



**GENERAL INSTRUCTION NO 02 DATED 30 JAN 2018**

**ACADEMIC MONITORING POLICY**

1. The need of academic monitoring of students in general and weak students in particular has always been a matter of great concern and importance. The subject was discussed in HOI Co-ordination meeting held in SMU on 10 Jan 2018. It was decided to finalise a policy by each Institution under SMU in this regard.

2. The purpose, scope, methods and procedure for implementation of such a policy was discussed in College Council Meeting in great detail on 11 Jan 2018 and a brief policy was finalised by SMIT. The policy will be implemented by forming Department Academic Cell (DAC) as given in following paragraphs.

**Points for Action**

3. Guidelines are attached as Appendix for roles and functioning of 'Department Academic Cell' (DAC) for academic monitoring for following action :-

- (a) DAC to implement all instructions as given in attached guidelines.
- (b) All HODs to send a report on 5<sup>th</sup> of every month to IQAC Coordinator.
- (c) A PPT on the progress of DAC to be given during each CCM by all HODs to cover the following points :-
  - (i) Identification of weak students (details to be given with names). Performance of the students in various semesters as obtained can be used as a basis for categorization of the students.
  - (ii) Comments on the attached summary as received from DCE (T).
  - (iii) Plan of action for students who have no year back but having large numbers of backlogs and remedial measures taken.
  - (iv) Steps taken to improve the performance of weak students.
  - (v) Steps taken to enhance the learning of fast learners.

**Conclusion**

5. Following the above policy at all level in letter and spirit will undoubtedly yield a comprehensive and improved academic result of the Institute and this policy will go a long way to enhance the quality of education system in SMIT

Place : Majitar, Rangpo

Dated : 30 Jan 2018

To,

1. Joint Director
2. All Associate Directors
3. All HODs



(Dr. A. Garg)  
Director

4. DCE (T)
5. IQAC Coordinator
6. Suchana

Copy to :-

1. Hon'ble Vice Chancellor, SMU - For kind information please.
2. Registrar, SMU - For information with reference to Point No 2  
4<sup>th</sup> Coordination Meeting held on 01 Nov 2017  
please.



  
30 Jan 2018

**Appendix**(Refer to Para 3 of GI No 02 dated 30 Jan 2018)**Guidelines for Academic Monitoring**

1. DAC is entrusted with the task of improving the academic quality of the department. It will coordinate with the central IQAC members to improve the overall academic quality of the Institute. The primary stakeholders are the student and the staffs of the department. DAC will engage in various activities, deemed appropriate for improving the academic performance of the department. Some of the activities are as listed below:-

- (a) Validation of lecture notes and question banks submitted by the faculty member.
- (b) Identification of slow-medium-fast learners and irregular students. Action plan for different students to be validated by the DAC.
- (c) Performance of students in various semesters as compiled by DCE (Tech) (copy enclosed department wise) can be used as a basis for categorisation of students. Students having lots of back logs and/or year back can be addressed within the category of weak students.
- (d) Visit by DAC team/members to classes and assessment on fortnightly basis as per the format given below :-
- (i) DAC assessment of the faculty: (scale 1 – 5)  
Name of Teacher: \_\_\_\_\_

Date of inspection	Subject/ Code	Quality of teaching material	Delivery technique	Quality of teaching	Efficiency of delivery	Remarks	Signature Chairman DAC

- (e) Student's Assessment of the faculty: (Scale 1 -5)

Date :

Subject /Code	Quality of teaching	Pace of Delivery	Clearing of Doubts	Encourage Q's	Ask Q's	Ask challenging Q's	helps weak students	Subject Expertise

- (f) Feedback from teacher on his subject/miscellaneous issues – open ended.

- (g) Interaction of DAC members with students.
- (h) Submission of monthly report to the IQAC office, followed by presentation to Director (Chairman-IQAC). The presentation and report should be comprehensive with identification of areas for improvement and action plan for implementation.
- (i) Logs of classes conducted and syllabus covered on weekly basis should be maintained by the teachers.
- (j) Summary sheet with minutes of meeting to be submitted on monthly basis to the IQAC office.

