

MVJ COLLEGE OF ENGINEERING, BENGALURU

An Autonomous Institute affiliated to Visvesvaraya Technological University, Belagavi, Approved by AICTE, and
Recognised by UGC under 2(f) and 12(B), Accredited by NBA & NAAC

RULES AND REGULATIONS GOVERNING

THE DEGREE OF MASTER OF TECHNOLOGY AND MASTER OF BUSINESS ADMINISTRATION (M.TECH. AND MBA) PROGRAMS

(Registration, Attendance, Examinations, Evaluation and Award of Grades)

Effective from the academic year 2020 – 21

Clause No.	Title	Page No.
1.	Short title and Commencement	1
2.	Definitions of Key Words	1
3.	Preamble	4
4.	Program Duration and Total Credits	4
5.	Eligibility for Admission	5
6.	Academic Administration	7
7.	Academic Year	12
8.	General Structure of Credit Allocation	13
9.	Registration	13
10.	Attendance Requirement	15
11.	Projects	16
12.	Seminars	18
13.	Field training/Industrial Internship	18
14.	Examination and Evaluation	19
15.	Grade Card	26
16.	Temporary Withdrawal	29
17.	Academic Performance Evaluation	29
18.	Vertical Progression	31
19.	Award of Degree	31
20.	Academic Counselling Cell	31
21.	Students Counselling Cell	31
22.	Malpractice in Examinations	32
23.	Rules and Discipline	34
24.	Ragging and Punishment	34
25.	Disciplinary Actions and Related Matters	35
26.	Award of Ranks, Medals and Prizes	35

1		<p>Short title and Commencement: These Rules and Regulations may be called as “MVJCE Rules and Regulations” Governing MASTER OF TECHNOLOGY AND MASTER OF BUSINESS ADMINISTRATION (M.TECH. AND MBA) Programs for Implementation of academic autonomy. It will be in effect from the date of notification from UGC and VTU.</p>
2		<p>Definitions of Key Words</p> <p>The following are the definitions/descriptions that have been followed for the different terms used in the Regulations of B.E. Programmes:</p> <ol style="list-style-type: none"> a. Affiliating University: Visvesvaraya Technological University (VTU), Belagavi. b. Academic Autonomy: means freedom granted by the Affiliating University to the college in all aspects conducting of its academic programmes for promoting academic excellence. c. Autonomous College: means a college notified as an autonomous college by the affiliating University as per its statutes i.e. VTU statutes on Autonomous Colleges (Amended) 2015 and further amended from time to time as per UGC regulations and guidelines. d. Statutes: means VTU statutes on Autonomous Colleges (Amended) 2015 and further amended from time to time. e. Commission: means University Grants Commission (UGC). f. Council: means All India Council for Technical Education (AICTE). g. Course Instructor: Teaching staff of the college appointed based on the norms laid down by the Affiliating University/Council. h. Proctor: Faculty member of the college appointed as per the norms. i. Programme: refers to a in a particular stream/ branch of Engineering/branch of specialization leading to award of Degree. It comprises events/activities, comprising of lectures/ tutorials/ laboratory work/field work, outreach activities/ project work/ vocational training/viva/seminars/Internship/ assignments/presentations/self-study etc., or a combination of some of these. j. Branch: Means Specialization or discipline of M.Tech./MBA Degree Programme, like Aeronautical, Structures, Transportation, etc. k. Academic Year: Means two main consecutive semesters (odd followed by an even) and a Supplementary (Summer) semester constitute one academic year. l. Semester: The M.Tech./MBA Degree Programme is of two academic years comprising of four Semesters with the year being divided into two main Semesters, Odd and Even of 19 to 20 weeks (with working days greater than or equal to 90) and a Supplementary (Summer) semester of 8 weeks. The odd semester may be scheduled from August, whereas even semester may be scheduled from January and Supplementary (Summer) semester starting from May/June of the year. m. Course: Usually referred as ‘paper’ or ‘subject’ and is a component of a programme. All courses need not carry the same weightage. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/ laboratory work/ field work/ outreach activities/project work/ vocational training/viva/seminars/term papers/assignments/ presentations/ self-study etc., or a combination of some of these. n. Credit: Refers to a unit by which the course work is measured. It also determines the number of hours of instructions required per week.

- o. Audit Courses (Non-Credit Course)/Mandatory Courses:** Means Knowledge/ Skill enhancing courses without the benefit of a grade or credit for a course.
- p. Choice Based Credit System (CBCS):** Refers to customizing the course work for a student, through the prescribed courses (i.e., Core, Elective and soft skill courses).
- q. Course Registration:** Refers to formal registration for the courses in each Semester (Credits) by every student under the supervision of a Proctor (also called as Faculty Advisor, Mentor, Counselor etc.,) at the Institution.
- r. Course Evaluation:** Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE) to constitute the major evaluation components prescribed for each Course, with only those students satisfying a minimum standard in CIE are being permitted to appear in SEE of the Course. CIE and SEE to carry equal weightage of 50:50 respectively, to enable each Course to be evaluated for 100 marks, irrespective of its Credits.
- s. Continuous Internal Evaluation (CIE):** Refers to evaluation of student's achievement in the learning process. CIE shall be conducted by the Course Instructor and include mid-term/weekly/fortnightly class tests, homework, problem solving, group discussion, quiz, mini-project, activities & seminar throughout the Semester, with weightage for the different components being fixed. CIE through tests called the 'Internal Assessment Tests'.
- t. Semester end examinations (SEE):** Refers to examination conducted at the college level at par with University level examination covering the entire Course Syllabus.
- u. Credit Based System (CBS):** Refers to quantification of course work, after a student completes teaching – learning process, followed by qualifying in both CIE and SEE. Under the CBS, the requirement for awarding a degree is prescribed in terms of total number of credits to be earned by the students.
- v. Credit Representation:** Refers to Credit Values for different academic activities considered, as per the Table.2. Credits for seminar, project phases, project viva-voce and internship shall be as specified in the Scheme of Teaching and Examination.

Table 2: Credit Values

Theory/Lectures (L) (hours/week/Semester)	Tutorials (T) (hours/week/Semester)	Laboratory/Practical (P) (hours/week /Semester)	Credits Sharing (L: T: P)	Total Credits
4	0	0	4:0:0	4
3	0	0	3:0:0	3
2	2	0	2:1:0	3
2	0	2	2:0:1	3
2	2	2	2:1:1	4
0	0	6	0:0:3	3

NOTE: Activities like, practical training, study tour and participation in Guest lecture shall not to carry Credits.

- w. Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters S, A, B, C, D, E and F.
- x. Grading:** Is done using Letter Grades such as: S(Outstanding), A(Excellent), B (Very Good), C(Good), D(Above Average), E(Average) and F(Fail), as qualitative measure of achievement in each Course, based on the percentage of marks secured in (CIE plus SEE) of the Course and conversion to Grade effected using Absolute Grading.
- y. Grade Point (GP):** Refers to a numerical weightage allotted to each letter grade on a

.Letter Grade and corresponding Grade Points on a typical 10 – Point							
Letter Grade	S	A	B	C	D	E	F
Grade Point	10	09	08	07	06	04	00

10-point scale as under

- z. Passing Standards:** Refers to passing a Course only when getting GP greater than or equal to 04
- aa. Credit Point:** Is the product of grade point (GP) and number of credits for a course i.e., **Credit points (CrP) = GP × Credits for the course.**
- bb. Semester Grade Point Average (SGPA):** Refers to a measure of academic performance of student/s in a semester. It is the ratio of total credit points secured by a student in various courses of a semester and the total course credits taken during that semester.
- cc. Cumulative Grade Point Average (CGPA):** Is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points earned by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters.
- dd. Transcript or Grade Card:** Refers to a certificate showing the grades earned by a student. A grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the programme details (Course code, title, number of credits, grades secured) along with SGPA of that semester and CGPA earned till that semester.

3

Preamble

MVJ College of Engineering (MVJCE), Bengaluru is an autonomous institute affiliated to Visvesvaraya Technological University, Belagavi and is one of the reputed institutes in the state of Karnataka and rated as one among the top institutes in the state by various rating agencies. Academic autonomy has provided a great opportunity for the institute to design/frame the curriculum that meets the global requirements, adopting teaching-learning process that brings out innovation, creativity latent, enhances rational, logical and objective thinking ability of students.

The main advantage of academic autonomy is continuous learning and evaluation. Academic autonomy facilitates a shift over from examination centric to student learning centric. To bring this into reality is through understanding rules and regulations governing the academic programmes.

Academic autonomy aids to emerge as a leading technological institute in the country with gain in confidence, gratitude and respect of all its stake holders especially students, alumni, parents and the society at large.

4

Program Duration and Total Credits

The duration of various programmes and Number of Credits to be earned for award of degree is given in the Table 4.1.

Table 4.1: Programme Details

Sl. No.	Programmes	Duration	Total No. of Credits for the award of Degree	Maximum duration for obtaining degree
1.	M.Tech.	2 Years (Four Semesters)	88	4 Years
2.	MBA	2 Years (Four Semesters)	100	4 Years

Students admitted to 1st year M.Tech/MBA programme. shall complete the programme

		within a period of four academic years from the date of first admission, failing which student has to discontinue the programme or reregister for the first year of programme as a fresh candidate.
5		Eligibility for Admission (As per the Government/University orders issued from time to time)
	5.1	<p>For M.Tech. Programme</p> <p>i. Admission to I year/I semester Master of Technology Programme shall be open to all the candidates who have passed B.E./ B. Tech. Examinations of VTU or any other recognized University/ Institution. The decision of the Equivalence committee shall be the final in establishing the eligibility of candidates for a particular Programme.</p> <p>ii. For the foreign degrees, Equivalence certificate from the Association of Indian Universities shall be a must.</p> <p>iii. AMIE in respective branches shall be equivalent to B.E./ B. Tech. Programs of VTU for admission to M.Tech.</p> <p>iv. The candidates who have completed their degree through the distance mode education from any University (National or International) are not eligible for admission to M.Tech. Programs under any quota.</p>
	5.2	Admission to M.Tech. Programme shall be open to the candidates (as per 5.1 (i) to (iii)) who have passed the prescribed qualifying examination with not less than 50 % of the marks in the aggregate of all the years of the degree examination. However, in the case of candidates belonging to SC/ST and Category I, the aggregate percentage of marks in the qualifying examinations shall not be less than 45%. Rounding off of percentage secured in qualifying examination is not permissible.
	5.3	<p>For admissions under GATE/ PG CET qualification and Roaster system of Government of Karnataka:</p> <p>The candidates should be GATE qualified or should have appeared for the Entrance Examination conducted by an authority recognized by Government of Karnataka (PGCET)/VTU/any other University on approval by Government of Karnataka.</p> <p>For admissions under Management Quota:</p> <p>The candidates should be GATE qualified or should have appeared for the Entrance Examination conducted by an authority recognized by Government of Karnataka PGCET/VTU/any other University on approval by Government of Karnataka.</p> <p>Further, there shall be an Admissions Committee for PG Programme in each college for each branch of PG studies consisting of the Principal of the College as the Chairman, Head of the concerned Department, one senior faculty of the concerned Department as members. The Admissions Committee shall conduct the interview and select the candidates for admissions.</p> <p>For admissions under Sponsored Quota:</p> <p>The candidates should be GATE qualified or should have appeared for the Entrance Examination conducted by an authority recognized by Government of Karnataka PGCET/VTU/any other University on approval by Government of Karnataka.</p>
	5.4	The candidates, who are qualified in the GATE Examination for the appropriate branch of engineering, shall be given priority. They are exempted from taking Entrance Examination. In case a GATE qualified Candidate appears for entrance examination and become qualified to claim a seat under entrance examination quota, he/she will be considered in the order of merit along with other candidates appeared for the entrance examination.

