



## **Rules & Regulations**

For The Four Year

**B.Tech DEGREE PROGRAMMES (CBCS)**  
(Effective from the Academic year 2016 – 2017)



**UNIVERSITY COLLEGE OF TECHNOLOGY**  
**(Autonomous)**  
**Osmania University**  
**Hyderabad – 500 007**

## **Institute Vision**

*To achieve excellence in the country in demand driven and green technologies through interdisciplinary academics, research, consultancy and extension activities with an attitude of serving the society with professional and ethical way.*

## **Institute Mission**

IM1: To train the youth by imparting quality technical education of highest standards to attain excellence in skills and competencies

IM2: To create state-of-art facilities for innovative research in industry demand driven areas

IM3: To develop heightened intellectual, cultural, ethical, humans, sensitivities to foster a scientific temper among the youth

IM4: To serve the society by producing employable, prosperous and productive youth with motivation towards innovative thinking and leadership qualities

B.Tech Programmes  
**Rules and Regulations**

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Approved in Academic Council Meeting held on 17TH - \_\_\_\_\_

**Rules and Regulations**  
**For the four year B.Tech Degree Program**  
**(Choice Based Credit System, CBCS)**  
**University College of Technology (Autonomous)**  
**Osmania University**  
(Effective from the Academic year 2016 – 2017)

- Note:
1. All the Rules and Regulations hereinafter specified shall be read as a whole for the purpose of interpretation.
  - 2 Any reference to College in these Rules and Regulations Stands for University College of Technology (Autonomous)

**PART-I ADMISSION:**

1. A candidate for admission to the Four Year Degree program in Technology must have passed the Intermediate examination of the Telangana State Board of Intermediate Education with Mathematics, Physics and Chemistry as optional subjects or any other examination recognised by the Osmania University as equivalent thereto.
2. All the eligible applicants will have to pass the Entrance Examination conducted by the Government of Telangana. The candidates will be admitted strictly in accordance with the merit secured at the Entrance Examination keeping in view of the rules in force regarding the reservation of seats to various categories of candidates.
3. Vide G.O. MS.No. 15, dated 18-09-2014 Government of Telangana, under rule 3, sub rule (i) for clause (a) – 10% over and above the sanctioned intake of seats (supernumerary) in previous academic year for lateral entry into 2<sup>nd</sup> year courses in the College are permitted through convener, ECET for the academic year.

**PART-II: DURATION & PROGRAM OF STUDY:**

1. The normal duration of the Program is Four years and it shall be divided into eight semesters (I, II, III, IV, V, VI, VII & VIII). Each semester shall comprise of:  
Instruction ..... 16 weeks  
Preparation Holidays...10 days

**No admission/readmission/promotions to be made after 4 weeks after commencement of instruction in a semester.**

**In case there are any court cases consequent on which the authorities are compelled to admit any one after the announced last date of admissions, the admission (seat) of such a study be reserved for the subsequent year on a supernumerary basis.**

No refund of tuition fee will be made after the commencement of Instruction.

No Supplementary or any other examinations (Except the Internal tests) shall be conducted during the instruction period of the Semester course except Make-Up examination for the VIII Semester.

2. The four year degree programs are offered at University College of Technology (A), Osmania University campus under the Faculty of Technology are in the following disciplines:
  1. B.Tech. (Chemical Engineering)
  2. B.Tech. (Food Technology)
  3. B.Tech. (Textile Technology)

The schedule of study of all programs is regulated by the Academic Council of the University College of Technology (Autonomous).

3. Each candidate will be allotted one of the programs at the time of admission, strictly depending on the merit secured at the entrance Examination and subject to the rules in force regarding reservations of seats.
4. Candidates who fail to fulfill all the requirements for the award of the degree as specified hereinafter within N+2 years (Where N stands for the normal or minimum duration prescribed for completion of program) from the time of admission, will forfeit their seat in the program.

### **PART III: RULES AND REGULATIONS OF ATTENDANCE:**

- 1) A 'Regular Program of Study' for eligibility to appear at the B.Tech. Examination of any semester shall mean putting in attendance of not less than 75% aggregate in theory subjects and 75% aggregate in practicals, as per the scheme of instructions.

