



# **ACADEMIC RULES AND REGULATIONS GOVERNING THE DEGREE IN BACHELOR OF BUSINESS ADMINISTRATION (BBA)**

**(Registration, Attendance, Examinations, Evaluation and Award of Grades)  
(With effect from Academic Year 2026-27)**



**ST JOSEPH ENGINEERING COLLEGE**

**AN AUTONOMOUS INSTITUTION**

**Vamanjoor, Mangaluru - 575028**

## **MOTTO**

Service and Excellence

## **VISION**

To be a global premier Institution of professional education and research

## **MISSION**

- Provide opportunities to deserving students of all communities, the Christian students in particular, for quality professional education
- Design and deliver curricula to meet the national and global changing needs through student-centric learning methodologies
- Attract, nurture and retain the best faculty and technical manpower
- Consolidate the state-of-art infrastructure and equipment for teaching and research activities
- Promote all-round personality development of the students through interaction with alumni, academia and industry
- Strengthen the Educational Social Responsibilities (ESR) of the Institution

# **ST JOSEPH ENGINEERING COLLEGE**

**VAMANJOOR, MANGALURU**

**An Autonomous Institution**

Affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

Accredited by NAAC with A<sup>+</sup>



## **ACADEMIC RULES AND REGULATIONS GOVERNING THE DEGREE IN BACHELOR OF BUSINESS ADMINISTRATION (B.B.A)**

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## 1 SHORT TITLE AND COMMENCEMENT

- 1.1 The regulations listed under this head are governing Bachelor of Business Administration B.B.A. Programme offered by the college and are defined based on the VTU Guidelines 2024 (Measurement for Maintenance of Standards at affiliated Autonomous Institutions) by Visvesvaraya Technological University, Belagavi. These regulations shall be effective from academic year 2026-27.
- 1.2 The regulations are subject to amendments with the due approval by the Academic Council and the Governing Body of the college from time to time, on the recommendations of the Board of Studies (BoS).

## 2 DEFINITIONS

- 2.1 **University** means Visvesvaraya Technological University (VTU).
- 2.2 **College** means St Joseph Engineering College (SJEC).
- 2.3 **Commission** means University Grants Commission (UGC).
- 2.4 **Council** means All India Council for Technical Education (AICTE).
- 2.5 **Statute** means VTU Autonomous College Statute, 2018.
- 2.6 **Academic Autonomy** means freedom granted by the affiliating University to the College in all aspects of conducting its academic programs for promoting academic excellence.
- 2.7 **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) 2018 and further amended from time to time as per UGC regulations and guidelines.
- 2.8 **Program** is an educational program in a particular stream/ branch of Engineering/branch of specialization leading to award of the Degree.
- 2.9 **Academic Year** refers to the sessions of two consecutive semesters (odd followed by an even) including periods of vacation.
- 2.10 **Semester** refers to one of the two regular sessions of an academic year, each session being of sixteen weeks duration (with working days greater than or equal to ninety days). Also, a summer semester of 8 weeks duration inclusive of examination after the even semester.
- 2.11 **Regular Entry** means students who are admitted to the 1<sup>st</sup> semester Engineering program.
- 2.12 **Course** refers to a 'paper' and is a component of a program.
- 2.13 **Credit** refers to a unit by which the Course work is measured.
- 2.14 **Audit Courses** means the Knowledge/ Skill Enhancing Courses without the benefit of a grade or credit for a Course.

- 2.15 **Choice Based Credit System (CBCS)** refers to customizing the Course Work, through Core, Elective, and Soft Skill Courses, to provide necessary support for the students to achieve their goals.
- 2.16 **Continuous Internal Evaluation (CIE)** refers to evaluation of student's achievement in the learning process. CIE shall be conducted by the Course Instructor. CIE through tests called the 'Internal Assessment Tests'.
- 2.17 **Semester End Examinations (SEE)** refers to the examinations conducted by the College covering the entire Course Syllabus.
- 2.18 **Semester Grade Point Average (SGPA)** refers to the measure of academic performance of student in a semester.
- 2.19 **Cumulative Grade Point Average (CGPA)** refers to the measure of overall cumulative performance of a student over all semesters.
- 2.20 **HARD CORE courses** include all compulsory courses whereas **SOFT CORE courses** cover a choice to be made from among the suggested compulsory courses.
- 2.21 **KEA** means Karnataka Examinations Authority.
- 2.22 **OBE** means Outcome Based Education.

### 3 PREAMBLE

St Joseph Engineering College (SJEC), is one of the acclaimed premier engineering institutions of the state of Karnataka and is affiliated to Visvesvaraya Technological University (VTU), Belagavi. SJEC is recognized by the All India Council for Technical Education (AICTE), New Delhi. Accredited by NAAC with A<sup>+</sup> grade and also, most of programs are accredited by National Board of Accreditation (NBA). SJEC is registered under the trust "Diocese of Mangalore, Social Action Department".

SJEC is established in 2002. The College offers top class education in Engineering, Business Administration and Computer Applications at UG, PG and Research levels. It has well qualified staff, state of the art laboratories, and all facilities. The college provides opportunity for a wide variety of co-curricular and extra-curricular activities, which gives a head-start to students, developing their personality and imparting skills of decision- making and leadership. Training and Placement Department assist students to secure good employment.

Academic autonomy has provided a great opportunity for the Institute to formulate industry specific curriculum that meets both the local and global requirements, adopt innovative methods of teaching-learning with hands on experience that makes the graduates creative and entrepreneurial. Academic autonomy facilitates change over from examination centric to

learning centric and to make this a reality, it is essential that the faculty and the students work towards achieving this common goal, by understanding rules and regulations governing the academic programs.

The college exercises the academic freedom given to it by the University with responsibility and accountability and gains the confidence, gratitude and respect of all its stakeholders, especially students, alumni, parents and the society.

## **4 NOMENCLATURE OF ACADEMIC PROGRAMS**

### **4.1 General**

- 4.1.1 The Academic Autonomy is applicable for all programs offered by the college: B.E. Degree programs, BBA and BCA at Undergraduate (UG), M.B.A and M.C.A programs at Postgraduate (PG) levels. Also, the college offers the M.Sc. in Engineering (by research) and Doctoral programs leading to PhD under the affiliating scheme. The programs fulfill the minimum academic quality and standards for the award of Degrees prescribed by the University, the Council and the Commission.
- 4.1.2 The Academic Autonomy provides an opportunity to the college to make schemes of instruction, syllabi, scheme of examinations and other aspects, with approval of its Academic Council and Governing Body of the college, while fulfilling the minimum academic standards of the University for the award of Degrees.
- 4.1.3 The College has the freedom to start PG Diploma (Post- Polytechnic Diploma, Post-UG and Post-PG levels) and/or Certificate Programs with the approval of its Academic Council and Governing Body of the college. The issuance of certificate/diplomas on completion of such programs shall be made under the seal of the College only.
- 4.1.4 The College has the freedom to evolve methods for assessing the students' performance, notifying the results, issuing the grade cards/transcripts, migration, provisional degree certificates (PDC) and other certificates except the Degree Certificate.
- 4.1.5 In order to get the various benefits of academic autonomy, the College has to structure its various academic programs based on the Semester Scheme by introducing Credits for academic activities, bring in Examination Reforms for better achievement testing, award Letter Grades and Numerical Grade Points/ Averages for students' performance and set appropriate Passing Standards as covered later in these Regulations.