5.5		If sufficient number of GATE qualified candidates are not available, the remaining vacant seats shall be filled from amongst the candidates appeared for Entrance Examination in the order of merit.
5.6		Subject to the provisions of 5.1 (i) to (iii), members of the Teaching/Research Staff working in any Engineering College recognized by AICTE either in the State of Karnataka or outside and who have put in a minimum of 03 years of teaching experience on full-time basis in Engineering Colleges, Polytechnic institutions / any other institutions imparting Engineering education shall be eligible for admission to PG Programs under sponsored quota, if they are sponsored by the respective Institutions / DTE.
5.7		Subject to the provisions of 5.1 (i) to (iii), members working in the State Government/ Central Government/ Quasi Government Organizations/ Public Sector Industries / Reputed Private Industries, who have put in a minimum of 03 years of working experience and sponsored by the concerned Organizations, shall also be eligible to seek admissions to PG Programs against sponsored quota. Preference for admission under 5.6 and 5.7 shall be given to candidates sponsored by organizations of State and Central Governments.
5.8		Engineering graduates other than the Karnataka candidates shall obtain Eligibility Certificate from VTU to seek admission to P.G. Programme.
		For MBA Programme: Admission to MBA Program shall be open to the candidates who have passed recognized Bachelor's Degree of minimum of 3 years duration or equivalent examination and obtained an aggregate minimum of 50% marks taken together in all the subjects including languages in all the years of the Degree Examination and 45% of marks in case of SC, ST and Category-I of Karnataka candidates. (Reservation is applicable only for Karnataka Candidates).
5.9		For admissions under PG CET qualification and Roaster system of Government of Karnataka: There shall be an Entrance Examination (PGCET) for admission to the MBA programme. A candidate seeking admission to MBA Programme offered in any of the Engineering Colleges affiliated to VTU shall appear for this Examination. For admission under Government quota, ranks obtained in PGCET entrance examination, conducted by Karnataka Examination Authority (KEA), shall be considered. For admissions under Management Quota: The candidates should have appeared for the Entrance Examination conducted by KEA (PGCET)/ Karnataka Management Aptitude Test (KMAT) or appeared and qualified under any approved entrance examination conducted by the authority recognized by Government of Karnataka/VTU /any other University of Karnataka state. Further, there shall be an Admissions Committee for the MBA Program consisting of the Principal of the College as the Chairman, Head of the concerned Department and one senior staff member of the concerned Department. The Admissions Committee conducts the interview and selects the candidates for admission.
5.10		(i) The candidates from Universities other than the Universities of Karnataka shall have to obtain Eligibility Certificate from the VTU to seek admission to MBA program (ii) The candidates from foreign countries shall have to obtain Eligibility Certificate from the VTU to seek admission to MBA program. Further, they have to produce equivalence certificate from the Association of Indian Universities.

5.11		<p>Admission to vacant seats: Seats remaining vacant (unfilled), after the completion of PG admission process by Karnataka Examination Authority, shall be filled by the Institution by inviting applications through Press notification. The seats shall be filled by Candidates preferably who have valid GATE/ PG CET score. In the absence of such Candidates, admission shall be based on merit in the entrance test conducted at the Institution level. An Admissions Committee, consisting of the Principal of the College, Head of the concerned Department and the subject experts, shall be in charge of admissions.</p>
6		<p>Academic Administration Academic administration is monitored by the following academic committees / officers of the institute:</p> <ul style="list-style-type: none"> - Governing Council (GC) - Academic Council (AC) - Institute Academic Affairs Committee (IAAC) - Departmental Academic Affairs Committee (DAAC) - Joint Board of Studies (JBoS) - Board of Studies (BoS) - Board of Examiners (BoE) - Programme Accreditation Committee (PAC) - Malpractice Enquiry Committee (MEC) - Grievance Redressal Cell (GRC) - Internal Quality Assurance Cell (IQAC) - Disciplinary Committee (DC) - Student Counseling Cell (SCC) - Departmental Project Evaluation Committee (DPEC) - Departmental Seminar Evaluation Committee (DSEC) - Interdisciplinary Project Evaluation Committee (IPEC) - Controller of Examination (CoE) - Dean of Academic Affairs (DAA) - Dean Student Welfare (DSW)
6.1		<p>Governing Council (GC): Responsible for overall general and academic administration of the Institute.</p>
6.2		<p>Academic Council (AC): Responsible for overall academic regulations, curricula, scheme of syllabi, evaluation and approval of results.</p>
6.3		<p>Institute Academic Affairs Committee (IAAC): Responsible for implementation of all academic decisions of AC and monitoring the registration of students, formulation of guidelines for conduct of examination and evaluation and all the issues connected to the academic activity. Responsible for award of 'I' Grade and approving the course to be studied by students having shortage of credits for all award of degree.</p> <p><u>Structure of IAAC</u></p> <p>Chairman : Principal Members : Chairmen of all Boards of Studies : Vice-Principal : Controller of Examination : Registrar : Two senior faculty members appointed by Principal Member Secretary : Dean (Academic)</p>

6.4		<p>Departmental Academic Affairs Committee (DAAC): Helps Dean of Academic Affairs and Heads of the Departments in the registration of all departmental courses and preparation of academic timetable. Responsible for constitution of Departmental Project Evaluation Committee (DPEC) for project evaluation and Departmental Seminar Evaluation Committee (DSEC) for the evaluation of student seminars and Industrial training/field training. Responsible for identification of courses to be offered during evening / summer semester, allotment of guides for mini and major projects and recommending a course to be studied by students having shortage of credits for award of degree. Approval of registration to different soft core course of failed students.</p> <p><u>Structure of DAAC</u></p> <p>Chairman : Head of the Department</p> <p>Members : Three senior faculty members appointed by Head of the Department</p> <p>Convener : Faculty member appointed by Head of the Department</p>
6.5		<p>Joint Board of Studies (JBoS): Responsible for discussing common academic issues and recommend to academic issues and recommend to academic council for approval.</p> <p><u>Structure of JBoS</u></p> <p>Chairman : Principal</p> <p>Members : Chairmen of all Boards of Studies</p> <p>Invitees : Controller of Examination & Training & Placement Officer</p> <p>Member Secretary : Dean (Academic)</p>
6.6		<p>Board of Studies (BoS):</p> <p><u>Structure of BoS</u></p> <p>Chairman : Head of the Department</p> <p>Members : All members of DAAC</p> <p>Convener : Convener DAAC</p> <ul style="list-style-type: none"> • Two experts from outside the Institute • One expert from outside the Institute nominated by the Vice-Chancellor from a panel of six recommended by Principal. • One representative from industry/corporate sector/allied area relating to placement to be nominated by the AC. • One post graduate meritorious alumnus to be nominated by Principal as member • Chairman co-opts the following members. Co-opted: Experts from outside the Institute whenever special courses of studies are to be formulated. • Other members of the faculty of the same Department. <p>The term of nominated members shall be three years.</p> <p>The functions of BoS are to:</p> <ul style="list-style-type: none"> • Prepare the syllabi for various courses keeping in view the objectives of the institute, interest of the stakeholders and State / National/International and societal requirements for the consideration and approval of academic council. • Suggest Head of Department for improving teaching and evaluation techniques • Prepare panel of experts for appointment as examiners • Guide the department with respect to teaching, extension and other academic activities in the departments • Perform any other function assigned by the AC

6.7		<p>Board of Examiners (BoE)</p> <p><u>Structure of BoE</u></p> <p>Chairman : Head of the Department</p> <p>Members : Two or three faculty members covering different areas of specialization, recommended by HoD One /Two experts from other institutions.</p> <p>Convener : Faculty member appointed by Head of the Department</p> <p>The functions of BoE are to:</p> <ul style="list-style-type: none"> • Scrutinize the question papers • Forward the panel of examiners for each course to the Controller of Examination • Prepare and approve the detailed scheme of evaluation pertaining to practical courses • Analyze the semester end examination results of all the semesters.
6.8		<p>Programme Accreditation Committee (PAC): Responsible for measuring the attainment of Cos (Course Outcomes), and Pos (Programme Outcomes) of each of the programme offered in the department and presenting the report to IAAC, PAC is constituted separately for each programme.</p> <p><u>Structure of PAC</u></p> <p>Chairman : Head of the Department</p> <p>Members : Two Associate Professors Two or Three Assistant Professors</p> <p>Convener : Faculty member appointed by Head of the Department</p>
6.9		<p>Malpractice Enquiry Committee (MEC): To conduct enquiry of the students involved in malpractice and decide the nature of punishment to be awarded depending upon the gravity of the offence.</p> <p><u>Structure of MEC</u></p> <p>Chairman : Principal</p> <p>Members : Dean (Academic) : Vice-Principal : Registrar : Respective Head of Department/s : Legal advisor</p> <p>Member Secretary : Controller of Examinations</p>
6.10		<p>Grievance Redressal Cell (GRC): Receives written complaints from the stakeholders regarding any kind of academic grievances. Examines the genuineness of the complaint and suggest remedies. Forward the recommendations to the chairperson of AC for implementation.</p> <p><u>Structure of AGC</u></p> <p>Chairman : Dean (Academic)</p> <p>Members : Vice-Principal : Registrar : Two or Three Senior faculty members appointed by Principal</p> <p>Member Secretary : Dean of Student Welfare</p>

6.11		<p>Internal Quality Assurance Cell (IQAC):</p> <ul style="list-style-type: none"> - Development and application of quality benchmarks. - Parameters for various academic and administrative activities of the institution. - Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process. - Collection and analysis of feedback from all stakeholders on quality-related institutional processes. - Dissemination of information on various quality parameters to all stakeholders. - Organizing inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles. - Documentation of the various programmes/activities leading to quality improvement. - Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices. - Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality. - Periodical conduct of Academic and Administrative Audit and its follow-up. - Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC/NBA. <p><u>Structure of IQAC</u></p> <p>Chairman : Principal</p> <p>Members : Dean (Academic)</p> <p style="padding-left: 40px;">: Three Senior faculty members appointed by Principal</p> <p style="padding-left: 40px;">: One member from Management</p> <p style="padding-left: 40px;">: Few Senior administrative officers</p> <p style="padding-left: 40px;">: One/ Two Nominees from local Society, Students and Alumni</p> <p style="padding-left: 40px;">: One/ Two Nominees from Employers /Industrialists/Stakeholders</p> <p style="padding-left: 40px;">: Registrar</p> <p>Member Secretary : Vice-Principal</p>
6.12		<p>Disciplinary Committee (DC): Conduct enquiry pertaining to indiscipline and award suitable punishment.</p> <p><u>Structure of DC</u></p> <p>Chairman : Principal</p> <p>Members : Head of Department/s</p> <p style="padding-left: 40px;">: Vice-Principal</p> <p style="padding-left: 40px;">: Registrar</p> <p style="padding-left: 40px;">: Dean of Student Welfare</p> <p>Invitees : Controller of Examinations</p> <p>Member Secretary : Dean (Academic)</p>
6.13		<p>Student Counselling Cell (SCC): "Adolescence is a period when individual is over whelmed by a number of simultaneous developments, to meet this situation proper guidance is needed in this period. The teacher and institute encourage the development of effective maturity by providing the counselling and guidance". Whereas i feel dropping and withdrawal be advised by course co-ordinators.</p>

