

BACHELOR OF TECHNOLOGY ORDINANCES

(Effective from session 2023-24)

(Approved by the Academic Council on 13.7.2023)

1. Introduction

(a) The Faculty of Engineering & Technology, Aligarh Muslim University offers full-time program leading to the Bachelor of Technology (B. Tech.) degree in various branches of studies (with specialization, if any) as notified by the University from time to time.

(b) The University may also admit candidates through Lateral Entry to Second Year B.Tech. Programme for students passing relevant 3-year Diploma in Engineering Course from this University with at least 50% marks in aggregate up to a maximum of 10% of the "Approved Intake" which shall be over and above, supernumerary to the "Approved Intake", plus the unfilled vacancies of the First year.

(c) Students admitted to one branch of study may register for minor degree in any other branch of study as per conditions mentioned elsewhere in these ordinances.

(d) The medium of instruction shall be English

2. Eligibility

A candidate will be eligible for admission to B. Tech. program if he/she has passed the Senior Secondary School Certificate (10+2) Examination of this University or an Examination recognized by this University as its equivalent with at least 50% marks in aggregate of English, Physics, Chemistry, and Mathematics, or have passed the three years Diploma in Engineering Examination with at least 50% marks in aggregate.

3. Admission

(a) The admissions to the B. Tech. programs will be made normally in the beginning of an academic session, 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.

(b) A limited number of students may be allowed to change their branch of study from one to another, after first year of study, depending on the availability of seats and their performance in the first two semesters. Merit list for the branch change will be prepared on the basis of CGPA of the applicants at the end of II Semester. In case of equal CGPA, preference will be given to the student who has scored more aggregate marks in the first two semesters. However, change in branch of a student will not be permissible if:

(i) The student has not obtained pass grades in all the courses of first two semesters.

(ii) If CGPA of the student is less than 7.5.

(iii) If his/her branch transfer results in number of students falling below 70% of the approved intake in his/her original branch.

4. Academic session

The academic session is divided into two regular semesters – Odd and Even, each of which shall be of approximately 20 weeks duration. The Odd semester will normally commence in the month of July/August every year, and the Even in the month of December/January. In the beginning of every session the Dean, in consultation with the 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 in first year.

5.2 Maximum Duration

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

6. Curriculum and Credit System

6.1 Credit System

Each B. Tech. 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.

Course Categories	Credit Ranges
Basic Sciences (BS) (Courses such as Physics, Chemistry, Mathematics etc)	25-30
Engineering Sciences & Arts (ESA) (Foundation and applied engineering courses that are taught across many branches)	24-40
Humanities and Management (HM) (Language, Social science, & Management)	10-16
Programme Core (PC)	60-100
Project, Seminar, Internships (PSI)	10-18
Programme Electives (PE)	15-32
Open Electives (OE)	6-18
Audit Courses (AU) (Language, Social science, Management, value education, stress management, Environmental Studies etc.)	0

6.3 Coordinators and Curriculum Development Committee.

There shall be a Chief Coordinator, B. Tech. Programs to be nominated by the Dean, and a Coordinator, B.Tech. Program for each branch in each department, to be nominated by the Chairman of the department concerned. There shall be a Curriculum Development Committee (CDC) in each department and also a central CDC at the Faculty level. The departmental CDC will be constituted by the board of studies of the concerned department. The central CDC will comprise the following members:

1. Senior most Professor of Z.H. College of Engineering & Technology, next to Dean as Chairman
2. Chief Coordinator, B. Tech. Programs, as convener.
3. Chief tabulator, Z.H. College of Engineering & Technology
4. Coordinators of CDC of each department, as member.
5. Three teachers of Z.H. College of Engineering & Technology, nominated by the Faculty, as member for a period of two years.

The central CDC will draft guidelines for preparing the curriculum of each branch of studies.

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, pre-requisite course(s) if any, and the marks assigned to various components of evaluation. It will also specify all other conditions required for the award of degree.

The curriculum shall also contain the following:

- (i) **Industrial training/Internship**
The curriculum of each branch will contain a compulsory Industrial Training/Internship of a minimum of 4-week duration carrying two credits under PSI (Project, Seminar, Internship) Category. The students will have flexibility of carrying out the training/internship in a single training or multiple trainings each of a minimum of 2-week duration. Trainings/Internships should be carried out only during periods when classes are suspended. The evaluation of the training/internship Programmes will be done normally in Final Year of the Academic Programme by a committee constituted by the respective BOS.
- (ii) **Online Courses**
The curriculum will have courses available on online platforms such as MOOCS, SWAYAM, NPTEL etc. with a minimum of 12 overall credits. Such courses will consist of Open-Elective category and/or Programme-Elective category.
- (iii) **Audit Courses**
Curriculum shall contain a minimum of three audit courses such as environmental Science, Indian Constitution, Essence of Indian traditional knowledge, Social & Educational Movements of India, foreign languages, professional ethics & value education. These courses can be run either in off-line mode or in on-line mode.
- (iv) **Courses for minor degree**
The list of courses which the department wants to offer to the students of other branches, willing to register for minor degree in the Programme. Such courses should have an overall additional credit in the range of 24-30.

