for applying for PG scholarship. Applications will not be accepted without the Aadhar number of the candidate

23.13 Any absence over and above the prescribed type of admissible leave shall entail deduction from the scholarship, beside other action as may be decided by the Institute. Students are eligible for following leaves:

S. No	Leave	Maximum Number of days	Sanctioning authority
1.	Casual Leave Block 1: 01-Jan to 30-June, Block 2: 01-July to 31-Dec	8 days per block subjected to the condition that such leave will not be allowed for more than 5 days at a time. Casual leave cannot be combined with medical leave.	Headofthe Department (HOD) ***(One-week prior approval is mandatory).***
2.	Medical Leave Block: 01-Jan to 31-Dec	16 days per block	Headofthe Department (HOD) ***(Valid Medical Certificate from the Institute Medical Officer)***

23.14 The following are the conditions for availing the entitles leaves for a PG student

23.14.1 Any leaves not availed in a block shall be lapsed and does not carry to future.

23.14.2 Leave is not a right of a student to avail it prior to approval of sanctioning authority.

23.14.3 In case a student joins the institute in between a block period he/she entitled leaves shall be rationally calculated.

24. MOOC COURSES

24.1 A student is allowed to register for MOOC courses during Semester I under open elective category. In such case he/she shall be abide to the following regulations.

24.2 A student should register for a MOOC course which are under the category of UG/PG or PG in NPTEL only. The students must use institute email id for registration of MOOCS courses. Courses registered with email id other than institute email id shall not considered for MOOC credits.

24.3 A student has a provision for registering a course in MOOC with an aim to equip the students with skill-oriented courses specifically available in NPTEL. Hence, it is the sole responsibility of the student to opt to the course of minimum of 12 weeks tenure

to meet the equivalent requirement of three credits at the institute. Even at later stage, if the student falls shortage of minimum essential credits, the institute does not bear any responsibility for not eligible to award the degree.

24.4 The student should decide MOOC course satisfying clause (24.3) before completion of registration in upcoming semester. The subject code should be entered in the course registration form.

24.5 Grading structure for MOOC courses:

24.5.1 Depending on the percentage of marks achieved by the student in the registered MOOC course the following equivalent grading system is followed to award grade at the institute

Percentage of Marks	Grade
≥ 90	EX
≥ 80	A
≥ 70	B
≥ 60	C
≥ 50	D
≥ 40 (30 out of 75 required in End and 10 out of 25 required in Internal equivalent to PASS certificate issuance criteria of NPTEL)	P

24.5.2 A student will be treated as fail in a registered MOOC course (awarded F grade) under any one of the following conditions

a) not appearing for the final examination of the MOOC course
b) does not secure a minimum of 40% of marks
c) does not produce a mark sheet from NPTEL (for any reason) before finalization of grades of respective semester

24.6 If a student gets F grade in a MOOC course, he/she has the following options:

a) Repeat the course whenever offered in the same platform
b) Can register for an open elective course in same semester in the next academic year
c) Can replace and register for another MOOC course in any of the subsequent semesters

In case of (b) and (c) above, if the student passes the course, both the course details and grade shall be updated in a separate grade sheet.

24.7 In rare occasions, the result of MOOC course may not be released before finalization of grades in the registered semester or before the last date of registration for subsequent semester whichever is later. Upon verifying the genuinity at the level of academic section, the result of such MOOC course may be reported in the grade sheet of subsequent semester or may be updated in a separate grade sheet as suitable and finalized by the Dean Academic Affairs.

25. MODALITIES FOR SEMESTER EXCHANGE PROGRAMME

25.1 The students of the Institute may be allowed to pursue some of the semesters in another institute of repute under any specific circumstances.

25.2 The need of credit requirement or specific conditions for credits, if any, shall be defined case to case during the MoU among the institutions. Else, in default, the credits/curriculum/course structure at the host institute shall be followed by the student for that respective semester(s).

25.3 The grade sheets for those respective semesters will not be issued by NIT Andhra Pradesh but the same shall be issued by host institute only.

25.4 Irrespective to the credits offered / awarded to the student at the host institute, only the SGPA for each semester will be considered at NIT Andhra Pradesh to calculate CGPA as under

25.4.1 If the grade point scale is similar to NIT Andhra Pradesh, the same SGPA will be reflected in the consolidated marks memo (CMM) and CGPA will be calculated as under

$$CGPA = \frac{\sum_{i=1}^{n} I_i S_i C_i + (1 - I_i) S_i C_i}{\sum_{i=1}^{n} C_i}$$

where n is the total number of semesters under consideration, C_i is the number of specific credits to be registered at NIT Andhra Pradesh in the respective i^{th} semester and S_i is the SGPA obtained in the respective i^{th} semester at NIT Andhra Pradesh or at host institute on a Maximum Grade Point (MGP) scale of 10. Here, I_i = 1 if the student studied the respective i^{th} semester at NIT Andhra Pradesh, else I_i = 0 if the student studied the respective i^{th} semester at host institute.

