

Heritage Institute of Technology

(A Kalyan Bharti Trust Initiative)

(An Autonomous Institute)



Examination Rules & Regulations

(With Effect from 2023 Admission Year)

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Preamble

Examinations stand as a vital assessment tool, probing a student's grasp of the curriculum. Their purpose is multifaceted, encompassing the measurement of knowledge retention, evaluation of critical thinking, and assessment of problem-solving skills. This structured approach not only gauges academic progress but also serves as a yardstick for proficiency in the subject matter. In view of the dynamic landscape of engineering education, attempt has been made to modify Examinations Rules time to time with the approval of Academic Council / Board of Governors (BOG) to align with the fast-changing environment to ensure relevance and effectiveness.

Definitions

- (a) "Institute" means Heritage Institute of Technology;
- (b) "BOG" means Board of Governor of the Institute;
- (c) "BOE" means Board of Examinations of the Institute;
- (d) "COE" means Controller of Examinations of the Institute;
- (e) "B. Tech." means Bachelor of Technology, an Under Graduate Degree awarded from the University;
- (f) "M. Tech." means Master of Technology, a Post Graduate Degree awarded from the University;
- (g) "MCA." means Master of Computer Applications, a Post Graduate Degree awarded from the University;
- (h) "Principal" means Principal of the Institute;
- (i) "Dean" means Dean of the Institute with the specific functions also indicated along with the title;
- (j) "Registrar" means Registrar of the Institute;
- (k) "HOD" means Head of the department of the Institute
- (l) "SGPA" means Semester Grade point average;
- (m) "CGPA" means Cumulative Grade point average;
- (n) "PPR" means Post Publication Re-evaluation;
- (o) "Affiliating University" means Maulana Abul Kalam Azad University (MAKAUT);
- (p) "Prescribed" means prescribed by these or any other Regulations of the Institute.
- (q) "MAR" means Mandatory Additional Requirement;
- (r) "MOOCS" means Massive Open Online Course.

1. The Regulation relating to Constitution, Powers and Functions of the Board of Examinations

1.1 There shall be one Board of Examinations (BOE) for all the UG and PG courses of the Institution. BOE will be responsible to the Academic Council.

BOE shall consist of the following members:

- (i) Principal Chairman
- (ii) Dean(s)Member
- (iii) Registrar Member
- (iv) 4 (Four) HODs to be nominated by the Chairman,
Academic Council for a 3-year term on rotation Members
- (v) Deputy Controller of ExaminationsMember
- (vi) Controller of Examinations Member Secretary

1.2 Subject to any Statutes, Ordinances, Rules or Regulations and General Guidance of the Academic Council, the BOE shall have the following Powers and Functions:

- (i) to conduct the various examinations of the Institute
- (ii) to review the results of examinations before publication and take appropriate measures, if considered necessary
- (iii) to report to the Academic Council the published results of various examinations with necessary comments.

1.3. Meeting and Quorum

- (i) In absence of the Principal, Dean (UG) shall preside over the meeting
- (ii) 5 (five) members shall form the quorum for a meeting
- (iii) The Committee shall meet at least 4 (four) times a year or more often, if necessary.

1.4. Obligations of Officers and Staff

It shall be incumbent on the Controller of Examinations and any other Officer or member of staff of the Institute, directly or indirectly concerned with examination matters, to abide by the directions of BOE in respect of all such matters.

1.5. Removal of doubts

In case of any doubt or difficulty as to interpretations of these Regulations regarding conduct of examinations, the matter shall be referred to the Principal and his decision thereon shall be final.

2. Regulations of Examinations

2.1. Eligibility for appearing in Examinations

A student is liable to be debarred from appearing in an examination if he has not attended at least 75% of theoretical, practical and sessional classes on an average, held during the semester. The attendance shall be considered from the date of admission of the student in the Institute in case of third semester (for lateral entry) and the date of commencement of semester

classes for all other semesters. He will not be eligible to appear in the Semester Examinations if his Semester Fees, Hostel Fees and other dues are not cleared.

A student shall be allowed to appear to any examination of the Institute only if he pays the prescribed Examination fees by the date specified by the Controller of Examinations (COE). A student may, however, deposit the examination fee with prescribed additional fee for late submission of application after the expiry of the specified date, but at least 3 (three) days before the commencement of that examination, provided that no such period of grace shall apply to a student for an examination for clearing his supplementary or separate supplementary examinations, if any.

