

JHARKHAND UNIVERSITY OF TECHNOLOGY
(Established by Jharkhand University of Technology Act 2011)
Ranchi, Jharkhand, India



ACADEMIC ORDINANCES FOR
B.TECH. PROGRAMMES

With effect from

ACADEMIC YEAR 2018-19

21-22

(258)

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1. INTRODUCTION

The provisions contained in these ordinances govern the conditions for policies and procedures for admission in B.Tech. programmes, course structure, conduct of examinations and evaluation of student's performance leading to the degree of Bachelor of Technology (B.Tech.). These Ordinances may be revised, updated, amended or modified from time to time through appropriate approval from the Vice Chancellor/ Academic Council, Jharkhand University of Technology (JUT), Ranchi.

1.1 Disciplines: The disciplines in which the courses of study are available and Degrees will be offered are:

1. Chemical Engineering
2. Civil Engineering
3. Computer Science and Engineering
4. Electrical Engineering
5. Electrical and Electronics Engineering
6. Electronics and Communication Engineering
7. Information Technology
8. Manufacturing Engineering
9. Mechanical Engineering
10. Metallurgical Engineering
11. Metallurgy & Materials Engineering
12. Mining Engineering
13. Production Engineering

New disciplines may be added in the future with the approval of the Academic Council and Executive Council, Jharkhand University of Technology, Ranchi.

1.2 The provisions of these ordinances shall also be applicable to any new disciplines that will be introduced from time to time and added to the list in Section 1.1.

1.3 Any clause of these ordinances may be changed, as and when required, by approval of the Academic Council of the Jharkhand University of Technology, Ranchi.

2. ACADEMIC CALENDAR

2.1 The academic session is divided into two semesters each of a duration of approximately 90 days having a Monsoon semester and a Spring Semester. Each semester shall normally have teaching for 72 to 90 days. Total duration of B.Tech. Programme shall be four years, each year comprising of two semesters. The B. Tech. programme must be completed within 7 years (i.e. 14 semesters) while for students admitted through lateral entry it is 5 years (i.e. 10 semesters).

2.2 The Jharkhand University of Technology, Ranchi will approve the academic calendar consisting of a schedule of activities for a session inclusive of dates for registration, Mid- Semester and End-Semester Examinations; inter-semester breaks. It will be announced at the beginning of the semester. The academic calendar shall usually provide for at least 90 working days (including examination dates) in each semester, excluding holidays and days when classes are suspended.

3. ADMISSION

3.1 Admission to all courses will be made in the Monsoon Semester of each session at the First Year I semester/ the Second year III semester (lateral entry) level through the entrance examination conducted by Joint Entrance Examination (JEE) / Joint Seat Allocation Authority (JoSAA); and lateral entry through the Jharkhand Combined Entrance Competitive Examination Board (JCECEB). However, private Engineering Colleges will follow the AICTE/Government policy for admission. The basic qualification for entry in both levels will be as per AICTE norms.

i. Basic qualification for admission to all B. Tech. Courses in the First year:

I.Sc./10+ 2 or equivalent exam passed with Physics, Mathematics as compulsory subjects along with Chemistry and he/she has a minimum of 45% marks (40% for reserved category) in above subjects taken together. Norms of AICTE will always be applicable.

ii. Basic Qualification for admission to all B. Tech. Courses in the second year through lateral entry:

(a) Three years diploma course passed with minimum 40% marks (reserved category) and 45% marks (general category). Norms of AICTE will always be applicable.

(b) Passed B.Sc. with Math. Norms of AICTE will always be applicable.

3.2 There is no provision for Inter-College transfer of students.

3.3 The Institute reserves the right to cancel the admission of any student at any stage of his career on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline (Annexure I).

3.4 At the time of admission, the student is required to provide the following documents:

a) A certificate for proof of age (10th Board certificate).

b) Pass certificate of the qualifying examination.

c) College/ School leaving certificate. [CLC/SLC]

d) Migration certificate (If applicable).

e) 02 recent passport size colour photographs.

f) Allotment letter of the seat from JoSAA/JCECEB, Board, Ranchi

g) Other relevant category certificates, if any.

