BIRLA INSTITUTE OF TECHNOLOGY
MESRA, RANCHI

MINUTES

NINETY NINTH MEETING OF ACADEMIC COUNCIL OF THE INSTITUTE

Held on 31st October 2018 (Wednesday)

Time :   11:30 AM

PLACE : CONFERENCE HALL
BIRLA INSTITUTE OF TECHNOLOGY
MESRA, RANCHI - 835 215

BIRLA INSTITUTE OF TECHNOLOGY

(Deemed University u/s 3 of UGC Act 1956)

Mesra, Ranchi- 835215

MINUTES
for
Meeting of the 99th Academic Council
held on 31st October 2018 at 11.30 Am
in the Institute Conference Room

99.01. 99th Academic Council Meeting was held on 31st October 2018 in the Institute Conference Room. The meeting was chaired by the Vice Chancellor. The list of members who attended the meeting is enclosed as

(Annexure-A)

97.02. **Confirmation**

Minutes of the 98th Meeting along with 98A & 98B Special Meetings of the Academic Council held on 18th September 2017, 02nd May, 2018 & 03rd May, 2018 respectively were confirmed.

97.03A. **Ordinance for UG & PG Programmes**

Based on the recommendations of the UG & PG Ordinance Committee, the Ordinance for UG & PG Programmes, 2018 as annexed was approved by the Academic Council.

(Annexure-B)
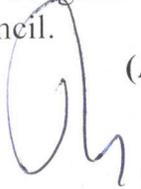
(A.P. Krishna)
Registrar & Member Secretary
Academic Council

Dated: 20th November, 2018

**Members present in the 99th A.C. Meeting**

S.No.	Name	Designation	Department	
1	Dr. M.K. Mishra	Vice Chancellor	Birla Institute of Technology	Chairman
2	Dr (Mrs.) P. Padmanabhan	Dean	Academic Programme	--do--
3	Dr. S. Konar	Dean	Faculty Affairs & Spons. Research	--do--
4	Dr. Utpal Baul	Dean	Alumni & International Relations	--do--
5	Dr. Sandip Dutta	Dean	Admn. & Acad. Coordination	--do--
6	Dr. Mahesh Chandra	Dean	Students Welfare	--do--
7	Dr. Ramesh Chandra	Professor & HoD	Bio-Engineering	--do--
8	Dr. (Mrs.) Sudipta Goswami	Professor & HoD	Chemical Engineering & Tech.	--do--
9	Dr. P.K. Srivastava	Professor & HoD	Chemistry	--do--
10	Dr. Anand Kumar Sinha	Professor & HoD	Civil & Env. Engineering	--do--
11	Dr.(Mrs.) V. Bhattacharjee	Professor & HoD	Comp. Sc. & Engineering	--do--
12	Dr. P.R. Thakura	Professor & HoD	Electrical & Electronics Engg.	--do--
13	Dr. Srikanta Pal	Professor & HoD	Electronics & Comm. Engg.	--do--
14	Dr. (Mrs.) Manju Bhagat	Professor & HoD	Management	--do--
15	Dr. Souvik Chakraborty	Professor & HoD	Mathematics	--do--
16	Dr. R.P. Sharma	Professor & HoD	Mechanical Engineering	--do--
17	Dr. Subir Samanta	Professor & HoD	Pharm. Sciences & Technology	--do--
18	Dr. C. Jeganathan	Professor & HoD	Remote Sensing	--do--
19	Dr. Sudip Das	Professor & HoD	Space Engineering & Rocketry	--do--
20	Dr. Satyaki Sarkar	HoD	Architecture	--do--
21	Dr. Sanjay K. Jha	HoD	Production Engineering	--do--
22	Dr. Abhinav Kr. Sandilya	Incharge	Hotel Mngt. & Catering Tech.	--do--
23	Dr. (Mrs.) M. Chakraborty	Professor	Architecture	--do--
24	Dr. Rakesh Kumar Sinha	Professor	Bio-Engineering	--do--
25	Dr. Kunal Mukhopadhyay	Professor	Bio-Engineering	--do--
26	Dr. (Mrs.) M. Mukherjee	Professor	Chemical Engineering & Tech.	--do--
27	Dr. Gautam Sarkhel	Professor	Chemical Engineering & Tech.	--do--
28	Dr. (Mrs.) Usha Jha	Professor	Chemistry	--do--
29	Dr. Birendra Kr. Singh	Professor	Civil & Env. Engineering	--do--
30	Dr. (Mrs.) Bindhu Lal	Professor	Civil & Env. Engineering	--do--
31	Dr. G. Sahoo	Professor	Comp. Sc. & Engineering	--do--
32	Dr. Sarbani Chakraborty	Professor	Electrical & Electronics Engg.	--do--
33	Dr. D.K. Mohanta	Professor	Electrical & Electronics Engg.	--do--
34	Dr. T. Ghose	Professor	Electrical & Electronics Engg.	--do--
35	Dr. (Mrs.) Vijaya Laxmi	Professor	Electrical & Electronics Engg.	--do--