6.5 Approval of the Curriculum

The curriculum for each branch of B. Tech. 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, for each semester, for the courses that he/she wants to pursue in that semester. The student will have to choose any of the following modes of registration:

Mode	Requirements
a	Fulfill class attendance requirement and appear in all components of evaluation.
b	Appear in all components of evaluation (not applicable for laboratory courses).
c	Appear in end semester exam only. Previous sessional marks will be considered.

Registration in modes 'b' and 'c' will be permissible only if the student had registered in mode 'a' and fulfilled attendance requirement in earlier semester. The registration schedule will be announced by the Dean for every semester. The registration procedure will be notified by the Chief Coordinator, B. Tech. Programs.

- (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 departmental coordinator 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.
- (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.
- (h) Registration for the graduating course will be done after the declaration of the results of each semester. Last date of registration will be notified by the Dean.
- (i) A department may allow a final year student to register up to a maximum of 3 courses, not running in the current semester in mode 'c' (defined in clause 7.1 a), only if without it, graduation of the student will be delayed by at least one semester.
- (j) A department may allow a III-year student to register a final year level theory course running in the current semester provided the student:
1. has CGPA equal to or more than 7.5
 2. has no backlog courses
 3. has cleared the pre-requisite courses of the course he/she wants to register

7.2 Graduating Course

A student may be allowed to register for one course of not more than 4 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.

7.3 Registration for minor degree

Students having secured a CGPA equal to or more than 7.5 at the end of second semester without any backlog, may register courses of another branch of study, as listed in the curriculum, for a minor degree in that branch. The concerned department may permit registration in these courses depending on merit of the student and availability of seats.

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

Continuous Evaluation	15 marks
Internal Examination	25 marks
End-Semester Examination	60 marks

(b) Laboratory courses including Seminar, Colloquium, Project, mini-project etc.

Continuous Evaluation	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
A	9	Excellent
B+	8	Very good
B	7	Good
C	6	Average
D	5	Satisfactory
E	0	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 theory course.

Range	Grade
85 and above	A+
75 and above but less than 85	A
65 and above but less than 75	B+
55 and above but less than 65	B
45 and above but less than 55	C
35 and above but less than 45	D (Minimum Pass Grade)
Less than 35	E

For a lab course the grade ranges will be as follows:

Range	Grade
85 and above	A+
75 and above but less than 85	A
65 and above but less than 75	B+
55 and above but less than 65	B
45 and above but less than 55	C (Minimum Pass Grade)
Less than 45	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 following distribution of various grades will be considered as normal. In such a case grade range cannot be modified.

Grades	Population Percentage Range	
	Theory Courses	Lab Courses
A+ and A (combined together)	15-50%	25-75%
B+ and B (combined together)	30-70%	25-75%
C and D (combined together)	15-40%	0-15%

For a particular course, if the grade distribution is out of the range as described above, the examiner(s) may propose higher or lower grade, but the final decision rests with the Result Moderation Committee. However, the minimum passing grade should never be awarded if a student secures below 35 marks (including 2 grace marks) in a theory course and 45 marks (including 2 grace marks) in a lab 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. In theory courses, grade D shall be awarded if the student concerned obtains 35 or more percentage of the marks allotted to End-Semester Examination alone. In laboratory courses grade C shall be awarded if the student concerned obtains 45 or more percentage of the marks allotted to End-Semester Examination alone. In case the marks obtained are less than 35% for theory courses and 45% for laboratory courses, grade E will be awarded. Two grace marks, however, will be awarded for passing the course.

9.4 Earned Credits (EC)

If a student obtains the minimum pass grade in a course, he/she earns the credits assigned to that course. Students admitted through lateral entry will be deemed to have earned credits allocated to the first-year courses.

9.5 Performance Indices

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

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

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 CGPA is the credit-weighted average of grade points of all courses registered since admission. In case a student has registered a course more than once, the best grade will be considered for calculation of CGPA.

9.6 Repetition of a Failed Course

If a student registers a course but fails to fulfill attendance requirement, he/she will be required to register the course again in mode 'a'.

In case a student completes attendance requirement but fails to secure any of the pass grades in a theory course, he/she has option of registering the course again either in mode 'b' or in mode 'c'.

In case a student completes attendance requirement but fails to secure any of the pass grades in a laboratory course, he/she has option of registering the course again either in mode 'a' or in mode 'c'.

9.7 Repetition of a Passed Course

A student may repeat a **theory** course 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 either in mode 'b' or in mode 'c'. Requirements of mode 'b' and 'c' registrations are same as described in clause 7.1 a. For the purpose of calculating the SGPA the recently obtained grade will be considered while for CGPA 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 after the declaration of the result of each semester on a date notified by the Dean.

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 course and in case of an abnormal situation; it may take suitable corrective measures in consultation with the examiner(s).

10. Degree Requirement

(a) A student who earns 180 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 Technology. The students admitted through Lateral Entry as per the provision of clause 1(b) are deemed to have earned the credits of first two semesters. 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 CGPA will be calculated by considering the best grades subject to fulfilling the criteria of required credits as specified in the curriculum.