Provided that in special cases and for sufficient cause shown, the Principal, may condone the deficiency not exceeding 10% in attendance for ill-health when the application is submitted at the time of the actual illness and supported by a certificate from an authorised Medical Officer. The fee for condonation in theory /practicals on Medical grounds shall be Rs.500/-

- 2) Attendance at NCC camps/Inter-collegiate /Inter-University / International matches/ Debates/ Educational excursions or such other activities as approved by the authorities involving out-station journeys, will not be counted as absence. However, such absence should not exceed 4 weeks of the total period of instruction of a Semester
- 3) In any semester of the Program, if a candidate fails to secure the minimum percentage of attendance, he/she shall not be eligible to appear in the examination of that semester and he/she shall have to enroll himself/herself to undergo afresh a 'Regular course of study' of the corresponding semester in subsequent academic session in order to become eligible to appear for the examination.

- 4) The attendance shall be calculated from the date of commencement of the classes as per the Almanac communicated by the College
- 5) The candidates who have put in not less than 40% of attendance in I-Semester of 1<sup>st</sup> year can seek re-admission without appearing for the Entrance Test during subsequent year and such admissions shall be treated as supernumerary.
- 6) In respect of those who have put in less than 40% attendance in I-Semester of Ist year, their admission will be cancelled.
- 7) The cumulative attendance of the students will be displayed preferably every month, on the Notice Board of the College. However, it shall be the responsibility of the student to check his / her attendance periodically so as to ensure to put on the required attendance.
- 8) If a candidate who has pursued a 'Regular Program of Study' of any semester, wishes to undergo the same program again, he/she may be permitted to seek readmission as a regular student for the program of that semester when next offered, depending on the availability of seats. However he/she will forego his/her attendance secured by him/her for that semester previously and provided further that he/she not pursued a 'Regular Program of Study' in any higher semester other than the immediately next higher semester. For the award of the division, however, he/she shall have the benefit of the higher of the aggregate secured in that semester.

**PART IV: SCHEME OF INSTRUCTION & EXAMINATION:**

1. Instruction in the various subjects in each semester of all the four years, shall be provided by the college as per the schemes of Instruction and Syllabi prescribed
2. The medium of instruction and examination shall be in English.
3. The distribution of marks /grade\* for sessionals based on continuous Internal Evaluation (CIE) by concerned teacher and the Semester End Examination (SEE) shall be as follows

Subject	Continuous Internal Evaluation	Sem.End Examination
Each theory course	25*	75***
Each Practical course for which less than 6 Periods/Week are provided in the scheme of Instruction	25**	50
Project work VII Sem	50	100
VIII Sem	75	150

**Grades and Grades Points :**

For each course, Grade and Grade Points will be allotted for the total marks secured by the candidate combinedly at the Semester End Examinations, Continuous Internet Evaluation

<b>Percentage of Marks</b>	<b>Grade</b>	<b>Grade Points</b>
90 – 100	OS	10
80 – 89	S	9
70 – 79	A	8
60 – 69	B	7
50 – 59	C	6
40 – 49	D	5
0 – 39	F	0

Conversion factor for : From Average Grade Point to Percentage Marks : 10.

\* Out of 25 Sessional Marks, 5 marks are allotted for Assignments /Tutorials/ Quizes etc., in the course, the rest to be based on internal tests, weightage is 20 Marks each and average of the two theory tests, weightage is 20 Marks each and average of the two theory tests conducted is awarded as sessional of the respective subject. Further, the test question paper in each course shall consist Part-A for 8 Marks and Part-B for 12 Marks. Questions of Part-A and Part-B should cover all the units of the subject concerned.

**However there shall be no make up Internal Test if a candidate remains absent on the day of test for any reason what so ever.**

\*\* - Each Practical carry 25 marks out of which 20 marks are allotted for the practical work and the remaining 5 marks for Slip Test /Viva. There shall be no Make up for Quizzes/Slip Tests/Viva.

\*\*\*The Question paper will be in two parts, Part-A and Part-B. Part –A is compulsory and should cover the entire syllabus, and carries 25 marks. Part –B carries 50 marks and should cover all the units into which the syllabus has been divided.