25.4.2 If the grade point scale is different to NIT Andhra Pradesh, the SGPA obtained at the host institute (say $\boldsymbol{S_i^h}$) will be scaled to 10-point scale as follows

$$S_i = \left(S_i^h \times 10\right) / MGP^h$$

Where MGP^h is the Maximum Grade Point (MGP) at the host institute.

25.5 The overall credit for awarding of degree under R25 regulation stays at 60 for students selected under any MoU/Provision. Students under any MoU who are found eligible for awarding of degree shall be given degree by NIT Andhra Pradesh.

25.6 Unconditionally, the CGPA computed as above shall be taken into account at any point of time if CGPA is an essential criterion or a deciding factor for any Ranks, Awards, Medals, Scholarships, Internships, Placements, etc.

26. RULES RELATING TO RESIDENTIAL REQUIREMENT

26.1 All the students are normally expected to stay in the hostels and be a boarder of one of the messes.

26.2 Under special circumstances, the Dean (Academics) may permit a student to reside with his parent(s) within a reasonable distance from the institute. However, this permission may be withdrawn at the discretion of the Institute at any time considered appropriate without assigning any reason.

26.3 Married accommodation shall not be provided to any student of the postgraduate courses.

26.4 No student shall come into or give up the assigned accommodation in any Hall of residence without prior permission of the Dean (Student Welfare).

26.5 A student shall reside in a room allotted to him/her and may shift to any other only under the direction/permission of the Chief Warden.

26.6 Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfecting and shall vacate the rooms when leaving for the vacation/ holidays.

26.7 Students shall be responsible for the proper care of the furniture; fan and other fittings in the rooms allotted to them and shall generally assist the Warden in ensuring proper use, care and security of those provided in the Halls for common use of all students.

26.8 Students will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause the Institute shall accept no responsibility and shall not be liable for payment of any compensation.

26.9 Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator, etc. by a student in Halls of Residence are prohibited.

26.10 A resident student must take prior permission from the corresponding warden before proceeding on leave. Failing to do so will be construed as breach of discipline and will be dealt with as per provisions.

26.11 All students must abide by the rules and regulations of the Halls of Residence as may be framed from time to time.

26.12 It is mandatory for all students who are not citizen of India to stay in the Hostels.

27. STUDENTS CODE OF CONDUCT AND DISCIPLINE

It is the responsibility and duty of each and every student of the Institute to become acquainted with “Students Conduct and Disciplinary Code”. It is presumed that every student from the date of his/her admission to the Institute has knowledge of this code. The manual for student’s code of conduct, discipline and rule framed by Office of Dean (SW) and approved by Senate vide item no. S23.6.3 shall be part of this section (Annexure)

28. ACADEMIC COMMITTEES: FUNCTIONS AND RESPONSIBILITIES

S No	Name of the Committee	Constitution guidelines	Functions
1	Departmental Academic Committee – Post Graduate (DAC-PG&R)	**Chairperson:** Head of the Department **Member(s):** 1. 05 Professors 2. 03 Associate professors 3. 02 Assistant Professors on rotation basis If sufficient faculty is not on rolls to constitute up to 10 number, all existing faculty shall be coopted to DAC-PG&R.	a) To monitor the conduct of all post-graduate courses offered by the Department and course work of post-graduate program. b) To ensure academic standards and excellence of the courses offered by the department. c) Review and recommend the grades to senate for approval. d) To consider any matter related to the post-graduate program(s) of the Department. e) To take up any responsibility or function assigned by the Senate or the Chairperson of the Senate or Chairperson of DAC-PG&R time-to-time.
2	Departmental Academic Appeals Committee (DAAC)	**Chairperson:** Head of the Department **Member(s):** 1. 05 Professors 2. 03 Associate professors 3. 02 Assistant Professors on rotation basis If sufficient faculty is not on rolls to constitute up to 10 number, all existing faculty shall be coopted to DAC-PG&R. Nominee: One faculty from outside the Department nominated by Dean-Academic	a) To receive grievance /complaints in writing from the students regarding anomaly in award of grades due to bias, victimization, erratic evaluation, etc. and redress the complaints. b) The decision of the DAAC will be based on simple majority c) The recommendations of the DAAC shall be communicated to the Dean-Academic for further appropriate action as required.