6.14		<p>Departmental Project Evaluation Committee (DPEC):</p> <p>Structure of DPEC</p> <p>Chairman : Head of the Department</p> <p>Members : Two faculty members and guide</p> <p>Convener : Faculty member nominated by Head of the Department</p> <p>The functions of DPEC are to:</p> <ul style="list-style-type: none"> • Evaluate project • Furnish the details of evaluation to concerned HoD
6.15		<p>Departmental Seminar Evaluation Committee (DSEC):</p> <p>Structure of DPEC</p> <p>Chairman : Head of the Department</p> <p>Members : Two faculty members and guide</p> <p>Convener : Faculty member nominated by Head of the Department</p> <p>The functions of DSEC are to:</p> <ul style="list-style-type: none"> • Evaluate Technical seminar • Furnish the details of evaluation to concerned HoD
6.16		<p>Interdisciplinary Project Evaluation Committee (IPEC):</p> <p>Structure of IPEC</p> <p>Chairman : Nominated by IAAC</p> <p>Members : Two faculty members from each department Minimum six faculty nominated by Chairman</p> <p>Convener : Faculty member nominated by the Chairman</p> <p>The functions of IPEC are to:</p> <ul style="list-style-type: none"> • Evaluate interdisciplinary projects • Furnish the details of evaluation to concerned HoDs
6.17		<p>The following officials are also involved in academic administration.</p> <p>Controller of Examination (CoE): Responsible for preparation of examination manual, all matters pertaining to smooth conduct of examinations, evaluation and grading, publication of results and printing of grade cards, provisional degree certificates and transcripts. Responsible for maintaining all records pertaining to examinations.</p> <p>Dean of Academic Affairs (DAA): Responsible for receiving, processing and maintaining all records pertaining to undergraduate program and post graduate programs including curricula, courses offered, academic calendar, records of drop, withdraw, rejection of results and long leave of students. Preparation of first year, OE/HS timetable</p> <p>Dean of Student Welfare (DSW): Attend to all student related problems and disciplinary matters.</p>

Academic Year

The breakup of academic year for regular semesters and supplementary (Summer) semester are given in the Tables 7.1 and 7.2. Details of vacation are given in Table 7.3.

Table 7.1: Break-up of academic year for regular semesters

Sl. No.	Action Plan	Odd Semester	Vacation between Odd and Even semesters	Even Semester	Vacation between Odd and Even semesters
1	Registration of courses	2 days (before the commencement of the semester)		2 days (before the commencement of the semester)	
2	Course Work	16 weeks		16 weeks	
3	Examination preparation holidays	1 week		1 week	
4	Semester End Examination	2 to 3 weeks		2 to 3 weeks	
Total		19 to 20 weeks	1 to 2 weeks	19 to 20 weeks	10 weeks

Table 7.2: Break-up of summer semester

Sl.No.	Action Plan	Summer Semester
1	Registration of courses	1 day (The next working day after the announcement of even semester examination results)
2	Course Work	7 weeks
3	Examination preparation holidays	1 week
4	Semester End Examination	1 week
5	Vacation	1 week
Total		10 weeks

Table 7.3: Details of vacations

Between odd and even semester	2 weeks
Between even and odd semester (which includes one week vacation between summer & odd semester)	10 weeks
Total	12 weeks

8		<p>General Structure of Credit Allocation</p> <p>Every course offered carries credits which are specified in the scheme of the study.</p> <p>Credits allocation : 1 credit for 1 Lecture hour 1 credit for 2 Tutorial hours 1 credit for 2 Lab hours</p> <p>All courses carry a maximum of 100 marks.</p> <p>A typical structure of the courses and credit allocation for Hard-core, Soft-core and Mandatory course (for undergraduate engineering programme) is given in Table 8.1.</p> <p style="text-align: center;">Table 8.1: Categories of courses</p> <table border="1" data-bbox="360 510 1453 1093"> <thead> <tr> <th rowspan="2">Sl. No.</th> <th rowspan="2">Course/Course Area</th> <th rowspan="2">Type of Course</th> <th colspan="2">Credit Allocation</th> </tr> <tr> <th>M. Tech.</th> <th>MBA</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Professional Core courses</td> <td>Hardcore¹</td> <td>40</td> <td>52</td> </tr> <tr> <td>2.</td> <td>Professional Elective courses</td> <td>Soft core²</td> <td>06</td> <td>18</td> </tr> <tr> <td>3.</td> <td>IPR course</td> <td>Mandatory</td> <td>2</td> <td>4</td> </tr> <tr> <td>4.</td> <td>Project work, Seminar, Internship, Case studies and others</td> <td>Soft core²</td> <td>40</td> <td>26</td> </tr> <tr> <td>5.</td> <td>Soft Skills, Environmental Engineering on any other course offered by the respective departments for zero credits</td> <td>Mandatory^{3/4}</td> <td>--</td> <td>--</td> </tr> </tbody> </table> <p>¹ If a student gets 'F' grade in a hard-core course, he/she should repeat that course in its entirety.</p> <p>² If a student fails in a soft-core course he/she can re-register for same course or different course in the same soft-core group with the permission of DAAC and approved by IAAC</p> <p>³ Students have to pass the mandatory courses for the award of the degree.</p> <p>⁴ Any additional course/s taken by the student over and above the stipulated will not earn any credit.</p>	Sl. No.	Course/Course Area	Type of Course	Credit Allocation		M. Tech.	MBA	1.	Professional Core courses	Hardcore ¹	40	52	2.	Professional Elective courses	Soft core ²	06	18	3.	IPR course	Mandatory	2	4	4.	Project work, Seminar, Internship, Case studies and others	Soft core ²	40	26	5.	Soft Skills, Environmental Engineering on any other course offered by the respective departments for zero credits	Mandatory ^{3/4}	--	--
Sl. No.	Course/Course Area	Type of Course				Credit Allocation																												
			M. Tech.	MBA																														
1.	Professional Core courses	Hardcore ¹	40	52																														
2.	Professional Elective courses	Soft core ²	06	18																														
3.	IPR course	Mandatory	2	4																														
4.	Project work, Seminar, Internship, Case studies and others	Soft core ²	40	26																														
5.	Soft Skills, Environmental Engineering on any other course offered by the respective departments for zero credits	Mandatory ^{3/4}	--	--																														
9		<p>Registration</p> <p>Students should register, for the courses as per the scheme of study, in each of the semester/s (odd / even) with the respective proctors. The dates for registration are specified in academic calendar of the Institute published before the commencement of academic year. Registration by the students should be completed within the dates specified in the academic calendar. Registration after the last date is not permitted. Students should be present in person to obtain the approval (Form-1) from the proctor for registered courses.</p>																																
9.1		<p>Registration procedure</p> <ol style="list-style-type: none"> i. On the day of registration, the students have to approach the concerned proctor. ii. Proctor will counsel the students and will advise the students regarding the courses to be registered during the current semester taking into account the performance of the student during the previous semester/s. iii. Students have to register through online mode using their credentials. iv. A print copy of the filled registration form (Form-1) shall be submitted to the Proctor 																																

		<p>along with fee paid receipt.</p> <p>v. The proctor will enroll the students for the courses as indicated in the registration form.</p>
9.2	9.2.1	<p>Eligibility requirements for Registration to an academic year(M.Tech)</p> <p>i. For the registration to odd semester, the total number of courses Withdrawn (W), Dropped (DP), Not Eligible (NE), Failed (F), Incomplete grade (I) and X grade should not exceed 4.</p> <p>ii. CGPA should be ≥ 5 at end of academic year.</p> <p>iii. Dues of the previous semester to the Institution, Hostel and Library are to be paid.</p> <p>iv. Should not have any disciplinary proceeding pending against the candidate.</p> <p>Illustrations:</p> <p>A candidate seeking eligibility to 3rd semester should not have W, DP, NE, F, I or X grade in more than Two courses of first, second and supplementary semesters taken together excluding mandatory courses.</p>
	9.2.2	<p>Eligibility requirements for Registration to an academic year(MBA)</p> <p>i. For the registration to odd semester, the total number of courses Withdrawn (W), Dropped (DP), Not Eligible (NE), Failed (F), Incomplete grade (I) and X grade should not exceed 4.</p> <p>ii. CGPA should be ≥ 5 at end of academic year.</p> <p>iii. Dues of the previous semester to the Institution, Hostel and Library are to be paid.</p> <p>iv. Should not have any disciplinary proceeding pending against the candidate.</p> <p>Illustrations:</p> <p>A candidate seeking eligibility to 3rd semester should not have W, DP, NE, F, I or X grade in more than Four courses of first, second and supplementary semesters taken together excluding mandatory courses.</p>
9.3		<p>Registration for odd semester</p> <p>i. For registration to III semester, students should satisfy eligibility criteria as per the clause 9.2.</p> <p>ii. A student has to register for all the courses offered in the semester.</p> <p>iii. A student has to register for a minimum of 16 and a maximum of 28 credits including re-registered courses, if any.</p>
9.4		<p>Registration for even semester</p> <p>i. All students are eligible to move from odd semester to even semester during the same academic year.</p> <p>ii. A student has to register for all the courses offered in a semester.</p> <p>iii. A student has to register for a minimum of 16 and a maximum of 28 credits including re-registered courses, if any.</p>
9.5		<p>Registration of courses for 'DP', 'W', 'NE' and 'F' grades</p> <p>i. Students who have dropped, withdrawn, secured NE / F grade in courses of any semester should repeat those courses in their entirety to secure E or higher grades by re-registering in supplementary (Summer) semester or as and when offered in the regular semesters.</p> <p>ii. If a student has dropped, withdrawn, secured NE / F grade in a Professional Electives / OE course, then student may re-register for the same or different course.</p> <p>iii. If a student gets F grade in project / seminar, he/she has to take up new project / seminar topic.</p>