S.No.	Name	Designation	Department	
36	Dr. S.K. Ghorai	Professor	Electronics & Comm. Engg.	--do--
37	Dr. (Mrs.) Nisha Gupta	Professor	Electronics & Comm. Engg.	--do--
38	Dr. R. Sukesh Kumar	Professor	Electronics & Comm. Engg.	--do--
39	Dr. Vibha Rani Gupta	Professor	Electronics & Comm. Engg.	--do--
40	Dr. S.S. Solanki	Professor	Electronics & Comm. Engg.	--do--
41	Dr. R.N. Bhagat	Professor	Management	--do--
42	Dr. S.K. Jain	Professor	Mathematics	--do--
43	Dr. S. Padhi	Professor	Mathematics	--do--
44	Dr. D.P. Mishra	Professor	Mechanical Engineering	--do--
45	Dr. P.R.P. Verma	Professor	Pharm. Sciences & Technology	--do--
46	Dr. S. Jha	Professor	Pharm. Sciences & Technology	--do--
47	Dr. R.N. Gupta	Professor	Pharm. Sciences & Technology	--do--
48	Dr. (Mrs.) Swastika Ganguly	Professor	Pharm. Sciences & Technology	--do--
49	Dr. K. Jayaram Kumar	Professor	Pharm. Sciences & Technology	--do--
50	Dr. B.N. Sinha	Professor	Pharm. Sciences & Technology	--do--
51	Dr. (Mrs.) Papiya M. Mazumder	Professor	Pharm. Sciences & Technology	--do--
52	Dr. (Mrs.) S.M. Verma	Professor	Pharm. Sciences & Technology	--do--
53	Dr. Sanjay Kumar Sinha	Professor	Physics	--do--
54	Dr. Nilanchal Patel	Professor	Remote Sensing	--do--
55	Dr. Mohan Varma	Professor	Space Engineering & Rocketry	--do--
56	Dr. B.K. Singh	Director	Off-Campus Patna	Invitee
57	Dr. Munish Makkad	Director	Off-Campus Noida	Invitee
58	Dr. J.P. Pandey	Controller of Examination	Examination	Member
59	Dr. A.P. Krishna	Registrar	Birla Institute of Technology	Member Secretary

Ordinance for Under Graduate and Post Graduate Programmes

(Approved by Academic Council in its Meeting No. 99 held on 31stOct. 2018)

EFFECTIVE FROM
ACADEMIC SESSION MO-2018
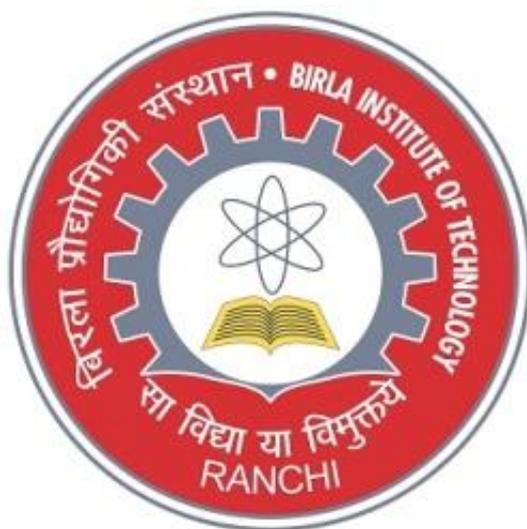
BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed to be University u/s 3 of UGC Act)

MESRA, RANCHI – 835215 Jharkhand India

1. Academic Schedule

The Institute runs a diverse mix of Under Graduate (UG) and Post Graduate (PG) programmes leading to different degrees awarded on completion of the set of courses prescribed for that degree.