4. The Programme of instruction, examination and vacations shall be notified by the principal of the college
5. At the end of the each semester, Semester End Examination shall be held as prescribed in the respective schemes of examination.

The examination pertaining to the semester just ended, will be called, **Main** examination and examination pertaining to the other semester will be called **Supplementary** examinations.

To enable the B.Tech. Final Year students to complete the program requirements in time, there shall be a Make-up Exam, for VIII Semester only, which is to be scheduled within in one month of publication of results of VIII semester Main Examinations.



6. The examinations (Regular/ Supplementary) prescribed for the B.Tech. degree may be conducted by means of written papers, practicals and oral test, inspection of certified Sessional work in Drawing, Labs, and Workshops or by means of any combination of these methods as may be deemed necessary.  
Candidates will be required to produce complete Lab records of the Practical work done by them in each practical examinations, along with other materials prepared or collected as part of Lab work/Project
7. All the general rules for examination (given under Sec IX) shall be adhered to.
8. A candidate shall be deemed to have fully passed the examination of a semester, if he /she secures not less than the minimum marks/grade as hereinafter prescribed.

Minimum pass marks in the University examinations shall be:

Each Theory subject.....40% / D grade of University Exam  
Each practical subject .....50% / C grade of University Exam

A candidate should secure a minimum of 40% of the allotted marks in the theory course at the semester end Examination and secure a minimum of 'D' Grade to pass the theory course. Further, a candidate should also secure a minimum of 40% of (aggregate) total marks Semester end examination and continuous internal evaluation combinedly taken together.

A candidate should secure a minimum of 50% of the allotted marks in the practical course at the Semester End Examination and also should secure a minimum of 'C' Grade to pass the practical course.

**There shall, however, be no minimum for the sessional marks / grade secured by the students in a subject or in all the course put together.**

9. If a candidate in any semester examination of the program fails to secure the minimum marks in any subject, then he shall appear only in the failed subjects of the semester.

**PART V: RULES OF PROMOTION.**

S.No	Semester /Class	Condition to be fulfilled for promotion	
1	From B. Tech. I Sem to B.Tech. –II Sem	a	Regular program of study of B.Tech.-I Sem
2	From B. Tech. II Sem to III Sem	a.	Regular program of study of B.Tech. II Sem. No. of Backlogs if any, of I and II Sem of B.Tech taken together shall not exceed 50% of total No. of Papers prescribed for I and II Sem.
		b.	
		Number of papers Prescribed for I and II semesters of B.Tech	
		24	12
3	<b>For Existing Batch</b> From B.Tech III Sem to IV Sem	A	Regular program of study of B.Tech. III Sem
4.	From B.Tech IV Sem to V Sem	a.	Regular program of study of B.Tech.IV Sem No. of Backlogs if any, of B.Tech I to IV sem taken together shall not exceed 50% of total No. of Papers prescribed III and IV Sem.
		b.	
		Number of papers Prescribed for III & IV semesters	
		15	07
5	<b>For Existing Batch</b> From B.Tech. V to VI semester	a	Regular program of study of B.Tech V sem.
6	From B.Tech. VI toVII semester	a	Regular program of study of B.Tech. VI sem
		b	Number of backlogs, if any of B.Tech I to VI semester taken together shall not exceed 50 % of the total number of papers prescribed for the V & VI semester
		Number of papers Prescribed for V & VI semesters	Number of backlogs permitted in I to VI sem put together
		14	07
7	From B.Tech. VII semester to VIII semester	a	Regular course of study of B.Tech. VII sem

**Note:** Environmental Study which is the subject of the B.Tech II orIII semester shall not be considered as backlog, however the candidate has to pass the course for the award of degree.

**PART VI: GRADING SYSTEM**

For each semester on successful completion, the memorandum of marks show the grade secured in each course along with respective credit and Semester Grade point Average (SGPA) of Semester. For each Semester SGPA will be calculated based on the Credit Value and Grade Weightage as shown below.