(Dr. A. Garg)  
Director

30 Jan 2018

# CSE 3rd semester (As on Aug 2017)

No. of Students promoted to 2nd year (3rd Semester)

Regular	Year back	Total
204	5	209

Year back

2015 batch	5
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No. of Backs	No. of Stds	DT
0	128	
1	30	
2	11	
3	16	1
4	9	2
5	8	2
6	5	5
7	2	2
		209
		5

CGPA range	No. of Stds
[3-4)	13
[4-5)	30
[5-6)	30
[6-7)	29
[7-8)	53
[8-9)	27
[9-10]	27
209	

Failed (Remained in 2nd year)

Regular	Year back	Total
16	6	22

Year back

2013 batch	7
2014 batch	10
2015 batch	5

No. of Backs	No. of Stds	DT
9	3	
10	2	1
11	1	1
12	2	1
13	4	1
14	2	
15	1	1
16	1	1
17	1	
18	1	1
22	3	1
23	1	1
		22
		6

CGPA range	No. of Stds
[0-3)	11
[3-4)	11
[4-5)	0
[5-6)	0
[6-7)	0
[7-8)	0
[8-9)	0
[9-10]	0

22

1466

Registrar  
Registrar SL No. 83

Date: 12.1.18

*Gm/8/2*  
12/1/18

Prof. Dr. Sonada Chandra Mishra  
Dy. Controller of Examinations-Tech  
Sikrim National University

12/1/18

Yearback students promoted to 2nd year

BATCH	BRN	SEM	REGNO	NAME	CGPA	TCD	TNF	TSCR	RESULT	ST	REMARKS
2015	CSE	2	201500866	SANITYA SINGH	3.4	31	5	50	PWB	DETAINED	YB 1
2015	CSE	2	201500320	ANIKET DAS	3.53	31	5	50	PWB	DETAINED	YB 1
2015	CSE	2	201500087	KRISHANU KASHYAP	3.93	35	4	50	PWB	DETAINED	YB 1
2015	CSE	2	201500058	ANJALI VINOD	4	34	4	50	PWB	DETAINED	YB 1
2015	CSE	2	201500258	RITWICK KUMAR	4.28	38	3	50	PWB	DETAINED	YB 1

List of Failed (Remained in 2nd year)

BATCH	BRN	SEM	REGNO	NAME	CGPA	TCD	TNF	TSCR	RESULT	ST	REMARKS
2013	CSE	4	20130066	ADITYA ANAND	3.214953271	53	16	107	FAILS	DETAINED	YB 3
2015	CSE	4	20130364	PRAKHAR KUMAR SINGH	3.308411215	67	13	107	FAILS	REGULAR	YB 3
2013	CSE	4	20130427	SHUBHAM JAISWAL	2.91588785	55	13	107	FAILS	DETAINED	YB 3
2015	CSE	4	20130556	SUBODH SHARAN DIXIT	3.004672897	59.5	14	107	FAILS	REGULAR	YB 3
2013	CSE	4	20130723	RAHUL ANAND	3.429906542	50	18	107	FAILS	DETAINED	YB 3
2015	CSE	4	20140012	MAHARSHI DAS KANUNGO	3.813084112	73	10	107	FAILS	REGULAR	YB 2
2015	CSE	4	20140036	MITHLESH KUMAR	3.046728972	60	15	107	FAILS	REGULAR	YB 2
2015	CSE	4	20140139	ARGHYA SARKAR	2.96728972	57.5	13	107	FAILS	REGULAR	YB 2
2015	CSE	4	20140386	PIYUSH	2.738317757	51	14	107	FAILS	REGULAR	YB 2
2015	CSE	4	20140480	SUBHAM ANAND	2.378504673	39	22	107	FAILS	REGULAR	YB 2
2015	CSE	4	20140586	TYCOON NIRMAL KRISHNAJA	1.724299065	32.5	22	107	FAILS	REGULAR	YB 2
2015	CSE	4	20140604	ARITRA ROY	3.579439252	68	11	107	FAILS	REGULAR	YB 2
2015	CSE	4	20140654	SHRISTI ROY	3.574786355	71	9	107	FAILS	DETAINED	YB 2
2014	CSE	4	20140660	VARDHAN AGARWAL	2.130841121	34	22	107	FAILS	DETAINED	YB 3
2013	CSE	4	201411503	NEHA PRADHAN	1.605263158	16.5	12	57	FAILS	DETAINED	YB 3
2013	CSE	4	201411508	TITAS GANGULY	1.728070175	17	10	57	FAILS	DETAINED	YB 3
2015	CSE	4	201500111	SANKALPA CHAKRABORTY	3.308411215	59	12	107	FAILS	REGULAR	YB 1
2015	CSE	4	201500127	ARGHYADIP BOSE	1.658878505	30	23	107	FAILS	REGULAR	YB 1
2015	CSE	4	201500223	AWASHES KATEL	4.140186916	73.5	9	107	FAILS	REGULAR	YB 1
2015	CSE	4	201500254	ANU PRIYA	3.23364486	57.5	13	107	FAILS	REGULAR	YB 1
2015	CSE	4	201500445	ADITYA KUMAR	2.957943925	48.5	17	107	FAILS	REGULAR	YB 1
2015	CSE	4	201511512	BHASKAR JYOTI DUTTA	2.219298246	23.5	9	57	FAILS	REGULAR	YB 2

