

No. CA/III(1)/Pr1/RIT/2018

Office of the Principal
Rajiv Gandhi Institute of Technology
Kottayam, Dated : 10.01.2018

NOTICE

Students are advised to follow the rules and regulations given below, regarding internal assessment and attendance (as set by the APJAKTU). They are also directed to observe the rules for attending activities inside/outside the institution during regular class hours.

Academic Evaluation of Courses

University follows a continuous academic evaluation procedure. Academic evaluation procedure and corresponding weights are as follows:-

- a) For theory courses: - 1/3rd weightage for internal evaluation and 2/3rd for end semester examination.
For convenience, the maximum marks for internal evaluation and end semester examination for theory courses are fixed as 50 and 100 respectively.

Scheme of evaluation is as follows.

- i) Two internal tests each of 20 marks and of one hour duration. (Internally by the College)
- ii) Tutorials/Assignments/Mini Projects carrying 10 marks. (Internally by the College)
- iii) End Semester examination carrying 100 marks. (Conducted by the University)

All the above evaluations are mandatory requirements to earn credits. Students who have missed either the first or the second test can register with the consent of the faculty and the Head of the Department (HOD) concerned for a retest which shall be conducted soon after the completion of the second test, but before the end semester examination. The re-test will cover both first and second test course plans. Those who have missed both the tests are not eligible to appear for the end semester examination.

However if one misses both tests due to medical reasons or other personal exigencies, based on genuine evidence, a single test of 2 hour duration for 40 marks will be conducted covering the whole syllabus, before the end semester examinations. Decision on this will be taken by the Principal and verified by the external academic auditor.

- b) For Laboratory /Practical /Workshop courses
- i) Practical records /Outputs 60 marks (Internally by the College)
 - ii) Regular class Viva 10 marks (Internally by the College)
 - iii) Final Test 30 marks (Internally by the College)

All the above assessments are mandatory to earn credits. If not, the student has to complete the course/assessments during his free time in consultation with the faculty members. On completion of these, grades will be assigned. In case the Practical /Laboratory/Workshop courses are not completed in the semester, grade I (incomplete) will be awarded against the course and the final grade will be given only after the completion of the **course/assessments.**

Attendance

Attendance is marked for each course. While 75% attendance is mandatory for writing the end semester examination in that course, students are expected to have 100% attendance. However under unavoidable circumstances students are permitted to take leave. Leave is normally sanctioned for any approved activity taken up by students outside the college covering sports and other extracurricular activities. Leave is also permitted on medical grounds or on personal exigencies. Leave of absence for all these is limited to 25% of the academic contact hours for the course. In case of long illness or major personal tragedies/contingencies the college Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditor. However this concession is applicable only to any two semesters during the entire programme.

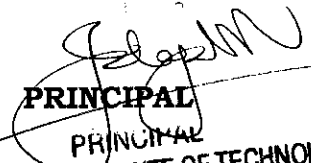
RULES FOR PERMITTING STUDENTS TO ATTEND ACTIVITIES INSIDE/OUTSIDE COLLEGE DURING REGULAR CLASS HOURS

1. Attendance will be given, only if the student is physically present in the class. Students undergoing industrial visit/case study, accompanied by faculty members, will also be considered as physically present.
2. Prior permission must be taken before attending/organising/volunteering any activity outside or inside the college.
3. The maximum number of students who will be permitted to attend any event (other than industrial visit/case study) at a time, from each class will be restricted to 12.

4. The requests for permission shall be routed to the Principal/HoD through staff advisor. Staff Advisor should ensure that every student is getting an opportunity to attend such activities. Priority shall be given to students with less activity points.
5. Consent from the parent is mandatory for giving permission for outside college activities.
6. Students with attendance shortage will not be permitted to attend technical festivals or other such activities which may lead to further loss of contact hours.
7. Duty or participation certificate must be produced by the student after attending each programme.
8. Regular classes shall not be disturbed on any account. Avoid organizing extra/co-curricular activities during class hours.

Copy to

1. All HoDs
2. All Notice boards
3. RIT Website


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