## 4.2 Nomenclature

The nomenclature and the corresponding abbreviations shown below shall continue to be used for the Degree Programs under the University, as required by the Commission and Council:

- i. **UG Level:**
  - Bachelor of Engineering (B.E.)
  - Bachelor of Engineering with Honours (B.E Honours)
  - Bachelor of Engineering with Minor (B.E Minor)
  - Bachelor of Business Administration (B.B.A)
  - Bachelor of Computer Applications (B.C.A)
- ii. **PG Level:**
  - Master of Business Administration (M.B.A.)
  - Master of Computer Applications (M.C.A.)
  - MBA – IEV (Innovation, Entrepreneurship and Venture Development)
- iii. **Research Level:**
  - M.Sc. Engineering (by Research) (Affiliated Scheme)
  - Doctor of Philosophy (Ph.D.) (Affiliated Scheme)

## 4.3 Undergraduate Degree Programs offered by the College

Sl. No.	Title of the UG Program	Abbreviation	Established
1	Computer Science and Engineering	CS	2002
2	Mechanical Engineering	ME	2002
3	Electrical and Electronics Engineering	EE	2002
4	Electronics and Communication Engineering	EC	2002
5	Civil Engineering	CV	2012
6	Artificial Intelligence and Machine Learning	AI	2020
7	Computer Science and Engineering (Data Science)	DS	2022
8	Electronics Engineering (VLS Design and Technology)	VL	2025
9	Robotics and Automation	RA	2026
10	Bachelor of Business Administration	BA	2026
11	Bachelor of Computer Applications	BC	2026

#### 4.4 Postgraduate Degree Programs offered by the College

Sl. No.	Title of the PG Program	Abbreviation	Established
1	Master of Business Administration	MBA	2007
2	Master of Computer Applications	MCA	2008
3	MBA – IEV (Innovation, Entrepreneurship and Venture Development)	MBA-IEV	2021

#### 4.5 Research Centers Recognized by the University

Sl. No.	Research centers	Established
1	Physics	2008
2	Chemistry	2008
3	Mechanical Engineering	2008
4	Computer Science and Engineering	2011
5	Business Administration	2011
6	Electrical and Electronics Engineering	2012
7	Mathematics	2014
8	Civil Engineering	2017
9	Electronics and Communication Engineering	2015
10	Master of Computer Applications	2024

### 5. DURATION OF THE ACADEMIC PROGRAMS

#### 5.1. Duration of the Programs

5.1.1. The duration of an academic program shall be three years for BBA program.

#### 5.2. Maximum Duration

5.2.1. The maximum period which a student can take to complete a full-time academic program shall be twice the normal duration of the program, i.e., six years for the BBA program.

5.2.2. The maximum period for a program shall also be dictated by the fact that a student has to demonstrate the prescribed minimum academic performance by registering for the prescribed

minimum number of credits in every semester, for continuing with the program. This period can be equal to or lesser than the maximum period indicated as in 5.2.1.

### **5.3. Admission of Students**

**5.3.1.** The admission of students to BBA degree program shall be made by following the State Government and University norms.

**5.3.2.** The eligibility criteria for admission of students to BBA Degree Programs shall be the same as those prescribed by the Council and the University from time to time.

**5.3.3.** The eligibility criteria for the admission of students from a non-Autonomous College to an Autonomous College, from one Autonomous College to another Autonomous College and from University Scheme at an Autonomous College to its Autonomous scheme, shall be as approved by the Academic Council. The eligibility criteria for admission of students from other Universities to an Autonomous College shall be approved by the Academic Council by getting the individual cases examined through the concerned Board(s) of Studies, after which, the names of eligible candidates (qualifying for admission as per norms laid down by the University from time to time) are recommended to the University for its approval.

## **6. ADMISSION PROCESS**

### **6.1 Eligibility Rules for B.B.A Program**

A candidate who has passed a two-year Pre-University Course (PUC) examination conducted by the Pre-University Education Board with any stream, Government of Karnataka, or 10+2 Examination conducted by CBSE or equivalent examinations by any other State or any other recognised Board/Department or 3-years Diploma Course with any subject or 2-year JOC/ITI of any subject shall be eligible for admission to First Year BBA Programme.

### **6.2 Admission Policy**

The college will issue the admission notification inviting the applications for the admission to BBA Programme. A college level admission test will be conducted, and the college will fill 100% seats following the prevailing Reservation Policy of the State.

## **7 GOVERNANCE**

The administrative activities in an Autonomous College are governed and monitored by its statutory bodies like,

- I. Governing Body (GB)
- II. Academic Council (AC)

III. Board of Studies (BoS) and

IV. Finance Committee (FC)

The functions of these statutory bodies are supported by the following subcommittees,

- i. Internal Quality Assurance Cell (IQAC)
- ii. Joint Board of Studies (JBoS)
- iii. Institute Academic Affairs Committee (IAAC)
- iv. Departmental Academic Affairs Committee (DAAC)
- v. Departmental Project Evaluation Committee (DPEC)
- vi. Interdisciplinary Project Evaluation Committee (IPEC)
- vii. Departmental Seminar Evaluation Committee (DSEC)
- viii. Board of Examiners (BOE)
- ix. Malpractice Enquiry Committee (MPEC)
- x. Student Counselling Cell (SCC)
- xi. Grievance Redressal Cell (GRC)
- xii. Disciplinary Review Committee (DRC)

#### **7.1 Governing Body (GB)**

Responsible for overall general and academic administration of the Institute.

#### **7.2 Academic Council (AC)**

Responsible for framing of academic regulations, its amendments, scheme of syllabi, curricula, evaluation and approval of results.

#### **7.3 Board of Studies (BoS)**

Responsible for design of scheme and syllabus meeting the social and industrial standards.

#### **7.4 Finance Committee (FC)**

Responsible for overall financial management of the college and advise the Governing Body in all financial matters of the college.

#### **7.5 Internal Quality Assurance Cell (IQAC)**

The IQAC is constituted by the Governing Body to assure the quality of teaching learning and institute activities as per the norms laid down by the regulatory bodies and accreditation committees.

### 7.6 Joint Board of Studies (JBoS)

The JBoS is responsible for review of all academic activities like formulation of schemes of teaching and examination and recommending academic issues for the approval of Academic Council.

### 7.7 Institute Academic Affairs Committee (IAAC)

The Institute Academic Affairs Committee shall have the following composition.

Structure:

Chairman	:	Principal of the College
Members	:	Chairmen of all Boards of Studies Controller of Examination Two senior faculty members nominated by Principal
Member Secretary	:	Dean Academic Affairs

Functions:

- a) Implementation of all academic decisions as per the advice of Academic Council.
- b) Monitoring the registration of students.
- c) Formulation of guidelines for conduct of examination and evaluation and all the issues connected to the academic activity.
- d) Recommendation for award of 'I' Grade.
- e) Approving and recommending the course/s to be studied by students having shortage of credits for the award of Degree.

### 7.8 Departmental Academic Affairs Committee (DAAC)

The Departmental Academic Affairs Committee shall have the following composition.