9.6		<p>Registration for supplementary (Summer) semester</p> <ul style="list-style-type: none"> i. Supplementary semester is of eight weeks' duration and is offered at the end of even semester. ii. Supplementary semester is for students who have failed with 'F' grade during regular semesters, dropped, withdrawn, obtained X grade, I grade, secured NE grade in the courses. iii. The list of courses offered during the supplementary semester will be announced at the end of even semester. iv. Registration by the students should be completed on or before the registration dates specified in the academic calendar. v. Registration after the last date is not permitted. vi. A student is allowed to register for a maximum of four theory courses during the supplementary semester excluding one mandatory course provided that there is no overlap of timings even for one hour. vii. Dropping and withdrawal of courses are not allowed in supplementary semester. viii. Compensatory Test will not be conducted in supplementary semester. ix. X and I grades are not awarded in supplementary semester.
9.7		<p>Course prerequisites</p> <p>Certain courses need the knowledge of courses offered in the previous semesters, called prerequisites. Each department notifies the courses, which need prerequisites and the candidate shall register for such courses(s) only after he/she completes the prerequisites by securing at least E grade. Students are not permitted to register for the courses having prerequisites in the higher semester, if they had dropped or withdrawn the prerequisite courses in the previous semesters.</p>
9.8		<p>Registration for Elective courses (Professional and Open Electives)</p> <ul style="list-style-type: none"> i. List of elective courses offered will be published by the respective department ii. Student shall exercise his/her option in respect of elective course/s and register for the same offered by the department at the beginning of respective semester iii. Elective/s can be offered if the minimum number of students registered shall not be less than ten iv. However, the condition as stated in clause 9.8 (ii) shall not be applicable to the programme having class strength is less than 10. In such cases only one elective shall be offered v. The maximum number of registrations to an elective may be restricted by the concerned department vi. Student may be permitted to opt for change of elective course/s within fifteen days from the date of commencement of the semester.
9.9		<p>Range of minimum and maximum credits to be registered per semester</p> <p>In each semester students have to register for a minimum of 16 and a maximum of 28 credits including re-registered courses, if any.</p>
10		<p>Attendance Requirement</p> <ul style="list-style-type: none"> i. A candidate has to obtain a minimum attendance of 85% in each course to appear for the Semester End Examination (SEE). However, such of the students who have attendance between 75% and less than 85% may get condonation of attendance by Principal, only on valid grounds such as hospitalization, participation in university and intercollegiate sports, cultural activities and participation in seminar, workshop and paper

		<p>presentation with prior permission. Students must submit the request for condonation of attendance in the prescribed format with supporting documents and duly recommended by the Head of the Department at least one week before the commencement of examination, failing which condonation of attendance will not be considered.</p> <p>ii. Students having less than 75% are not eligible for condonation of attendance on any ground.</p> <p>iii. If a candidate fails to satisfy the minimum attendance requirements in any course, NE grade is awarded to that course.</p> <p>iv. The basis for the calculation of attendance shall be the period prescribed by the institute in its calendar of events. For I semester M.Tech. /MBA students, the attendance is reckoned from their date of admission. For all other semesters, attendance will be counted from the date of commencement of class as announced in the institute academic calendar.</p> <p>v. It is mandatory on the part of the students to regularly check the status of their attendance with the respective faculty.</p>
11		<p>Projects</p> <p>Projects consist of Minor project spread over II & III semesters and Major project spread over III & IV semesters.</p>
	11.1	<p>A. Mini Project</p> <p>The aim is to bring out creativity and innovation in the students preferably in the form of a working model. This project can be taken up individually by each student.</p> <p>i. The project is spread over two semesters (II & III) and evaluated at the end of each semester.</p> <p>ii. No credit is allocated during II semester.</p> <p>iii. Mini project is evaluated during the III semester for 100 marks (50% CIE and 50% SEE)</p> <p>iv. DAAC assigns guides for mini projects.</p> <p>Interdisciplinary projects have a guide from each of the participating departments.</p>
	11.2	<p>B. Major Project</p> <p>i. It is spread over III and IV semesters and evaluated at the end of each semester for the assignment credits.</p> <p>ii. The project may be based on;</p> <ul style="list-style-type: none"> • Design aspects • Theoretical/Analytical Modelling • Computer Simulation • Developing Working Model <p>iii. The project could be part of the research activity carried out in the department.</p> <p>iv. The literature survey should be one of the components of the project.</p> <p>v. The project can be carried outside the institute in a recognized industry/research lab.</p> <p>vi. Head of the Department and DAAC assign guides for the major project.</p> <ul style="list-style-type: none"> • The project can be taken up by individually by each student. • Interdisciplinary projects have a guide from each of the participating departments. • The students should maintain a project diary consisting of day-to-day work carried out by them with monitoring by the guide on weekly basis. <p>viii. Project Report completed in all respects and approved by the guide and HoD must be submitted at least two weeks before the last working day of the IV semester. Reports submitted after the last date will not be evaluated in the even semester and I grade will</p>

		<p>be awarded to major project. The students have to register during supplementary semester or subsequent semester.</p> <p>ix. Plagiarism check has been made mandatory. The project report shall be summarily rejected, if the plagiarized content (similarity index excluding self-written research papers, common definitions) is > 25%. In such cases students have to resubmit the project report with prescribed fee within fortnight from the date of rejection.</p> <p>x. Two chances shall be given for the resubmission. After two chances if the plagiarism level found unacceptable then, students have to repeat the project work entirely by reregistering during subsequent academic year.</p> <p>xi. The dissertation may be sent through email for evaluation by to two examiners - one internal examiner (guide/co-guide) and one external examiner appointed by the Controller of Examinations. The evaluation of the dissertation shall be made independently by each examiner.</p> <p>xii. Examiners shall evaluate the dissertation normally within a period of not more than two weeks from the date of receipt of dissertation through email.</p> <p>xiii. The examiners shall independently submit the marks through the specified link.</p> <p>xiv. Average of the marks awarded by the two Examiners shall be the final evaluation marks for the Dissertation.</p> <p>xv. Viva-voce examination of the candidate shall be conducted if the dissertation work and the reports are accepted by the external examiner.</p> <p>xvi. If the external examiner finds that the dissertation work and the report are not up to the expected standard and the minimum passing marks cannot be awarded, the dissertation shall not be accepted for SEE.</p> <p>xvii. The external examiner can recommend for modifications/suggestions of dissertation or totally reject the dissertation. The examiner shall offer suggestions for improvement of the dissertation for resubmission or list the reasons for rejection of the dissertation.</p> <p>xviii. The resubmitted Dissertation incorporating the modifications/suggestions of the external examiner and satisfying the provision 11.2 B (ix) shall be sent again to the external examiner for evaluation. If the dissertation and the report are accepted by the external examiner, Viva-voce examination of the candidate shall be conducted.</p> <p>xix. In case of rejection of Dissertation by the external examiner, the same will be sent to a Second Examiner (external) appointed by the Controller of Examinations. The decision of the Second Examiner (external) is final. If the dissertation and the report are accepted by the Second Examiner (external), Viva-voce examination of the candidate shall be conducted. If the Second Examiner (external) rejects the dissertation and the report, the candidate shall have to carry out the dissertation work once again and submit the dissertation subject to provisions of 4.</p>
	11.3	The candidate, whose Dissertation is rejected, can rework on the same topic or choose another topic of dissertation under the same Guide or new Guide if necessary. In such an event, the report shall be submitted within four years.
	11.4	Viva-voce examination of the candidate shall be conducted by the external examiner and internal examiner/ guide. Internal examiner shall have to arrive at a mutually convenient date for the conduct of viva-voce examination of the concerned candidate with an intimation to the Controller of Examinations. In case one of the examiners expresses his/her inability to attend the viva-voce, the Controller of Examinations shall appoint a substitute examiner in his/her place.

	11.5		The relative weights for the evaluation of dissertation and the performance at the viva voce shall be as per the scheme of teaching and examination
	11.6		The marks awarded by both the Examiners at the viva voce Examination shall be submitted jointly to the Controller of Examinations immediately after the examination
	11.7		The candidates who fail to submit the dissertation work within the stipulated time have to submit the same at the time of next ensuing examination.
12			Seminars Students have to present a technical seminar on emerging area as per scheme of teaching and examinations.
13	13.1		Field training/Industrial Internship <ul style="list-style-type: none"> i. The student shall undergo Internship as per the Scheme of Teaching and Examination. ii. The internship shall be carried out in any industry/R&D Organization/Research Institute/Institute of national and international repute/recognized national and international Professional Bodies, Societies or Organizations. iii. The Department/college shall nominate a faculty to facilitate, guide and supervise students under internship. iv. The students shall report the progress of the internship to the internal guide in regular intervals and seek his/her advise. v. The Internship shall be completed during the period specified in Scheme of Teaching and Examination. vi. After completion of Internship, students shall submit a report to the Head of the Department with the approval of both internal and external guides. vii. There will be 50 marks for CIE (Seminar: 25, Internship report: 25) and 50 marks for Viva – Voce conducted during SEE. viii. The internal guide shall award the CIE marks for seminar and internship report after evaluation. He/she will also be the internal examiner for Viva – Voce conducted during SEE. ix. The external guide from the industry shall be an examiner for the Internship viva-voce examination. Viva-Voce on internship shall be conducted at the college and the date of Viva-Voce shall be fixed in consultation with the external Guide. The Examiners shall jointly award the Viva - Voce marks. x. (a) In case the external Guide is not available or expresses his inability to conduct viva voce, the Chief Superintendent shall be permitted to make alternate arrangement. The examiner, in the order of preference, shall be an industry person or a faculty of another institution appointed by Controller of Examinations in consultation with BOE Chairperson. (b) In case the external Guide accepts to conduct viva-voce examination from his/her workplace, it shall be arranged via Video/web conferencing/Webinar. The external Examiner shall send the mutually agreed signed marks (evaluated for SEE marks) list, soon after the examination, via email/any electronic media. xi. The students shall be permitted to carry out the internship anywhere in India or abroad. The Institution shall not provide any kind of Financial Assistance to any student for internship.
	13.2		Failing to undergo Internship: Internship is one of the head of passing. Completion of internship is mandatory. If any student fails to undergo/complete the internship, he/she

			shall be considered as fail in that Course and shall not be permitted to appear for SEE in that Course. However, such students shall appear for SEE after satisfying the conditions prescribed for Internship. The reappearance shall be considered as an attempt.
14			Examination and Evaluation Evaluation of a student in each course is a continuous process, which is based on: <ul style="list-style-type: none"> - Continuous Internal Evaluation (CIE): 50% of the marks allotted for the course. - Semester End Examination (SEE): 50% of the marks allotted for the course.
	14.1		Pattern of question papers for theory courses
		14.1.1	Internal Assessment (IA) i. There will be three mandatory tests. ii. Question paper covers the syllabus during the periods specified consists of two questions of 15 marks each having choices and may contain sub-divisions. Students have to answer two full questions. iii. Duration of tests is 90 minutes
		14.1.2	Semester End examination For M.Tech. Programs: Question paper for the SEE consists ten questions covering the whole syllabus, having choices and may contain sub-divisions, each carrying 20 marks. Students have to answer five full questions.
		14.1.3	For MBA Program: Question paper for the SEE consists two parts i.e. Part A and Part B. Part A consists of 12 questions covering the whole syllabus each carrying 20 marks. Students have to answer four full questions. Part B is mandatory question carrying 20 marks. Question shall be on case study. The duration of examination is 3 hours.
	14.2		Examination and evaluation in theory courses
		14.2.1	Continuous Internal Evaluation (CIE) CIE is based on quizzes, tests, assignments/seminars and any other form of evaluation. Generally, there will be: <ul style="list-style-type: none"> - 2 quizzes/mini tests (4 marks each) - Three tests during semester (30 marks each), the final IA marks to be awarded will be the average of three tests - Assignments (Two) / Seminars / Mini Project / Case Studies or any other form of evaluation (total 4 marks) - Activities related to courses (4 Marks) a. First test is conducted at the end of sixth week from the beginning of the semester. The syllabus for this test is the syllabus covered in the first six weeks. The duration will be of 90 minutes. b. Second test is conducted at the end of tenth week. The syllabus for this examination is the syllabus covered between first test and second test. The duration will be of 90 minutes. c. Third test is conducted at the end of fifteenth week. The syllabus for this examination is the syllabus covered between second test and third test. The duration will be of 90 minutes. d. A quiz is a mini test of about 20 minutes' duration. One quiz during the period up to first test, second quiz between second test and third test Details of marks distribution

for evaluation of hard-core & soft-core courses is shown in Table 14.2.1(a)

