

3.3 Course load policies

Students are required to attain the minimum credit load of twelve (12) credit hours each semester; however they are allowed to carry 15-18 credit hours. Meritorious student (having minimum CGPA of 3.5 or greater) can make a request for additional (more than 18) credit hours but it will required written permission from Chairperson of Department / Dean of faculty / Registrar prior to registration.

3.4 Repeated Courses

If a student failed / dropped in the course and therefore repeats the same course, he or she will have to attend all classes and complete the relevant course work (such as projects even he or she did it in previous attempt)

3.5 Grading Policy

The grading structure for undergraduate and postgraduate students is as follows:

Grade	Marks	Grade Points
A	85 Above	4
A-	80-84	3.66
B+	75-79	3.33
B	71-74	3
B-	68-70	2.66
C+	64-67	2.33
C	61-63	2
C-	58-60	1.66
D+	54-57	1.3
D	50-53	1
F	Below 50	0

3.6 Examination Policy

The University schedules a Final Term Examination at end of each semester generally in January and June of every year, while midterm examinations are scheduled at mid of each semester (generally in April and September of every year). Out of maximum 100 marks of each course, the marks distributions are generally as follow:

i. Theory Course (100 marks)

Assessment Method	Duration	Marks Distribution
Mid-Term Exam	Two (2) Hours	30
Sessional Marks Quizzes/Assignments/ Presentations	N/A	20
Final Examination	Three (3) Hours	50
	Total	100

(a) There will not be any compensatory or 'in-lieu' of sessional, nor mid-term or final examination will be conducted in any circumstances.

(c) The student must pass theory and practical examinations separately.

ii. Lab Course (50 Marks)

Assessment Method	Marks Distribution
Lab Sessional Quizzes/Assignments/ Presentations	20
Final Examination	30
Viva Voce Examination (18 Marks) Project Lab Task (12 Marks)	
Total	50

(b) Theory subjects shall comprise of total 100 marks whereas, each practical subject shall carry 50 marks and they both shall be calculated separately.

Policies:

1. Last dates for receipt of application forms and dates of Final Semester Tests shall be fixed by the Deans concerned after consulting the Head of the Teaching Department.
2. Question papers for Final Semester Tests shall be drawn up by the teachers of various subjects concerned and passed on to the Controller of Examinations.
3. No person other than the candidates, Institute Officers and /or Institute representatives, Head Invigilators, Factotums, Invigilators and other workers appointed for the Examinations work will be allowed to enter the premises of any Centre of an Examination.
4. No candidate shall be admitted to the Examination, who arrives at the place of Examination late by more than a half of an hour after the time fixed for a paper.
5. Head Invigilators shall instruct the Invigilators that they should take particular care to collect from candidates all answer books supplied to them, whether used or unused.
6. Head invigilators should see that Invigilators:-
 - (a) do not engage in a conversation with the candidate during the examination and do not read what the candidates write;
 - (b) Do not give any kind of explanation connected with any question set.
 - (c) Do not do any private or office work during the hours of supervision, nor on any account admit outsiders to the place of Examination;
 - (d) Never give copies of the question paper set to anyone who is not a candidate sitting for the examination;

7. The Head Invigilators shall see that no candidate leaves his seat within the first an hour of the test / examination.

Distribution of Question Papers

1. The sealed covers containing question papers should be opened in a closed room unless the papers are opened directly in the examination hall not more than 15 minutes before the time fixed for each paper in the presence of the Head Invigilators. No person other than Head Invigilators and / or the Institute Officers be allowed to be present at the time when the packets containing question papers are opened.
2. Question papers for various blocks should be distributed among the various Invigilators not more than 5 minutes before the time fixed for each paper.
3. Head Invigilators are requested to instruct the Invigilators to bring to their notice all attempts at copying or communication by candidate to one another.
4. The Head Invigilators shall expel any candidate found copying or for any other offence considered serious by them and report cases of expulsion and / or offences to the Head of the Teaching Department or the Controller of Examinations for further necessary action together with explanation of the candidate (if he has any to make) and the report of the invigilator concerned.
5. When a candidate is expelled from the examination, the Head Invigilator should obtain form him, before he leaves the Examination hall, an explanation, if he has any to make, and attach it to his report.
6. The Head Invigilator should countersign all reports made by the Invigilators at the end of the Examination in each paper
7. At the conclusion of each paper, the answer books should be carefully packed in the presence of the Factotum and the Head Invigilators.
8. On receipt of a report regarding the misconduct of any candidate at any Semester Test, including breach of any of the Regulations or instructions laid down for the proper conduct of the Tests, the Rector (on the recommendations of the Academic Council) shall exercise the powers to punish such misconduct or breach of Regulations / instruction. The actions may be taken for cancellation of the result of the candidate in the Institute Examination for which he appeared and / or by the deprivation of any Institute Scholarship held by him/her.
9. As soon as a result is announced, the Controller of Examinations of the Institute shall send a certified true copy of the whole result to the concerned Deans of the Faculties.