

# **Manual for Under Graduates (UG MANUAL)**

**This document supersedes all previous documents dealing with the UG Programmes and Rules.**

## **Introduction**

The primary objectives of establishing THE LNM INSTITUTE OF INFORMATION TECHNOLOGY (The LNMIIT), Jaipur are:

- to create a platform, comparable to the best in the world, for dissemination, creation and application of knowledge in the broad areas of Science and Technology through teaching, research, and consultation;
- to become an effective catalyst for technological and societal development through interaction with industry;
- to provide the highest level of education in Information Technology, Electronics and Communication, and Mechanical-Mechatronics Engineering, both at undergraduate and post-graduate levels;
- to produce competent, creative and imaginative engineers, who can make a significant contribution to the growing demands of industry, R & D organizations, and educational institutions;
- to provide a flexible, dynamic, modular, and mutually strengthening set of courses that allows a student to craft his/her own distinctive future;
- to promote the spirit of free and objective enquiry.

The students of the Undergraduate Programmes at The LNMIIT Jaipur, are expected to:

- develop a deep understanding of the fundamentals of the chosen area;
- grasp the fundamental principles and apply the same in diverse situations;
- demonstrate an innovative ability to identify and face new problems;
- learn continually, be adaptable, and think across disciplines;
- collaborate with others to achieve the cherished goals;
- be open to arguments;
- be logical, fearless, and lucid in expressing their well thought out opinions;
- inculcate a relentless desire to pursue intellectual truth;

- seek and render help whenever required;
- be aware and sensitive to the needs and aspirations of others;
- acquire and demonstrate leadership qualities;
- develop a good moral character and be a responsible citizen of the country.

### **Undergraduate Programmes**

In pursuit of the above mentioned objectives, the Institute currently offers the following four UG programmes:

1. Communication and Computer Engineering
2. Electronics and Communication Engineering
3. Computer Science and Engineering
4. Mechanical and Mechatronics Engineering.

In each of these four programmes, the degrees awarded are:

- **B. Tech. (4 years)**
- **B. Tech. - M. Tech. Dual Degree (5 years)**

The curriculum of each programme consists of well thought out core as well as elective courses in the following broad categories: Engineering, Mathematics, Science, Humanities/Social Sciences/Management, Laboratory Courses and Projects.

A semester-wise structure of the curriculum for each programme, currently being followed, is given in appendix I.

The curriculum of each academic programme is reviewed, periodically, with a view to incorporate the latest advances pertaining to the programme.

In the curriculum of a B Tech Programme, the courses are designed to run for the entire duration of a semester. However, some short duration modular courses may also form a part of the curriculum. Such short duration courses will normally be conducted by guest faculty, associated with other educational institutions, R & D organizations, or industry. Such cases are subject to proper prior approval of Chairperson of Academic Council (AC) of the institute.

The curriculum required for successful completion of each programme, requires prior approval of the AC. Any change in the approved curriculum of an existing programme also requires approval of the AC.

The Institute intends to initiate many other programmes, consistent with the overall goals of the Institute. Whenever a new undergraduate programme is proposed to be introduced, the Educational Policy Committee of the Academic Council of the Institute (AC EPC) examines the desirability and viability of starting the new programme in the light of the broad goals, as stated in the introduction. The financial implications are also examined by the AC EPC. The recommendations of the AC EPC are considered by the AC. The AC, when convinced, makes suitable recommendations to the Governing Council of the Institute for starting a new undergraduate programme. A new undergraduate programme can be started only after obtaining the necessary approval from the Governing Council (GC).

### **Admissions**

Admissions to all the UG Programmes are made in the month of July, each year. Only those Indian nationals, who have qualified in national level competitive examinations, for e.g., JEE, in the year of seeking admission, are considered for admission. The minimum academic qualification for admission is a pass in the final examination of the 10+2 system, or its recognized equivalent, with Chemistry, Physics, and Mathematics. In general, the candidates must have secured at least 60% aggregate marks in Grade 10 and also in Grade 12 examination from a recognized Board of the country and at least 60% aggregate marks in Chemistry, Physics, and Mathematics in 12<sup>th</sup> standard or equivalent.

The GC determines the number of seats and eligibility criteria, in UG Programme every year, based on the recommendations of the Academic Council. Details of the admission procedure, every year, are given in the UG admission web site.