Table 14.2.1 (a)Marks distribution

Details		Marks
Average of three Tests of 30 marks each i.e. Σ (Marks obtained in each test)÷ 3	CIE (50)	30
Quizzes		2 x 4 = 8
Activities		4
Assignments / any other form of evaluation		8
Semester End Examination	SEE (50)	50
Total		100

- e. It is mandatory for a student to appear for all three tests. If any student who is unable to attend any one or both tests on account of hospitalization only he/she is permitted to attend the compensatory test. He/she should have maintained a minimum of 85% attendance in that particular subject till the date of compensatory test. A request letter in the prescribed proforma (Form-2) has to be submitted by the student to the Head of the Department within one week from the end of respective test which will be forwarded to Dean (Academic). The syllabus for compensatory test includes the syllabus covered from the beginning of the semester up to compensatory test time. The duration of test will be of 90 minutes. The marks secured in the compensatory examination are considered for computation of CIE in place of any one of the three tests in which student was absent. If a student was absent for all three tests, the marks secured in compensatory examination is considered for the I-test and he/she is considered as absent for remaining tests.
- i. Students who have missed quizzes, tests on account of, participation in co-curricular activities, sports and cultural fests are permitted to take alternative quiz and test. The original copy of the letter shall be approved by the Principal recommended by Physical Education Director/Cultural Committee Chairman has to be submitted to Dean, Academic Affairs. The faculty in-charge will conduct the quiz/test.
 - ii. Compensatory tests will be conducted during 16th week from 3.30 to 5.00 PM on normal working days or weekends.
 - iii. Compensatory test is not for improvement of marks. Compensatory test will not be given to students involved in malpractice either during tests and / or quizzes.
- f. Minimum of two assignments are to be submitted, first between I and II test, second between II test and last working day of that semester.
- g. For mandatory non-credit courses two tests are conducted and the sum of the two is taken as Continuous Internal Evaluation (CIE) marks. There will be only one compensatory test for 25 marks. Allotment of marks for Mandatory course is shown in Table 14.2.1 (b)

Table 14.2.1 (b) CIE & SEE marks allotment for mandatory courses

Details		Marks
First Test	CIE (50)	25
Second Test		25
Semester End Examination	SEE (50)	50
	Total	100

- h. To maintain transparency, the students are provided access to the valued Test answer scripts, quiz papers and assignments. It is mandatory for the students to check the quiz/test answer papers after evaluation and affix their signature.
- i. Head of the Department announces the CIE marks in the department notice board prior to the commencement of semester end examination. Any discrepancy in CIE marks shall be brought to the notice of concerned faculty immediately by the students for redressal before the commencement of SEE.
- j. *If a student fails to obtain 50% (i.e., 25/50) of total marks allotted for CIE (Hardcore / Soft core courses) then, such a student is awarded NE grade and will not be permitted to take SEE. Such students have to repeat the course in its entirety by re-registering that course when it is offered.*
- k. **Quizzes and Assignment:** Questions for quizzes may be objective type, short answer type and numerical problems. Assignments shall be given on complex engineering problems and students have to use problem solving skills.

14.2.2 Semester End Examination (SEE)

- i. Semester End Examination is conducted as per the academic calendar of the Institution. The examination is conducted for 100 marks and is reduced to 50 marks for computation of grades.
- ii. A student have to obtain a minimum of 40% (i.e., 20/50 marks) of the marks allotted to SEE, and minimum of 50% (50 Marks) allotted for CIE and SEE of the course failing which F or X grade will be awarded for that course. Whereas X grade is awarded to a student who has minimum attendance of 85% and minimum of 90% in CIE.
- iii. SEE answer scripts are evaluated by the internal examiners normally the Course Instructor appointed by the Controller of Examination and the external examiners appointed by the Controller of Examination in consultation with respective BoEs.
- iv. If the difference between the marks awarded by two evaluators is less than 10%, then the average of the marks awarded by the two evaluators is taken for further processing.
- v. If the difference between the marks awarded by two evaluators is more than 10%, then a third evaluator assesses the answer script. The average marks of the nearest two evaluations are taken for further processing. If one of the three evaluation marks falls exactly midway between the other two, then higher two evaluation marks are taken for averaging.

14.3		Evaluation of Practical courses														
	14.3.1	<p>Continuous Internal Evaluation (CIE)</p> <p>i. CIE marks for the practical course is computed by adding the average of the marks secured by the student for conducting each of the experiment plus the marks secured in the test conducted and also the marks secured for the open ended experiments (experiments embedded with theory concepts of the course/s) at the end of the course.</p> <p>ii. Head of the Department announces the CIE marks in the department notice board and submits a copy to Controller of Examination duly signed by the faculty in-charge at the end of the semester.</p> <p>The breakup of CIE marks is given in the Table 14.3.1 9a) and (b)</p> <p style="text-align: center;">Table 14.3.1 (a) Breakup of CIE marks for lab courses without Open Ended Experiments</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Regular Lab Work and writing lab records</td> <td>(20 + 15) 35 marks</td> </tr> <tr> <td>Lab test and Viva-voce at the end of the semester</td> <td>(10 + 5) 15 marks</td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center;">50 marks</td> </tr> </table> <p style="text-align: center;">Table 14.3.1 (b) Break up of CIE marks for lab courses with Open Ended Experiments</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Regular Lab Work and writing lab records</td> <td>(15 + 10) 25 marks</td> </tr> <tr> <td>Lab test and Viva-voce at the end of the semester</td> <td>(10 + 5) 15 marks</td> </tr> <tr> <td>Evaluation of open-ended experiment</td> <td>10 marks</td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center;">50 marks</td> </tr> </table>	Regular Lab Work and writing lab records	(20 + 15) 35 marks	Lab test and Viva-voce at the end of the semester	(10 + 5) 15 marks	Total	50 marks	Regular Lab Work and writing lab records	(15 + 10) 25 marks	Lab test and Viva-voce at the end of the semester	(10 + 5) 15 marks	Evaluation of open-ended experiment	10 marks	Total	50 marks
Regular Lab Work and writing lab records	(20 + 15) 35 marks															
Lab test and Viva-voce at the end of the semester	(10 + 5) 15 marks															
Total	50 marks															
Regular Lab Work and writing lab records	(15 + 10) 25 marks															
Lab test and Viva-voce at the end of the semester	(10 + 5) 15 marks															
Evaluation of open-ended experiment	10 marks															
Total	50 marks															
	15.3.2	<p>Semester End Examination (SEE)</p> <p>Semester end practical examination is conducted jointly by one internal examiner and one external examiner. Break up of SEE marks is given in the Table 14.3.2. Candidate has to secure minimum 50% of the maximum marks prescribed for SEE. The minimum passing grade shall be 'E'.</p> <p style="text-align: center;">Table 14.3.2 Breakup of SEE marks for lab courses</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Writing the procedure</td> <td>10 marks</td> </tr> <tr> <td>Conducting lab experiment(s)</td> <td>20 marks</td> </tr> <tr> <td>Analysis of experimental result & presentation</td> <td>10 marks</td> </tr> <tr> <td>Viva-voce related to the experiments</td> <td>10 marks</td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center;">50 marks</td> </tr> </table>	Writing the procedure	10 marks	Conducting lab experiment(s)	20 marks	Analysis of experimental result & presentation	10 marks	Viva-voce related to the experiments	10 marks	Total	50 marks				
Writing the procedure	10 marks															
Conducting lab experiment(s)	20 marks															
Analysis of experimental result & presentation	10 marks															
Viva-voce related to the experiments	10 marks															
Total	50 marks															
14.4		<p>Review of Answer Scripts</p> <p>Evaluated Answer Scripts are made available to the students for review in presence of parents by registering for the same within the dates prescribed in the academic calendar.</p>														
14.5		<p>Extended (Revaluation)Evaluation</p> <p>The students, who have not satisfied with the evaluation in SEE, can apply for Extended Evaluation on payment of prescribed fee within the stipulated time as notified by the institute.</p> <p>Extended Evaluation is carried out by two external examiners independently (who have not evaluated the answer script earlier). The average of the marks awarded by the external examiners is considered as the final marks in SEE for award of grade.</p>														

14.6		<p>Rejection of Results</p> <p>i. A student may reject his/her results of all the courses registered in a semester of an academic year if he/she is not satisfied with the result of any semester, subject to the condition that the maximum duration for the completion of the course as mentioned in Table 4.1 is not exceeded. The rejection is permitted only once during the entire program of study</p> <p>ii. Student who desire to reject the SEE results of a semester shall reject the total performance in all courses of semester (including CIE marks) either rejecting or retaining the CIE marks.</p> <p>iii. Student who desire to reject the total SEE performance of an odd/even semester including CIE marks, have to repeat that semester of prevailing scheme by taking readmission during the subsequent academic year/s. However, student is governed by clause 4</p> <p>iv. If the student rejects the SEE permanence of odd semester excluding CIE marks shall be permitted to register the courses of next immediate even semester.</p> <p>v. If the student rejects the SEE permanence of even semester excluding CIE marks shall not be permitted to register the courses of next immediate odd semester as per clause 18. In such cases student shall take admission to the next odd semester of prevailing scheme during the subsequent academic year/s after obtaining eligibility. However, student is governed by clause 4</p> <p>vi. Application for Rejection of results shall be submitted in the prescribed format (Form-5) to respective Head of the department within a week from the date of announce of results. Same shall be approved by the Principal.</p> <p>vii. Rejection of the performance of IV semester project work is not permitted</p> <p>viii. Students who opt for rejection of results shall not be eligible for award of ranks.</p>								
14.7	14.7.1	<p>Evaluation of Projects, Seminars, Industrial / Field training & Co-curricular activities</p> <p>CIE for Mini Project</p> <p>The CIE for mini project is spread over II and III semesters. At the end of II semester student have to submit a report containing details of the work done. The breakup of marks of CIE for mini project is given in table 14.7.1</p> <p style="text-align: center;">Table 14.7.1 Breakup of CIE marks for Mini Project</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Evaluation at the end of II semester (DPEC)</td> <td>15 marks</td> </tr> <tr> <td>Evaluation at the end of III semester (DPEC)</td> <td>15 marks</td> </tr> <tr> <td>Evaluation by Guide</td> <td>20 marks</td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center;">50 marks</td> </tr> </table>	Evaluation at the end of II semester (DPEC)	15 marks	Evaluation at the end of III semester (DPEC)	15 marks	Evaluation by Guide	20 marks	Total	50 marks
Evaluation at the end of II semester (DPEC)	15 marks									
Evaluation at the end of III semester (DPEC)	15 marks									
Evaluation by Guide	20 marks									
Total	50 marks									
	14.7.2	<p>SEE for Mini Project</p> <p>Mini project work will be jointly evaluated by one internal and one external examiner appointed by the Chairman BoE. The breakup of marks is shown in Table 14.7.2</p> <p style="text-align: center;">Table 15.7.2 Breakup of SEE marks for Mini Project</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Project Report, Presentation, Demonstration and Quality of work</td> <td>30 marks</td> </tr> <tr> <td>Viva-Voce</td> <td>20 marks</td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center;">50 marks</td> </tr> </table> <p>If a student fails to satisfy the prescribed CIE and SEE, has to be repeated in its entirety by reregistering for the same.</p>	Project Report, Presentation, Demonstration and Quality of work	30 marks	Viva-Voce	20 marks	Total	50 marks		
Project Report, Presentation, Demonstration and Quality of work	30 marks									
Viva-Voce	20 marks									
Total	50 marks									

14.7.3 CIE for Major Project

At the end of III semester, for major project, student has to give the seminar covering the literature survey and preliminary requirements/specifications/flow chart/design steps pertaining to the chosen project. Also, the students in the project batch have to submit a report to the respective guide.