A student is allowed to appear in an examination only after he is issued an Admit Card for the relevant examination by the COE, after obtaining the eligibility certificate from the Principal.

2.2. Examination Pattern

In each semester and for each discipline of the B.Tech / MCA / M.Tech. programme Examinations consists of the following three components:

- (a) Theory papers
- (b) Practical papers
- (c) Sessionals

The schedule of these components along with their credit points for each semester is as per the curriculum and syllabus in force.

In each academic year there will be two semester Examinations of nearly equal interval named as Odd (November – December) & Even (May – June) semester Examinations. At the end of each semester, there will be an examination (here-in-after called end-semester Examination) conducted by the Controller of Examinations Department of the Institute as per the time table announced well in advance.

Supplementary Examinations for Backlog paper, if any, shall be held with the normal end semester examinations.

There shall be Separate Supplementary Examinations (SSE) for the existing batch of students after the publication of PPR results of Even Semester Examinations (Section 8) for 1st, 2nd, 3rd & 4th year B. Tech., 1st & 2nd year M. Tech. and MCA for both even and odd semester theory, practical & sessional papers. Controller of Examinations will notify the Exam time table and eligibility criteria for appearing in the SSE in due course of time.

2.3. Evaluation of course papers

The evaluation of course papers will be done as per the following guidelines:

Theory papers

Each item under this classification is evaluated on the basis of 100 Marks, sub-divided into the following categories:

a) End-Semester Examination: 60 Marks

Operational Guidelines

- i. Based on the recommendations of the respective HOD's and approved by the Principal, the COE will appoint two paper setters for independently framing two sets of question paper and also at least one moderator, who should be an external subject expert, for each course code. However, for Supplementary Examinations, the moderator may be an internal subject expert.
- ii. The final question paper shall be prepared from amongst the two above sets by the moderator in presence of COE. The moderator will also have the right to change / modify / add questions; he should ensure that questions have been set from different modules of the syllabus, and have proper grading for students of high merits as well as students of average merit.
- iii. Examiner(s), duly recommended by the respective BOS and approved by the Academic Council, shall be appointed by the COE for evaluation of the answer scripts.
- iv. In case number of students in a course code exceeds 200, the COE may appoint a Head Examiner with the approval of the Principal.
- v. The COE shall also appoint Scrutineers, as required, with the approval of the Principal.
- vi. The results will be published normally within 30 days from date of completion of end semester examination.

b) Continuous Assessment: 40 Marks

Components of continuous assessment are stated below.

- 1) Surprise Test : 30 Marks

Operational Guidelines

- i. At least 4 Surprise tests are to be conducted for all the theory courses in nearly equal intervals covering around 25% of the syllabus.
- ii. Each test is to be of 10 marks. The pattern of questions is to be decided by the subject teacher(s) with the approval of the HOD.
- iii. The best of the 3 performances out of 4 are to be considered for assessment.
- iv. If any student remains absent in any of the tests due to unavoidable circumstances, the concerned HOD if satisfied with the gravity of the matter, may arrange an additional test of 10 marks covering the entire syllabus after completion of all the 4 surprise tests.
- v. The answer scripts are to be evaluated and marks to be uploaded in the Examination portal within 7 working days after conducting the surprise tests and the same are to be shared and discussed with the students. A copy of the mark slips shall be submitted to the respective HOD.
- vi. The COE, in consultation with Deans, will set the test schedule and announce test dates as per Institution calendar with the prior approval of the Principal.

- vii. Test scripts are to be corrected / evaluated within ten days of actual conduct of test and the solutions are to be discussed in the class. During the discussions the students can have access to the corrected scripts. The final award of marks list for each test is to be put on the notice board within next two days and copies of the same along with evaluated answer scripts communicated to the COE for record.
- viii. The process is repeated for each test.
- ix. The Controller of Examinations have the authority to check the evaluated Answer scripts as and when required.

2) Quizzes / Assignments/ Take Home Examinations/ Presentation/ Open Book Test
: 10 Marks

Operational Guidelines:

- The course instructor may adopt any one of the above mentioned methods for evaluation and inform the students at the beginning of the course.
- The course teachers will conduct unannounced Quizzes/ Tests etc. during the lecture/tutorial class and suitable number of home assignments are to be cleared by the student within stipulated time.
- The course teacher, in consultation with respective HOD, shall finalize the award of a student [out of 40, comprising 1), and 2)] and communicate the award list to the COE's office under sealed cover.