3	Malpractice And Disciplinary Action Committee	Chairperson: Dean, Academic Affairs Members: Dean (Student Welfare), Dean (SCAIR) Concerned Head of the Department, Invigilator(s), All Associate Deans under academic affairs Secretary and Convenor: Associate Dean (AA) dealing with Examinations.	Shall conduct an inquiry and recommend appropriate punishment to the guilty in all examination affairs

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राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश

NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

BT R24
FORM - I

No. NITANP/ Date:

REQUEST BY STUDENT FOR PRESUMED ATTENDANCE

1.	**Name of the Student/ Scholar**	**:**	
2.	**Roll Number**	**:**	
3.	**Month & Year of Admission**	**:**	
4.	**Year of Study**	**:**	**I / II / III / IV**
5.	**Semester**	**:**	Even / Odd
6.	**Programme**	**:**	B.Tech. / M. Tech.
7.	**Branch of Study**	**:**	
8.	**Department**	**:**	
9.	**Purpose of request for presumed attendance**	**:**	
10.	**Place of visit**	**:**	
11.	**Proposed period of presumed attendance**	**:**	

12. Status of academic record:

a.	What is the CGPA as on date	
b.	Whether all the courses are passed till date	**Yes / No**
c.	In case of No above, number of backlogs including 'R' Grade	

13. Status of current semester attendance and examination record:

a.	Have you been granted provision of presumed attendance in the current semester	**Yes / No**
b.	If Yes, Number of days granted for presumed attendance	
c.	Balance available to grant presumed attendance	
d.	Whether any scheduled examinations / evaluations / class tests are falling in the proposed requisite period of presumed attendance?	**Yes / No**
e.	Do you ensure that the minimum attendance requirement is satisfied / fulfilled for all the courses in the current semester	**Yes / No**

14. Declaration by scholar:

I hereby request the competent authority to sanction the presumed attendance for the requisite days for the purpose laid above. It is my sole responsibility that I maintain my attendance to the fulfil for appearing the examinations for all courses registered in the current semester. The above information is correct and true.

			Scholar Signature with Date

15.	**Recommendation of Forwarding Authority:**	
The student may be allowed for granting presumed attendance for all the requisite days		
(Name)	(Name)	(Name)
Class coordinator	**Programme Coordinator**	**Head of Department**
Respective Dept.	Respective Dept.	Respective Dept.

16.	**Comments of Recommending Authority:**		
The student was selected for the purpose of participation and presumed attendance may be granted.			
(Name)	(Name)	(Name)	(Name)
Associate Dean, SW, CPES	**Associate Dean, SW, SDCA**	**Associate Dean, SW, CLTP**	**Associate Dean, AA, SACD**
Purpose: Sports, Games, NSS, NCC	Purpose: Technical, and Cultural festival	Purpose: Interview arranged through Training & Placement cell	Purpose: To attend/ participate in Seminar, Workshop, Conference etc.

17.	**Action at SACD**	**:**	There are no mid / end semester examinations during the requisite period of presumed attendance. Whereas any other evaluations / class tests at the level of department is sole responsibility of the student.
Recommendations/ Remarks, if any:			
Office Assistant			**Associate Dean, AA, SACD**

18.	**Action at ODAA/ ODSW / ODSR**	**:**	The request for sanction of presumed attendance for the period of …….. to ……. for …… no. of days is **Approved/ Not Approved**
Recommendations/ Remarks, if any:			
Office Assistant			**Dean, Academic Affairs / Student Welfare / SCAIR**

Form sent to respective department to communicate the matter with all relevant course instructors to grant presumed attendance

CC sent to SACD incase a re-examination/ reschedule of examination is essential

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NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

(An Autonomous Institute Under the Aegis of Ministry of Education, Government of India)
Near National Highway No. 16, Kondruprolu, Tadepalligudem– 534101,
West Godavari Dist., Andhra Pradesh, India.