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*G. Mishra*  
12/11/18

Prof (Dr) G. Mishra, Chandra Mishra  
Dy. Controller of Examinations-Tech  
Sikkim Manipal University

# CSE 5th semester (As on Aug 2017)

No. of Students promoted to 3rd year (5th Semester)

Regular	Year back	Total
175	1	176

Year back

2014 batch	1
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5th Sem

No. of Backs	No. of Stds	DT
0	118	
1	13	
2	16	
3	7	
4	8	
5	3	1
6	3	
7	2	
8	5	
9	0	
10	1	
	176	1

5th Sem

CGPA range	No. of Stds
[3-4)	4
[4-5)	14
[5-6)	21
[6-7)	43
[7-8)	42
[8-9)	32
[9-10]	20

176

Failed (Remained in 3rd year)

Regular	Year back	Total
9	4	13

Year back

2011 batch	1
2012 batch	1
2013 batch	4
2014 batch	7

No. of Backs	No. of Stds	DT
10	1	1
11	1	
12	1	1
13	1	
14	2	
16	2	1
17	2	
21	1	1
24	1	1
25	1	
	13	4

CGPA range	No. of Stds
[0-3)	2
[3-4)	8
[4-5)	3
[5-6)	0
[6-7)	0
[7-8)	0
[8-9)	0
[9-10]	0

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*G. Mishra*  
12/1/18

Prof (Dr.) Gauranga Chandra Mishra  
Dy. Controller of Examinations-Tech  
Sikkim Manipal University

List of Students promoted to 2nd year (3rd Semester)

BATCH	BRN	SEM	REGNO	NAME	CGPA	TCD	TNF	TSCR	RESULT	ST	REMARKS
2014	CSE	4	20140398	KAUSHIK KAMAL GOGOI	4.439252336	83	6	107	PWB	DETAINED	

List of Failed (Remained in 3rd year)

BATCH	BRN	SEM	REGNO	NAME	CGPA	TCD	TNF	TSCR	RESULT	ST	REMARKS
2013	CSE	6	20110161	DIPAYAN MAJUMDAR	3.545731707	102.5	16	164	FAILS	DETAINED	
2013	CSE	6	20120370	ADITYA SHARMA	4.015243902	121	12	164	FAILS	DETAINED	
2013	CSE	6	20130101	ANMOL PANDEY	4.408536585	124	10	164	FAILS	DETAINED	
2013	CSE	6	20130254	ABHISHEK KUMAR	3.195121951	80.5	24	164	FAILS	REGULAR	
2014	CSE	6	20130305	YASH SINGH	3.993902439	115	16	164	FAILS	REGULAR	
2014	CSE	6	20130437	AISHWARYA JHA	3.701219512	112	13	164	FAILS	REGULAR	
2014	CSE	6	20140121	SHANTAM GURUNG	3.990853659	115.5	14	164	FAILS	REGULAR	
2014	CSE	6	20140184	BIKRANT CHETTRI	4.222560976	120	11	164	FAILS	REGULAR	
2014	CSE	6	20140342	SHREYANSH SINGH	3.381097561	98.5	17	164	FAILS	REGULAR	
2014	CSE	6	20140430	PREETHIVIRAJ YAMBEM	3.844512195	111	17	164	FAILS	REGULAR	
2014	CSE	6	20140448	ARNAV TYAGI	2.917682927	81.5	25	164	FAILS	REGULAR	
2014	CSE	6	20140515	OMKAR DESHMUKH	3.658536585	110.5	14	164	FAILS	REGULAR	
2014	CSE	6	201511511	PAJINAJYOTI CHOUDHURY	2.342105263	42.5	21	114	FAILS	REGULAR	

