

**OFFICE OF ASSOCIATE DIRECTOR (A)**  
**CIRCULAR**

3227/AD(A)/CI/ 58 /2024

03 Dec 2024

**ADDITIONAL LAB**

1. It is hereby notify that the additional lab classes including B.Tech 1<sup>st</sup> Year lab and for higher semester students shall be completed on or before 28 Dec 2024 positively for academic session Jul -Dec 2024 (Odd Sem).
2. Eligible students of higher semester shall apply to the respective HODs.
3. The students are required to fill "Application form for joining Additional Lab" which is available in the institute website. The filled form is to be submitted to TG for verification of Category (Type-I to Type-V) and payment. The same will be submitted to the HOD of the department concerned for recommendation.
4. For first year lab, filled form to be submitted to the office of Associate Academics (Room No. C-102).
5. Eligible students shall make their payment through the link [www.onlinesbi.com/sbicollect/collecthome.htm](http://www.onlinesbi.com/sbicollect/collecthome.htm) wef 07 Dec 2024 upto 20 Dec 2024.
6. List of students for additional lab should be categorized into Type-I to Type-V as detailed below:

**Eligibility Criteria:**

**TYPE I:** Regular students who have dropped the lab classes of their current semester to attend classes of the lower semester(s) in parallel semester.

**Type II:** Higher Semester students who have failed in the previous year lab examination.

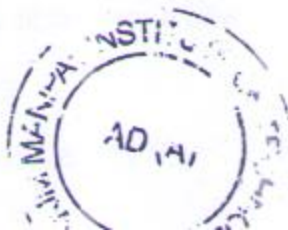
**Type III:** (a) If a student after having requisite attendance (75%) and above misses laboratory examination on medical/ compassionate ground, he or she is permitted to appear for additional lab examination. It is a onetime opportunity for such cases.

(b) Such students must attend the regular/additional lab classes, if he /she fails to comply with conditions cited thereof in Type III clause (a). Such student will be treated as Type-II case when they apply a fresh for Additional or rejoin lab later.

**Type IV:** All malpractice /detained cases are not permitted to join the immediate Additional Lab of the current semester. The students will be permitted to apply for Additional Labs based on the following guidelines (subject to a maximum of two labs only)

Second (2<sup>nd</sup>) Year onwards (Less 8<sup>th</sup> semester): He/She can apply after a gap of one academic year.

Eight (8<sup>th</sup>) Semester student(s) : He/She can apply for both Odd and Even Semester Labs at the end of 8<sup>th</sup> Semester (subject to a maximum of two labs only)





**TYPE V: Special Case:**

When a student is not able to attain minimum requirement of 75% attendance in lab(s) because of some medical exigency in between the semester, the student may be permitted to join/apply for additional lab provided:

(a) The student has been advised complete bed rest/hospitalization for more than 03 weeks/ genuine medical cases known or reported to the higher authority by the student/parent or TG of the student. All such cases will be treated as special case, which will be duly endorsed by the concerned HOD and recommended by Associate Director (Academics), approved by Director.

Fees:

- (a) For TYPE – I cases no additional fee is charged.
- (b) For TYPE – II/IV/V cases a fee of Rs. 4000/- will be charged per lab.
- (c) For TYPE –III cases a fee of Rs. 1000/- will be charged per lab.

6. Exact schedule of additional lab will be provided by respective department, HODs are requested to display the schedule of the same giving a copy to the undersigned.

7. HOD's are requested to verify the individual cases conforming to the rules and allow them to do additional laboratory classes.

8. The date for submission of the compiled application from the departments to the office of AD (A) is **21 Dec 2024**.

9. Regulation for conduct of Additional Lab:

From Academic session 2019-20 the conduct of Additional Lab will strictly follow Odd-Odd or Even-Even semester pattern except for Type-IV (iii) cases.

Maximum Number of labs which students can drop per semester (to join the lower semester parallel semester classes) should not exceed 2 (two) per semester.

Maximum number of labs permitted to join in the additional lab is 2 (two) only.

The duration of Additional laboratory class is 3 hrs.

Total number of labs to be conducted is 12 (minimum), (excluding lab examination day), not exceeding 6 (six) labs per week.

The students need to maintain a minimum 80% attendance in additional lab classes to become eligible for appearing in the final lab examination.



*[Handwritten Signature]*  
03/12/2024  
(Prof. (Dr.) Sangeeta Jha)  
Associate Director (A)

- To
1. All HODs
  2. DCE (T)
  3. Head IT Council
  4. Deputy Manager (FIN)

- with a request to upload in the institute website

- Copy to:
1. Director
  2. Notice Board

- for information please.