Structure:

Chairman	:	Dean-MBA/Head of the Department
Members	:	Three senior faculty members nominated by the Dean-MBA/Head of the Department
Member Convener	:	Faculty member nominated by the Dean-MBA/ Head of the Department

Functions:

- a) Helping the Dean-MBA/Head of the Department and Dean Academic in the registration of all departmental courses and preparation of academic timetable.
- b) Constitution of Departmental Project Evaluation Committee (DPEC) for project evaluation.

- c) Departmental Seminar Evaluation Committee (DSEC) for the evaluation of student seminars and Industrial Training/Field Training.
- d) Identification of courses to be offered during odd /even semester.
- e) Allotment of guides for Mini/Major Projects/Internships/Field Training.
- f) Recommending a course/s to be studied by students having shortage of credits for award of Degree.
- g) Approval of registration to different soft-core courses of failed students.  
(Hard core includes all the compulsory courses, whereas softcore covers a choice to be made from among the suggested compulsory courses).

### 7.9 Departmental Project Evaluation Committee (DPEC)

The Departmental Project Evaluation Committee shall have the following composition.

Structure:

Chairman	:	Dean-MBA/Head of the Department
Members	:	Guide / Co-Guide Two Faculty members nominated by the Dean-MBA/Head of the Department
Member Convener	:	Faculty member nominated by the Dean-MBA/Head of the Department

Functions:

- a) Approval of Projects.
- b) Framing of Rubrics for Evaluation of Project.
- c) Periodic review of Progress.
- d) Evaluation of Project.
- e) Furnish the details of evaluation to concerned HOD.

### 7.10 Interdisciplinary Project Evaluation Committee (IPEC)

The Interdisciplinary Project Evaluation Committee shall have the following composition.

Structure:

Chairman	:	Nominee nominated by IAAC
Members	:	Guides from concerned departments / Co-Guides Four Faculty members from concerned departments nominated by the Chairman
Member Convener	:	Faculty member nominated by the Chairman

Functions:

- a) Approval of Projects.
- b) Formulation of Rubrics for Evaluation of Project.

- c) Evaluation of Project.
- d) Furnish the details of evaluation to Dean-MBA/concerned HOD.

### 7.11 Departmental Seminar Evaluation Committee (DSEC)

The Departmental Seminar Evaluation Committee shall have the following composition.

Structure:

Chairman	:	Dean-MBA/Head of the Department
Members	:	Coordinator Two Faculty members nominated by the Dean-MBA/Head of the Department
Member Convener	:	Faculty member nominated by the Dean-MBA/Head of the Department

Functions:

- a) Approval of Seminar topic/s and Internships.
- b) Formulation of Rubrics for Evaluation.
- c) Evaluation of Seminar/ Internships.
- d) Furnish the details of evaluation to Dean-MBA/concerned HOD.

### 7.12 Board of Examiners (BOE)

The Board of Examiners in respective boards shall have the following composition.

Structure:

Chairman	:	Dean-MBA/Head of the Department
Members	:	Two or Three Faculty members of different areas of specialization nominated by the Dean-MBA/Head of the Department One /Two experts from other institutions
Member Convener	:	Faculty member nominated by the Dean-MBA/Head of the Department

Functions:

- a) Forwarding panel of examiners for each course to the Controller of Examination.
- b) Scrutiny of question papers.
- c) Prepare and approve the detailed scheme of evaluation.
- d) Analysis of semester end examination results of all the semesters.

### 7.13 Malpractice Enquiry Committee (MPEC)

The Malpractice Enquiry Committee shall have the following composition.

Structure:

Chairman	:	Principal
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Members	:	Dean Academic Affairs Dean-MBA/ Head of the Department Head of the other department nominated by the Principal
Member Convener	:	Controller of Examinations

Functions: Conduct an enquiry of the student/s who involved in malpractice and decide the nature of punishment to be awarded depending upon the gravity of the offence.

#### 7.14 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”. The cell comprises of Department level Mentors. The cell advises students regarding course registration, selection of elective courses, dropping and withdrawal of courses etc.

#### 7.15 Grievance Redressal Cell (GRC)

The Grievance Redressal Cell shall have the following composition.

Chairman	:	Principal
Members	:	Two or Three Senior faculty members appointed by Principal
Member Convener	:	Dean of Student Welfare

Functions:

- a) Examine the genuineness of the written complaint/s received from the stakeholders regarding any kind of academic grievances.
- b) Suggest remedies for grievances.
- c) Forward the recommendations to the Chairperson of Academic Council for implementation.

#### 7.16 Disciplinary Review Committee (DRC)

The Disciplinary Review Committee shall have the following composition.

Structure:

Chairman	:	Principal
Members	:	Dean-MBA/Respective Head of the Department Head of the other Department nominated by the Principal Dean of Student Welfare
Invitee	:	Controller of Examinations
Member Convener	:	Dean Academic Affairs

Functions: Conduct an enquiry pertaining to indiscipline activities/behaviour and award suitable punishment.

## **8 ACADEMIC PLANNING**

- 8.1** The curriculum is designed as per OBE and shall include DSC – Discipline-Specific Core Course, MDEC/OEC - Multidisciplinary Elective Course/Open Elective Course, Value Added Course (VAC), Seminar, Internships, Project Work, Ability Enhancement Courses (AEC), Skill Enhancement Course (SEC) and Mandatory Non-Credit Courses (MNCC) etc.
- 8.2** The percentage distribution/ coverage of syllabus in the courses are as per the guidelines given by VTU/ UGC/ AICTE and Ministry of Education, New Delhi.
- 8.3** Individual Board of Studies (BoS) takes care of formation of Scheme and Syllabus. The same shall be approved by the Academic Council (AC) and Governing Body (GB) of the College.
- 8.4** There shall be an equal emphasis on theory, practical/ laboratory and workshops.
- 8.5** Emphasis is also given for Self-Study and Experiential Learning.
- 8.6** Additions and deletions of any particular course have to be recommended by respective BoS and shall be approved by the AC and GB of the Institution.
- 8.7** Many interdisciplinary courses and open/global electives are also offered as per the availability of the resource and a student can choose from these as per his/her interest.
- 8.8** All students have to undergo Continuous Internal Evaluation (CIE) which includes tests, assignments, quizzes, experiential learning and seminars etc.
- 8.9** At the end of the semester, eligible students have to take Semester End Examination (SEE) in both theory and practical courses.
- 8.10** Student declared as Not Satisfied Attendance Requirements (NSAR) is not eligible to take Semester End Examination (SEE) and Not Satisfied Sessional Requirements (failing to secure required CIE) (NSSR) is not eligible to take up Semester End Examination (SEE) in that particular course including practical courses if any.

## **9 COURSE REGISTRATION**

In each semester, an eligible student shall register for the courses he/she intends to study. Only registered students shall be allowed to attend the classes of those courses. Students should register, for the courses as per the scheme of study, in each of the semesters (odd, even & summer). The dates for registration are specified in the academic calendar of the institute published before the commencement of semester. Registration by the students should be completed on the dates of registration specified in the academic calendar. Registration after the last date prescribed is not permitted. Students should be present in person during registration. Registration for the first semester of any program and students

admitted to third semester of the program under lateral entry scheme shall be a part of the admission process.

### **9.1 Eligibility Requirements**

- i) Student should not have obtained “F” grades in any credit course/s five times consecutively.
- ii) A candidate shall be eligible for promotion from an even semester to the next odd semester (i.e. to the next academic year) as per the Vertical Progression Clause 19.
- iii) CGPA should be greater than or equal to 4.00.
- iv) Dues of the previous semesters to the Institution, Hostel and Library are paid.
- v) Should not have any disciplinary proceeding pending against the student.