*Signature*  
12/11/18

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Prof. (Dr.) Gopinath Mishra  
Dy. Controller of Examinations-Tech  
Sikkim Manipal University



# CSE 3rd semester (As on Aug 2017)

No. of Students promoted to 2nd year (3rd Semester)

Regular	Year back	Total
204	5	209

Year back

2015 batch	5
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CGPA range	No. of Stds
[3-4)	13
[4-5)	30
[5-6)	30
[6-7)	29
[7-8)	53
[8-9)	27
[9-10]	27

209

Failed (Remained in 2nd year)

Regular	Year back	Total
16	6	22

Year back

2013 batch	7
2014 batch	10
2015 batch	5

CGPA range	No. of Stds
[0-3)	11
[3-4)	11
[4-5)	0
[5-6)	0
[6-7)	0
[7-8)	0
[8-9)	0
[9-10]	0

22

No. of Backs	No. of Stds	DT
0	128	
1	30	
2	11	
3	16	1
4	9	2
5	8	2
6	5	
7	2	
	209	5

No. of Backs	No. of Stds	DT
9	3	
10	2	1
11	1	
12	2	1
13	4	1
14	2	
15	1	
16	1	1
17	1	
18	1	1
22	3	1
23	1	
	22	6

*Signature*  
12/1/18

Prof. (Dr.) Ravindra Chandra Mishra  
Dy. Controller of Examinations-Tech  
Sikkim Manipal University

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Register SI. No. 83

Date: 12.1.18

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Yearback students promoted to 2nd year

BATCH	BRN	SEM	REGNO	NAME	CGPA	TCD	TNF	TSCR	RESULT	ST	REMARKS
2015	CSE	2	201500866	SANITYA SINGH	3.4	31	5	50	PWB	DETAINED	YB 1
2015	CSE	2	201500320	ANIKET DAS	3.53	31	5	50	PWB	DETAINED	YB 1
2015	CSE	2	201500087	KRISHANU KASHYAP	3.93	35	4	50	PWB	DETAINED	YB 1
2015	CSE	2	201500058	ANJALI VINOD	4	34	4	50	PWB	DETAINED	YB 1
2015	CSE	2	201500258	RITWICK KUMAR	4.28	38	3	50	PWB	DETAINED	YB 1

List of Failed (Remained in 2nd year)

BATCH	BRN	SEM	REGNO	NAME	CGPA	TCD	TNF	TSCR	RESULT	ST	REMARKS
2013	CSE	4	20130066	ADITYA ANAND	3.214953271	53	16	107	FAILS	DETAINED	YB 3
2015	CSE	4	20130364	PRAKHAR KUMAR SINGH	3.308411215	67	13	107	FAILS	REGULAR	YB 3
2015	CSE	4	20130427	SHUBHAM JAISWAL	2.91588785	55	13	107	FAILS	DETAINED	YB 3
2015	CSE	4	20130556	SUBODH SHARAN DIXIT	3.004672897	59.5	14	107	FAILS	REGULAR	YB 3
2013	CSE	4	20130723	RAHUL ANAND	3.429906542	50	18	107	FAILS	DETAINED	YB 3
2015	CSE	4	20140012	MAHARSHI DAS KANUNGO	3.813084112	73	10	107	FAILS	REGULAR	YB 2
2015	CSE	4	20140036	MITHLESH KUMAR	3.046728972	60	15	107	FAILS	REGULAR	YB 2
2015	CSE	4	20140139	ARGHYA SARKAR	2.96728972	57.5	13	107	FAILS	REGULAR	YB 2
2015	CSE	4	20140386	PIYUSH	2.738317757	51	14	107	FAILS	REGULAR	YB 2
2015	CSE	4	20140480	SUBHAM ANAND	2.378504673	39	22	107	FAILS	REGULAR	YB 2
2015	CSE	4	20140586	TYCOON NIRMAL KRISHNAJA	1.724299065	32.5	22	107	FAILS	REGULAR	YB 2
2015	CSE	4	20140604	ARITRA ROY	3.579439252	68	11	107	FAILS	REGULAR	YB 2
2015	CSE	4	20140654	SHRISTI ROY	3.574766355	71	9	107	FAILS	REGULAR	YB 2
2014	CSE	4	20140660	VARDHAN AGARWAL	2.130841121	34	22	107	FAILS	DETAINED	YB 2
2013	CSE	4	201411503	NEHA PRADHAN	1.605263158	16.5	12	57	FAILS	DETAINED	YB 3
2013	CSE	4	201411508	TITAS GANGULY	1.728070175	17	10	57	FAILS	DETAINED	YB 3
2015	CSE	4	201500111	SANKALPA CHAKRABORTY	3.308411215	59	12	107	FAILS	REGULAR	YB 1
2015	CSE	4	201500127	ARGHYADIP BOSE	1.658878505	30	23	107	FAILS	REGULAR	YB 1
2015	CSE	4	201500223	AWASHES KATEL	4.140186916	73.5	9	107	FAILS	REGULAR	YB 1
2015	CSE	4	201500254	ANU PRIYA	3.23364486	57.5	13	107	FAILS	REGULAR	YB 1
2015	CSE	4	201500445	ADITYA KUMAR	2.957943925	48.5	17	107	FAILS	REGULAR	YB 1
2015	CSE	4	201511512	BHASKAR JYOTI DUTTA	2.219298246	23.5	9	57	FAILS	REGULAR	YB 2

