

**Regulations to Chapter XXXIV (F) of Ordinances (Academic) for
B. Tech. Degree Programme**

1. Explanations

1.1 Course Number

Every course has a course number consisting of 5 characters (minimum) and 6 characters (maximum). The first two characters are alphabets indicating the department that offers or coordinates the course; the third character is a numerical digit indicating the year of offering the course in the program; the fourth character is a numerical digit indicating the type of course; the fifth character is a numerical digit that does not indicate any particular thing; and the sixth character is optional.

(a) The first two alpha characters will mean the following:

AC = Department of Applied Chemistry
 AM = Department of Applied Mathematics
 AP = Department of Applied Physics
 AR = Department of Architecture
 CE = Department of Civil Engineering
 CH = Department of Chemical Engineering
 CO = Department of Computer Engineering
 EE = Department of Electrical Engineering
 EL = Department of Electronics Engineering
 ME = Department of Mechanical Engineering
 PK = Department of Petroleum Studies
 EZ = Departments external to Z.H. College of Engineering & Technology

(b) The third character will be 1, 2, 3, or 4 indicating First Year, Second Year, Third Year or Fourth Year of the B. Tech. program.

(c) The fourth character will be interpreted as follows:

1-7 = Theory courses
 8 = Courses such as Seminar, Colloquium, Field work, etc.
 9 = Laboratory/Practical courses and Projects.

1.2 Faculty Number

Every student has a Faculty number consisting of 8 characters. The first two characters are numerical digits indicating the year of admission; the third and fourth characters are alphabets indicating the branch of the B. Tech. program; the fifth character is always "B" indicating B. Tech. program; the sixth, seventh and eighth characters are numerical digits that are for identifying a student of a particular batch.

(a) The first two characters will be the right most two digits of the year of admission. Thus students admitted in 2011 will have the first two characters as 11.

(b) The third and fourth characters will be interpreted as follows:

CE = Civil Engineering
 EE = Electrical Engineering
 KE = Chemical Engineering

LE = Electronics Engineering
ME = Mechanical Engineering
PE = Computer Engineering
PK = Petrochemical Engineering

(c) In case of change of branch after First year, a student's faculty number will be changed as required.

1.3 Marks

(a) The combined total marks obtained by a student in the course work and the mid-semester examination will be called Sessional Marks.

(b) The marks obtained by a student in the end-semester examination will be called Examination Marks.

2. Conduct of Teaching

2.1 Course In-charge

Every course will be taught by one or more teachers. The BOS of the concerned department will allocate the teaching load to the teacher(s) and will also designate a course in-charge for each course. If more than one department is involved in the teaching of the course, the course in-charge will be from the coordinating department. The course in-charge will coordinate all the work related to attendance, course work, examination and evaluation. It is necessary that the students are informed about the course in-charge so that they may contact him/her about any problems regarding the course.

2.2 Display of Attendance, Marks etc.

It is essential that the attendance should be displayed to the students twice in a semester, once in the middle and then at the end of a semester by the teacher(s) concerned. The mid-semester marks should be displayed to students normally within 15 days of the examination. The total Sessional marks should be displayed to the students before the beginning of the end-semester examinations. The course in-charge will ensure that the teachers associated with the course make such displays and, in case of complaints from the students in this regard, shall inform the Chairman of the concerned department about the problem.

2.3 Offering Courses

(a) Courses will be offered by the department concerned as per the schedule given in the relevant Curriculum. Departments may also offer a course in both the semesters even though it may be shown in a particular semester.

(b) Department Elective (DE) courses will be offered depending on the availability of the staff and other facilities and therefore any particular elective course may not be offered even though it may exist in the list of possible elective courses.

(c) The advisement for Open Elective (OE) courses in various departments will be based on the guidelines approved by the respective Board of Studies.

2.4 Syllabus

Each course will have a syllabus which will be distributed to the students. The teacher(s) concerned should ensure that some portion, beyond the syllabus, should also be covered in the class.

3. Correction of Errors

In case any error is detected in the marks recorded on the award list, the examiner(s) concerned shall make a request to correct the mistake to the Dean, Faculty of Engg. & Tech. through the Chairman of the concerned department, and shall attach relevant documentary evidence. A committee consisting of the following members shall take suitable remedial measures depending upon the merit of the case.

1. Dean, Faculty of Engg. & Tech. (Chairman)
2. Principal, ZH College of Engg. & Tech.
3. Chairman of the concerned department.
4. One senior member of the Faculty, not belonging to the concerned department, to be nominated by the Dean.
5. Chief Tabulator, B. Tech. Program.

4. Examinations

4.1 Mid-Semester Examination

Mid-semester examination(s) of each course will be of one hour duration and will be conducted as per norms and schedule notified by the office of the Dean in each semester.

4.2 End-Semester Examination

End-semester examination(s) of each theory course shall be of three hours duration and will be conducted as per norms and schedule notified by the Controller of Examination of the University on the advice of the Dean. The end-semester examinations of laboratory/practical courses, and other courses such as seminar, colloquium, field work and project etc. shall be conducted as notified by the Dean/Chairman concerned.

4.3 Make-up Test

Students who miss the Mid-Semester Examination in a course due to illness or some other extra-ordinary compelling situation may contact the teacher(s) concerned of the course with the request to conduct a make-up test. The teacher(s) shall follow the guidelines in this regard approved by the Faculty from time to time. There shall be no make-up test/examination for end-semester examinations.