### **9.2 Registration Procedure**

- a) For the registration to the courses, students have to approach the concerned Mentor as per the academic calendar.
- b) Mentor 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 semesters.
- c) After counselling, students have to register for the courses through online mode and print copy of the registered course along with the prescribed fee receipt and shall submit it to Mentor on the same day of the registration.
- d) Mentor will submit a duly signed copy by the concerned Dean-MBA/HOD to the Dean-Academics within specified time.

#### **9.2.1 Registration for Odd Semester**

- i) A student has to register for all the courses offered in the semester as per the scheme of study and examination.
  - a) For registration to III and V semesters, students should satisfy the eligibility criteria as per Vertical Progression Clause 19.
  - b) The eligible students shall register for a minimum of 16 and a maximum of 28 credits including re-registered courses, if any.

#### **9.2.2 Registration for Even semester**

- i) A student has to register for the courses offered in the even semester as per the scheme of study and examination.
- ii) Student is eligible to move from odd semester and register for even semester courses during the same academic year.

- iii) However, a student must register for a minimum of 16 and a maximum of 28 credits including re-registered courses, if any.

### 9.3 Re-registration of Courses

**9.3.1** Re-registration is not mandatory for the students who have failed in any of the course/s with valid CIE marks and attendance.

**9.3.2** Students with DX grade (failed to satisfy CIE and/or Attendance Criteria), NP grade (NP- Not Passed in mandatory non-credit courses) have to re-register for the course/s in the Summer Semester without exceeding the maximum number of credits 14 to be registered in the Summer Semester.

**9.3.3** Students who have secured 'F' grade (failed) / 'AB' grade (remained absent) in any of the course/s with valid CIE and Attendance in the regular semesters shall write the SEE in that course/s as and when the examination for the course is scheduled in the forthcoming semester/s as per the college academic calendar.

**9.3.4** If student wish to improve the CIE, then he/she has to re-register for the course/s in the Summer Semester only without exceeding the maximum number of credits (14) to be registered in Summer Semester.

- i) Students who have dropped, withdrawn, ('W' grade), secured DX grade (Not-Eligible) in courses in any semester should repeat those courses to secure a grade other than 'F' by re-registering in Summer Semester without exceeding the maximum number of credits (14) to be registered in the Summer Semester.
- ii) If a student has dropped, withdrawn, secured DX/F grade in a MDEC/OEC - Multidisciplinary Elective Course/Open Elective Course/s, then he/she can re-register for the same or different MDEC / OEC course/s.
- iii) If a student gets F grade in project/ internship he/she has to repeat project/ internship work.

### 9.4 Registration for Summer Semesters

A **summer semester** is an additional academic term offered during the summer break (after the even semester), typically shorter than regular semesters. It is designed to benefit students in the following ways:

#### 1. Clearing Backlogs:

- Students who were ineligible to appear for the SEE due to a shortage of attendance or insufficient CIE marks can retake and pass the subjects.
- Students who failed in the SEE can retake and clear their subjects.

2. **Accelerating Graduation:** Students who wish to take extra courses from higher semesters to complete their degree early.
3. **Supporting Slow Learners:** Students can register for a few courses from odd or even semesters during the summer to complete them within the same academic year.
4. **Special Courses:** Enables Students to take short-term, skill-term, skill-based, or bridge courses during the summer.

#### **I) Purpose of Conducting Summer Semester**

- i. To enable students to complete courses having 'DX'/'NP' grades or to complete dropped/withdrawn courses or to do additional courses or to do higher semester courses for extraordinary learners or to help slow learners to pace their studies/learning based on their individual abilities. (Note: DX – Not Eligible Courses, NP – Not Passed Mandatory Non-Credit Courses).

#### **II) Conduction of Summer Semester**

- i. The summer semester, held annually after the EVEN semester, shall comprise of 8 weeks of classes followed by 2 weeks of examinations called SEE (Semester-End-Examination).
- ii. A limited number of courses are offered depending on the student's requirement and the faculty availability. Selected regular courses, including audit/mandatory courses, are offered during the summer semester.
- iii. A student is permitted to register not more than 14 credits in UG programs. However, there is no limit for a student to register for 'F' / 'AB' grade courses for SEE.
- iv. Students are not permitted to register for project work and internship in summer semester.
- v. Since summer semester duration is about half of the main semesters, to relate the credits and the hours of course work, multiply the teaching hours per week by 2 such that the total number of hours per semester shall be same as that of Odd/Even semester.
- vi. For students completing four years of study and still have courses with 'DX' / 'NP' grades, summer semester shall be conducted along with the regular odd/even semesters to facilitate such students to complete the degree without much delay. However, such students can also re-register to 'DX' /'NP' grade courses, if they are offered in the regular odd/ even semesters of the ongoing batch of students.
- vii. Students who do not vertically progress to a higher year of study and are detained for a year need not wait till the commencement of the summer semester to register for 'DX' /'NP' grade courses. They can register for such courses in the ongoing odd/even semesters and appear for their exams in the regular odd/even SEE.

*Note: For UG Programs: Courses with 'DX' Grades/'NP' Grades in Odd/Even/previous Summer Semester shall be registered again in the following Summer Semester only.*

**III) Eligibility to Register for a Course in a Summer Semester**

- i. Students who have 'DX' /'NP' grades i.e., either a shortage of attendance or not having the minimum CIE or both in a course. Such students shall register for the summer semester to satisfy the minimum attendance and CIE requirements to appear for the Summer Semester and Examinations (SEE).
- ii. Students with 'F' /'AB' grade having requisite attendance and CIE in a course, but, wish to re-register to that course for better learning, can do so in the summer semester by letting go the previous CIE marks and acquiring the required attendance and CIE marks afresh. However, they are eligible to register directly for SEE of summer semester by carrying forward their previous CIE marks.
- iii. Slow learners may opt not to register/Drop a few courses in the regular Odd/Even semesters and register those courses in the summer semester. This shall be done under the guidance of the Faculty Mentors subject to the condition that the course load in every semester shall not fall below the minimum limit.
- iv. All courses are not offered. A student has to opt from those offered by the Department in a given summer semester. The list of courses offered during the summer semester will be announced at the end of even semester.
- v. Registration by the students should be completed on or before the dates specified in the academic calendar by paying the prescribed fee. Registration after the last date is not permitted.
- vi. Dropping and withdrawal of courses are not permitted in summer semester.
- vii. Compensatory Test will not be conducted in summer semester.
- viii. I and X grades are not awarded in summer semester.
- ix. No provision for photocopy and revaluation of the answer scripts of summer semester exams.

**9.5 Registration for Elective Courses (Discipline- Specific Elective Course and Open Electives)**

- 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 10.
- iv) However, the condition as stated above shall not be applicable to the programme having class strength of 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) Registration to an elective course shall be on first come first serve basis.
- vii) Student may be permitted to opt for change of elective course/s within fifteen days from the date of commencement of the semester.