### **Direct Admissions**

The institute has the provision for direct admission for boys within top-10 ranks and girls within top-20 ranks in the 12th class examination conducted by the Board of Secondary Education, Rajasthan. Only those students who have studied Physics, Chemistry, Mathematics, and English in the 12th class will be considered for admission through this route.

### **Admission of Foreign Nationals/PIOs/NRIs**

A limited number of foreign nationals (FN), Persons of Indian Origin (PIO), and Non-Resident Indians (NRI) may also be admitted. The applicant must be a Foreign National/ a Person of Indian Origin who have completed the qualifying examination in any country (including India) OR an Indian National studying abroad. In case of an Indian National, s/he must have completed her/his class 11th and 12th or equivalent from outside India.

Valid Scholastic Aptitude Subject Test or SAT II scores and the academic performance of candidates in X and XII classes are used for admission of candidates through this route. The number of seats, and admission of such candidates requires approval of the GC.

### **Admission with Advanced Standing (Lateral Entry)**

Normally, students are admitted to the first year of the B Tech Programmes. However, under exceptional circumstances, the AC may admit a student with advanced standing on the basis of partial completion of a similar programme elsewhere. Such admissions are granted at the end of I and II semester based on the availability of seats and fulfillment of admission criteria. A student seeking admission under this category should have scored a rank/score equivalent to or higher than the cut off for the students admitted to The LNMIIT for the same batch and should have a SGPA/CGPA  $\geq 7.5$  in the last qualifying examination. He/she may have to appear for a written test and an interview. All admissions through lateral entry will be done by the concerned departments.

### **Admission Requirements**

Admission to any UG Programme requires that the applicant

- is eligible for admission;
- goes through the specified admission procedure; and
- has paid all the prescribed fees.

### **Cancellation of Admission**

- All students are initially admitted provisionally and must submit all the required documents by the last date specified in the Academic Calendar. Failure to do so may result in the cancellation of their admission.

- The AC may also cancel the admission of any student, at a later time, if it is found that the student had supplied some false information or suppressed some relevant information at the time of admission.

### **Academic Session**

The academic session consists of two semesters and the Vacations. The academic session normally starts in the second half of July. Each Semester consists of mid-term examination(s), and the end-term examination. In other words, each semester consists of about 14 teaching weeks excluding days of examinations. During the vacation period, Summer Term of about eight weeks duration may also be offered.

### **Academic Calendar**

The exact dates for the important academic events during an academic session are specified in the Academic Calendar of the Institute. Some of the important events for which the dates are specified in the Academic Calendar of the Institute are:

- Orientation
- Enrollment
- Add/Drop
- Examinations
- Conversion of "I" Grades
- Authentication of Grades
- Course Registration
- Late Enrollment
- Commencement of Classes
- Submission of Documents
- Submission of Grades
- Vacations

The Academic Calendar, or any change therein during the session, requires approval of the AC.

### **Course Registration**

Every student must register for the courses he/she intends to pursue during the semester. The choice of courses for which a student can register is limited by the courses being offered in the semester, the prescribed curriculum of the programme, and also the class/exam time table. The semester-wise structure of the curriculum clearly shows the normal load for which a student is expected to register during various semesters. However, the Dean Academic may permit a student to register for maximum two additional courses to enrich his/her knowledge, provided his/her sustained CGPA is not less than 8.0, or to clear the backlogs (One Course Only) without

any SGPA stipulation if there is no clash in the time table. However, this is not a right of the students.

### **Course Overload to clear backlog or to improve grade**

Only one course overload would be permitted in a regular semester to clear the backlog without any SGPA stipulation if there is no clash in the timetable. Students with grade “D” may also be permitted to take a course overload under this category.

### **Course Overload for fast track progression**

For semester long Industrial/Academic Internship or Academic Exchange Program, only students with sustained CGPA  $\geq 8.0$  and without any backlog would be permitted. In all such cases, students may take an overload of a maximum of two courses from 6<sup>th</sup> Semester onwards on the condition that there is no backlog and CGPA is  $\geq 8.0$  throughout the previous semesters. For full semester Industrial/Academic Internship, students would be required to pay Tuition and Enrollment fee, Hostel administrative fee for complete semester. No mess charges will be levied. For Academic Exchange, a student must submit fee receipt s/he might have paid at other institution to be considered for a tuition fee waiver. However, s/he must pay Enrollment fee at The LNMIIT.