The breakup of marks for CIE for major project at the end of III semester is given in Table 14.7.3

Table 14.7.3 CIE marks break up for major project (during VII semester)

Relevance of the topic	10 marks
Report	20 marks
Evaluation by Guide	25 marks
Presentation	30 marks
Viva-voce	15 marks
Total	100 marks

CIE for report shall be awarded only on submission of report covering the literature survey and problem definition. Two credits are assigned for the work done during III semester. However, there is no SEE for major project during III semester.

14.7.4 CIE for major project during IV semester

Major project is evaluated for 100 marks (50% CIE & 50% for SEE) during IV semester. The breakup of CIE marks is given in table 14.7.5

14.7.5 Co-curricular Activities (Max of five marks)

Weightage of 5 marks is given for co-curricular activities, with an objective of inculcating in students, the culture of preparing and presenting papers, encouraging them to apply the technical knowledge for solving real life problems and motivating them towards self-study.

- 2 marks for presenting paper in National / International conference by maximum of two authors.
- Additional 2 marks for every additional paper presentation but not in the same conference and the paper should not be same.
- 2 marks for participation in hobby project exhibition.
- Additional 2 marks for participation in hobby project exhibition held at different technical institutions or different project.
- 3 marks for obtaining any prize other than first prize.
- 4 marks for obtaining first prize.
- 5 marks for publication in journals.
- 3 marks for every certification obtained from reputed companies like IBM, Microsoft and other organizations approved by the department.
- Additional 3 marks for every additional certification.
- For paper presentation, a maximum of two authors (first two) is considered and if the paper is from the project work, all the students are considered.
- **Technical Quiz / Business Quiz / Auto Quiz**
2 marks for qualifying in Written Test
3 marks for obtaining any prize other than first prize
4 marks for obtaining first prize
- **Hardware Debugging / Programming Contest**
2 marks for qualifying in Written Test

		<p>3 marks for obtaining any prize other than first prize 4 marks for obtaining first prize</p> <ul style="list-style-type: none"> • Robotics/Catia Design Contest/Cyber Eptymology/ Instantiania 2 marks for participation 3 marks for obtaining any prize other than first prize 4 marks for obtaining first prize • This weightage is considered for computing CIE for the Project Work at IV semester. The paper presentation and participation in hobby project exhibition & other activities mentioned above may be in any semester (I to IV sem). <p>In View of the proposed weightage for co-curricular activities, following is the modification in the breakup of CIE for major Project.</p> <p>Table 14.7.5 CIE marks break up for major project (during IV semester)</p> <table border="1"> <tr> <td>Seminar on project and demonstration</td> <td>20 marks</td> </tr> <tr> <td>Report</td> <td>10 marks</td> </tr> <tr> <td>Evaluation by Guide</td> <td>15 marks</td> </tr> <tr> <td>Co-curricular Activities</td> <td>05 marks</td> </tr> <tr> <td>Total</td> <td>50 marks</td> </tr> </table>	Seminar on project and demonstration	20 marks	Report	10 marks	Evaluation by Guide	15 marks	Co-curricular Activities	05 marks	Total	50 marks
Seminar on project and demonstration	20 marks											
Report	10 marks											
Evaluation by Guide	15 marks											
Co-curricular Activities	05 marks											
Total	50 marks											
	14.7.6	<p>SEE for the major project SEE is conducted by one external examiner and one internal examiner. The breakup of marks is given in Table 14.7.6</p> <p>Table 14.7.6 Breakup of SEE marks for major project</p> <table border="1"> <tr> <td>Project Report, Presentation, Demonstration and Quality of work</td> <td>30 marks</td> </tr> <tr> <td>Viva-Voce</td> <td>20 marks</td> </tr> <tr> <td>Total</td> <td>50 marks</td> </tr> </table> <p>If a student fails to satisfy the prescribed CIE and SEE, has to be repeated in its entirety by reregistering for the same.</p>	Project Report, Presentation, Demonstration and Quality of work	30 marks	Viva-Voce	20 marks	Total	50 marks				
Project Report, Presentation, Demonstration and Quality of work	30 marks											
Viva-Voce	20 marks											
Total	50 marks											
	14.8	<p>Evaluation of Seminars Students of IV semester have to present a technical seminar on emerging area in the respective discipline. Seminar is evaluated for 100 marks. The breakup of marks for the evaluation of seminar is given in Table 14.8</p> <p>Table 14.8 Breakup of Seminar</p> <table border="1"> <tr> <td>Relevance of the topic</td> <td>10 marks</td> </tr> <tr> <td>Report</td> <td>20 marks</td> </tr> <tr> <td>Presentation</td> <td>50 marks</td> </tr> <tr> <td>Viva-voce</td> <td>20 marks</td> </tr> <tr> <td>Total</td> <td>100 marks</td> </tr> </table> <p><i>Note: There is no CIE and SEE for seminar.</i></p>	Relevance of the topic	10 marks	Report	20 marks	Presentation	50 marks	Viva-voce	20 marks	Total	100 marks
Relevance of the topic	10 marks											
Report	20 marks											
Presentation	50 marks											
Viva-voce	20 marks											
Total	100 marks											

14.9		<p>Evaluation of Field training/Industrial Internship</p> <p>Evaluation of the Field training/Industrial Internship shall be conducted during VIII semester by internal and external examiners for 100 marks. The external examiner shall be from the Industry where the student carried out the Field training/Industrial Internship. In case of non-availability of external examiner, the concerned head of the department shall appoint an external examiner from the nearby college or a senior faculty member from outside the department in consultation with respective BOE and approved by Principal. The Field training/Industrial Internship carries two credits. A student has to get a minimum of 50% marks for a pass. If a student fails to complete the same, then the Field training/Industrial Internship has to be repeated in its entirety.</p> <p>The breakup of marks for the evaluation of training is as in Table 14.9</p> <p style="text-align: center;">Table 14.9 Marks break up for field training evaluation</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Evaluation by the supervisor under whom the training was carried out</td> <td style="text-align: right;">25 marks</td> </tr> <tr> <td>Evaluation by DSEC</td> <td></td> </tr> <tr> <td> i. Relevance of the Field training/Industrial Internship</td> <td style="text-align: right;">10 marks</td> </tr> <tr> <td> ii. Report</td> <td style="text-align: right;">25 marks</td> </tr> <tr> <td> iii. Evaluation</td> <td style="text-align: right;">40 marks</td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: right;">100 marks</td> </tr> </table>	Evaluation by the supervisor under whom the training was carried out	25 marks	Evaluation by DSEC		i. Relevance of the Field training/Industrial Internship	10 marks	ii. Report	25 marks	iii. Evaluation	40 marks	Total	100 marks
Evaluation by the supervisor under whom the training was carried out	25 marks													
Evaluation by DSEC														
i. Relevance of the Field training/Industrial Internship	10 marks													
ii. Report	25 marks													
iii. Evaluation	40 marks													
Total	100 marks													
15		<p>Grade card</p> <ul style="list-style-type: none"> • Grade card is issued normally within months' time from the date of announcement of the results. • The percentage of classes attended will be indicated against each course, in the Grade Card. • The total number of activity points earned will be indicated in the Grade Card • CGPA is computed by considering the latest grade obtained by the student in the courses repeated. • After graduation, a student can apply for a consolidated grade report by paying prescribed fee for to the Institute. • There is a provision for the issue of actual marks card after the graduation on payment of prescribed fee to the institute. <p>For obtaining a duplicate grade report, the student has to lodge a complaint in the jurisdictional police station and obtain the FIR. An affidavit on a stamp paper duly signed by a Notary and FIR should be submitted to the principal.</p>												
15.1		<p>Percentage equivalence of the Grade Points</p> <p>Sometimes, it would be necessary to provide equivalence of the CGPA with the percentages and/or class awarded as in the conventional system of declaring the result of university examinations. Conversion formula for the Conversion of CGPA into Percentage on a 10-points Scale is Given as Percentage of Marks Secured,</p> <p>$P = [CGPA \text{ Earned} - 0.75] \times 10$</p> <p>Illustration for A CGPA of 8.25:</p> <p style="text-align: center;">$P = [CGPA \text{ Earned } 8.25 - 0.75] \times 10 = 75 \%$</p>												

Table 15.1(a) Percentage equivalence of grade points 10-points Scale

Grade point	Percentage of marks
5.75	50
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

Table 15.1(b) Class Designation

Grade point range	Class
≥ 5 & < 6.75	Second
≥ 6.75 & < 7.75	First
≥ 7.75	Distinction

15.2

Letter Grades

Awarding Letter Grades

- i. A letter grade is basically a qualitative measure indicating the performance of a student in that course, such as Outstanding (S), Excellent (A), Very Good (B), Good (C), Average (D), Poor (E) and unsatisfactory / Fail (F).
- ii. Letter grades are awarded for each course based on the total marks obtained in CIE and SEE.
- iii. Pass grades are awarded only when $CIE \geq 40\%$ and $SEE \geq 40\%$.
- iv. The range of marks corresponding to letter grades is indicated in the Table 15.2. The grade point indicates the numerical value associated with each letter grade.

Table 15.2 Letter grades, grade points and corresponding marks range

Level	Out-standing	Excellent	Very Good	Good	Average	Poor	Fail
Letter grades	S	A	B	C	D	E	F
Grade points	10	9	8	7	6	4	0
Absolute Marks Range (%)	≥ 90	80 to 89	70 to 79	60 to 69	55 to 59	50 to 54	< 50

- v. There are two other letter grades, Pass (PP) / Fail (NP) applicable for mandatory course. Grade PP is awarded only when $SEE \geq 40\%$ (for 50 marks) and $CIE + SEE \geq 40\%$ (for 100 marks), otherwise the grade NP is awarded.

15.3

Transitional Letter Grades

Transitional letter grades (I, X) are awarded in the following cases as per clause 15.3.1 and 15.3.2. I or X should be converted into one of the letter grades between S to E within that academic year.