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*G. M. Mishra*  
12/1/18

Prof. (Dr.) G. M. Mishra  
Dy. Controller, Examinations-Tech  
Sikkim Manipal University

# EC 3rd semester (As on Aug 2017)

No. of Students promoted to 2nd year (3rd Semester)

Regular	Year back	Total
54	1	55

Year back

2015 batch	1
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No. of Backs	No. of Stds	DT
0	35	
1	5	
2	4	
3	4	1
4	1	
5	3	
6	2	
7	1	
	55	1

CGPA rang	No. of Stds
[3-4)	6
[4-5)	6
[5-6)	5
[6-7)	10
[7-8)	16
[8-9)	7
[9-10]	5

55

Failed (Remained in 2nd year)

Regular	Year back	Total
13	3	16

Year back

2013 batch	4
2014 batch	8
2015 batch	4

No. of Backs	No. of Stds	DT
6	1	
7	1	
9	2	1
10	2	
11	1	
12	2	
15	1	
18	1	
19	1	
20	1	1
21	2	1
23	1	
	16	3

CGPA rang	No. of Stds
[0-3)	6
[3-4)	9
[4-5)	
[5-6)	1
[6-7)	
[7-8)	
[8-9)	
[9-10]	

16

1 of 5

18

15.1.18

*G. Mishra*  
12/1/18

Prof (Dr.) G. Mishra, Chandana Mishra  
Dy. Controller of Examinations-Tech  
Sikkim Manipal University

List of Yearback students promoted to 2nd year

BATCH	BRN	SEM	REGNO	NAME	CGPA	TCD	TNF	TSCR	RESULT	ST
2015	EC	2	201500296	GAURAV NANDI	4.95	38	3	50	PWB	DETAINED

List of Failed (Remained in 2nd year)