#### **9.6 Dropping of Courses**

- i) Based on the review conducted by the concerned Mentor on students' performance in CIE, students are permitted to drop the course/s. The objective of the review is to mainly assist the students having poor performance to be facilitated to drop the identified course/s.
- ii) The dropping of course is allowed within the date specified in the academic calendar of that semester, usually 8 weeks from the commencement of the semester.
- iii) A student is allowed to drop a maximum of two courses. However total credits of the semester should not fall below 16 credits.
- iv) Student, who wants to drop a theory course, has to apply in a prescribed format through concerned Teacher, Mentor and Dean-MBA/Head of the Department to the Dean (Academics) for approval.
- v) Mandatory Non-Credit Courses cannot be dropped.
- vi) Dropping of practical courses (laboratory, seminar, internship and project etc.) is not allowed.
- vii) The course dropped will not be indicated in the grade card.
- viii) Any re-registered course cannot be dropped.

#### **9.7 Withdrawal from Courses**

- i) Based on the review conducted by the concerned Mentor on students' performance on the regular basis after 12 weeks from the commencement of the semester, students are permitted to withdraw the course/s. The objective of the review is to mainly assist the students having poor performance to be facilitated to withdraw the identified course/s.

- ii) A student, who wants to withdraw a theory course, has to apply in the prescribed format through the faculty who teaches the course, Mentor and Head of the Department to the Dean (Academics) for the permission to withdraw.
- ix) Withdrawal of practical course (laboratory, seminar, internship and project etc.) is not allowed.
- iii) 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.
- iv) Students have to re-register the withdrawn course after paying the prescribed fees in the summer semester during which the course is offered.
- v) Transitional grades like Withdrawal (W), incomplete (I) and X grade are not awarded during summer semester.
- vi) A student is not allowed to withdraw/drop same course more than once.

#### **9.8 Audit Courses (Mandatory Non-Credit Courses)**

A student shall register for courses for audit only, with a view to supplement his/her knowledge and/or skills. The student's grades in such course (s) will be reflected in the grade card. These shall not be taken into account in determining the student's academic performance in the semester and also for vertical progression. 'PP' grade shall be awarded on successful completion of courses and 'NP' grade shall be awarded on non-completion of courses.

### **10 SEMESTER SCHEME**

The Semester Scheme provides several benefits to technical education programs in contrast to the Annual Scheme. Therefore, the college adopts the Semester Scheme for its UG and PG programs.

Each academic year shall consist of two regular semesters, odd semester and even semester, and a summer semester. The breakup of academic year (Odd, Even and Summer Semesters) is given in the Table 10.2.

#### **10.1 College Timings**

Monday to Saturday: 9.00 AM to 5.00 PM with 1<sup>st</sup> and 3<sup>rd</sup> Saturdays of every month are usually holidays. Second and fourth Saturdays are full working days. If there is a 5<sup>th</sup> Saturday in any month, it will be half working day. The time-table to be followed on working Saturdays will be informed by the College in advance.

**Table 10.2: Academic Year Breakup**

<b>Sl. No.</b>	<b>Action Plan</b>	<b>Odd Semester</b>	<b>Even Semester</b>	<b>Summer Semester</b>
1.	Registration of Courses	One week before the commencement of the semester	One week before the commencement of the semester	One week after the announcement of Even Semester results
2.	Course Work	16 weeks	16 weeks	6 weeks
3.	Preparation & Examinations	5 weeks	5 weeks	1 week
4.	Vacation	1 week	1 week	1 week
<b>TOTAL</b>		<b>22 weeks</b>	<b>22 weeks</b>	<b>8 Weeks</b>

## 10.2 Academic Calendar

The calendar includes important academic activities to assist the students and the faculty. These include, dates assigned for registration of courses, dropping of courses, withdrawal from courses and examinations (CIE and SEE). This enables the students to be well prepared, minimize their chances of failure in CIE and/or SEE and take full advantage of the flexibility provided by the credit system.

## 11 INDUCTION PROGRAM AS PER AICTE GUIDELINES

There is an induction program for the UG students entering the institution as per the guidelines of AICTE/VTU. The purpose of the Student Induction Program is to help new students to adjust and feel comfortable in the new environment, to inculcate the ethos and culture of the institution, help them to build bonds with other students and faculty members, and to expose them to a sense of larger purpose and self-exploration. During the induction, the students learn about the institutional policies, processes, practices, culture etc. and their mentor groups are formed.

## 12. CREDIT SYSTEM

### 12.1 General

The institution follows a Choice Based Credit System (CBCS). The students have an option of choosing from a wide range of electives (departmental, cluster and institutional) and complete the program at their own pace. Value added courses are also offered as a part of extended learning in inter-disciplinary and multi-disciplinary domains. Thus, the CBCS facilitates continuous learning and assessment. The CBCS for the various programs provides a great opportunity to the students in their preparation to meet the challenging opportunities and joining their hands in solving industrial and societal problems.

## 12.2 Major Benefits

Major benefits accruing by adopting the Credit System are listed below:

- a) Quantification and uniformity in the listing of courses for all programs at the College, like core (hard/soft), electives and project work etc.
- b) Ease of allocation of courses under different heads by using their credits to meet national/international practices in technical education.
- c) Convenience to specify the minimum/ maximum limits of course load and its average per semester in the form of credits to be earned by a student.
- d) Flexibility in program duration (without violating the specified maximum duration of the program) for students by enabling them to pace their course load within minimum/maximum limits based on their preparation and capabilities.
- e) Wider choice of courses available from any department of the same College or even from other similar Colleges, either for credit or for audit.
- f) Improved facility for students to optimize their learning by availing of transfer of credits earned by them from one College to another.

## 12.3 Credit Definition

One unit of course work is assigned one credit in the regular semester (Odd/Even semester)

for: a). Theory Course conducted for one hour/week/semester

b). Tutorials conducted for two hours/ week/semester

c). Practical classes (Laboratory Courses) conducted for two hours/ week/semester

d). Self-Study on a topic/course for four hours/ week/ semester.

However, in case of Summer term, the course load is multiplied by two. These regulations form the basis to fix semester course load & weekly contact hours in the regular semesters / summer term.

**Note:** Other student activities like study tours, industrial visits, guest lecturers shall not carry any credits.

## 12.4 Credit Structure

A typical Credit Structure for coursework based on the above definition is given in Table 12.4. This shall be applicable for the coursework of students registered for all programs offered by the institution.

Thus, it is more appropriate to specify the eligibility requirements for award of Degree based on course work (like UG, PG) by prescribing the total number of credits to be earned, as an

alternative to specifying the Program Duration. This will be of significant help in providing the well-needed flexibility to the students in planning their academic programs and their careers.

**Note:** For online courses, one credit shall be awarded for the courses of 4 weeks duration.

**Table 12.4: Credit Structure**

Lectures (L) (Hours/Week)	Tutorials (T) (Hours/Week)	Laboratory Work (P) (Hours/Week)	Credits (L:T:P)	Credits (Total)
4	0	0	4:0:0	4
3	2	0	3:1:0	4
3	0	2	3:0:1	4
2	2	2	2:1:1	4
3	0	0	3:0:0	3
2	2	0	2:1:0	3
2	0	2	2:0:1	3
2	0	0	2:0:0	2
1	0	0	1:0:0	1
0	2	0	0:1:0	1
0	0	2	0:0:1	1

### 12.5 Credits to be Earned for Award of Degree

The total number of credits to be earned by a student to qualify for the Degree award from each Autonomous College is as given in the following Table 12.5.