Practical papers

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

a. Continuous Assessment: 60 Marks

Operational Guidelines

- Students will be evaluated on the basis of their daily performances in the laboratory classes.
- The distribution of marks on various components and the corresponding Rubrics will be announced by the course instructors at the beginning of the course.

All records on the basis of which marks are awarded are to be preserved by the course instructor for verification by HOD/COE, if desired.

b. Laboratory Examination : 40 Marks

Operational Guidelines

- i) The degree awarding departments will announce the dates of the Examinations with the approval of the Controller of Examinations.
- ii) The course teacher shall be responsible for finalizing award under this item.

- iii) The award shall be finalized immediately after completion of the examination by the course teacher and submitted in sealed cover to the COE's office. All materials used by students during examination, is to be preserved for spot checking by HOD / COE, if desired.

The course teachers finalize the award (out of 40 points) before the end – semester Examination and communicate the same under sealed cover to the COE's office.

Sessionals (out of 100 Marks)

Explanation & Operational Guidelines

Sessionals are those where, either the formal institutional contact hours are not specified, (viz., Practical Training, Extra/Co-curricular participation), or there are no formal End Semester examination of the written kind, (viz., Project, Comprehensive Viva-Voce, Seminar, Industrial Training, etc.). For all items under these categories, the evaluation will be done internally through a Departmental Committee, appointed by the Departmental Head and duly endorsed by the Principal.

The norms for assessment may vary from item to item. A broad guideline is suggested below:

- i. For items which are conducted outside the institution viz., Industrial training, Co-curricular/Extra-curricular participation etc. – assessment may be made on the basis of Supervisor's assessment, report submitted by the student, if any, participation & attendance, and Viva-Voce conducted by a Departmental Committee, constituted by the Departmental Head and duly ratified by the Principal.
- ii. Items conducted in the Department / Institution viz., Seminar, Comprehensive Viva-Voce – are evaluated by the Departmental Academic Committee(s) constituted by the Department(s) and ratified by the Principal, based on participation and attendance in this course, comprehension of seminars by fellow students, presentation and content of seminar presented, capability to address to questions by participants.

The award list for this paper is finalized by all the members of the Departmental Academic Committee before the starting of the end-semester theory/practical examinations, and shall be communicated to the COE's office under sealed cover.

3. Guiding rules for conduct of Examinations

The Controller of Examinations (COE) shall be responsible for the strict supervision and efficient conduct of examinations in accordance with the prescribed rules. The COE may appoint up to three Examination Supervisors from the faculty pool for a period of one year, which may be extended to a maximum of two academic years, to ensure the smooth functioning of examinations.

A student who fails to produce the Registration Certificate / Admit Card may be provisionally permitted to sit for the examination for the day provided he submits an undertaking in writing to

produce the same on the very next day, failing which he shall be debarred from appearing in the following examinations. Such cases should be reported to the Controller of Examinations. No student will be admitted after the expiry of half an hour from the commencement of the examination

If circumstances so demand, the Controller of Examinations may expel a student from the Examination Hall and debar him or her for appearing at the examination for the paper. He shall submit a report to the Board of Examinations forthwith.

Students suffering from any form of contagious or infectious diseases, or from any illness or diseases considered to be prejudicial to the general body of students under examination, will not be admitted into or allowed to remain in the Examination Hall.

Special arrangements may, however, be made for students who are suffering from certain categories of diseases, if application is made to the Controller of Examinations well in advance. Such students shall have to bring necessary materials such as bed, pillow etc.

After the completion of the examination, the Controller of Examinations shall arrange to keep the records of following documents for future purpose, if necessary:

- (i) Attendance sheets with signature of students appearing in each paper
- (ii) Absentee statement.

4. Instructions to Invigilators

For every 20 students or part thereof, there shall be one invigilator in a room. The invigilator(s) shall be overall in-charge of the room assigned to him / them.

All invigilators shall report to the Controller of Examinations at least half an hour before the commencement of examination for collecting question papers and other examination materials after which they shall directly go to the halls allotted to them. The distribution of question papers to candidates may start 5 minutes before the time for commencement of the examination.