The academic year commences from July and ends in June. The semester starting from July and ending in December is termed as Monsoon Semester and the semester starting from January and ending in May is termed as Spring Semester. The Institute also has provision for Summer Short Semester to facilitate clearance of backlogs if required.

2. Credit Requirement

The normal academic load in a semester shall be around 20 credits. Students are expected to devote an average of three hours per credit per week towards required academic activities. These academic activities may consist of direct teaching learning process in the class room, self-study, assignments, projects, preparation for exams and class tests etc.

Based on departmental assessment, some students may be permitted to register for more credits (around 20 % more than the normal) and some may also be permitted to register for less credit (around 20 % less than the normal).

3. Credit Structure

The credit assigned to a course is based on the number of hours of direct teaching learning process (Lecture-L, Tutorial-T) per week for that course. However, in case of practical (P) involving laboratory/ workshop instruction, the credit for the course is taken as half of the number of hours of direct teaching learning process per week for that course i.e.

Credit = L + T + 0.5 P

4. Grade Pattern

The students will be awarded a suitable letter grade after the completion of the teaching learning process and all assessments including the Semester End Examination. The marks obtained out of a total of 100 marks by a student in any course through the Continuous Internal Assessment and Semester End Examination will be converted into letter grades as per tables given below:

UG Programmes

Sl. No.	Marks	Grade	Grade Point	Remarks
1	90 and above	A+	10	Superlative
2	80 to 89	A	9	Outstanding
3	70 to 79	B	8	Excellent
4	60 to 69	C	7	Very Good
5	50 to 59	D	6	Good
6	40 to 49	E	5	Pass
7	Less than 40	F	0	Fail

PG Programmes

Sl. No.	Marks	Grade	Grade Point	Remarks
1	90 and above	A+	10	Superlative
2	80 to 89	A	9	Outstanding
3	70 to 79	B	8	Excellent
4	60 to 69	C	7	Very Good
5	50 to 59	D	6	Good
6	Less than 50	F	0	Fail

Students getting 'F' grade in a course may clear that course in the Summer Short Semester or Additional Semester(s). The academic load during Summer Short Semester shall not exceed 12 credits.

5. **Semester Registration**

The Institute has adopted the Choice Based Credit System (CBCS) providing flexible options to select courses from Programme Electives and Open Electives from Engineering, Sciences, Humanities and Social Sciences as per the course structure prescribed for each programme in addition to the core courses for that programme.

Every student must register at the beginning of each semester on the specified dates as mentioned in the Academic Schedule for that year. The students are required to pay the Institute Fee for that semester and deposit a suitable Hostel Mess Advance (applicable only to residential programmes) as per norms applicable to their hostel.

Students registering for Summer Short Semester shall pay 30% of the Institute Tuition Fee applicable during the previous normal semester. Students unable to clear their backlogs through Summer Short Semester/ provisions available in normal

semesters may also clear their backlogs by registering for Additional Semester(s) but must pay the normal Institute Fee. The Additional Semester shall, however, be counted towards the total number of permissible semesters for the programme.

6. Assessment during a Semester

The assessment of student learning outcomes will be as per the details mentioned in the course curriculum. The Continuous Internal Assessment will carry 50% of marks and Semester End Examination shall carry the remaining 50% of marks for that course.

The breakup of Continuous Internal Assessment and the types of assessment tools to be used are detailed in the course curriculum. The Continuous Internal Assessment shall be spread over the whole semester employing appropriate assessment tools for that course by the teacher concerned as per the guidelines provided by the Course Coordinator/ Programme Coordinator/ Head of the Department/ Dean (Academic Programme).