3.5 The student is also required to fill up prescribed forms for registration in the Jharkhand University of Technology, Ranchi.

3.6 A provisional admission may be permitted if any of the certificates is not produced, except CLC/SLC/Migration and the rest has to be submitted on any other date to be fixed by the institute.

4. ATTENDANCE

4.1 For appearing at any semester examination a student must attain a minimum of 75% of the lecture delivered in each theory and each sessional/ practical paper. In case a student fails to secure 75% attendance due to valid medical or other grounds but was present on not less than 60% of the working days, may be permitted by the Director/ Principal of the Institute/ College.

4.2 The attendance shall be counted from the date of admission to the college or the start of the academic session, whichever is later.

4.3 Attendance sheet will be provided to every Teacher for maintaining the monthly attendance of the students and same will be documented in a centralized manner by the Academic office of the respective Institute. The Principal of the concerned Engineering Institute will look after the whole process and shall produce the attendance record for inspection when required by an appropriate authority.

The marks for the attendance to be calculated as follows:

$$\% \text{attendance} = \frac{\text{Number of classes attended in a course}}{\text{Total number of classes taken in that course}} \times 100$$

And the marks of attendance would be as

Attendance %	75-80	80-85	85-90	90-95	95-100
Weightage	1	2	3	4	5

5. COURSE STRUCTURE

5.1 The curricula for the different degree programmes as proposed by the respective Institutes and recommended by the Under-graduate Programme and Evaluation Committee (UGPEC) shall have the approval of the Academic Council and Executive Council of JUT, Ranchi.

5.2

- All subjects will have Lecture- Tutorial-Laboratory/ Design components (L-T-P) to indicate the contact hours. Theory courses will have a 3-0-0 (3 credits) or 3-1-0 (4 credits) structure. Design or laboratory courses will be offered as distinct (0-0-P) courses without being mixed with lecture components.
- Normally, subjects based on engineering or scientific principles or on thought-provoking information, where it is possible to conduct a closed book examination, will be taught as a theory. Courses, which are based on applications and practice (conceptual, computational or experimental) will be covered under Design or Practical Courses/ Sessional Courses.
- All subjects will have a credit count. Teaching will be reckoned in terms of credits.

5.3 The prescribed coursework shall be grouped under heads – Humanities courses, Basic Science courses, Professional core courses, Professional elective courses & Open elective courses.

5.4 The curricula in the first two semesters shall be common for the students of all disciplines.

5.5 The curricula for B. Tech. course will include a programme of "Internship" of 6-8 weeks duration after the 6th semester. The experience may be obtained in any reputed industry, research organization, and any other organization of comparable repute. The place of work has to get prior approval of the Department/Training & Placement. On completion of the programme, the student shall submit a report to the department, which will earn 2 credits after evaluation and viva-voce examination in the 7th semester. Detailed procedure for administration of Internship is given in Annexure-II.

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5.6 In addition to regular course work, a B. Tech. Students must carry out a major project in the final year under the guidance of one or two supervisors. The project work (Annexure-III) will carry a total of 12 credits between the 7th and 8th Semesters, the distribution being 4 and 8 credits respectively.

6. REGISTRATION

6.1 Every student in an undergraduate programme is required to be present and register for each semester on the date fixed and notified in the Academic Calendar.

The registration process will have 3 components:

- The Physical presence of the student on the campus on the first day of the semester,
- Payment of semester fees including any unpaid dues of past semesters and
- Selection of courses/subject papers to be studied during the semester.

6.2 Registration of students in each semester will be organized by the Academic Section of the Institute. The subject details will be verified by the faculty members of the respective Institute. Payment of dues will be verified by the Academic Section and Account Section. An appropriate semester registration form will be used for this purpose. A list of registered students along with subject details and any other relevant information shall be forwarded by the Director/ Principal of the Institute/ College to the Academic Section of the JUT.