### **Reading (Self Study) Course**

Open and HSS Category Courses could be taken as Reading Courses. Only one course during entire duration of the degree is permitted under this category. If student is physically available on campus then s/he should meet the instructor once in a week to discuss, clarify the doubts and submit prescribed assignments. If the student is not in a position to meet on account of being away from campus for internship etc then s/he should adopt e-mode for all the tasks. Towards the end of the semester there would be evaluation either based on written examination or viva-voce. Approved syllabus and reference material should be adhered to as far as possible.

For courses which are not in the existing course booklet, detailing should be worked out a priori by the instructor, recommended by the department and submitted to Dean Academics for subsequent AC approval and then to be communicated to the student.

### **Auditing of Courses**

In addition to the courses for which a student is registered, he/she may also audit a course with the permission of the Instructor-in-Charge of the course and Dean Academic, provided there is no time table clash. On completion of the course, the same will be reflected in the Grade Sheet and Transcript of the student as “Audit Course” Satisfactory or Unsatisfactory.

### **Add/Drop of Course(s)**

In the online course registration process, students are able to see all other courses so that s/he can plan his/her academic progression efficiently. Students must provide their preferences of elective courses as per their choice of course and course category.

If a student withdraws from a course (drop of course) on or before the prescribed date in academic calendar, it will be at his/her personal risk and responsibility. Student, who withdraws from a course, will not be permitted to opt for any other course or use ADD facility.

### **Enrollment**

At the beginning of each semester, every student must enroll, on the dates specified in the Academic Calendar. The enrollment procedure is completed when a student has:

- paid all the outstanding dues and
- signed the enrollment roll.

### **Late Enrollment**

A student who fails to enroll on the prescribed date(s) of enrollment, due to some compelling reasons, may enroll on or before the late enrollment date, specified in the Academic Calendar, on payment of the prescribed late enrollment fee as decided by AC from time to time. Students, who enroll late, may start attending the classes even before the late enrollment date. The payment of late enrollment fee may be waived by the Dean Academic provided the student seeks prior permission for late enrollment, and the Dean Academic is convinced of the reasons given by the student. Enrollment of any student after the late enrollment date requires approval of the Chairperson of AC on the recommendations of the Dean Academic.

### **Cancellation of Enrollment**

The enrollment of a student will be cancelled if he/she is absent for more than 15 days, at a stretch or otherwise, during a semester. The enrollment, in full or part, of a student may also be cancelled on disciplinary considerations.

### **Cancellation of Admission**

A student, who fails to deposit the prescribed fee for the semester and enroll on or before the late enrollment date, will be liable for cancellation of admission from the institute. Letter(s) regarding information of nonpayment of prescribed fee and non enrollment must be sent to the parents of such student(s), after late enrollment date. Based on the recommendations of AC UGC and approval of AC, appropriate course of action, including cancellation of admission from the institute is to be initiated against such students.

### **TEACHING**

**Medium of Instruction:** The medium of instruction is English.

### **Approval of Course**

Only approved courses can be offered during any semester. A Course framed by individual faculty would be discussed at the departmental level and subsequently shared with faculty colleagues across departments. After incorporating feedback from all, it is to be proposed to the AC UGC. On the recommendations of AC UGC, the AC approves the course(s).

### **Conduct of Courses**

Any approved course, whenever offered during a semester, is conducted by an Instructor-in-Charge of the course. Once the Instructor-in-Charge of a course is designated, he/she is responsible for teaching the course keeping the suggested course contents in mind, setting the question papers and holding the examinations as per schedule, evaluating the performance of the students, and awarding the letter grades at the end of the semester. Normally, the letter grades awarded to the students registered for a course must be submitted to the Office of the Registrar within the prescribed time limit.

### **Evaluation**

The evaluation of students, in any course, is a continuous process. Normally, the performance of students in the mid-term examination(s), end-term examination, quizzes/short tests, tutorials, assignments, laboratory work and attendance is used to award the letter grade at the end of the semester. The relative performance of students is considered while awarding the letter grades. The Instructor-in-Charge of the course announces the evaluation strategy at the beginning of the course.

