

CHAPTER - XXXV (E)

Bachelor of Engineering (Evening) in the Faculty of Engineering & Technology
(Effective from the Session 2013 – 2014)
(Semester System)

1. Introduction

- (a) The Faculty of Engineering & Technology, Aligarh Muslim University offers part-time program leading to the Bachelor of Engineering (Evening) degree in Civil Engineering, Electrical Engineering, and Mechanical Engineering.
- (b) The medium of instruction in B. E.(Evening) Program is English.

2. Eligibility

A candidate will be eligible for admission to B. E.(Evening) program if he/she has passed the Diploma in Engineering in the relevant Branch or an examination recognized by the University as its equivalent with 50% marks in aggregate.

The admissions to the B. E. programs will be made normally in the Autumn Semester as per the admission policy approved by the Academic Council of the University from time to time. The admission of each student will be made in a particular branch.

4. Academic Session

The academic session is divided into two regular semesters – Autumn and Winter, each of which shall be of approximately 20 weeks duration. The Autumn semester will normally commence in the month of July/August every year, and the Winter in the month of December/January. In the beginning of every session the Coordinator, in consultation with the Dean, Chairmen of the departments concerned, shall notify a detailed academic calendar indicating the schedule of teaching, examination, and other activities.

5. Duration of the Program**5.1 Minimum Duration**

The minimum duration of the program shall be eight consecutive semesters after admission.

5.2 Maximum Duration

The maximum duration of the program shall be fourteen consecutive semesters after admission.

6. Curriculum and Credit System**6.1 Credit System**

Each B. E. program will have a curriculum in which every course will be assigned certain credits reflecting its weight and contact periods per week, as given below:

1 Lecture period (L) per week =	1 Credit
1 Tutorial period (T) per week =	1 Credit
1 Practical period (P) per week =	0.5 Credit

In addition to theory and laboratory courses there may be other courses such as seminar, colloquium, project, etc., which will be assigned credits as per their contribution in the program without regard to contact periods.

6.2 Course Categories

The curriculum for each branch will contain courses in the following categories having credits in the ranges given below in such a way that the total of all credits will be equal to that required for the award of degree as specified elsewhere in these ordinances.

(a) Basic Sciences (BS) (Courses such as Physics, Chemistry, Mathematics etc.)	20-36 credits
(b) Engineering Sciences & Arts (ESA) (Foundation and applied engineering courses that are used across many branches)	20-40 credits
(c) Humanities and Management (HM) (Language, Social science, & Management)	10-18 credits
(d) Departmental Core (DC)	60-116 credits
(e) Departmental Electives (DE)	16-32 credits
(f) Open Electives (OE)	8-16 credits

6.3 Coordinators and Curriculum Development Committee

There shall be a Chief Convener, B. E. Programs, to be nominated by the Dean, and a Co-convener, B. E. Program for each branch in each department, to be nominated by the Chairman of the department concerned. Normally the Chief Tabulator will be the Chief Convener, B. E. Programs. There shall also be a standing Curriculum Development Committee (CDC), to be constituted by the Faculty. The Chief Convener, B. E. Programs will be the Convener of the CDC. The composition of CDC will be the same as that of B.Tech. program with the exception that the Coordinator B.E. (Evening) program shall also be a member of the CDC.

6.4 The Curriculum Structure

The curriculum for each branch will contain a listing of all courses, with each course having a course category, course number, course title, number of contact periods per week, number of credits assigned, and the marks assigned to various components of evaluation. It will also have a list of alternative courses in the new curriculum for the old curriculum courses and filler courses to compensate for the shortfall in credits earned by taking alternative courses in any category, if needed. It will also specify all other conditions required for the award of degree.

6.5 Approval of the Curriculum

The curriculum for each branch of B. E. program will be prepared by the department concerned and will be approved by the Board of Studies of the department. It will then be vetted by the CDC and will then be placed in the Faculty along with the recommendations of the CDC for approval. Once approved by the Faculty, the Curriculum will be implemented. The same procedure shall be used for any modification in the Curriculum.