6.3 A student who does not register on the first day of the semester due to reasons beyond his control, may be permitted to register by the Director/ Principal of the concerned Institute within the next 5 working days, on payment of a prescribed late fee. Thereafter, late registration shall not be permitted, except in special cases, e.g. a serious medical problem, a family calamity, etc., with the approval of the Director/ Principal. Late registration beyond 15 calendar days from the scheduled date of registration shall normally not be permitted. Only those students will be permitted to register who have

- Cleared all Institute and Hostel dues of the previous semesters.
- Paid all required prescribed fees for the current semester.
- Not been debarred from registering for a specified period on disciplinary or any other ground.
- Satisfied the academic requirements and not been struck off from the rolls of the Institute.

6.4 To be able to register in the semester a student must

- Secure Pass / Promoted grade.
- To pass a subject a student must obtain a minimum of 21 marks (30%) out of 70 in End Semester Examination and a total of 35% marks with the addition of internal marks.
- Pass marks in practical examinations and projects - 50% of the total marks.
- Obtain a Cumulative Grade Point Average (CGPA) of not lower than 5.0 (considering all courses including those in which the student has secured an F (Fail) grade. The method for calculating SGPA and CGPA is illustrated in Clause 9. If the CGPA at the end of the II semester class is less than 5.0, the student will not be allowed to register in the III semester and resume it in the following year along with the next batch of students. In the repeat year, he must attend

classes and be treated at par with fresh students. He may, however, register in the Summer Semester, for not more than three subjects (including theory and practical). The B. Tech. programme must be completed within 7 years (i.e. 14 semesters) while for students admitted through lateral entry it is 5 years (i.e. 10 semesters).

- A candidate may be awarded grace marks up to a maximum of a total of 10 marks, in a maximum of four subjects but not more than three marks in any subject including theory papers, practical, project, seminar, industrial training, and/ or aggregate marks in each academic year provided he/she can be declared to have passed the academic year by the award of these marks. The grace marks shall not be added to the aggregate marks.
- The academic load of the Summer Semester Programme for students shall not exceed three subjects (including theory and practical). In Summer semester, the students shall be eligible to register only for those courses which he/she has undertaken in the regular semester and could not secure qualifying grade.

6.5 While registering for the III, V, or VII semester, a student may register for backlog papers (including practical) of I, III, or V semester respectively and while registering for IV, VI, or VIII semesters, he/she may register for backlog papers (including practical) of II, IV, or VI semester respectively. He has to sit for end-semester examinations only and the grade will be awarded based on the scores of the latest examinations and previous mid-semester Examination.

The registration for backlog papers (including practical) must be done at the time of semester registration. In all such cases of "backlog", the grade awarded will be one step lower than what the student actually obtained, provided CGPA should not be less than 5.0 except for the Pass grade, which remains unchanged. If a student has completed 8 semesters of study but has a few F grades in VII semester he/she must clear backlog papers of VII semester within the maximum stipulated time to complete the course.

6.6 For registration in the III, V, VII semesters, a student must obtain CGPA not less than 5.0.

6.7 A student who has been debarred from appearing at an examination either

- A student who has been debarred from appearing in an examination either as a measure of disciplinary action or for adopting malpractice in an examination, may register for the subject(s) as backlog papers in the following semester.
- Those who have been awarded Grade I because of poor attendance or Grade F because they failed, may register for the subject(s) as backlog papers in the following semester as well as in the Summer Semester.
- In order to register in the next semester the grade at the end of the previous semester should not be less than 5.0 as mentioned in clause 6.6 above.

7. EXAMINATION

7.1 The examination office of the Jharkhand University of Technology will conduct the End Semester Examinations (ESE). The end semester examinations will be of 70 marks (3 hours duration). It will comprise of seven questions (answer any five) and carry 14 marks each. Questions will be set from the entire syllabus, at least one question from each module (wherever possible).