### **Examination Schedule**

The mid-term examination(s) and the end-term examination are held on the dates announced in the Academic Calendar. The Dean Academic announces the Examination Schedule of all the courses.

### **Make-Up Examinations**

The concept of make-up examination is a facility which is meant to help deserving students. The make-up examination cannot be demanded as a matter of right. If a student is not able to appear in mid/end term examination(s), due to valid reasons, he/she may request the Instructor-in-Charge of the course for a make-up examination. The Instructor-in-Charge of the course, if convinced of the reasons given by the student, may arrange a make-up examination at his/her discretion. All end-term make up exams require approval of Dean Academic. Makeup examinations would be administered one week before January-May semester for the courses of July-November odd semester and two weeks after January-May even semester. For Mid Term make-up examination(s), the Instructor-in-Charge of a course may use any means to ascertain the progress of such student but for End Term make-up examination(s), such a student needs to write three hour examination.

### **Letter Grades and their Numerical Equivalents**

NEW grading system is valid from Academic Year 2012-13 and has eight letter grades. Currently these eight letter grades are used to evaluate the performance of students in each course. These letter grades and their numerical equivalents on a 10-point scale are given below:

<b>Letter Grades:</b>	<b>A</b>	<b>AB</b>	<b>B</b>	<b>BC</b>	<b>C</b>	<b>CD</b>	<b>D</b>	<b>F</b>
Numerical Equivalents:	10	9	8	7	6	5	4	0

OLD grading system had six letter grades. These letter grades and their numerical equivalents on a 10-point scale are given below (Discontinued with effect from Academic Year 2012-13):

<b>Letter Grades:</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
Numerical Equivalents:	10	8	6	4	2	0

The minimum graduation CGPA is 5.0 corresponding to the grade CD in the new grading system. At the end of the semester, the Instructor-in-Charge of a course examines the relative performance of students registered in the course, as per the evaluation strategy announced at the beginning of the semester, and awards one of the eight letter grades to each student, that he/she deserves.

**Course with “F” grade**

A student, who gets an 'F' grade in a compulsory course, must repeat the course in some subsequent semester(s) till he/she gets a grade “E” (For OLD grading system) or “D” (For NEW grading system) or better grade in that course.

A student who gets an 'F' grade in an elective course, may either repeat the course in some subsequent semester, or else replace/substitute the course by some other permissible elective course. Thus, a student who gets an 'F' grade in any course does not earn any credits for that course.

**Repetition of Compulsory Course by the Student**

A student who gets “D” grade (as per new grading system) or “E” or “D” grade (as per old grading system) in a core/compulsory course may choose to repeat that course in subsequent semester(s) to improve his/her CGPA. Whenever a student registers for repeating a course, the earlier grade is ignored and the grade acquired on repetition is used for the calculation of the CGPA (even if the student gets a worse grade on repetition of a permissible course). The

maximum number of credits for which a student can register in any semester includes such courses also.

### **Replacement of Elective Course by the Student**

A student who gets “D” grade (as per new grading system) or “E” or “D” grade (as per old grading system) in an elective course, may choose to replace/substitute the course by some other permissible elective course in subsequent semester(s) to improve his/her CGPA. Whenever a student registers for replacing/substituting a course, the earlier grade is ignored and the grade acquired on replacement/substitution is used for the calculation of the CGPA (even if the student gets a worse grade on replacement/substitution of a permissible course). The maximum number of credits for which a student can register in any semester includes such courses also.

### **Remedial Measures**

At the time of admission to the first year, students will undergo a screening test in Mathematics, Physics and English. If a student does not perform up to the satisfactory level in the screening test, s/he will have to undergo the remedial classes apart from the regular classes and time table which will be held on I and III Saturdays of every month. The students should take advantage of this voluntary service provided by the instructor. Towards the end of the semester, at the discretion of the instructor, all such students may be evaluated and assigned an audit grade.

### **Incomplete Grade 'I'**

In case the Instructor-in-Charge of a course does not have adequate information to evaluate a student, he/she may decide to award grade “I”, the Incomplete Grade. The Incomplete Grade is usually awarded when the make-up examination of a student, due to convincing reasons, has not been arranged within the time limit prescribed for submitting the letter grades. Or, a student has not yet completed a minor part of the course requirement, but has completed the other parts satisfactorily. The Instructor-in-Charge must replace any 'I' grade by one of the six/eight letter grades by the date specified in the Academic Calendar.