The students will be required to fill up the Admit Form for Semester End Examination. Every student will be required to clear all Institute Dues and the Hostel Mess Dues (applicable only to residential programmes) failing which the student shall become ineligible for appearing in the Semester End Examination.

Normally, the Semester End Examination for courses having 'L' and/or 'T' components will be conducted centrally, for all campuses. However, if required, the Semester End Examination for courses with small number of students may be conducted at only one campus by the Programme Coordinator/ Head of the Department with concurrence of the Institute Examination Committee.

The Semester End Examination for courses having 'P' component only and in some cases, courses having relatively small weightage of 'L' and/or 'T' components and primarily having 'P' component will be conducted by the Course Coordinator in consultation with the Programme Coordinator/ Head of the Department.

While successful completion of any course shall depend on the pass marks set for that course, since the Semester End Examinations cover the whole curriculum for that course, appearance in Semester End Examination shall be mandatory.

7. Mentoring

A Faculty Advisor from the parent Department to which the student/ programme belongs shall be appointed for students as required for their overall guidance and mentoring. The guidance and mentoring of students by the Faculty Advisor may be

in various areas related to the student life cycle like, registration, academic activities, academic performance, professional development, projects, student activities, residential stay in the campus, communication with the parents, etc.

8. Withdrawal from a Semester

A student may be permitted to withdraw temporarily from a semester due to severe sickness or similar exigencies. The semester from which, the student has withdrawn temporarily will not be counted in the total semesters for him/ her. Such students after re-joining in the subsequent semester will have to register for the courses according to the advice of Faculty Advisor/ Programme Coordinator/ Head of the Department.

The registered student who opts for temporary withdrawal before the commencement of a semester may be reimbursed 50% of the Institute Tuition Fee for that semester. The student will have to vacate the hostel at the time of opting for temporary withdrawal and shall be eligible for waiver from the Hostel Seat Rent for that semester as determined by the Dean (Student Welfare).

However, if the registered student opts for temporary withdrawal after the commencement of a semester, then he/ she will be required to pay proportionate Institute Tuition Fee till the effective date of the temporary withdrawal, subject to a minimum of 50% of the Institute Tuition Fee for that semester. Similar provision will also apply to the Hostel Seat Rent.

A student may opt for temporary withdrawal for more than one semester also but under no circumstances, the student will be allowed to opt for temporary withdrawal if the duration of the programme, including the duration of temporary withdrawal exceeds one and half times the normal duration of the programme.

A student who decides to withdraw temporarily before registering for that semester may be allowed to do so with permission of the Dean (Academic Programme) and payment of temporary withdrawal fee of Rs. 10,000.

A student may be allowed to withdraw permanently from the Institute on any pressing personal reason or due to severe sickness. Such students who opt for permanent withdrawal will have to undergo the process of getting 'No Dues' from the Institute. After completing the entire process, the student may be allowed to withdraw permanently from the Institute. Student's name will be deleted from the Institute Roll and shall become ineligible to re-join the same programme in future.

Student will, however be at the liberty of taking admission in the Institute as a fresh candidate in the same programme or any other programme through the normal admission process. The student will be assigned a new Roll Number along with other students following the normal admission process for that batch.

Students who opt for permanent withdrawal from the Institute will not be refunded the Institute Fee. The Institute will also not demand any additional amount which would have been paid by the student in the subsequent semesters, had the student continued with the Institute.

The Hostel Mess is run by the Student's Mess Committee (SMC) and the Monthly Mess Bill is calculated based on the actual expenditure in the mess of that hostel. The issue of refund of Hostel Mess Deposit in case of all withdrawals, will therefore be decided by the Students Mess Committee of that hostel.

9. Corrective Action

If some disciplinary action against any student becomes necessary, student's registration shall be modified as per provisions of the Office Order issued for this purpose. No refund of any fee would be applicable in case of cancellation of registration of course(s) or suspension for the remaining part of the semester.

However, if a student has been suspended for a duration which is more than one semester, the student will not be required to pay the Institute Fee for the subsequent semester(s) of the suspension period.