Students Code of Conduct, Discipline and Rule

Dean - Students Welfare

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NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

(An Autonomous Institute Under the Aegis of Ministry of Education, Government of India)

Students Disciplinary Action Committee (SDAC)

Sl No.	Committee Members	Designation
1	Associate Dean SW - Student Discipline, Clubs & Activities	Chairperson
2	Associate Dean SW - Physical Education & Sports Activities	Member
3	Chief Warden	Member
4	Concerned Warden of the respective hall of residence	Member
5	Head of respective Department	Member
6	Medical Officer / Counsellor	Member
7	Officer-in-Charge, Security Department	Member
8	Women Representative	Member
9	SC/ST Representative	Member
10	Class Coordinator / Faculty Advisor of Concern Student	Special Invitee

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NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

(An Autonomous Institute Under the Aegis of Ministry of Education, Government of India)

Students Code of Conduct, Discipline Rule

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National Institute of Technology – Andhra Pradesh

Students Code of Conduct, Discipline and Rule

A healthy campus in which everyone feels secure, participated, encouraged, challenged, and respected is responsible for accomplishing the vision and mission of the National Institute of Technology (NIT) Andhra Pradesh. Every member of the NIT Andhra Pradesh community actively strives to uphold campus philosophy, which encourages an atmosphere of learning, appreciation, and understanding, and calls us to behave with integrity and care, accept responsibility to address challenging issues and finding solutions, and exude values of compassion, respect, and sincerity.

Many individuals live together in the NIT-Andhra Pradesh community. Therefore, each member must respect the rights of others. Concerns relating to violations of the conduct regulations are handled by the Dean of Student Welfare and his team. The objective of the institute's disciplinary policies is to maintain a joyful and peaceful atmosphere for everyone who resides in and works at the NIT Andhra Pradesh.

I. INSTITUTE CODE OF CONDUCT

a. The Institute aims to provide a learning and living environment where the students may achieve their personal and professional objectives. The Institute has the responsibility to ensure that students have a clear knowledge of the Institute's ethical standards.

b. By enrolling in the Institute, a student assumes responsibility for adhering to its rules and regulations and agrees to uphold established authority, respect others' rights, and safeguard both private and public property.

c. Every student is entitled to enjoy the benefits, honours, and prestige that come with being a student at this Institute.

II. STUDENT WELFARE ADMINISTRATION

i. All student activities at the institution will be supervised and coordinated by the Dean of Student Welfare (SW), who reports to the Director.

ii. Any legal complaints made on behalf of the institute following student code of conduct violation must be filed by the responsible administrators (faculty or staff) or students at the institute Dean-SW.

iii. The Dean-SW or his designated representative will be in-charge of enforcing disciplinary action.

iv. The Student Disciplinary Action Committee (SDAC), which is formed along with the Director's guidance and approval, shall oversee disciplinary proceedings.

III. ETHICS AND CONDUCT

This code shall apply to all kinds of conduct of students that occur on the institute premises including in institute-sponsored activities, functions posted by other

recognised student organisations and any off-campus conduct that has or may have consequences or adverse impact on the institute's interest reputation.

A. Culture Statement
B. General Code of Conduct
C. Standards of Conduct

A. Culture Statement

NIT Andhra Pradesh is committed to the following objectives:

- The promotion of excellence in both personal and professional life
- To encourage ethical and learned leadership
- To promote a life of trust
- The establishment of a community that is committed to helping others

1. Respect towards Others

Students are encouraged to be open to learning, especially about and appreciating people from cultures that are different from their own. As a result, the Institute expects students to treat each other with reverence, understanding, sensitivity, tolerance, and a keen interest in the well-being of others. The Institute places a high priority on requiring its members to treat everyone with respect, regardless of ethnicity, gender, caste, creed, nationality, sexual orientation, or race, and to refrain from any offensive or harassing behaviours. This is crucial in communities like hostels, mess halls, sports arenas and other places where a sense of belonging is ideal.

2. Respect towards Institute Property

The ethical use of all property, including physical items like structures, books in libraries, lab equipment, and outdoor space, is essential to achieving the objective we all share. Respect for property also entails working to preserve an atmosphere that fosters feelings of safety, serenity, and achievement. According to this concept, students must respect both institutional and private property, inside and outside of the Institute.

3. Respect towards the Institute Authority

The authenticity of the Institute is provided by the authority's commitment to serving the interests of the public. The leaders of the Institute serve as role models and set an example for the standards that the Institute expects from each of its members. The students offer a calm setting that allows everyone to grow, and structure to maintain community members' freedom, and well-being.

4. Dress code

The students are required to follow a certain dress code, which states that they must be properly dressed in academic areas, to uphold decorum and handle discipline (No shorts, Sleeveless T-shirts etc.,). When entering the labs, the student must be wearing

an apron with shoes. Food and beverages are not permitted in the labs and classrooms. The use of cell phones is strictly prohibited in academic spaces.

5. Conduct in the Institute Campus

The student should be aware that the institute's administrators will be holding him or her accountable for both his or her behaviour within and outside of the campus. Endangering the safety of other members is a very serious offence.