15.3.1

Incomplete Grade (I)

A student who has missed SEE, due to valid reasons like his/her hospitalization/disaster in his/her family should immediately apply for the award of I grade in that course. Clash in SEE time table (permission from CoE has to be taken for clash in SEE time table). The IAAC subcommittee (Principal as Chairman, Deans and CoE, as members) will decide about

		<p>awarding 'I' grade taking into consideration all the documentary evidences produced by the student. The student is permitted to appear for the SEE in that course, which is conducted in either even semester or in summer semester of that academic year. His/her CIE marks secured in the course earlier will be considered for the award of grade along with SEE marks.</p> <p>If permission for 'I' grade is not accorded by IAAC subcommittee, then F grade is awarded for the course and the student has to re-register for the course in its entirety when it is offered.</p> <p>'I' grade is not awarded for re-registered courses during Supplementary Semester Examination.</p>
	15.3.2	<p>X-Grade</p> <p>If a student has a minimum attendance of 85% and a minimum 90% in CIE and has obtained < 40% marks in SEE, in regular even or odd semester, then, he/she will be awarded X grade.</p> <p>Such a student is permitted to appear for SEE conducted during that academic year.</p> <ul style="list-style-type: none"> • If such a student fails to obtain E grade or above in regular or summer semester, he/she will be awarded F grade. The student should re-register for the same course in its entirety whenever the course is offered. • If such a student fails to appear for SEE either in even semester or in summer semester of that academic year, X grade will be automatically converted into 'F'-grade. • However, a student who has been awarded X-grade also has the option of: <ul style="list-style-type: none"> i. Reregistering of such courses either during summer semester or whenever the courses are offered. ii. Audit the courses during summer semester of that academic year by paying prescribed fees. <p>iii. X-grade is not awarded during supplementary semester SEE.</p>
	15.4	<p>Dropping of the courses (DP)*</p> <ul style="list-style-type: none"> • Student, who wants to drop a theory course, has to apply in a prescribed format (Form-3) through concerned teacher, Proctor and Head of the Department to the Dean (Academic) for permission. • Students are not permitted to drop theory course that are integrated with laboratory course in that semester/any other semester. • Mandatory courses cannot be dropped. • The dropping of course is allowed within the date specified in the academic calendar of that semester, usually eight weeks from the commencement of the semester. A student is allowed to drop a maximum of two courses. If the student drops the course within specified date, the fee for the course dropped will be adjusted for subsequent registration of the same course. The course dropped will not be indicated in the grade card. • Dropping of laboratory course(s) is not allowed. • Any re-registered course cannot be dropped. <p>* A student can drop and or withdraw maximum of two courses.</p>
	15.5	<p>Withdrawal Grade (W)*</p> <p>A student, who wants to withdraw a theory course, has to apply in the prescribed proforma (Form-4) through the faculty who teaches the course, Proctor and Head of the Department to the Dean (Academic) for the permission to withdraw.</p>

		<ul style="list-style-type: none"> • A student is not allowed to withdraw/drop same course more than once. • Withdrawal of practical course(s) is not allowed. • Students are not permitted to withdraw theory courses that are integrated with laboratory course wither in that semester or in any other semester. • Withdrawal of a course is allowed within the specified date in the academic calendar. A student is not permitted to withdraw any course after the specified date in the academic calendar. • If a student withdraws the course after eight weeks from the commencement of the semester and up to fourteenth week, the registration fee will be forfeited. • Students have to reregister the withdrawn course after paying the prescribed fees in the summer semester or in the subsequent semesters during which the course is offered. • Transitional grades like withdrawal, incomplete and X grade are not awarded during summer semester.
	15.6	<p>Not Eligible Grade (NE) Grade NE is awarded to the students who fail to secure attendance at least 85% and CIE of 40%.</p>
16		<p>Temporary Withdrawal Student shall be permitted to withdraw temporarily on the grounds like, prolonged illness, grave calamity in the family or any other serious happening. The withdrawal hall be for periods which are integral multiples of a semester, provided that,</p> <ol style="list-style-type: none"> Student applies to the college within at least 6 weeks of the commencement of semester or from the date student last attended the classes, whichever is later, stating the fully the reasons for such a withdrawal along with supporting documents endorsed by the parents/guardians Such withdrawal shall be permitted only under the provisions of clause 4 Student availing temporary withdrawal shall be required to pay tuition and other fee Student will be entitled to avail temporary withdrawal facility only once during the programme. Any concession for the student shall be approved the Academic Council of the College Student seeking temporary withdrawal facility shall not have any dues or demands at College/University including tuition and other fee. Once paid shall not be refunded
17		<p>Academic Performance Evaluation</p> <p>The academic performance of a student is indicated by two different indices, Semester Grade Point (SGPA) and Cumulative Grade Point Average (CGPA).</p> <ul style="list-style-type: none"> - SGPA is an indication of the performance of the student in the current semester. SGPA is calculated as below. $\text{SGPA} = \frac{\sum [(Course\ credits) \times (grade\ points)] \text{ for all course that semester excluding transitional grades}}{\sum [(Course\ credits) \text{ for all course registered in that semester including F grades and excluding W and DP courses.]}$ - CGPA is an indication of the cumulative performance of the student from the first semester up to the current semester.

Σ [(Course credits) x (grade points)] for all course with letter grades are E and above from the I semester till the current semester

CGPA= _____

Σ [(Course credits) whose letter grades are E and above from the I semester till the current semester.

Illustrative Example Calculations of SGPA and CGPA for an academic year

Semester (Odd/Even/Supplementary)	Course Code	Credits	Grade Obtained	Grade Points	Credit Points	SGPA, CGPA
I	MJXXX001	5:0:0	B	8	5 x 8 = 40	SGPA = 117/20 = 5.85
I	MJXXX002	3:2:0	W	-	-	
I	MJXXX003	3:0:0	A	9	3 x 9 = 27	
I	MJXXX004	0:1:1	F	0	00	
I	MJXXX005	4:1:0	D	6	5 x 6 = 30	
I	MJXXX006	5:0:0	E	4	5 x 4 = 20	
Total		20 (18*)	Total		117	

II	MJXXX007	3:1:1	C	7	7 x 5 = 35	SGPA = 157/25 = 6.28
II	MJXXX008	4:0:0	B	8	8 x 4 = 35	
II	MJXXX009	3:0:0	D	6	3 x 6 = 18	
II	MJXXX010	4:1:0	E	4	5 x 4 = 20	
II	MJXXX011	2:1:1	A	9	4 x 9 = 36	CGPA = 274/41 = 6.68
II	MJXXX012	2:0:0	F	0	00	
II	MJXXX013	0:2:0	B	8	2 x 8 = 16	
Total		25 (23*)	Total		157	

Supplementary	MJXXX002	3:2:0	D	6	5 x 6 = 30	SGPA = 56/9 = 6.22
Supplementary	MJXXX004	0:1:1	C	7	2 x 7 = 14	
Supplementary	MJXXX012	2:0:0	D	6	2 x 6 = 12	CGPA = 330/50 = 6.60
Total		9	Total		56	

		<p>Note: Minimum CGPA to be earned at the end of each academic year is 5.0. SGPA and CGPA are normally calculated to the second decimal position, so that the CGPA, in particular, can be made use of in preparing the rank list of the student's performance at the college. If two students get the same CGPA, the tie would be resolved by considering the number of times a student has obtained higher SGPA and if it is still not resolved, the number of times a student has obtained higher grades like S, A, B etc., would be considered.</p>
18		<p>Vertical Progression</p>
	18.1	<p>For M.Tech. Program: For admission to 3rd Semester student should not have 'F' Grade in more than TWO courses in 1st, 2nd and supplementary semesters put together (Excluding Non-Credit Mandatory Courses).</p>
	18.2	<p>For MBA Program: For admission to 3rd Semester student should not have 'F' Grade in more than FOUR courses in 1st, 2nd and supplementary semesters put together (Excluding Non-Credit Mandatory Courses).</p>
19		<p>Award of Degree</p>
		<p>Degree is awarded to students satisfying the following requirements:</p> <ol style="list-style-type: none"> i. Students have registered for courses totaling to credits given in Table 4.1. ii. Should not have any transitional grades (I, W, X, NE, DP) in any of the courses. iii. Should have CGPA \geq 5.00 at the end of last semester. In case, if the students are permitted to appear again for SEE in full or Part of the previous year theory course/s by rejecting the performance of them (other than internship, technical seminar, project and laboratories) for any number of times subject to the provision of maximum duration of the programme, to make up the CGPA greater than or equal to 5.00 for the award of degree. iv. Should have passed in all the prescribed mandatory courses. v. Should not have any pending disciplinary proceedings. vi. Should not have dues to the institute.
20		<p>Academic Counselling Cell After the first test, the faculty in-charge reports to the HoD, about the students who have scored less than the minimum requirement of 40% in first two quizzes and first test. HoD, faculty in-charge and proctor counsel such students and advice them regarding the course to be dropped so that, he/she can concentrate on other courses and perform better. The HoD and proctor takes an undertaking from such students to the effect that he/she:</p> <ul style="list-style-type: none"> - Shall attend all lectures, tutorials and laboratory classes regularly. - Shall not miss any quizzes and Tests. - Shall submit assignments regularly. - Shall work hard to improve his/her academic performance.
21		<p>Students Counselling Cell The functions of Students Counselling Cell are to,</p> <ol style="list-style-type: none"> i. Identify academically deficient and disturbed/distressed students through proctors and counsel them. Monitoring of such students with the help of psychiatrist and medical officer. ii. Explore ways and means to help the students to come out psychological issues. iii. Assign student mentor for regular monitoring of academic activities