7.2 Two mid-semester examinations of 20 marks (One and half hours duration) each (out of total internal marks 30) will be conducted by respective institute. The best of the two mid-semester

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examination marks may be considered. The remaining 10 marks may be Class Test, Quizzes and Assignments.

The first mid-term examination shall be conducted on 50% of the syllabus and the second mid-term examination shall be conducted on the remaining 50% of the syllabus. The mid-semester examinations will comprise seven questions (answer any five) and carry 4 marks each. Questions will be set from the syllabus as mentioned, at least one question from each module (wherever possible).

7.3 Practical / Viva-Voce examination marks (Total 50 marks)

- End semester external viva-voce* (Second Year onwards)

- Internal/External examiner viva-voce examination marks. 20 Marks

- Lab record/lab file maintenance up to the mark 05 Marks

- * First-year & Second year (Internal Examiner)

- * Third-year & Fourth year (External Examiner[#])

- [#] External Examiner list should be approved by Dean (UG), JUT, Ranchi.

- TA (Progressive Evaluation)-

- Practical performed during lab period 20 Marks

- Attendance 05 Marks

- Marks for Seminar

- Minor project in 7th semester 50 marks

- Major Project in 8th semester 100 Marks

- External examiner evaluation 30 Marks

- Internal evaluation by project In-charge & H.O.D. 70 Marks

- Cases of adoption of unfair means in an examination shall be dealt with by the Examination Disciplinary Committee of Institute/College. If adoption of unfair means is proved, the punishment may be, depending on the quantum of the offence and prior record, reduction of grade, de-registration of a course, expulsion for one or more semesters, or outright expulsion from the Institute.

8. GRADING OF PERFORMANCE IN EXAMINATIONS

As a measure of student's performance, an 8-scale grading system using the following letter grades and corresponding grade points per credit shall be followed:

Performance Letter Grade point per credit

Excellent	A+	10
Very Good	A	9
Good	B+	8
Fair	B	7
Average	C+	6
Pass	C	5
Fail	F	0
Incomplete	I	0

Method of Converting percentage marks to grades. The absolute grading system will be used as under. Percentage (%) of marks obtained with Letter Grade:

Percentage obtained/Status	Grade allotted
90 and above	A+
80 and above but less than 90	A
70 and above but less than 80	B+
60 and above but less than 70	B
50 & above but less than 60	C+
35 & above but less than 50	C
Less than 35	F
Incomplete	I

To earn academic credit in a subject, a student should get a grading of "C" or above. Where a prerequisite is specified for a course, a grading of C, or above shall be deemed as satisfying the prerequisite requirement.

9. RECORDS OF ACADEMIC PROGRESS

- 9.1 Credits shall be assigned to each subject for Lecture, Tutorial and Practical on number of contact hours. Thus in each semester there shall be one credit for one contact hour per week for Lectures and Tutorials, and two contact hours per week for Practical/Laboratory. Courses like Environmental Science, Professional Ethics, Gender Sensitization lab, etc. shall be mandatory but are non-credit courses.

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9.2 Semester Grade Point Average (SGPA) shall be calculated as under:

$$SGPA = \frac{\sum \text{Respective Semester (Course credit} \times \text{Grade point)}}{\sum \text{Respective Semester (Course credits)}}$$

The academic progress of the students in each semester shall be maintained in a grade card or transcript, wherein the Letter Grades awarded to students as well as the Grade Points secured by the students in the examinations, shall be entered.

9.3 The transcript was given to the students upon completion of their B. Tech. program shall indicate the Cumulative Grade Point Average (CGPA) which shall be calculated as follows

$$CGPA = \frac{\sum \text{All Semester (Course credit} \times \text{Grade point) for all courses}}{\sum \text{All Semester (Course credits)}}$$

The CGPA shall be rounded off to one place of decimal. In case a student was awarded an 'F' grade in a subject and subsequently, the student again appeared in an examination for that subject and obtained a better grade, the earlier obtained 'F' grade shall be substituted with the better grade so obtained.