B. General Code of Conduct

- The behaviour of the students must always be by the institution's reputation and credibility.
- The student must arrive at their normal academic space on time and attend the lecture according to the schedule provided by their section or department.
- The student should contribute to keeping the campus and facilities of the institute clean and orderly and preserving the general atmosphere.
- Only the designated space should be used by students to park their bicycles or vehicles.
- There should be no political or anti-social activity among students. Such students shall face severe disciplinary action.
- Students are expected to follow the hierarchy when reporting complaints for any problems or concerns.
- When Students to the institute administration they should use the official email ID (institute email ID ex: 123456@student.nitandhra.ac.in)
- The student is required to read the notifications posted on the institution's notice board/email, and website regularly.
- The institution disclaims all liability for any loss or harm the student may incur because of neglecting to read periodic notices.
- Any changes in the residential address of the student/parents/guardian in case of dependents must be immediately communicated to the administration office and hostel office.
- While in the institute, students must carry their Identity Cards with them at all times.
- Playing games in the hostels and academic premises of the institute is prohibited.
- The Dean-SW, with the approval of the institution administration, may frame time to time post specific sets of rules governing certain sections of the institute. These rules must be followed.

Library

- The books are methodically organised by subjects and titles. During reference work, the students are required to adhere to the same standards. Food and

beverages are not permitted in the library. The use of mobile phones is prohibited. Activities causing inconvenience in the library are strictly prohibited.

Students are required to follow the general code of conduct established by the institute from time to time.

C. Standards of Conduct

Students who opt to enrol at NIT Andhra Pradesh agree to uphold the academic and social community's rights and obligations. Students are expected to support the Institute's ideals by acting with integrity as members of the Institution. The students, instructors or faculty, and staff (Community Members) are expected to criticise & oppose unacceptable student behaviour when it deviates from the institute's expectations.

All students must adhere to the conduct code. The institute has created regulations that explain the expectations of behaviour for its residents and may include steps for handling infractions of those expectations. A student may be bound by both those rules and regulations and the ones outlined in the institute's code of conduct.

The student conduct measures or procedures will be used only to handle the violation if it justifies a process or consequence beyond those specified in these regulations. In these situations, the relevant personnel may take the first action(s) about a complaint as specified by a specific policy; nonetheless, the final resolution may take place through the student conduct processes.

Students who are involved in the following behaviours may face disciplinary action:

1. Violating the Institute's policy or rule on alcohol. This covers a variety of behaviours, including but not restricted to possessing or ingesting alcohol, as well as any student who is intoxicated on or off campus. The effects of alcohol do not excuse people from their responsibility to others or themselves. (Refer Alcohol Policy)
2. Breaking the Institute’s drug prohibition. This includes but is not limited to, the actions of students who illegally possess, use, distribute, and/or sell drugs, drug kits, other illegal drugs, or any controlled substance. (Refer Drug Policy)
3. Practising behaviours that put somebody in danger.
4. Threatening or abusing somebody physically, verbally, or both.
5. Disrupting the health and safety of a member of the Institute.
6. Engaging in harassing or interfering behaviour.
7. Harassment against someone due to their language, age, faith, culture, ethnicity, race, gender, social class, disability, or sexual orientation. (Refer to Harassment Policy).
8. Taking part in hazing, which is defined as any deliberate, enjoyable, or consented behaviour that causes or may cause emotional, mental, or physical distress, ridicule, embarrassment, or endangerment.
9. Any sexual activity with another person, with or without his or her consent is considered as misconduct in the institute.
10. Being cruel, intimidating, exploitative, or harassing others is considered misconduct.