Invigilators should examine the Admit Cards and Registration Certificates of all the students to see that their admission to the examination hall is regular. If a student fails to bring his Admit Card /Registration Certificate, the rule under Section 3 shall apply.

5. Misconduct / Malpractice

An invigilator is required to be alert at every moment so that no student can adopt malpractice during the examination.

5.1. Nature of malpractices

Category I:

- (A) Writing erratic / irrelevant matters
- (B) Writing obscene language / sketches
- (C) Disclosing the identity in the answer script and / or requesting for specific marks
- (D) Writing wrong Roll No.
- (E) Leaving the examination hall without permission / not signing in the attendance sheet

Category II:

- (A) Possessing printed / handwritten notes

- (B) Copying or helping in copying
- (C) Manual / group copying
- (D) Possessing text book / sizeable handwritten / printed text
- (E) Attempting to bribing / writing letter hinting at illegal gratification
- (F) Mutilating the answer book issued

Category III:

- (A) Misbehaving / threatening examination official or other examinees / smuggling out question paper
- (B) Receiving outside help
- (C) Assaulting examination officials
- (D) Indulging in / inciting anything other than normal
- (E) Smuggling in / out answer script or attempting to do so
- (F) Tampering with answer book issued and replacement of pages
- (G) Impersonation or helping others to impersonate

N.B.: The Controller of Examinations shall use his discretion in respect of the steps to be taken in case of any other type of malpractice not mentioned above.

5.2. Board of Discipline :

- There shall be a Board of Discipline with the following composition to which all cases of breach of discipline in connection with examinations shall be reported with relevant documents and details :
 - (A) Principal – Chairman, Ex-Officio
 - (B) Deans, Ex-Officio, Member
 - (C) Registrar, Ex-Officio, Member
 - (D) Joint Registrar, Member
 - (E) Deputy Controller of Examinations, Member
 - (F) Controller of Examinations, Ex-Officio, Member Secretary
- Meeting of the Board of Discipline shall be convened by the Member Secretary on such dates as may be fixed by the Chairman for which at least 3 (three) days' notice shall be given. The Member Secretary shall keep a record of the proceedings of the meeting of the Board.

5.3. Highest punishment recommended for consideration of the Board of Discipline

- Category I – Cancellation of Paper
- Category II – Cancellation of Paper in case of (A) to (D)
Cancellation of entire examination of the semester
in case of (E) and (F)
- Category III – Cancellation of entire semester examination with debarment from appearing in any examination for one year or two years excluding the current examination

5.4. Steps to be followed for a student who is detected while indulging in malpractice

- The answer script, together with support material(s) used in the act of malpractice, if any, be ceased by the invigilator / supervisor
- The student should be asked to fill in the unfair practice form and sign the same before the invigilator / supervisor. No verbal argument etc., shall be entered into
- A fresh answer script be issued to the student after writing on the first inside page, the time of issuance of the said answer scripts by the invigilator(s). No signature on the page shall be made. The student shall be allowed to continue with the examination.
- The first answer book, along with the answer practice form duly completed by the invigilator / supervisor and the offending material(s) seized at the centre, be packed in sealed envelope and conveyed to the Controller's Office separately

6. Eligibility of a member of Faculty to be involved in the evaluation process

Any member of Faculty having his ward / near relation in his subject(s) must declare in writing to the respective HOD at the beginning of the semester indicating conflict of interest. Such a member of Faculty shall not be allowed to get involved in the evaluation process for that particular subject.

7. Declaration of result, promotions and grading system:

In order to pass the B.Tech / MCA / M.Tech course a student must obtain at least D grade in each of the theory, practical and sessional papers and a CGPA of 6.0

The promotional status in respect of B.Tech. / MCA / M.Tech course is indicated on the even semester credit card/sheet as per details below:

- a. Passed and Promoted (denoted by P) and indicating that
 - ii. the student has cleared every course paper of both odd and even semester of the academic year
 - iii. he has no backlogs from the lower levels

- b. Eligible for promotion with backlogs (denoted by XP) indicating that

A student shall be eligible for promotion to the next higher level / year with backlogs but those backlogs are to be cleared within the time limit specified for the completion of the course within the stipulated time period as advised by the affiliating University.

- c. A student shall be eligible for promotion only if he has not been involved in any breach of discipline or has not been time barred due to non-completion of the course within the time limit fixed for the purpose.