**Table 12.5: Total Credits to be Earned for Award of Degree**

Program		Normal Duration		Total Number of Credits to be Earned
		Years	Semesters	
UG Degree	B.E.	4	8	160
	B.E. (Lateral entry)	3	6	120
	B.B.A	3	6	120
	B.C.A	3	6	120
PG Degree	M.B.A.	2	4	100
	MBA (IEV)	2	4	100
	M.C.A.	3	4	80
Research	Ph.D.	3	6	-

### 12.6 Course Load in a Regular Semester

The Odd and Even semesters are known as regular semesters. The course load for a student per semester as well as its minimum and maximum limits, are based on the guidelines issued

by the University and considering the academic strength and capability of an average student. The average course load per semester is 22 credits; the **maximum permitted and minimum required credits for both odd/even semesters are 28 credits and 16 credits respectively.**

### **12.7 Course load in Summer Semester**

The summer semester is provided for helping students who have failed in their examinations. The summer semester is provided to help the student to avoid losing an academic year. The Department/College may offer some courses based on the availability of resources in hand. It is the discretion of the Department/College whether to offer the summer semester or not. Summer semester is a special semester and the student cannot demand it as a matter of right. During the summer semester, a student is permitted to re-register for course(s) where he/she has secured F/W/I/DX Grades or willing to improve CIE in any course/s of previous semester/s. A student is permitted to re-register for the maximum of **14 credits**. All courses are not offered. A student has to opt from those offered by the Department in a given summer semester. The student has to pay a fee prescribed by the College to register for a course in the summer semester.

## **13. MENTORING SYSTEM**

The college has a well-organized mentor system, effective examinations/assessment system and comprehensive Academic Calendar prescribing specific dates for each activity, for good success in realizing the flexibilities.

**13.1** The college has a Faculty Advisory System (Mentoring system) to help the students to complete their studies successfully and comfortably. A faculty is called as Mentor and the student as Mentee. Each Faculty Advisor/Mentor is assigned a group of students. The functions of the Mentor is to:

- Advise the students in the group on all academic matters (like registration of courses, dropping of courses and/or withdrawing from courses, selecting the electives),
- Monitor the students' in the group for their individual academic performance,
- Identify students in the group who are slow, progressive and bright learners to help them pace their studies/learning at the College based on their individual abilities, and
- Serve as a friend, philosopher and guide to all of them in the group during their studentship at the College.

**13.2** With the Mentor in place, a student to be normally permitted to register for the average

course load in the first semester. And, based on the performance in the semester and faculty advice, he/she to continue with this load (for progressive and bright learners) or to reduce it to the minimum permissible (for slow learners) by dropping of/withdrawing from some course(s)/credits before the dates prescribed for these. This facility to assist the student to pace the course work, minimize the chances of failure in the course(s) and optimize the learning process.

- 13.3** The student's performance in the first year forms the basis for faculty to advice on the number of credits to be registered from the third semester onwards (within the minimum/maximum limits of 16 to 28 credits). Further faculty members shall advice and monitor closely the slow learner to pace the course work properly by reducing the course load, if required and to minimize the chances of failure in the semester.
- 13.4** The above experience shall enable any student to properly plan his/her course load in each succeeding semester, by fixing it to be more than or equal 16 credits and less than or equal to 28 credits based on faculty member advice and his/her academic performance in the previous semester. Mentor advice shall be also useful to the student in identifying appropriate elective courses.
- 13.5** This experience is to also help bright learners to accelerate their programs by registering and maintaining up to the maximum (equal to 28 credits) course load in each succeeding semester based on their performance in the preceding and the current semesters. Such students to be able to complete the credit requirements of the program in a shorter time, like 5 semesters in the case of BBA as example, and use the time towards Value Added Courses or for internship etc.
- 13.6** Similarly, slow learners to register only for the minimum (equal to 16) number of credits in each succeeding semester and strive to maintain good performance in all the courses registered and complete the total requirements for the program at a slower pace, say 7 to 9 semesters in all, in the case of BBA as example.
- 13.7** The number of credits earned by a student during the semester/year and Semester Grade Point Average (SGPA) as well as the Cumulative Grade Point Average (CGPA) shall serve as performance indices to determine the standards as given in the Regulations later.
- 13.8** Expected outcome of the Mentor system is to reduce the failure rate, motivate the students and improve the overall performance and quality of the student.

## **14. CURRICULUM FRAMEWORK**

### **14.1 General Issues**

**14.1.1** Curriculum framework is important in setting the right direction for a Degree/Diploma/Certificate program by the College, as it takes into account the type and quantum of knowledge necessary to be acquired by a student to qualify for a particular award in his/her chosen branch or specialization area.

**14.1.2** Besides, this also helps in assigning the credits for each course, sequencing the courses semester-wise and finally arriving at the total number of courses to be studied and the total number of credits to be earned by a student to fulfil the requirements for the conferment. The college takes into account the AICTE Model Curricula notified from time to time and follows them so as to be abreast of the national trends in this connection.

**14.1.3** At the time of graduation, the minimum expected skills in every graduate, for global acceptance is defined through the Program Outcomes (POs). The POs are primarily developed through the curriculum, the Course Outcomes (COs) of various courses of the curriculum. Hence, the expected skills to be developed through the POs forms an important factor during curriculum design.

**14.1.4** Another guiding factor for curriculum design is to ensure it meets global standards, which are defined through the expectations and the competencies that need to be addressed for every graduate is through the Program Specific Criteria (PSC) recommendations. This has to be addressed through the Core Courses of the curriculum as every graduate shall possess the expected core competency.

### **14.2 Curricular Components**

The curriculum includes various curricular components as listed below, with recommended credits (minimum and maximum) for each component, and is dependent on the degree to be awarded:

- Discipline-Specific Core Course (DSC)
- Multidisciplinary Elective Course (MDEC)
- Open Electives Courses (OEC)
- Skill Development Courses (SDC) [Ability Enhancement courses (AEC), Mini-Project, Major-Project work, Seminar, and Internship]
- Mandatory Non-Credit Courses (MNCC) [Induction Training, Industry Oriented Training, Activity towards Society etc]

- Curriculum includes few elective courses offered through MOOCs under the guidance of the faculty in-charge, who shall be responsible for conducting the required CIE and SEE.

### **14.3 B.B.A Degree Program**

The Curriculum Framework for a BBA Degree program includes various curricular components as listed in Section 14.2, and complies with recommended ranges by AICTE and VTU. The BBA program includes in addition, includes the following:

#### **14.3.1 Induction Program**

As per the requirements of AICTE, a three-week Induction Program for the first-year B.E. students at the beginning of their First Semester is included.

**14.3.2 Internship:** Student has to undergo mandatory internship during the program for the award of Degree. Societal/Industrial Internship - All the students shall have to undergo a mandatory internship of minimum 02 weeks during the IV semester vacation.

Societal Internship /Industry Internship of sufficient duration encourages students early on in their career. Internship can be in an industry or at an appropriate work place. Societal internships and industrial internships have different purposes and come with their set of benefits. A prior experience in any field is always preferred over a fresh start. Therefore, one of them can be selected depending on the interest the students have. While Societal internship is a step stone to higher studies, an industry internship is a pathway for a placement. Those who are self-motivated and interested in search of new things that are original and unique can choose a Societa internship. Those who are interested in the real industry- experience and aspire to get a job soon after graduation can choose an industry internship.