11. Each student should ensure that their guests/visitors are aware of the Institute's code of conduct. The corresponding student/s could be held accountable for the behaviour of their guests/visitors.
12. Students' Involvement in unauthorised use, or occupancy of Institute properties, hall of students' residence spaces, or faculty residence is considered as misconduct.
13. Taking part in abuse, theft, damage or destruction of institute/private property.
14. Participating in unlawful gambling.
15. Being dishonest in any way, including lying, cheating, plagiarism, fraud, or aiding others be dishonest.
16. Knowingly providing the institute with misleading information.
17. Lying to an institute official while they are performing their job by giving false information or facts about themselves or others.
18. Using fake or altered records, papers, or identification without authorization from the institute.
19. Taking part in any act or threat, whether verbal or physical, that is intended to cause a student or another individual discomfort, indignity, or humiliation at any time.
20. Unauthorised entry into any place on the campus.
21. Visitors or students of the opposite sex staying in the hostels at any time is considered as misconduct.
22. Misuse of student ID cards.
23. Using unethical tactics in tests, exams, and other evaluation tasks.
24. Ignoring or making a false official statement to an Institute official, faculty member, staff member, or other authorised persons.
25. Misusing library resources, or destroying library books, and removing or replacing the books without authorization.
26. Refusing to give identification when requested by an Institute representative, faculty member, staff member, or other authorised individual.
27. Taking part in, promoting, or causing any disruptive behaviour in the official campus assembly.
28. Possessing any type of weapon on campus, including explosives and guns.
29. Intervening on another student's behalf during any formal roll call.
30. Creating, possessing, managing, using, or taking part in the use of any dangerous and harmful products.
31. Giving false information to institutions, keeping crucial information from them, or changing or altering institution records to obtain an unfair advantage.
32. Drinking alcohol or other intoxicating substances in the common areas or hostels on the campus.
33. Destroying or causing damage to any property owned by the Institute, another group, or an individual.
34. Manipulating the truth is considered as misconduct.
35. Convening, employing, or otherwise participating in any act (strike, protest etc.,) that compromises the Institute's norms and regulations
36. Initiating or participating in a disruptive activity on the institute premises.

37. Unauthorised use of any significant equipment or supplies that are the property of the college, department, or hostel residences.
38. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
39. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated based on a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.
40. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tampering, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
41. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

But not limited to these, if there is a case against a student for a possible breach of the code of conduct, then SDAC will recommend a suitable disciplinary action.

IV. ALCOHOLIC BEVERAGES POLICY - ALCOHOL POLICY

Violations related to Alcohol Policy:

Violations of the institution's alcohol policy are as follows:

A - Category:

- Underage alcohol use or possession
- Anyone who is intoxicated, regardless of legal drinking age
- Collection of bottles that now or once did contain alcohol
- Things related to alcohol use or possession

B - Category:

- Alcoholism with a high risk of injury (damage to oneself, others, or property, intoxication needing medical assistance or other medical facility)
- Possession of equipment that allows for quick alcohol consumption (e.g. beer cans or bongs)
- Participating in activities or events that encourage quick alcohol consumption (e.g. Drinking huge amounts of alcohol quickly, playing drinking games, and chugging)

C - Category:

- Organising an alcoholic gathering in the residence halls
- Consuming massive amounts of liquor in a college hostel.

D - Category:

- Selling or providing alcohol or liquor to a person/staff/student

Penalties for Alcohol Policy-Breaking

For violations of this policy, NIT Andhra Pradesh has determined specific minimum sanctions. Consistently and fairly applied punishments are imposed. There will be a level of punishment (warning, probation, suspension, or expulsion) for each infraction of the alcohol policy, as well as an appropriate drug use involvement and a regulatory fine. Minimal penalties that can be imposed for violating the alcohol policy and relate to different levels of seriousness are as follows:

Violation	1st Offence	2nd Offence	3rd Offence	4th Offence
A Category	Rs. 1000/- and Institute Warning	Rs. 5000/- and Institute warning	Rs. 10000/- and Suspension for 2 weeks	Rs. 15000/- and Suspension for a month
B Category	Rs. 2000/- and Institute warning	Rs. 5000 and Suspension for a month	Rs. 15000/- and Suspension for a Semester	Suspension from the institute
C Category	Rs. 5000/- each for individual or entire group and Suspension for a month	Rs. 10000/- Suspension for a Semester	Suspension from the institute	
D Category	Rs. 15000/- and Suspension for 2 months	Suspension from the institute		

The following may also be given, depending upon the particulars of the case:

- Restitution or Compensation
- Medical referral
- Termination from the Hostel permanently

Notification to The Parents

When students violate the institute's Alcohol policy, their parents/guardians will be informed.

V. DRUG POLICY

Violations of Drug Policy:

The drug policy violations at the institution are as follows:

A - Category:

- ❖ The use of medical drugs without a prescription
- ❖ Using or possessing materials, equipment, or instruments that are used or intended to be utilised in the cultivation, production, use, or distribution of any drug or controlled substance, including but not restricted to bongs, vaporizers, grinders, scales, pipes, etc.