### **Change of Grades**

In case the Instructor-in-Charge of a course detects a serious error affecting the letter grade already awarded to a student, he/she may make a request to the Chairperson AC to rectify the

error. The Chairperson AC, if convinced of the genuineness of the error, may permit a change of grade already awarded. Any such request for change of grade already awarded must be made within six weeks of the start of the next semester.

### **Semester Grade Performance Average (SGPA)**

The SGPA of a student is a numerical indicator of his/her academic performance during a semester. The SGPA of a student is the weighted average of the numerical equivalents of the grades earned by the student in a semester, the weights being the approved units of the respective courses. Thus, if a student obtains a grade whose numerical equivalent is in a course with units, then the SGPA of the student is given by

$$SGPA = \frac{\sum_i w_i g_i}{\sum_i w_i}$$

where  $w_i$  is the weightage (No. of credits) and  $g_i$  is the grade point (Numerical Equivalents) for the  $i^{\text{th}}$  course and the summation is over all the courses taken by the student in that semester.

### **Cumulative Grade Performance Average (CGPA)**

The CGPA of a student is a numerical indicator of his/her academic performance in all the courses that he/she has registered up to and including the last completed semester. The computation of CGPA is similar to that of SGPA. Thus,

$$CGPA = \frac{\sum_i w_i g_i}{\sum_i w_i}$$

Where the summation, now, is over all the courses that the student has registered till the completion of the last semester.

Whenever a student is permitted to repeat or substitute a course, only the new grade is used in the computation of CGPA (the original grade is ignored).

### **Grade Report**

At the end of each semester, a copy of the Grade Report is issued to each student. The Grade Report incorporates the list of all the courses taken up to the last completed semester along with the grades obtained in each course. The SGPA/CGPA calculations are also shown in the Grade Report. A duplicate copy of the Grade Report can be obtained on payment of the prescribed fee.

Whenever a student repeats or substitutes another course for some course, both the grades (original grade and the new grade after repetition/substitution) appear on the Grade Report. However, only the grade earned on repetition/substitution of the course is considered for the calculation of the CGPA.

### **Withholding of Grades**

The Grade Report of a student may be withheld for various reasons. In case there is a case of indiscipline pending against a student, his/her Grade Report will be withheld. The Grade Report of a student may also be withheld if he/she fails to clear the dues pending against him/her.

### **Review of Academic Performance**

The academic performance of every undergraduate student of the Institute is reviewed by the AC UGC at the end of each semester. The primary purpose of this review is to help the students; to the extent possible.

At the end of each semester, a student is expected to earn a certain number of credits, as shown in the structure of the curriculum of each B Tech Programme. At the end of each semester, the backlog of a student refers to the shortfall in these credits due to 'F' grades obtained by the student in some course(s).

Students are expected to complete all the graduation requirements of the Four Year B Tech Programme in at the most six years. However, if a student does not complete all the graduation requirements even in six years, the AC may terminate the programme of such a student. The decision to terminate the programme of any student is taken after considering the merits/demerits of the individual case.

### **Appeal against Termination**

A student, whose programme has been terminated because of non completion of graduation requirements in stipulated period, or otherwise, has the right to appeal to the Chairperson AC, for reconsideration. The AC takes the final decision on all such appeals, giving due consideration to the recommendations of the AC UGC, and any other inputs. No further appeals are considered after the AC has taken the final decision, unless there is some substantial input which was not available earlier.

### **Leave Of Absence**

Undergraduate students are entitled to avail the summer/winter vacation as prescribed in the Academic Calendar. Apart from this, leave of absence is discouraged for all registered students. However, for genuine reasons, a student may be granted leave of absence, for a maximum of 15 working days, during a semester.

In case of any medical emergency, the student should submit an application along with a medical certificate issued by the RMO of the institute to the Deans' office. These cases may be cross checked with the parent of the student on the following day. The enrollment of a student may be cancelled if he/she is absent from the Institute for more than 15 working days, at a stretch or otherwise, during a semester.