(c) Minor degree in a branch will be awarded to a student if he obtains minimum pass grade in the courses specified for minor degree in that branch and fulfills all the requirements of major degree of his/her branch.

(d) A student who earns at least 50% of the credits required for graduation and wants to take exit, may be awarded Advance Diploma in the branch of Studies in which he/she was pursuing. Such students may be allowed re-entry to pursue the respective course as per the policy approved by the Academic Council of the University from time to time. He/she must pay all University dues as per rules. Moreover, there should be no case of indiscipline pending against him/her.

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

11.1 Promotion and Name Removal

The earned credits (EC) of every student will be checked at the end of even number of semesters. The difference between the credits that a student is required to earn by the end of a semester (as per the curriculum) and actual credits earned by the student will be counted as total uncleared credits. The student will be promoted to higher semester if the total earned credits is greater than or equal to as described in the following table, otherwise his/her result will be declared as "Not Promoted":

Semester	Minimum Earned credit
II	16
IV	60, including at least 36 credits of first two semesters
VI	108, including at least 80 credits of first four semesters

If a student is "Not Promoted" more than three times, his/her admission to the B. Tech. program will be cancelled and his/her name will be removed from the rolls of the University.

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 CGPA as given below:

First Division (Honours)	CGPA \geq 8.5
First Division	$6.5 \leq$ CGPA $<$ 8.5
Second Division	CGPA $<$ 6.5

At the end of each semester the CGPA obtained by the student can be converted into equivalent percentage of marks by the following formula:

$$\text{Equivalent Percentage} = 10 * \text{CGPA}$$

(c) At the end of Odd semester examination, result of the students will be declared as "Continued". At the end of II, IV and VI semester the result will be as follows:

PASS- if the total earned credits is equal to that prescribed in the curriculum
 PROMOTED-if total earned credits is more than or equal to that described in clause 11.1
 NOT PROMOTED- if total earned credits is less than that described in clause 11.1

At the end of VIII Semester, if the student fulfills all the conditions for graduation, his/her result will be declared as "GRADUATED", otherwise his/her result will be declared as "FAIL".

(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.
- (vi) They have not been found guilty of any misconduct as per Student's Conduct & Discipline Rules of the University

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 CGPA.

13. Transitory Clause

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 Chairman concerned, to be governed by these ordinances. Such cases may be allowed on a case-by-case basis.

REGULATIONS TO ACADEMIC ORDINANCES (B.TECH.) (Effective from session 2023-24)

(a) Explanations

1.1 Course Number:

Every course will have a course number consisting of 7 characters. The first two characters will be alphabets indicating the department that offers or coordinates the course; the third character will be an alphabet indicating the course category, the fourth character will be a numerical digit indicating the year of offering the course in the program; the fifth to seventh characters will be numerical digits that describes the course.

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

AC	Department of Applied Chemistry
AI	Interdisciplinary Centre for Artificial Intelligence
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
FT	Centre for Food Science & Technology
ME	Department of Mechanical Engineering
PK	Department of Petroleum Studies
EZ	Not belonging to any department of Z.H. College of Engineering & Technology

(b) The third alpha characters will mean the following:

C: Programme Core (PC); E: Programme Elective (PE); O: Open Elective; A: Engineering Science and Arts (ESA); H: Humanities; S: Basic Sciences (BS); P: Project, Seminar, Internship (PSI)

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

(d) The fifth and sixth characters will be interpreted as follows:

- 01-79: Theory Courses
- 80-89: Courses such as Seminar, Colloquium, Field Work etc
- 90-99: Laboratory/Practical courses and Projects

(e) The seventh character will be a numerical digit between 0 and 9, indicating version of the course. It will be updated after every revision.

1.2 Faculty Number:

Every student will be allocated a Faculty number consisting of the following characters:

- (i) Numerical digits indicating the year of admission;
- (ii) Alphabets indicating the branch of the B. Tech. program;
- (iii) Alphabets indicating the faculty name
- (iv) Alphabet "B" indicating B. Tech. program
- (v) Numerical digits that are for identifying a student of a particular batch.

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 continuous evaluation and internal 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, continuous evaluation, 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 marks of internal examinations should be displayed to students normally within 15 days of the test. 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 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) Programme Elective (PE) 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) Each department will offer one or more Open-Elective (OE) courses. The Chief Coordinator will allot Open-Elective courses to the students strictly on merit.

2.4 Syllabus

Each course will have a syllabus and a teaching schedule which will be made available to the students. The syllabus should include course objectives, course outcomes and pre-requisite courses (if any). 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 to be nominated by the Dean.
5. Chief Tabulator.

4 Examinations

4.1 Internal Examinations

There shall be two Internal Examinations, each of one-hour duration and will be conducted as per norms and schedule notified by the office of the Dean in each semester. Better of the two marks obtained by a student in the internal examinations will be considered.

4.2 End-Semester Examination

End-semester examination(s) of each theory course shall be of two 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.