9.4 Credit Adjustment for Lateral Entry Programme

The students entering from the III semester through Lateral Entry Scheme from Diploma institutions will be awarded proportionate and equivalent credits and the calculation of SGPA and CGPA will be made from the III and IV semester respectively.

9.5 The university shall follow the following conversion between CGPA and % marks.

$$\% \text{ marks} = (CGPA - 0.5) \times 10.0$$

There shall be the provision of a summer programme of 6 weeks duration during long vacations after completion of running regular semester(s) programme once in an academic calendar. There will be no formal classes under this Programme. The End-Semester Examinations will be conducted by the Examination Department of JUT Ranchi.

10. GRADUATION REQUIREMENT

10.1 In order to qualify for a B.Tech. degree covered under these ordinances, a student must

- Complete all the credit requirement for the degree, as laid down in the prescribed curriculum of the discipline, with a minimum grade 'C' scored in every subject.
- Obtain a CGPA of 5.0 or higher at the end of the semester in which he/she completes all the requirements for the degree.

10.2 A student will be eligible to get B.Tech. Degree with Honours, if he/she completes an additional 20 credits. These could be acquired through MOOCs (only NPTEL/SWAYAM).

11. GRADES AFTER COMPLETION OF COURSE

Marks	Passed with
70% and above with additional 20 credits	First Class with Honours
60% and above without additional 20 credits	First Class
40% and above but less than 60% (CGPA not less than 5.0)	Second Class

12. GUIDELINES FOR ASSIGNMENT

A specific assignment shall be given to each student in every theory course immediately after registration. This may comprise new problems in emerging areas in the subjects/ design methodology/modelling/software development/ collection of new results and discussion/analysis etc. The main objective of the assignment is to improve the self-learning process and exposure to current literature on the subject. The assignment should be an extension of the prescribed syllabus and **in no case the repetition of the classwork or problems.** The assignment should be submitted by the students in handwritten form after 50% completion of the syllabus in the concerned semester. The grade/marks may be awarded as per the following norms.

Grade/Marks	Explanation
5	Upto maximum of 30% of the total number of students
4	Upto maximum of 40% of the total number of students
3	Upto maximum of 50% of the total number of students

13. CHANGE OF BRANCH

13.1 Change of branch may be allowed against the vacant seats in the following two stages, provided criteria at following sub-clauses are satisfied:

- In the second year, on the basis of merit in the B. Tech. first-year examination for those who have passed with more than 8.0 CGPI without any carryover paper and
- After a change of the branch, the number of students in the branch(es) shall neither increase over the intake approved by AICTE nor it will decrease below 75% of intake approved by AICTE.

13.2 The option of branch change is not available to the students admitted through the Lateral Entry.

13.3 Further change of branch shall not be permitted.

ANNEXURE-I

Rules Regarding Conduct And Discipline

Following rules shall be in force to govern the conduct and discipline of all students:

- A. Students shall show due respect to the teachers of the Institute, the Wardens and Hostel Superintendent of the Hostels, the Sports Officers, and the Officers of the National Cadet Crops; proper courtesy should also be extended to the employees of the Institute and of the Hostels. They shall also pay due attention and courtesy to visitors.
- B. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year. The Law bans ragging in any form to anybody. Any act of physical or mental pressurization of junior students, individually or in group, will be considered as an act of ragging. Ragging also includes forcing junior students to meet seniors outside institute premises, or in places where a student has no valid reason to be present, asking irrelevant questions, or using abusive language. Ragging will be considered as gross indiscipline and will be severely dealt with, which may include expulsion from the institute. Any incident of ragging inside or outside the campus must be reported to a Hostel Superintendent, the chief warden, or a faculty member designated to look after ragging issues by any student, senior or fresher, who has witnessed an incident. Failure to report a ragging incident will be considered a serious offence, even if one is not personally involved in it. If a junior student yields to any form of ragging by senior students and does not inform the Institute or Hostel Superintendents, or wilfully withholds the information in an inquiry of ragging incident, the matter will be treated as indiscipline on the part of the junior student and invite punishment comparable to those against ragging itself. Wilful withholding of complaint by a junior student does not automatically exempt a senior from punishment.
- C. The following acts of omission and/or commission and comparable offences shall constitute a gross violation of the code of conduct and are liable to invoke disciplinary measures:
 - Furnishing false statement of any kind in the form of application for admission or for the award of scholarship or prizes etc. Furnishing false statement to the Disciplinary Committee, or wilfully withholding information relevant to an inquiry. Organizing or participating in any activity that has potential for driving fellow students along lines of religion, caste, home state, and a batch of admission, or any other unhealthy criterion. Physical or mental harassment of fresher's through physical contact or oral abuse.
 - Getting involved in a brawl or fight with persons outside the Institute, either alone or in a group, irrespective of whom initiated the conflict.
 - Wilfully damaging or stealthily removing any property belongings of the Institute, Hostels or fellow students.
 - Adoption of unfair means in the examinations.
 - Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
 - Organizing or participating in any group activity except purely academic and scientific programmes in company with others in or outside the campus without prior permission of the Principal of the Institute.
 - Mutilation or unauthorized possession of library books.
 - Not cooperating with faculty, officers investigating a potential disciplinary issue.
 - Resorting to noisy and unseemly behavior, disturbing studies of fellow students.
 - Disturbing in a drunken state or otherwise an incident an academic or student function or any other public event.

- Not obeying traffic rules on campus, not following safety practices, or causing potential danger to oneself or other persons in any way.
 - Displaying lack of courtesy and decorum, resorting to indecent behavior anywhere within or outside the campus.
 - Not intimating his/her absence to the Hostel Superintendent before leaving campus.
 - Getting involved in an activity that violates state or national laws.
- D. Commensurate with the gravity of the offence, the punishment for indiscipline may be
- Reprimand, impose fines, or take any other suitable measure.
 - Debarment from medals and prizes.
 - For economic offences (either misappropriation of money or damage to Institute property), the cost to the damage done will be recovered along with a penalty which may be up to ten times of the cost recovered.
 - Partial (one month or one semester) or complete debarment from campus placement,
 - Reduction in grade in one or more courses.
 - Expulsion from the Hostel.
 - Rustication for a specified period, or outright expulsion from the Institute.
- E. All major acts of indiscipline, which may have serious repercussions on the students in general and/or which may warrant a uniform and more formalized nature of the investigation, shall be handled by the Institute Disciplinary Committee appointed by the Principal of the Colleges. The Disciplinary Committee shall investigate complaints; examine available evidence and award punishment. Recommendation of the committee, which will include the suggested punishment in case of guilt proven, will be forwarded to the Chairman of the Governing Body of the Colleges for necessary action.
- F. Proof of guilt need not necessarily be at the same level as necessary in a court of law. The committee, in order to protect the academic rights of a greater body of students, may award disciplinary measures if it is reasonably satisfied that such measures are in the greater interest of the students.
- G. The Principal of the Colleges, at his discretion, may take additional measures keeping in mind long-term issues and impact on other aspects of Institute management. The Principal makes minor changes in the nature of punishment awarded or reduces the level and/or quantum of punishment if he feels appropriate.
- H. Acts which may be classed as 'crimes' rather than acts of indiscipline will be reported to the state authorities; they include such acts as causing serious injury to fellow students or others, causing major damage to Institute property, being involved in activities prejudicial to national security or to that maintaining communal harmony, etc.