B - Category:

- High-risk drug usage, such as self-harm, harm to others, or damage to property
- Drug-related conduct that harms the institute and the neighbourhood around it
- Producing or peddling drug accessories

C - Category:

Giving or selling pharmaceuticals that are unlawful, synthetic, or fake aiming to spread a substance which is illegal Process

Penalties for Breaking Drug Policy

NIT Andhra Pradesh has created precise minimum penalties for breaking this regulation that are both explicit and specific. The penalties are applied equitably and consistently. An appropriate substance use intervention, a monetary fine, and a level of penalty (probation, suspension, or expulsion) are all applied to each instance of a student violating the drug policy. The following are minimal penalties that can be imposed for breaking the drug policy and relate to different levels of seriousness:

Violation	1st Offence	2nd Offence
A Category	Rs. 10000/- fine, Institute warning and suspension for a month	Rs. 15000/- and suspension for a semester
B Category	Rs. 15000/- and suspension for a semester	Expulsion from institute
C Category	Expulsion from institute	

Notification to The Parents

- When students violate the institute's drug policy, their parents/guardians will be informed.

VI. HARASSMENT POLICY

This policy on harassment and discrimination aims to offer recourse to anyone who feels like their rights are being violated.

a. Conduct that is Prohibited by This Policy

i. This policy defines harassment as any action, visual portrayal, or language that is based on a legally protected characteristic, such as colour, age, race, religion, gender, sexual orientation, disability, veteran status, or national origin, and that is so pervasive, severe, persistent, or offensive that it unjustifiably impairs that person's performance at work or in school or fosters a hostile working environment. The institute forbids gender-based harassment, sexual harassment, and other sexual misconduct as described therein (involving stalking, dating or relationship violence, and sexual assault).

ii. Non-discriminatory harassment, as defined by this policy, is any language, action, or visual representation that is pervasive, severe, ongoing, or offensive and that results in a person's inability to perform in their job or academically or that results in the creation of an intimidating, hostile, or hostile living environment.

- ✓ Harassment of any kind, whether deliberate or accidental, on or off campus.
- ✓ Take retaliatory action against a person who has reported harassment or launched an investigation into it.

b. Conduct that is Prohibited by This Policy

- ✓ Sexual Harassment
- ✓ Utmost care needs to be taken by each student, to ensure that his/her behavior is impeccable towards persons of the opposite gender. In particular, any unwelcome behavior towards female students and employees, whether spoken, written, gestural or physical, directly or indirectly, would be dealt with as per the national law on Prohibition of Sexual Harassment in Work Places. Harassment includes but is not limited to, striking, laying hands upon, intimidation, threatening with violence or doing bodily harm or invasion of privacy. It can be verbal and include suggestive comments, insults, humour and jokes about sex or gender-specific traits, and sexual propositions, whether done directly or through email or any other mode of communication. Persons who are victims of emotional/sexual harassment of any form may approach the members of the Women Grievance Cell (WGC). The complaints can be registered with the Coordinator, WGC of NIT Andhra Pradesh.

Please refer *Sexual Harassment of Women at Workplace (Prevention, Protection and Redressal) Act, 2013*.

VII. AUTHORISED USE OF EMAIL TO CONTACT STUDENTS

To keep students aware of crucial information such as financial aid, college deadlines, events and updates, and significant campus news, the institute uses email as one of the official methods of communication with them. Each student is given an official email

address to use while enrolled. Students Should use their official email ID when contacting any institute officials. Emails sent by students from their personal email IDs will not be answered by the institute administration.

Unless otherwise banned by law, email is a suitable and preferred mode of contact between the Institute and its students. The institute is allowed to send students official communications by email with the understanding that they will receive, read, and, if required, act on the email as soon as possible.

VIII. CONSOLIDATED MINOR/ MAJOR DISCIPLINARY ACTIONS FOR SOME TYPICAL MISBEHAVIOUR

- If any student faces disciplinary action of any nature the likely sanction of penalty involved with payments and suspension for a short period or expulsion from the institute will be approved by the chairman senate.
- Any actions minor or major will be intimated to the parent/guardian of the students.
- The student undergone major action is not entitled to any portfolios in any clubs/ organizing committee of any event/ student council etc. If he/ she possesses such portfolios, he/she will be replaced with immediate effect.

S. No	***The nature of the issue***	***All Punishment/Penalty depending upon severity. The punishment mentioned here will be executed partially/fully.***	***Imposing authority/ (Students Disciplinary Action Committee (SDAC))***
1	Indulged in Groupism/ Gangs/Strikes, etc.	Tendering apology Warning with a penalty of ₹10,000/- May be expelled temporarily or permanently Expelled from placement activities May be asked to do community service	HoD/Dean (SW/AA)/Chief Warden
2	Anti-social/anti-national activities	Tendering apology Warning with a penalty ₹15,000/- Expelled for a semester Expelled from placement activities May be asked to do community service	HoD/Dean (SW/AA/)/Chief Warden
3	Damaging the institute/ hostel properties	Tendering apology Paying double the cost of the damaged property Sharing double the cost of the damaged property among all involved May be expelled temporarily or permanently May be asked to do community service	HoD/Dean (SW/AA)/Registrar/ Chief Warden
4	Statements/social media/ media coverage that lowers the dignity of the Institute.	Apologizing in media with a penalty of ₹20,000/- May be expelled temporarily or permanently Expelled from placement activities May be asked to do community service	Dean (SW/AA)/Chief Warden/ Registrar/Director