In order to pass the M.Tech a student must obtain at least D grade in each of the theory, practical and sessional items and a CGPA of 6.0.

The promotional status in respect of M.Tech students shall be indicated on the even semester Grade Card / sheet as per details below:

The overall performance of a successful student for the award of a degree shall be based on the combined results of all the examinations of all the semesters.

Grading system

A seven point grading system on a base of 10 shall be followed in the Institute. Categorization of these grades and their correlation shall be as under:

<i>Qualification</i>	<i>Grade</i>	<i>Score on 100 Marks</i>	<i>Point</i>
Outstanding	'O'	100 to 90	10
Excellent	'E'	89 to 80	9
Very good	'A'	79 to 70	8
Good	'B'	69 to 60	7
Fair	'C'	59 to 50	6
Below average	'D'	49 to 40	5
Failed	'F'	Below 40	2
Failed due to being absent	'FA'	-	2
Failed due paper cancellation	'FC'	-	2

A transitory letter grade FA & FC (carrying points 2) shall be introduced for cases where the student fails to appear in end semester examination(s) and the paper cancelled due to adoption of malpractices (Section 5). This grade shall automatically be converted into appropriate grade(s) as and when results are complete.

No student shall be allowed to receive/complete the final degree with any F grade.

A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as :

SGPA – Semester Grade Point Average

YGPA – Yearly Grade Point Average

CGPA --- Cumulative Grade Point Average

Definition of terms:

- a. POINT : Integer(s) qualifying each letter grade(s) in the seven point system, earned in each item in a semester by a student.
- b. CREDIT : Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the course structure and syllabus.

c. CREDIT POINT : (b) multiplied by (a) for each course item

d. CREDIT INDEX : Σ CREDIT POINT of course items in a semester

but it is always qualified by the specified period reference, as detailed below.

$$\text{Semester Grade Point Average (SGPA)} = \frac{\text{Credit Index}}{\Sigma \text{Credit}} \quad \text{for a Semester}$$

Yearly Grade Point Average (YGPA)

$$= \frac{\text{Credit Index of Odd Semester} + \text{Credit Index of Even Semester}}{\Sigma \text{Credit of Odd Semester} + \Sigma \text{Credit of Even Semester}} \quad \text{for an academic year}$$

Cumulative Grade Point Average (CGPA)

$$\text{CGPA} = \frac{\text{SGPA1} + \text{SGPA2} + \text{SGPA3} + \text{SGPA4} + \text{SGPA5} + \text{SGPA6} + \text{SGPA7} + \text{SGPA8}}{8} \quad \text{for 4-Year B.Tech Course}$$

$$\text{CGPA} = \frac{\text{SGPA3} + \text{SGPA4} + \text{SGPA5} + \text{SGPA6} + \text{SGPA7} + \text{SGPA8}}{6} \quad \text{for B.Tech lateral entry students}$$

$$\text{CGPA} = \frac{\text{SGPA1} + \text{SGPA2} + \text{SGPA3} + \text{SGPA4}}{4} \quad \text{for 2-Year M.Tech / MCA Course}$$

8. Post Publication Re-evaluation (PPR)

8.1. Preamble

The Institute shall have provision for re-evaluation of answer scripts following declaration of results, for students not convinced that proper justice has been done in subjective evaluation of their answer scripts in just concluded end-semester examination.

Re-evaluation – re-examination of the script by independent experts in the concerned subject(s).

8.2 Application for Re-evaluation

(i) A student may apply for re-evaluation within 7 (seven) days from (but excluding) the date of publication of result, for one or more subject items of the just concluded end-semester Examination on payment of a prescribed fee to the Institute as per details indicated from time to time through notification. The prescribed application form for the purpose shall be filled online.

(ii) The Institute may extend the date of submission of application, if any.

(iii) Incomplete and erroneous applications shall be rejected and no further correspondence in respect of such applications shall be entertained.

(v) Student shall make the payment online.

8.3 Rules for Re-evaluation

(i) It shall be obligatory on the part of a student applying for post-publication re-evaluation to accept the alternation in marks/grade, if any, after re-evaluation.