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ANNEXURE-II

Procedure for Administration of Short Term Industrial or Research Experience (STIR Programme)

- A. The STIR programme shall be of at least 8 weeks duration after the VI semester of B. Tech. The experience should preferably be earned in an industry of repute, major R & D laboratory, an IIT, NIT, or IISc. The keyword is "repute".
- B. While summer work after the VI semester of B.Tech is compulsory, a student may, at his discretion, acquire experience at the end of the IV semester of the B. Tech. in addition to the programme after the VI semester.
- C. The Training and Placement department shall arrange places of work for all students of 6th semester of B. Tech. It may also assist students of 4th semester of B. Tech. to find work opportunities at mutual convenience.
- D. The work may be carried out either in India or abroad. The Institute shall not bear the cost of travel or accommodation in any place. Some organizations offer work experience to engineering students against a fee. The Institute will examine such programmes for their content and spirit and approve deserving cases. The student shall bear the expenses.
- E. Students are encouraged to receive financial support from the organizations where they are placed or from other sources. Such financial offers will not count as alternative scholarships.
- F. Considering difficulties of accommodation and travel, the Institute shall work out places of work taking into account the convenience of students. For this to happen, the T & P Centre shall put up a notice seeking suggestions from students for possible worksites.
- G. Sometime around February-March of the year, the T & P department shall finalize the list of work sites for the students and announce it on the notice boards. The students will then make railway reservations and take other necessary steps. In case a student faces difficulty with the assigned place, he should bring it to the attention of Professor T & P so that he can be given a fresh allotment. Any change of place of work after starting the summer vacation must be approved by Professor T & P on the merit of the case. Any work at a place not approved in advance will not count towards the credit requirement.
- H. The T & P Centre shall have the responsibility to inspect the places of work to ensure that the students are sincere in their assigned responsibility. If it is found that a student is not attending his workplace on a full-time basis, the student shall get an 'F' grade and the STIR programme is to be repeated at the end of the 8th semester with consequent delay in completion of the students' academic programme.
- I. The STIR report will be evaluated by the department at the beginning of the 7th semester, preferably within one month of the starting of the semester. The department will assign one or two faculty members to coordinate presentations by the students and evaluation of the reports. The grades must be sent to the Examination office before the mid-semester examination of the autumn semester.
- J. The T & P Centre shall be the nodal agency for arranging places of industrial experience. But departments also need to play a strong role. Many faculty members are well known in the industry and the industry honours the requests of faculty members and Heads of Departments.

- K. There will be a Training & Placement Advisory Committee headed by the Professor of Training & placement. Every department shall nominate one faculty member having a strong connection with industry and a strong perception of all aspects of the department's academic programmes. STIR will also include credit for the industrial tours and visits arranged by the Institute during the first seven semesters of a student's career. The relative assignment of marks between the two components shall be 75% for summer work and 25% for the industrial tours.

ANNEXURE III

Guidelines for Use of Project Record Book

- A. The Project Record Book constitutes the bonafide record of project work carried out by undergraduate, postgraduate, and research students of JUT Ranchi.
- B. The book contains day to day record of all conceptual, analytical, Laboratory, and computational activities carried out by a student as a part of his/her project.
- C. It is a permanent record of academic activity and contains intellectual property created by the student and his supervisor.
- D. The book should be treated with respect and maintained with care. Pages must not be torn or used for rough work.
- E. The student should record all his thoughts, observations, flow charts, computational steps, etc., directly on this notebook. Use of second rough book and final copying to this record book is discouraged.
- F. All information recorded here must start with a date on the left margin. The work of the day must be organized into sections such as the objective, experimental or computational methods, observations, program flow charts, pseudo-codes, conclusion, discussion, etc., as relevant to the problem at hand. Short computer prints, photographs, charts, and graphs may be pasted neatly wherever necessary.
- G. The supervisor should examine the progress of the student and record his observations, comments, and suggestions in a regular manner, typically once every week.
- H. The student must produce this record book before all Examination Boards for evaluation and grading of his day-to-day performance, and for the award of medals and prizes. The first evaluation of the project will be made based on the record book only.
- I. On completion of the project, the student must surrender this book to his supervisor for archiving. If the same problem is continued by students of the following batch, the supervisor may choose to give it to those students for the sake of continuity. Projects with supervisor intellectual material may be sent to Departmental Library for permanent archival.
- J. The students who do work worth publishing and/or patenting are advised to proceed with those activities. The Institute will organize the patenting process.