A student can proceed on leave, only after his/her request has been granted by the Dean Academic and/or Hostel Warden. Otherwise, it will be considered as unauthorized absence, which may entail disciplinary action.

### **Temporary Withdrawal/Semester Leave**

A student is expected to complete the programme without any break in between. However, for genuine reasons and/or exceptional circumstances, a student may be allowed to withdraw temporarily for extended periods (semester or more). The AC UGC considers all such requests and takes a decision as per the norms approved by the AC. Such temporary withdrawal shall ordinarily not exceed two semesters, with or without break, during the entire academic programme.

### **Permission to undergo Semester long Industrial / Academic Internship**

This is an effort to broaden the horizon of students. Some bright students may be permitted to undergo semester long Industrial Internship at good companies or pursue courses in other academic institutions of repute in India or even abroad, as non-degree students. The following guidelines and procedures are used for this purpose.

**Eligibility:** The student does not have any backlog and his/her CGPA  $\geq 8.0$ .

**Procedure:** An eligible student himself identifies the Industry / Institution and the semester in which he/she wants to avail this facility. Only those Academic Institutions should be considered which admit such non-degree students. It must be ensured that there are adequate relevant courses being run in that semester in the chosen Institution. After finalizing the Industry / Academic Institution and the courses intended to be taken there during a semester, a request should be made to the Dean Academic, in the form of a complete proposal.

Student need to plan much ahead of time in such a way that bulk of the academic requirements for the award of degree is completed by the end of 7<sup>th</sup> Semester. Under these circumstances, course overload as well summer term course (if offered) should become a necessity. Such an overload, restricted to maximum of two courses, should be taken from 6<sup>th</sup> Semester onward with CGPA 8.0 and above.. As far as possible only HSS elective / BTP should be left in the 8<sup>th</sup> Semester. Only students with sustained CGPA of 8.0 and above and without any backlog would be permitted to opt for external semester-long internship.

**Financial Aspects:** For Semester long Industrial or Academic Internship as mentioned above, student would be required to pay following prevalent fees –

- Enrollment Fee
- Tuition Fee
- Hostel administrative fee but no mess charges.

### **Transfer of Credits**

This will be on account of semester long exchange programme in other Academic Institution. The AC UGC shall consider all such proposals, and approve the deserving ones. The credits can be transferred only after the concerned student submits the grades that he has obtained in another institute. There would be two separate academic performance grade sheets – one pertaining to the academic record at The LNMIIT and the other from the academic institution where the student spends one semester. These will not be combined as it might have different evaluation system as well as grading pattern. Student can be considered for academic medal at the time of graduation, provided CGPA / SGPA at other academic institute is at least greater than that at The LNMIIT.

Against each course for which a **waiver** is granted, a "W" appears on the Grade Report. All such courses carry zero weightage for SGPA/CGPA calculations at The LNMIIT, but, otherwise, count towards the academic load requirements of the Institute.

### **Institutional Exchange Programme**

In order to provide academic exposure to students, the Institute may also arrange an Institutional Exchange Programme. Under such a programme, some students are selected by the Institute to pursue a few courses in other Institutions, as non-degree students. Such students are also governed by the rules given above.

**Financial Aspects:** Any student availing this facility has to bear all the expenses incurred and must submit fee receipt s/he might have paid at the other institution for a tuition fee waiver at The LNMIIT. S/he must pay Enrollment Fee at The LNMIIT.

### **Graduation Requirements**

A student is deemed to have completed the graduation requirements of the B Tech degree, if he/she has:

- earned minimum credits as stipulated in the curriculum for a particular discipline.
- scored a minimum of 5.0 CGPA on a 10 point scale.
- been enrolled for minimum 8 regular semesters (4 years) or maximum 12 regular semesters (6years) to complete the degree.

- has earned grade “E” (For OLD grading system) or “D” (For NEW grading system) or a better grade in each of the courses prescribed in his/her B. Tech curriculum of the Institute
- has paid all the dues to the Institute and the Hall of Residence and
- has no case of indiscipline pending against him/her.

### **Award of Degrees**

A student, who has completed all the graduation requirements, is recommended by the AC to the Governing Council of the Institute for the award of B Tech degree in the ensuing Convocation. The degree can be awarded only after the Governing Council of the Institute accords its approval.