7. Registration

7.1 Registration Procedure and Schedule

- (a) Every student is required to register, in each semester, for the courses that he/she wants to pursue in that semester. The registration schedule will be announced by the Coordinator/Chairman for every semester. The registration process involves:
 - (i) Submitting a registration form in the office of the Coordinator and obtaining a registration card signed by the Coordinator;
 - (ii) Paying the required fees.
- (b) A student will normally register for higher semester courses only if he has also registered for un-cleared courses of previous semesters, especially in the case of un-cleared courses of first two semesters.
- (c) A student will have the option to add/delete/alter the courses in his/her registration within a week of the registration subject to such conditions as may be imposed by the department concerned from time to time.
- (d) A student can drop a course from his/her registration by submitting a request to his/her department convener up to a date specified on his/her registration card. A registered course will be counted as an attempt even if the student remains absent in the Examination(s).
- (e) No student will be allowed to register for more than 40 credits in a semester. A graduating course, however, will not be included in this limit.
- (f) A student may be denied registration in a course due to reasons of paucity of staff or space or other facilities, especially in case the student is registering a course for improving the grade in a passed course.
- (g) If a student fails to register in two consecutive semesters without specific permission from the Dean, his/her name may be removed from the rolls of the faculty. Such a student may apply to the Dean for re-admission stating the reasons for not being able to register for two consecutive semesters and the Dean will take suitable decision on the merit of the case.

7.2 Graduating Course

A student may be allowed to register for one course of not more than 5 credits if he/she is able to graduate by passing such a course, irrespective of whether the course is being offered in the current semester to regular students or not, provided that the student has fulfilled the attendance requirement earlier and has been awarded E or I grade in that course. Such a course shall be known as a graduating course.

8. Attendance (In lieu of Chapter XVII of the Academic Ordinances)

Attendance in each course separately is compulsory at least once. Students who have put in 75% or more attendance in a course in a semester will be eligible to appear in the End-Semester Examination of that course. Students who have put in 65% or more but less than 75% attendance in a course may be considered for condonation of shortage of attendance in that course by the condonation committee. Students whose attendance in a course is less than 65% or whose shortage

in attendance has not been condoned will not be eligible to appear in the End-Semester Examination of that course and will be awarded grade 'F' in that course and all marks obtained in any component of the course-evaluation will stand cancelled. However, in case a student is repeating a course and the student has already fulfilled the attendance requirement in that course, he/she will not be detained due to shortage of attendance in that course during the repeating semester.

9. Examination and Evaluation (In lieu of Clause (9) of Chapter XV of the existing Academic Ordinances)

9.1 Components of Evaluation

Each course will be evaluated out of 100 marks. The courses will normally have the following components of evaluation:

- (a) Theory courses:
- | | |
|--------------------------|----------|
| Course work | 15 marks |
| Mid-Semester Examination | 25 marks |
| End-Semester Examination | 60 marks |
- (b) Laboratory courses including Seminar, Colloquium, Project, etc.
- | | |
|--------------------------|----------|
| Course work | 60 marks |
| End-Semester Examination | 40 marks |

However, for special academic reasons, some courses may have different weight for different components of evaluation from that given above. Such special reasons will be spelt out clearly in the curriculum.

9.2 Grading System

The combined marks obtained by a student in various components of evaluation of a course shall be converted into regular letter grades with their equivalent grade points as specified below

Grade	Grade points	Description
A	10	Outstanding
B	8	Very good
C	6	Good
D	4	Satisfactory (Minimum Pass Grade)
E	2	Unsatisfactory (Fail)
F	0	Detained due to shortage of attendance
I	0	Incomplete/Absent in the End-Semester Examination
Z	0	Cancelled due to other reasons

The following marks ranges may ordinarily be used for the award of grades to the students in a course.

Range	Grade
75 and above	A
60 and above but less than 75	B
45 and above but less than 60	C
35 and above but less than 45	D
Less than 35	E

Two grace marks may be awarded by the examiner for passing a course and one grace mark may be awarded by the examiner to elevate the grade. Any fraction in any component of evaluation should be rounded off to the next whole number.

The examiner(s) may propose higher or lower grade ranges depending upon the nature of the course and general performance of the students in the course, but the final decision rests with the Result Moderation Committee. However, the minimum passing grade 'D' should never be awarded if a student secures below 35 marks (including 2 grace marks) in a course.

9.3 Evaluation of a Graduating Course

A graduating course shall be evaluated on the basis of the End-Semester Examination component of the course alone. The student shall appear only in the End-Semester Examination of the graduating course. Grade D shall be awarded if the student concerned obtains 35 or more of the marks allotted to End-Semester Examination alone. In case the marks obtained are less than 35, grade E will be awarded. Two grace marks, however, will be awarded for passing the course.