#### **14.3.3 Mandatory Non-Credit Courses**

The UG Degree programs also require the inclusion of certain courses for overall personality development. Such courses shall not carry any credit for the award of the Degree. But, a pass in each such course during the program shall be a necessary requirement for the student to qualify for the Degree. Hence, the UG program includes Mandatory Courses as suggested by the respective BoS, and to include the student's performance [like, Pass (PP) or Not-Pass (NP)] in such course(s) in his/her transcript. These courses are evaluated based on the performance in the CIE (and do not have the SEE component). Sample mandatory non-credit courses are listed below in Table 14.3.3 below offered at the Institution level.

**Table 14.3.3: Sample of Audit (Mandatory Non-credit Courses) for BBA Program**

Sl. No.	Mandatory Courses for BBA program for a maximum of two hours/week/semester
1	Induction Training
2	Industry Oriented Training
3	Activity towards Society

## 15 ATTENDANCE REQUIREMENT

- 15.1** All students shall maintain a minimum attendance of 85% in each course registered with a provision of condoning 10% of the attendance by the Academic Council on the recommendation from the Principal for the reasons such as medical grounds, participation in University level sports, cultural activities, seminars, workshops and paper presentation. However, all the relevant documents pertaining to condonation of attendance shall be maintained by the respective Department and produced as and when required by the Institutional authorities.
- 15.2** In the event of condonation, the students are not eligible for make-up examination in that course during that semester.
- 15.3** Attendance at CIE and SEE: Attendance at all examinations, both CIE and SEE of each course registered shall be compulsory for the students and there shall not be any provision for re-examination/consideration.
- 15.4** Any student against whom any disciplinary action by the College is pending shall not be permitted to attend any SEE and deemed to be awarded with DX grade.
- 15.5** The basis for the calculation of the attendance shall be the period prescribed by the College by its calendar of events. For the first semester students, the same is reckoned from the date of admission to the program.
- 15.6** The students shall take note of his/her attendance status periodically from respective faculty and strive to make up the shortage. However, the departments shall periodically announce the attendance status of the students. Non-receipt of such information from the college shall not be considered as valid reason for exemption from the attendance requirements.
- 15.7** If a student does not fulfil the attendance requirements in any course, he/she is not permitted to attend the Semester End Examination (SEE) in that particular course/s and is deemed to have been awarded **“DX” grade** in that particular course/s.

## 16. ASSESSMENT

### 16.1 Achievement Testing through CIE and SEE

- 16.1.1** The assessment of students' performance in course work during and /or at the conclusion of

a program shall be done using examinations. In general, an examination may have different objectives, like achievement-testing, prediction-testing, endurance-testing, creativity-testing and testing for ranking.

16.1.2 Typically, achievement- testing is done in two parts as follows.

- a) **Continuous Internal Evaluation (CIE)**, to be conducted by the course instructor all through the semester. This includes seasonal tests, weekly/ fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means. The tests have to be written in the official sessional books. It is the student's responsibility to see and confirm the evaluation and marks obtained after each test. After ascertaining that he/she has obtained the marks as per the performance, the student shall sign in the sessional book after each test.
- b) **Semester End Examinations (SEE)** to be conducted by the institution at end of the semester as declared in the calendar of events. The assessment includes a written examination for theory courses and practical/design examination with built-in oral part for laboratory/design courses.

16.1.3 CIE and SEE will have 50:50 weightages respectively. Student's performance in coursework shall be considered by taking CIE and SEE into account the results of both individually and also together.

16.1.4 **For Theory Courses:** Two tests are compulsory and average of the two tests, along with the scores obtained in the Assignment/ Quizzes/ Other Additional Assessments (OAA) shall be considered for computing the final CIE of a student in a given course. The tests/Assignment/ Quizzes/OAA shall be conducted by the course instructor. Advance notification for the conduction of Assignment/Quiz/OAA is mandatory and the responsibility lies with the concerned course instructor. Final CIE shall be calculated as per Table 16.1.4.

**Table 16.1.4: CIE for Theory Papers**

Internal Tests	Assignment	# Other Assessments	Total
25 marks	10 marks	15 marks	50 marks

# includes quizzes, seminar, one-minute paper, mini project, case studies, field work, etc.

16.1.5 **Compensatory Test**

It is mandatory for a student to appear for all two tests. If any student who is unable to attend a test due to valid/unavoidable circumstances, a Compensatory Test will be provided to those students who are having course-wise satisfactory attendance and requested for the permission. A request letter in the prescribed proforma has to be submitted by the student to the Dean-MBA/Head of the Department within one week after the test in respective course. The

purpose of conducting internal assessments is to ensure continuous evaluation and measure continuous learning. Hence, the Compensatory Test is conducted purely to address genuine student's cases. Hence, only ONE Compensatory Test will be conducted by the course faculty.

## **16.2 Question Papers**

### **16.2.1 Question Paper Pattern**

For an effective achievement assessment of student in a course/program, a good question paper is a principal tool. This makes it necessary for the question papers used at CIE and SEE to;

- Cover all sections of the course syllabus uniformly.
- Be unambiguous and free from any defects/errors.
- Emphasize knowledge testing, problem solving and quantitative methods.
- Covering the knowledge levels as per Bloom's Taxonomy.
- Contain adequate data/ other information on the problems assigned, and
- Have clear and complete instructions to the candidates.

### **16.2.2 Question Paper Planning**

The above requirements make it necessary for a Question Paper to cover the entire syllabus, with a provision for the students to answer questions from the whole syllabus. As students need to be given some choice in the questions included in the Paper, it is necessary for the Question Papers to have built in choice under each module of the syllabus.

16.2.3 Besides, it is also necessary for the Course syllabi to be drafted properly, be defect-free and also properly given in modular form to enable the setting of good question papers covering the whole syllabus. These aspects have to be taken into account, in particular, by the Boards of Studies (BoS).

### **16.2.4 Typical Question Paper Pattern**

The questions to be included in the Question Papers at CIE and SEE shall be of two parts. The course instructors and paper setters (Internal / External) shall follow the pattern as defined.

- a) Short answer types questions, having each question to be answered in short carrying 1 or 2 marks. Such a question paper to be useful in the testing of knowledge, skills, application, analysis, evaluation and understanding of the students. CIE and SEE to include questions of this type through quiz or other assessments.

- b) Comprehensive Questions, having all questions of the descriptive type to be answered in detail. Such a Question Paper to be useful in the testing of overall achievement and maturity of the students in a course through long questions relating to theoretical/practical knowledge, derivations, problem solving, modelling, simulation, design, application and quantitative evaluation. Questions of this type are included in both CIE and SEE.

#### 16.2.5 Internal Assessment (IA)

- Question paper for the IA consists two parts i.e. Part A and Part B.
- Part A will be a compulsory question consists of short answer type questions of 1 or 2 marks each for a total of 10 marks covering the syllabus during the periods specified.
- Part B also covers the syllabus during the periods specified and it consists of two questions of 20 marks each having choices and may contain sub-divisions. Students have to answer two full questions.
- Duration of each IA test is 90 minutes.

#### 16.2.6 Semester End Examination (SEE)

- Question paper for the SEE consists of two parts i.e. Part A and Part B.
- Part A is compulsory and consists of short answer type questions of 1 or 2 marks each for total of 20 marks covering the whole syllabus.
- Part B also covers the entire syllabus consisting of five questions having choices and may contain sub-divisions, each carrying 16 marks. Students have to answer five full questions.
- One question with choices must be set from each module.
- Duration of each examination is 3 hours for theory papers.