The same norm will also be applicable when a student has been expelled permanently from the Institute as part of disciplinary action.

10. Attendance Requirement

Students are expected to attend all classes of all courses in which they are enrolled. It is mandatory for a student to have a minimum of 75% attendance in all registered courses. Students, who are found irregular and/or short of 75% attendance will be de-registered and shall have to register again in the course where minimum of 75% attendance has not been attained by the student.

If a student has been de-registered from any course in a semester due to shortage of attendance, he/she will not be allowed to appear in the Semester End Examination. Students deregistered from all courses in a semester will also be required to vacate the hostel. The student may be permitted to re-join in the next semester with an undertaking from the student and parents that the student would attend all classes

and would satisfy the mandatory attendance requirement. No refund of Institute Fee will be applicable in this case.

11. Award of Degree

The credit requirement for the award of degrees for various programmes offered by the Institute is provided in the course curriculum of respective programmes.

However, the credit requirements may be modified in case, there is any specific directive of the Statutory Councils (like AICTE, PCI, or COA) in this regard.

A student who completes the credit requirements for that programme, secures letter grade 'E' or higher for UG programmes and letter grade 'D' or higher for PG programmes in all registered courses, and attains a minimum CGPA of 5.00 for UG programmes and a minimum CGPA of 6.00 for PG programmes will be considered to have completed all requirements for the award of degree.

Students who earlier got letter grade 'F' in a course or in few courses, but later secured letter grade 'E' or higher for UG programmes and letter grade 'D' or higher for PG programmes during Summer Short Semester or Additional Semester(s) will also be considered to have fulfilled the requirement of successfully completing the course(s).

Students pursuing B.Tech. programme will have an option to select a prescribed basket of additional courses of minimum 20 credits to get a minor from another department or specialisation within the parent department.

First Class will be awarded to UG and PG students with CGPA of 6.00 or above. For UG students, First Class with Distinction will be awarded to those successfully completing all their courses in only one attempt with final CGPA of 7.5 or above. UG students with CGPA in the range 5.00 to 5.99, will be awarded Second Class.

12. Maximum Duration for Programme Completion

The students are expected to complete the programme within the specified time. The duration of the programme may be extended beyond the specified duration with concurrence of Head of the Department and Dean (Academic Programme). However, under no circumstances, the total duration taken to complete all requirements of a programme will be more than one and half times the normal duration of the programme.

The time during which, temporary withdrawal was taken by the student will also be counted in calculating the maximum duration of the programme for this purpose.

13. **Commencement of New Programme(s)**

The Institute may offer any new programme as recommended by the Academic Council and duly approved by the Board of Governors.

14. **Discontinuation of Existing Programme(s)**

The Institute will be at the liberty to discontinue or modify any existing programme provided such changes are recommended by the Academic Council and are duly approved by the Board of Governors. However, the existing students will be allowed to complete their programme if that programme has been discontinued.

15. **Credit Transfer**

Student interested to register for a few courses at other reputed University or in Massive Open Online Courses (MOOCs) of reputed Universities/ Bodies should normally apply in advance to Dean (Academic Programs) with the recommendation of their Programme Coordinator/ Head of Department. The Equivalence Committee of the Institute will inform the student about its decision on granting permission and equivalence at the earliest possible.

A student who registers for few courses at other reputed Universities (those in top 40 of Engineering Ranking of NIRF or top 500 of QS World Ranking) or registers in Massive Open Online Courses (MOOCs) and similar courses offered by similarly reputed Universities/ Bodies will be allowed to do so and his/ her credit may be transferred to the Institute after appropriate verification by the department. Such transferred credits will be eligible for fulfilment of the credit requirements for the award of degree in the Institute.

16. **Extraordinary Circumstances**

For extraordinary circumstances not foreseen in these ordinances, the Dean (Academic Program) with concurrence of the Advisory Committee for Academic Programs (ACAP) and approval of the Vice Chancellor, may augment or modify any provision of these ordinances as required.

17. **Legal Jurisdiction**

All disputes related to the Ordinances will be subject to the legal jurisdiction of the Honourable High Court of Jharkhand at Ranchi.