5	Unauthorized displays of any kind	Tendering apology Warning and cleaning up the area/ bearing the expenses May be expelled temporarily or permanently May be asked to do community service	HoD/ Dean (SW/AA)/Registrar/ Chief Warden
6	Involvement in ragging/ supporting /not informing ragging issue	Tendering apology Warning with a penalty of ₹20,000/ May be expelled temporarily or permanently May be asked to do community service Expelled from placement activities	Anti-ragging committee
7	Abusing a fellow student/ any physical assaults or harassing based on caste/race/gender/religion etc.	Tendering apology to concerned fellow student in front of institute authorities/disciplinary committee. Expelled for one semester Expelled from placement activities Punishment as suggested by Women cell/relevant committee.	Dean (SW/AA)/Chief warden/ Women Grievance cell/ Chairman of concerned committee/Security Committee
8	Usage of power vehicle.	Seizure of the vehicle and release at the end of the semester. Penalty of ₹10,000/-	Dean (SW/AA)/Chief Warden/Security Committee
9	Smoking	Tendering apology with warning, and paying ₹10,000/-as penalty. Expulsion from the hostel for a semester. Expelled from the institute.	Dean (SW/AA)/Chief Warden/Security Committee
10	Consumption of Alcohol	As per Section – IV [ALCOHOL POLICY]	Dean (SW/AA)/Chief Warden/Security Committee
11	Consumption or involvement in narcotics	As per Section – V [DRUG POLICY]	Dean (SW/AA)/HoD/ Chief Warden/ Security Committee
12	Usage of weapons, explosives	Immediate Expulsion from the Institute. Handing over to the police.	HoD/Dean (SW/AA)/ Chief warden/ Security Committee

13	Involved in Law order situations outside the campus/ criminal offence	Expelled from the institute until the student is acquitted.	HoD/Dean (SW/AA)/ Chief warden/ Security Committee
14	Supporting any Unauthorized activity/ Destroying the witness	Tendering apology Warning with a penalty of ₹10,000/- May be expelled temporarily or permanently May be asked to do community service	Dean (SW/AA)/ Chief warden
15	Entertaining unauthorized guests in the institute	Tendering apology. Warning with a penalty of₹10,000/- May be expelled temporarily or permanently May be asked to do community service	Dean (SW/AA)/HoD/Chief Warden
16	Unauthorized collection of funds/unauthorized parties/ gambling	Returning the money and Tendering apology. Warning with a penalty of₹15,000/- May be expelled temporarily or permanently May be asked to do community service	HoD/Dean (SW/AA)/Registrar/ Chief Warden
17	Littering on the campus	Tendering apology and penalty of ₹1,000/- Cleaning up littered areas, or bearing the expenses to clean up May be asked to do community service	HoD/ Dean (SW/AA)/Chief warden
18	Misbehaving with faculty/warden/staff/ service providers of the institute or guests	Tendering apology to the competent authority of the institute/disciplinary committee. Warning with a penalty of ₹5000/- Expelled from placement activities May be expelled temporarily or permanently May be asked to do community service	Dean (SW/AA)/HoD/ Chief warden/ Security Committee
19	Hiding identity or contact details	Tendering apology Warning with a penalty of₹5,000/- May be asked to do community service	Dean (SW/AA)/ HoD/Chief warden

IX. SPECIAL CIRCUMSTANCES OF CASES

The students' code of conduct and its violations are not limited to the above-mentioned points (these are only a few indications). The disciplinary actions on the students will be changed as and when applicable with the consent and recommendations of the institute SDAC on case by case with the approval of the Dean SW and Director or other competent authority.

X. APPEAL:

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Director. The Director may decide on one of the following:

- Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or
- Refer the case back to the committee for reconsideration. In any case, the Director's decision is final and binding in all cases where there is possible misconduct by a student.

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References

- Community Expectations // Office of Student Development // Marquette University
- https://iisc.ac.in/wp-content/uploads/2019/07/iisc_students-code-of-conduct_FINAL_24-07-2019.pdf
- https://iitj.ac.in/uploaded_docs/rti/rti_misc/Code%20of%20Conduct%20for%20Students.pdf
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