22		<p>Malpractice in Examinations</p> <p>Penalties and punishments to the students involved in malpractice during the examination.</p> <table border="1" data-bbox="363 259 1450 2067"> <thead> <tr> <th data-bbox="363 259 472 365">Sl. No.</th> <th data-bbox="472 259 898 365">Nature of Malpractice</th> <th data-bbox="898 259 1450 365">Penalty to be imposed</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 365 472 490">1.</td> <td data-bbox="472 365 898 490">Any form of revealing the identity of the candidate in the answer script of Semester End</td> <td data-bbox="898 365 1450 490">Fine of Rs. 2500/- and award of F grade for that course.</td> </tr> <tr> <td data-bbox="363 490 472 927">2.</td> <td data-bbox="472 490 898 927">Possession of Manuscript printed or typed matter, Books or notes and written matter on Calculator / Instrument Box / electronic / wireless devices / Mobile phones, pen drives etc., or having any other written matter on the person (For Example, Palm, Hand, Leg, Cloths, Socks etc.,).</td> <td data-bbox="898 490 1450 927">To deny the benefit of performance of the examination of all the courses for which the candidate has appeared by awarding 'F' Grade in all the courses (both attended and to be attended of the particular examination conducted including arrear course if any), debar them for a further number of chances extending up to two semesters of examinations in all the courses including the arrears courses.</td> </tr> <tr> <td data-bbox="363 927 472 1344">3.</td> <td data-bbox="472 927 898 1344">Detection of identical answers in the answer scripts of different Candidates or allowing a candidate to copy from his/her answer script.</td> <td data-bbox="898 927 1450 1344">To deny the benefit of performance of the examinations of all the courses for which the candidate has appeared by awarding 'F' Grade in all the courses (both attended and to be attended of the particular examination conducted including arrear course if any), debar them for a further number of chances extending up to two semesters of examinations in all the courses including the arrears courses.</td> </tr> <tr> <td data-bbox="363 1344 472 1760">4.</td> <td data-bbox="472 1344 898 1760">Appeal to the examiner with or without money as enclosures to the SEE answer book / use of abusive / obscene language or threatening remarks in the SEE answer book.</td> <td data-bbox="898 1344 1450 1760">To deny the benefit of performance of the examinations of all the courses for which the candidate has appeared by awarding 'F' Grade in all the courses (both attended and to be attended of the particular examination conducted including arrear course if any), debar them for a further number of chances extending up to two semesters of examinations in all the courses including the arrears courses.</td> </tr> <tr> <td data-bbox="363 1760 472 2067">5.</td> <td data-bbox="472 1760 898 2067">Found giving or receiving assistance at the examination, passing the question paper with written answer / formulae / answer script / additional sheet / Graph Sheet / Drawing Sheet for purpose of copying.</td> <td data-bbox="898 1760 1450 2067">To deny the benefit of performance of the examinations of all the courses for which the candidate has appeared by awarding 'F' Grade in all the courses (both attended and to be attended of the particular examination conducted including arrear course if any), debar them for a further</td> </tr> </tbody> </table>	Sl. No.	Nature of Malpractice	Penalty to be imposed	1.	Any form of revealing the identity of the candidate in the answer script of Semester End	Fine of Rs. 2500/- and award of F grade for that course.	2.	Possession of Manuscript printed or typed matter, Books or notes and written matter on Calculator / Instrument Box / electronic / wireless devices / Mobile phones, pen drives etc., or having any other written matter on the person (For Example, Palm, Hand, Leg, Cloths, Socks etc.,).	To deny the benefit of performance of the examination of all the courses for which the candidate has appeared by awarding 'F' Grade in all the courses (both attended and to be attended of the particular examination conducted including arrear course if any), debar them for a further number of chances extending up to two semesters of examinations in all the courses including the arrears courses.	3.	Detection of identical answers in the answer scripts of different Candidates or allowing a candidate to copy from his/her answer script.	To deny the benefit of performance of the examinations of all the courses for which the candidate has appeared by awarding 'F' Grade in all the courses (both attended and to be attended of the particular examination conducted including arrear course if any), debar them for a further number of chances extending up to two semesters of examinations in all the courses including the arrears courses.	4.	Appeal to the examiner with or without money as enclosures to the SEE answer book / use of abusive / obscene language or threatening remarks in the SEE answer book.	To deny the benefit of performance of the examinations of all the courses for which the candidate has appeared by awarding 'F' Grade in all the courses (both attended and to be attended of the particular examination conducted including arrear course if any), debar them for a further number of chances extending up to two semesters of examinations in all the courses including the arrears courses.	5.	Found giving or receiving assistance at the examination, passing the question paper with written answer / formulae / answer script / additional sheet / Graph Sheet / Drawing Sheet for purpose of copying.	To deny the benefit of performance of the examinations of all the courses for which the candidate has appeared by awarding 'F' Grade in all the courses (both attended and to be attended of the particular examination conducted including arrear course if any), debar them for a further
Sl. No.	Nature of Malpractice	Penalty to be imposed																		
1.	Any form of revealing the identity of the candidate in the answer script of Semester End	Fine of Rs. 2500/- and award of F grade for that course.																		
2.	Possession of Manuscript printed or typed matter, Books or notes and written matter on Calculator / Instrument Box / electronic / wireless devices / Mobile phones, pen drives etc., or having any other written matter on the person (For Example, Palm, Hand, Leg, Cloths, Socks etc.,).	To deny the benefit of performance of the examination of all the courses for which the candidate has appeared by awarding 'F' Grade in all the courses (both attended and to be attended of the particular examination conducted including arrear course if any), debar them for a further number of chances extending up to two semesters of examinations in all the courses including the arrears courses.																		
3.	Detection of identical answers in the answer scripts of different Candidates or allowing a candidate to copy from his/her answer script.	To deny the benefit of performance of the examinations of all the courses for which the candidate has appeared by awarding 'F' Grade in all the courses (both attended and to be attended of the particular examination conducted including arrear course if any), debar them for a further number of chances extending up to two semesters of examinations in all the courses including the arrears courses.																		
4.	Appeal to the examiner with or without money as enclosures to the SEE answer book / use of abusive / obscene language or threatening remarks in the SEE answer book.	To deny the benefit of performance of the examinations of all the courses for which the candidate has appeared by awarding 'F' Grade in all the courses (both attended and to be attended of the particular examination conducted including arrear course if any), debar them for a further number of chances extending up to two semesters of examinations in all the courses including the arrears courses.																		
5.	Found giving or receiving assistance at the examination, passing the question paper with written answer / formulae / answer script / additional sheet / Graph Sheet / Drawing Sheet for purpose of copying.	To deny the benefit of performance of the examinations of all the courses for which the candidate has appeared by awarding 'F' Grade in all the courses (both attended and to be attended of the particular examination conducted including arrear course if any), debar them for a further																		

				number of chances extending up to two semesters of examinations in all the courses including the arrears courses.	
			6.	Destroying the documentary evidence of malpractice.	To deny the benefit of performances of the examination of all the courses for which the candidate has appeared (both attended and to be attended of the particular examination conducted including arrear examinations) and debar him/her for a further number of chances extending up to Two more examinations.
			7.	Insertion of additional sheets / Graph Sheets / Drawing Sheets, use of answer book which is not issued at the examination hall on that particular examination date.	To deny the benefit of performances of the examination of all the courses for which the candidate has appeared (both attended and to be attended of the particular examination conducted including arrear examinations) and debar him/her for a further number of chances extending up to Two more examinations.
			8.	In case of Impersonation or found guilty of deliberate prior arrangement to cheat in the examination.	To deny the benefit of performances of the examination of all the courses for which the candidate has appeared and who has arranged another person to impersonate (both attended and to be attended of the particular examination conducted including arrear examinations to both the candidates) & debar him/her for a minimum of six more examinations. (for the person who has impersonated and on whom impersonation is done for both persons, the punishment shall extend up to reprimanding and also booking a case under Indian Penal Code-IPC.
			9.	Abusing, threatening, and manhandling the examination authorities at the examination hall or in the premises of the examination centre / outside the centre as well as misconduct of a very serious nature.	To deny the benefit of performances of the examination of all the courses for which the candidate has appeared and who has arranged another person to impersonate (both attended and to be attended of the particular examination conducted including arrear examinations to both the candidates) & debar him/her for a minimum of six more examinations. (for the person who has impersonated and on whom impersonation is done for both persons, the punishment shall extend up to reprimanding and also booking a case

				under Indian Penal Code-IPC.
		10.	Any other Malpractices not defined above but connected with the Examination.	Committee can recommend suitable penalties as deem fit.
		The Chief superintendent shall allow the candidate to write all subsequent examinations and send the answer books to the office of the Controller of Examinations (CoE) on the following day.		
		The Examiner shall, if he / she suspects' malpractice while valuing the answer scripts or other material such as insertion of answer sheets, revealing of identity or enclosures, such as currency, shall return the answer scripts with reason in writing to the CoE by name and desist from further valuation. If already valued, marks shall not be entered in the regular marks list in which the marks awarded to other candidates are furnished but enter them in a separate list which shall be enclosed in a sealed cover and forwarded to the CoE.		
		The decision pertaining to above Penalties and Punishments may be communicated to all the concerned.		
		Enquiry under Malpractice Cases Consideration Committee is independent of the criminal proceedings. If any, in the appropriate court of law.		
		Malpractice in Quizzes / Tests		
		If a student is involved in malpractices as defined for SEE in any course(s) of quiz / I test / II test / compensatory test.	'NE' graded will be awarded for that course in that semester. He /She will not be permitted to appear for SEE for that course. He /She will not be permitted to Drop / Withdraw that course.	
		<i>However, depending on severity of malpractice, MPEC will impose penalty as deem fit, other than the one mentioned above.</i>		
23		Rules and Discipline In order to maintain the sanctity and decorum in the campus and hostels, the following rules of discipline are observed by students: <ul style="list-style-type: none"> • The students should behave courteously with the members of the staff. • They should maintain silence in the library, classrooms and work quietly in drawing halls, laboratories and workshops. • Students coming late to the classes are not permitted to enter the classrooms. • They should not meddle with the machines, equipment and tools in the laboratories and workshops without the permission of the staff members in charge. They will be responsible for the damages and will have to pay for their replacement. • They should not absent themselves from the classes without the prior permission of the Principal. • Students should take the entire test without fail. • Students are forbidden from pasting posters in the institute premises and causing any damage to the property of the institute. • Smoking, consumption of alcoholic beverages and drugs are strictly forbidden. • Students are not to affix any notice or remove any office notice from the notice boards. • Use of Cell Phone is banned in classrooms, laboratories, and library and in academic corridor. 		

		<ul style="list-style-type: none"> Students using vehicles are required to leave them in parking places provided and are forbidden from parking in other places inside the campus causing disturbance to the classes.
24		Ragging and Punishment
	24.1	<p>Ragging: Ragging means causing, inducing, compelling, forcing a student either by way of practical joke or otherwise, to do any act which detracts from human dignity or violates his/her person or exposes him/her to ridicule or to forebear from doing any lawful act by intimidating, wrongfully restraining, wrongfully confining, or injuring him/her or by using criminal force, extortion.</p> <p>The following perverse actions also constitute the ragging.</p> <ol style="list-style-type: none"> Forcing to: <ul style="list-style-type: none"> Address seniors as SIRs, perform mass drills, copy class notes and practical records for seniors, carry out various errands. Do menial jobs for seniors, Drink alcohol and consume drugs. Do acts with sexual overtones and homosexual acts leading to physical injury/mental torture or death. Stripping / Kissing Any other related or allied acts of commission would also form ragging.
	24.2	<p>Punishment for Errant Students (Raggers)</p> <ol style="list-style-type: none"> Filing of First Information Report (FIR) with the local police as per the Supreme Court direction. Publishing the photographs of errant students (raggers) on the Notice Boards and in Local Newspapers. Imprisonment for a term extendable up to one year or a fine of Rs. 2000/- or both. Rustication, dismissal and expulsion from the Institute. Embossment on marks cards and other academic certificates that he/she was indulged in ragging. Non eligibility for getting passport or visa. Non eligibility for campus recruitment/cancellation, if selected already.
25		<p>Disciplinary Actions and Related Matters</p> <ol style="list-style-type: none"> Violation of code of conduct and disciplinary rules of the institute will be referred to the disciplinary committee. Violation of code of conduct shall attract disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, debarring from the examination, withdrawal of placement facilities, withholding grades/degree, cancellation of registration and even rustication from the institute.
26		Award of Ranks, Medals and Prizes
	30.1	<ol style="list-style-type: none"> For award of ranks in a specialization of the CGPA secured by the student from I to IV semesters shall be considered A student shall be eligible for a rank at the time of award of degree provided, the student, <ol style="list-style-type: none"> Has passed all the courses of I to IV semesters in first attempt only (including mandatory non-credit credit courses). Not a repeater in any semester due to rejection of result/shortage of attendance etc Completed the course without any break/discontinuity Total number of ranks awarded shall be 10% of the total students appeared for IV semester the examination to a maximum of 10 ranks in a specialization

		<p>e) Ranks in a specialization shall be awarded only if a minimum of 10 should have appeared in the IV semester examinations</p> <p>f) In case fractional number of ranks, shall be rounded to higher integer only when the first decimal place is greater than or equal to 5</p>
	30.2	<p>i. Ranks will be awarded based on the merit of the students as determined by CGPA. If more than one candidate has the same CGPA, then tie shall be resolved by considering number of times student has obtained higher SGPA. If it is not resolved even at this stage, then the award of rank shall be based on number of S-grades/number of A-grades/any other relevant criteria.</p> <p>ii. Ranks and awards are given for those students who were not involved in malpractice in test/quiz/examination and on whom no disciplinary action taken.</p>
	30.3	Medals and Prizes shall be awarded based on the conditions stipulated by the Donor subject to the provisions of regulations framed for such awards.