BATCH	BRN	SEM	REGNO	NAME	CGPA	TCD	TNF	TSCR	RESULT	ST
2015	EC	4	20130611	SIDDHARTH SANJAY	1.682242991	31	23	107	FAILS	REGULAR
2015	EC	4	20140647	REUBEN DECRUZE	1.738317757	33	21	107	FAILS	REGULAR
2014	EC	4	20130683	SHIVAM KUMAR SAHU	1.906542056	34.5	20	107	FAILS	DETAINED
2013	EC	4	20130677	ABHISHEK KUMAR	1.995327103	38	21	107	FAILS	DETAINED
2015	EC	4	20140056	RISHABH TRIVEDI	2.327102804	42.5	18	107	FAILS	REGULAR
2015	EC	4	20140159	ABHINABA DUTTA CHOUDHURY	2.518691589	47	15	107	FAILS	REGULAR
2015	EC	4	201500365	SAYANTANI ROY	3.023364486	48	19	107	FAILS	REGULAR
2015	EC	4	201500332	SAUBHAGYA SHARMA	3.112149533	59	12	107	FAILS	REGULAR
2015	EC	4	201512501	PRAVESH PRADHAN	3.122807018	29	7	57	FAILS	REGULAR
2015	EC	4	20140450	PRAFUL KUMAR	3.294392523	65.5	11	107	FAILS	REGULAR
2015	EC	4	201612503	SADIXYA PRADHAN	3.359649123	33	6	57	FAILS	REGULAR
2015	EC	4	20140252	ROUNAK PODDAR	3.38317757	69.5	10	107	FAILS	REGULAR
2015	EC	4	201500048	PRADYUT ROY	3.485981308	64	12	107	FAILS	REGULAR
2015	EC	4	20140690	RAVI RANJAN	3.58411215	69.5	10	107	FAILS	REGULAR
2013	EC	4	20130154	RAJIB KUMAR SONI	3.841121495	71	9	107	FAILS	DETAINED
2015	EC	4	20140757	LABIB SERJ	5.126168224	72	9	107	FAILS	REGULAR

*G Mishra*  
12/1/18

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Prof (Dr.) Gaurav Mishra  
Dy. Controller of Examinations-Tech  
Sikkim Manipal University

# EC 5th semester (As on Aug 2017)

No. of Students promoted to 3rd year (5th Semester)

Regular	Year back	Total
55	1	56

Year back

2013 batch	1
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5th Sem

No. of Backs	No. of Stds	DT
0	29	
1	4	
2	3	
3	3	
4	1	
5	5	
6	1	
7	4	
8	5	1
11	1	
		56

5th Sem

CGPA rang	No. of Stds
[3-4)	4
[4-5)	9
[5-6)	10
[6-7)	11
[7-8)	12
[8-9)	5
[9-10]	5

56

Failed (Remained in 3rd year)

Regular	Year back	Total
1	1	2

Year back

2012 batch	1
2014 batch	1

No. of Backs

No. of Backs	No. of Stds	DT
15	1	
18	1	1

CGPA rang

CGPA rang	No. of Stds
[0-3)	1
[3-4)	1
[4-5)	
[5-6)	
[6-7)	
[7-8)	
[8-9)	
[9-10]	

2

List of Yearback students promoted to 3rd year(5th semester)

BATCH	BRN	SEM	REGNO	NAME	CGPA	TCD	TNF	TSCR	RESULT	ST
2013	EC	4	20130592	ABNISH KR. RAI	3.799065421	75	8	107	PWB	DETAINED

List of Failed (Remained in 3rd year)

BATCH	BRN	SEM	REGNO	NAME	CGPA	TCD	TNF	TSCR	RESULT	ST
2012	EC	6	20120058	AMAN KUMAR	3.957055215	103.5	18	163	FAILS	DETAINED
2014	EC	6	20140259	VIKAS GOSAI	4.100609756	119	15	164	FAILS	REGULAR

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Prof. G. Srinivas  
12/1/18  
Chandana Mishra  
Dr. Chandana Mishra  
Sikim Manipal University

# EC 7th semester (As on Aug 2017)

No. of Students promoted to 4th year (7th Semester)

Regular	Year back	Total
100	1	101

Year back

2013 batch	1
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7th Sem

No. of Backs	No. of Stds	DT
0	63	
1	7	
2	1	
3	10	
4	0	
5	1	
6	6	
7	7	
8	1	
9	3	1
10	2	
		101
		1

7th Sem

CGPA rang	No. of Stds
[3-4)	0
[4-5)	15
[5-6)	15
[6-7)	18
[7-8)	33
[8-9)	12
[9-10]	8

101

Failed (Remained in 4th year)

Regular	Year back	Total
25	5	30

Year back

2010 batch	2
2011 batch	1
2012 batch	12
2013 batch	15

No. of Backs	No. of Stds	DT
1	10	
2	3	
3	2	
4		
5	2	
6	2	
7	2	
8	2	
9	1	
10	2	
16	2	
18	1	
19	1	
		30

CGPA rang	No. of Stds
[0-3)	
[3-4)	4
[4-5)	1
[5-6)	13
[6-7)	12
[7-8)	
[8-9)	
[9-10]	

30

*G. Mishra*  
12/11/18

Prof. (Dr.) G. Mishra  
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