### **Withdrawal of the Degree**

In extremely exceptional cases, when a gross violation of the graduation requirements is detected at a later stage, the AC may recommend withdrawal of a degree already awarded, to the Governing Council of the Institute.

### **Prizes and Medals**

Prizes and Medals are awarded to students to recognize and promote academic excellence, constructive leadership and overall growth and development of students. These Prizes and Medals may be instituted by the Institute on its own, or through endowments made by alumni and/or well wishers of the Institute. Such Prizes/ Medals are instituted on the recommendations of the AC, approved by the Governing Council of the Institute.

Currently, the following Medals have been approved by the Governing Council of the Institute:

- **Director's Gold Medal** is given to the student graduating with an undergraduate degree (including dual-degree students) with the highest CGPA.
- **Chairman's Gold Medal** is given to the student graduating with an undergraduate degree (including dual-degree students) who has achieved excellence in multiple facets of student life, including but not limited to sports, cultural, and academics.

These Medals are awarded (at the time of convocation) on the recommendations of AC and the approval of the GC.

### **Charges for additional services**

- Transcripts: Rs. 200/- for first copy and Rs. 100/- per additional copy
- Duplicate Grade Sheets: Rs. 500/- per duplicate grade sheet
- Late Enrollment Fee: Rs. 200/- per working day
- Duplicate RFID Card: Rs. 500/- OR Rs. 200/-
- Obtaining Grade Sheet after last date: Rs. 200/- per grade sheet

### **Code of Conduct of Students (CCOS)**

Each student is expected to behave according to the following CCOS:

- conduct oneself, at all times, in a manner befitting your association with an Institute of national importance;
- show due respect and courtesy to the teachers, administrators, officers and employees of the Institute;
- pay due attention and courtesy to the visitors of the Institute and residents of the campus;
- show good neighborly behavior to fellow students;
- be logical, fearless, and lucid in expressing your own opinions;
- show due respect to the opinion of others even if it differs from your own opinion;
- do not make any attempt to breach the rules and regulations of the Institute;
- do not use unfair means during examinations;
- do not pinch or damage, willfully, the Institute property, or belongings of fellow students;
- do not disturb other fellow students while they are studying;
- do not exhibit noisy and unseemly behavior;
- do not indulge in ragging in any form, whatsoever;
- do not indulge in any activity which can possibly tarnish the image of the Institute;
- ANY OTHER SIMILAR UNDESIRABLE ACTIVITY must be avoided.

Any violation of the CCOS shall invite disciplinary action, which may include even expulsion from the Institute.

The Instructor-in-Charge of a course has the power to debar a student from the examination in which he/she is detected using unfair means. The Instructor/Tutor has the power to take appropriate action against a student who misbehaves in his/her class.

The Chief Warden has the power to reprimand, impose fine or take any other suitable measure against a resident who violates either the CCOS or rules and regulations pertaining to the Halls of Residences.

Involvement of a student in ragging, in any form, may lead to his/her expulsion from the Institute.

The AC SAC examines the case(s) of students who attempt to violate the CCOS. After establishing that the CCOS has been violated, AC SAC recommends the punishment, consistent with the degree of violation of the CCOS to the Chairperson AC. The following is a sample of the kinds of punishments:

- Reprimanding a student;
- Putting the student on Disciplinary Probation;
- Imposing a fine (monetary or otherwise) on the student;
- Debarring the student from appearing in the examination of some course/s;
- Canceling the enrollment of the student in the semester in which the CCOS is violated;
- Debarring the student from using the placement services of the Institute;
- Withholding of grades of the student for a specified duration;
- Suspending the student from attending the Institute for a specified period;
- Withholding the Degree of the student for a specified duration, even though the student has successfully completed all the stipulated graduation requirements;
- Terminating the academic programme of the student on disciplinary grounds.

Any action which amounts to terminating the academic programme of a student on disciplinary grounds requires approval of the AC. The AC may not recommend a student, who is found guilty

of some major offence, to the Governing Council of the Institute, for the award of a Degree even though the student has successfully completed all the academic requirements.

### **Amendments**

Notwithstanding anything contained in this manual, the Academic Council of the LNM Institute of Information Technology Jaipur, reserves its right to add/cancel/modify without notice, the curricula, procedures, requirements, and rules pertaining to its undergraduate programmes.