(ii) Neither the student nor any one on his behalf shall be entitled to be present during re-evaluation, nor shall he or his representative will have any right to inspect the answer script(s) after publication of re-evaluation results

(iii) After the result of post-publication re-evaluation is declared, a fresh grade sheet shall be issued to the student incorporating changes. In such a case the original grade sheet submitted by the student along with the application shall be cancelled by the Institute and use of copies of the same in future shall amount to concealment of facts, punishable by law. The new grades shall replace the grades declared earlier, whether the grade(s) and/or result indicate improvement or otherwise. Requests for ignoring deterioration of performance, if any, including failure in course items, consequent upon re-evaluation, shall not be possible under any circumstances.

(iv) Post publication re-evaluation shall be allowed for the theory course-items only, and shall not be possible for practical and sessional items.

(v) The result of re-evaluation shall be intimated to the student(s) by the Institute.

(vi) Application for re-evaluation shall not ensure that the result for such re-evaluation shall be declared before the date fixed for submitting application for next examination. Failed students shall in their own interest, submit applications for enrolment for appearing in the next examination of concerned items when the same is held, within the dates specified.

(vii) If the result of re-evaluation is not available at the time when a failed student (who applied for re-evaluation) appears in the examinations of his arrear items subsequently he shall have the option to choose between the result of re-evaluation and the result of the exam as his final grade in arrear items. In such an event, if the student chooses to opt for the result of the subsequent examination in respect of the arrear item(s), his original grade sheet kept with the Institute shall be returned.

(viii) A script which has been revaluated once shall not be revaluated again.

(xii) The interpretation of the Principal in respect of the rules including any issues not specifically mentioned shall be final.

9. Scope for Grade Improvement

A student may apply to reappear in a regular examination of an already passed paper to improve the grade by paying the requisite fees @ Rs. 1000/- per semester online. Maximum no. of such attempts will be 2 (Two) theory papers in the entire degree programme. The internal assessment of the papers will however be carried forward. If the grade obtained in the improvement examination is lower than his original grade, the original grade shall prevail. However, a student who has already completed all curricular requirements but not awarded the degree due to securing CGPA below 6 may reappear in a maximum of 4 (Four) theory papers per semester till he obtains a CGPA of 6 or more within the maximum period stipulated by the affiliating University, MAKAUT, West Bengal.

10. Eligibility for the Award of Degree

- a) A student shall be eligible for the award of B. Tech, M.Tech & MCA Degree from the Institute and the affiliating University provided:
 - i. Completed all the prescribed credit requirements for the award of Degree with grade D or higher in each of the courses, like Theory, Laboratory, Sessional paper;
 - ii. Satisfactorily completed all the non-credit requirements;
 - iv. Obtained a CGPA of ≥ 6.00 at the end of the final semester in which he completes all the requirements for the award of Degree.
 - v. For B.Tech Students a minimum of 25 MAR activity points must be achieved in each academic year by every student for qualifying in MAR, according to the affiliating University Notice. Each student from 1st year to 4th year needs to score 100 marks and that of 75 for lateral entry student, without which the degree certificate will not be given as per rule of the affiliating University;
 - vi. Paid all the dues to the College including the Department, Hostels, Library and other units, and,
 - vii. No case or disciplinary action pending against him.
- b) The Recommending Authority of the affiliating University will award B. Tech, M.Tech & MCA Degree to students fulfilling the requirements specified under Clause 10(a) above.
- c) Successful acquisition of credits through courses earmarked for B.Tech. program with at least 7.5 CGPA and passing all the courses including the additional courses of 20 credits from MOOCs platforms as instructed by the department, in first attempt gives the eligibility for the award of B.Tech.(Hons.) degree in the relevant discipline.

If a student wants to get credits in a particular semester from MOOCs, he has to get the prior approval from the Mentor and Head of the Department to opt for B.Tech.(Hons.) degree, before commencement of the concerned semester is mandatory.

Completion Certificate and/or Grade Card of additional courses completed from MOOCs for additional 20 credits as mentioned above are to be submitted to the office of the Controller of Examinations of the Institute along with the approval letter from HOD of the concerned department.

11. Removal of Difficulty

Anything not covered in this Rules & Regulation and or difficulty arising out of interpretation will be placed before the Board of Examinations and the decision of the Board of Examinations will be binding on all concerned.

Note: Unless otherwise specified, any expression in these rules denoting masculine gender includes feminine gender also and a singular noun includes plural noun and vice-versa if the context so requires