Percentage of Marks	Grade	Grade Points
90 – 100	OS	10
80 – 89	S	9
70 – 79	A	8
60 – 69	B	7
50 – 59	C	6
40 – 49	D	5
0 – 39	F	0

(Conversion factor for : From Average Grade Point to Percentage Marks : 10)

$$G_1 C_1 + G_2 C_2 + G_3 C_3 \dots\dots + G_n C_n$$

$$SGPA = \frac{\text{-----}}{C_1 + C_2 + C_3 + \dots\dots\dots C_n}$$

Where G-Grade Weightage , C-Credit Value

SGPA is calculated upto second decimal point

**Cumulative Grade Point Average (CGPA) :**

For Candidates who have passed all the examinations from I to VIII semesters of the B.Tech. program, CGPA will be calculated based on SGPA and total credit value of the Semester under consideration .

$$A_1 T_1 + A_2 T_2 \dots\dots\dots + A_n T_n$$

$$CGPA = \frac{\text{-----}}{T_1 + T_2 \dots\dots\dots + T_n}$$

Where A-SGPA of each semester, T-Total Credit Value for a Semester

The final results are declared based on CGPA on a scale of 10 calculated upto second decimal point

## **PART VII: DECLARATION OF RESULT & AWARD OF DEGREE**

The Degree of Bachelor of Technology will be conferred on a candidate who has pursued a 'Regular Program of Study' for four academic years as hereinafter prescribed in the scheme of instruction and has passed all the examinations as prescribed in the scheme of examination.

### 1) Award of Division:

Classification	CGPA
First Class with Distinction	7 & Above
First Class	6 & Above but less than 7
Second Class	5 & Above but less than 6
Pass Division	4 & Above but less than 5

### 2) Award of Gold Medals:

A student securing highest CGPA in **single attempt** is eligible for award of Gold medal

## **PART VIII : IMPROVEMENT OF C G P A**

A candidate who wishes to improve his/her division may do so within one academic year immediately after having passed all the examinations of the B. Tech. degree program, by reappearing at not more than two semesters (all courses pertaining to these semesters taken together ) examinations. For the award of Division, he/she will have the benefit of the higher of the two aggregates of marks secured in the corresponding semester (s) provided the candidate passes the improvement examination fully.

## **PART IX: GENERAL RULES OF EXAMIANCTIONS**

1. All examinations of the University college of Technology shall be held at such places as it may be decided and at such other centers on such dates as may be notified.
2. Application for permission to appear at every examination shall be made on the prescribed form accompanied by three passport size full face photographs (not profile) which along with the necessary certificates regarding attendance, practical work etc., and the prescribed fee should be sent to the Officer In charge Examinations on or before the date fixed for this purpose.
3. When a candidate's application is found in order and he/she is eligible to appear at examination, the Officer In charge Examinations, shall furnish him with Hall Ticket with the photograph attached to it enabling the candidate to appear the Examination and this Hall

Ticket shall have to be produced by the candidate before he/she can be admitted to the premises where the examination is being held or to a part of the said premises as well as to the examination hall.

4. A candidate who fails to present himself/herself for the examination for any reason whatsoever, excepting shortage of attendance, he/she fails to pass the examination shall not be entitled to claim refund of the whole or part of the examination fee nor for the reservation of the examination fee for a subsequent examination or examinations.
5. A candidate after he/she has been declared successful in the whole examination shall be given a certificate setting forth the year of examination, the subject in which he/she was examined and, the Overall score along with division in which he/she was placed.
6. No candidate shall be allowed to put in attendance for or appear at examinations for different degrees and different faculties at one and the same time.
7. Students who have appeared once at any examination of the program need not put in fresh attendance, if they want to reappear at the corresponding examination, notwithstanding the fact that new subject may have been introduced by the University. They will however have to appear at the examination according to the scheme of examination and syllabus in force.
8. The industrial training (summer Internships) would be allowed during summer vacation (Following VI semester) and is compulsory.

#### **PART X: TRANSITORY REGULATIONS**

Whenever, course or scheme of instruction is changed in a particular year, two more examinations immediately following thereafter shall be conducted according to the old syllabus/regulations. Candidates not appearing at the examinations or failing in them shall take the examination subsequently according to the changed syllabus/regulations or with the regulations prevailing at the time of his / her Admission.

Approved in Academic Council Meeting held on 17TH - \_\_\_\_\_