9.4 Earned Credits (EC)

If a student passes a course by obtaining grade D or above he/she earns the credits assigned to that course.

9.5 Performance Indices

At the end of every semester a student's performance will be indicated by Earned Credits (EC), a Semester Performance Index (SPI), and a Cumulative Performance Index (CPI). The SPI is the credit-weighted average of grade points of all courses registered during a semester and is computed as follows:

$$SPI = (C_1G_1 + C_2G_2 + \dots) / (C_1 + C_2 + \dots)$$

Where C_1, C_2, \dots are the credits assigned to courses and G_1, G_2, \dots are the grade points earned in those courses.

The CPI is the credit-weighted average of grade points of all courses passed in all the semesters since admission.

9.6 Repetition of a Failed Course

If a student fails in a course his/her marks of all components of evaluation in that course will be cancelled. The student will have to register the course again or its alternative and will be required to appear in all components of evaluation afresh. No previous marks shall be used in any case.

9.7 Repetition of a Passed Course

A student may repeat a course to try to improve his/her grade in that course only once, provided that he/she has passed that course in a single attempt. In such case the student will have to register the course again and will be required to appear in all components of evaluation afresh. No previous marks shall be used in any case. For the purpose of calculating the SPI the recently obtained grade will be considered while for CPI the better of the two grades will be counted.

9.8 Conduct of Examinations

- (a) The examiners for the End-Semester Examination of all theory courses will normally be the teacher(s) associated with the course. The Seminar, Colloquium courses will be examined by the teacher(s) associated with the course and one or more examiners from among the teachers of the department to be recommended by the BOS of the department concerned. The laboratory and project courses will be examined by the teachers(s) associated with the course and an external examiner not in the service of the university at the time of examination. In case the external examiner does not turn up for the examination, the Chairman of the department concerned, in consultation with the course in-charge, shall call another person to act as the external examiner, even from within the University, if necessary.
- (b) The End-Semester Examination of all graduating courses shall be conducted simultaneously along with the End-Semester Examination of regular courses of the current semester examination.

9.9 Moderation Committees

- (a) Question Paper Moderation Committee: There shall be a Moderation Committee of the concerned Department consisting of the following members to moderate the Question Papers of the End-Semester Examination.
 - (i) Chairman of the Department concerned – (Convener)
 - (ii) One senior teacher of the Department in each broad area of specialization (to be appointed by the BOS).

Note: The Paper Setter(s) may be invited, if necessary, to clarify the necessary details of the question paper.

- (b) Result Moderation Committee: There shall be a Result Moderation Committee of the concerned Department consisting of the following members to moderate course-wise results of the End-Semester Examinations.
 - (i) Chairman of the Department concerned - (Convener)
 - (ii) One senior teacher of the Department in each broad area of specialization (to be appointed by the BOS).
 - (iii) Examiner(s) concerned.

The Result Moderation Committee will examine the result of each theory course and in case of an abnormal situation; it may take suitable corrective measures in consultation with the examiner(s). The examiner(s) will place the evaluated answer scripts along with the brief solution and marking scheme before the Committee. In case of difference of opinion among the members of the Committee, the majority decision will prevail, in which the examiner(s) will not participate.

10. Degree Requirement

- (a) A student who earns 200 credits subject to the break up in various course categories and fulfills such other conditions as may be mentioned in the curriculum will be awarded the degree of Bachelor of Engineering (Evening). He/she must also pay all University dues as per rules. Moreover, there should be no case of indiscipline pending against him/her.

- (b) If a student earns more credits than the minimum required for the award of degree, his/her CPI will be calculated by considering the best grades subject to fulfilling the criteria of required credits as specified in the curriculum.

11. Name Removal from the Rolls of the University and Mercy Appeal

11.1 Name Removal

The earned credits (EC) of every student will be checked at the end of even number of semesters and if the total credits earned by the student are less than the minimum required as given below, his/her admission to the B. E. program will be cancelled and his/her name will be removed from the rolls of the University.

Check Point (No. of semesters after admission)	Minimum EC requirement
2 semesters	0
4 semesters	25
6 semesters	50
8 semesters	80
10 semesters	110
12 semesters	140
14 semesters	200

11.2 Mercy Appeal

If the name of a student is removed from the rolls of the University as per provisions of clause 11.1 of these ordinances, he/she may appeal to the Vice-Chancellor stating the reasons for not being able to earn the required credits and the Vice-Chancellor, if he is satisfied with the reasons, may allow the continuation of admission of the student only once during the tenure of the program, extending the total duration of the program by two semesters, at the maximum, beyond 14 semesters, if required. Under no circumstances a student will be allowed to complete the program after the lapse of 16 semesters after admission.

12. Result

- (a) If a student passes all the examinations and fulfills all the requirements for the award of degree his/her result will be shown as "Graduated".
- (b) The Division awarded to "Graduated" students will be based on CPI as given below:

First Division (Honours)	$\text{CPI} \geq 8.5$
First Division	$6.5 \leq \text{CPI} < 8.5$
Second Division	$\text{CPI} < 6.5$

There shall be no formula for conversion of CPI or SPI into equivalent percentage of marks during the program. However, once the program is completed by a student and he/she is graduated, his/her final CPI will be converted into equivalent percentage of marks by the following formula:

$$y = (20x^3 - 380x^2 + 2725x - 1690)/84$$

where y is the percentage of marks and x is the CPI.

- (c) If a student earns more credits than the minimum required as given in the table in clause 11.1 before fulfilling the degree requirements, his/her result will be shown as "Continued".
- (d) If the name of a student is removed from the rolls of the University as per provisions of clause 11.1 of these ordinances his/her result will be shown as "Name Removed".
- (e) Ranks/Positions will be determined at the end of even semesters. Only those students who fulfill the following conditions will be eligible for ranks/positions:
 - (i) They do not have any break in their studies;
 - (ii) They have passed every scheduled course in first attempt;
 - (iii) They have passed every course on time as per the curriculum;
 - (iv) They have earned credits as per the schedule given in the curriculum;
 - (v) They have not improved grade in any course after passing the course.

The students who violate any of the above conditions will not be awarded any rank/position. The ranks/positions will be determined on the basis of CPI.

13. Transitory Ordinance

Candidates admitted prior to the implementation of these Ordinances shall be governed by the Ordinances (Academic) under which they were admitted. Students who fail in the courses that are no more offered in these new ordinances and new curriculum will be allowed to pass the alternative courses, and in case there are no alternative courses, the old courses may be offered. For such candidates, any marks obtained earlier shall not be taken into account for passing the course(s) and they will have to obtain marks in all components of evaluation afresh. A student admitted previously may apply to the Dean through the Coordinator concerned, to be governed by these ordinances. Such cases may be allowed on a case by case basis.

**REGULATIONS TO CHAPTER XXXV (E) OF ORDINANCES (ACADEMIC) FOR
B. E. (EVENING) DEGREE PROGRAMME**

1. Explanations

1.1 Course Number

Every course has a course number consisting of 6 characters (minimum) and 7 characters (maximum). The first character is an alphabet "E" indicating it is an Evening Course while the remaining two alphabets indicate the department that offers or coordinates the course; the fourth character is a numerical digit indicating the year of offering the course in the program; the fifth character is a numerical digit indicating the type of course; the sixth character is a numerical digit that does not indicate any particular thing; and the sixth character is optional.

- (a) The second and third alpha characters will mean the following:

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

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

- (c) The fifth character will be interpreted as follows:

0-7 = 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 9 characters. The first three characters are numerical digits indicating the year of admission; the third to fourth characters are alphabets indicating the branch of the B. E. program; the fifth character is always "B" indicating B. E. program; the sixth, seventh and eighth characters are numerical digits that are for identifying a student of a particular batch.

- (a) The first three characters will be the right most three digits of the year of admission. Thus students admitted in 2013 will have the first three characters as 013.

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

CV = Civil Engineering
 EV = Electrical Engineering
 MV = Mechanical Engineering

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 Coordinator

B. E. (Evng) Courses, 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. Coordinator B. E. (Evng) Courses.
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. E. 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 Coordinator B. E. (Evng) Courses 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 Coordinator B. E. (Evng) Courses. 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 Coordinator B. E. (Evng) Courses concerned.

4.3 Make-up Test

Students who miss the Mid-Semester Examination in a course due to illness or some other extraordinary 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.