### 16.3 Assessment Patterns for CIE

The CIE shall be conducted by the course instructor. It is the responsibility of the Course Instructor to spell out the teaching/assessment pattern of the CIE such as test, quiz, assignment, seminar, term paper, open ended experiments, mini-projects, two-minute videos, MOOCs etc. and also the necessary rubrics to students well in advance. The Course Instructor shall maintain transparency; announce the CIE results well on time.

### 16.4 Passing Standards

High standards shall be maintained in all aspects of the examinations. The absolute grading method is followed. The minimum standard of passing in respect of CIE and SEE for each course is shown in Table 16.4.

**Table 16.4:** Passing Standards at College using Absolute Grading

<b>Evaluation Method</b>	<b>Passing Standard</b>
Continuous Internal Evaluation (CIE) Theory Courses	Score $\geq$ 40% of the maximum marks allotted
Continuous Internal Evaluation (CIE) Laboratory Courses	Score $\geq$ 50% of the maximum marks allotted
Semester End Examination (SEE) (Theory Courses)	Score $\geq$ 35% of the maximum marks allotted
Overall Score for Passing (Theory Courses – CIE+SEE)	Score $\geq$ 40% of the maximum marks allotted
Semester End Examination (SEE) Laboratory Courses	Score $\geq$ 40% of the maximum marks allotted

### 16.5 Evaluation of Project Work

The evaluation of CIE of the project work shall be based on the progress of the student in the work assigned by the project supervisor/guide, periodically evaluated by him/her together with a Department Project Evaluation Committee (DPEC) / Interdisciplinary Project Evaluation Committee (IPEC) constituted for this purpose and to ensure uniform evaluation. The projects are evaluated by well-defined Rubrics (made known to the students well in advance). There will be minimum three evaluations for CIE: one initial, one mid-semester and one towards the end of semester (before last working day). Project demonstration/presentation, seminar, submission of project report and viva-voce conducted with an external examiner shall form the SEE of the project work. A student has to get a minimum of 50% marks in CIE and a minimum of 50% marks in SEE as a passing standard.

### 16.6 Evaluation of Seminars

Students have to present a seminar on emerging area in the respective discipline. Seminar is evaluated for 100 marks. The Department Seminar Evaluation Committee (DSEC) ensures uniform evaluation by well-defined Rubrics. For passing student has to secure minimum 50% of allotted marks. There is no SEE for seminar.

### 16.7 Evaluation of Field Training/Industrial Internship

Evaluation of the Field Training/Industrial Internship shall be conducted during respective semesters as per scheme of study and examination. The CIE will be evaluated by the Department Seminar Evaluation Committee (DSEC) that ensures uniform evaluation by well-defined Rubrics. The SEE shall be conducted 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 from the industry, the Principal shall appoint an external examiner from the nearby college or a senior faculty member from the Department on recommendation of respective BOE. A student has to get a minimum of 50% marks in CIE and a minimum of 50% marks in SEE as a passing standard. If a student fails to complete the same, then the Field Training/Industrial Internship has to be repeated in its entirety.

### **16.8 Re-examination**

There shall be no re-examination for any Course in the credit system to take care of such students;

- a) Who have absented themselves from attending CIE or SEE without any valid reason;  
or,
- b) Who have failed (Grade F) to meet the minimum passing standard prescribed for CIE and/or SEE; or,
- c) Who have been detained for shortage of attendance; or
- d) Who have Withdrawn (Grade W) from a Course.

Such students listed above (a to d), shall be required to re-register for the Course(s) and go through CIE and SEE again and obtain a Grade other than “F”. While such students shall have to re-register for the same/ equivalent course(s) in case of hard-core courses, however, they can re-register for alternative course(s) from among the elective courses, as the case may be. The re-registration shall be possible when the particular course is offered again in regular semesters or summer semester.

### **16.9 Plagiarism Index for Project Report/Thesis:**

All project reports shall go through the plagiarism check and the plagiarism index has to be less than or equal to 25%. Thesis/Project reports with plagiarized content more than 25% shall resubmit the Thesis/Project within a stipulated period of two months by paying prescribed fee. If the Thesis/Project rejected for the second time, the student shall submit different Thesis/Project within a stipulated time of 6 months.

In the case of failure to fulfil requirements in courses, such as seminar, industrial internship, field work, comprehensive viva-voce, if any, the student has to reappear for the SEE by fulfilling the requirements as per the norms laid down by the Academic Council of the College.

### **16.10 Semester End Examination (SEE)**

- i. Semester End Examination is conducted as per the academic calendar of the Institution. The examination shall be conducted for 100 marks and is reduced to 50 marks for computation of grades.
- ii. A student has to obtain a minimum of 35% (i.e., 18/50 marks) of the marks allotted to SEE, 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% score in CIE.
- iii. SEE answer scripts are evaluated by the internal examiners normally the Course Instructor appointed by the Controller of Examination and minimum 20% of the scripts moderated by 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 15%, 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 15%, then a third evaluator shall assess 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.

### **16.11 Successive Failures**

If a student fails to pass a DPEC/OEC course even after four attempts, the course is deemed to be exempted for him/her. Then, the student may choose a course of his/her choice with the same number of credits from the pool of courses stipulated by the concerned Board of Studies (BoS). The course so selected should not have been studied by the student or to be studied in higher semester/s. The faculty advisor shall guide the student in this regard. The college has to make the registration, conduction of CIE and SEE for the selected course. This provision is given only for two courses (One at a time) during the entire maximum duration of a course.

## **17. GRADING**

### **17.1 General**

- 17.1.1 As in recent years, the grading system has replaced the evaluation of student's performance in a Course based on absolute marks. This is to ensure uniformity in the grading practice at different autonomous colleges to facilitate the migration of students or transfer of credits among Autonomous Colleges under the University.

### 17.1.2 Absolute Grading

The College adopts the absolute grading system.

### 17.1.3 Letter Grades

A letter grade is basically a qualitative measure (an alphabet/letter) giving the performance of a student in a said course and refers to qualitative measure of achievement of a student in each course based on the percentage range of marks secured in CIE and SEE put together or CIE alone. Grades denoted as Outstanding (O), Excellent (A+), Very Good (A), Good (B+), Above average (B), Average (C), Pass (P) and Unsatisfactory/Fail (F), based on the marks obtained by the student. If a student remains absent for SEE of any of the course, the letter grade assigned to that course shall be F. If a student fails to satisfy the attendance and / or CIE requirement for course/s then such course/s shall be marked as NOT Eligible (DX) i.e. Not eligible to appear for SEE in that course/s.

## 17.2 Grade Points

17.2.1 Depending on the letter grades assigned, a student earns certain grade points. As the grading system can have different scales for grade points with more number of points in the scale being desirable for providing higher resolution in the assessment. The Colleges will follow the 10-point scale grading system, as given in Table 17.2.1.

Table 17.2.1: Grade Points Scales for both Relative and Absolute Grading

Level	Out-standing	Excellent	Very Good	Good	Above Average	Average	Pass	Fail
Letter Grade	O	A+	A	B+	B	C	P	F
Grade Points	10	09	08	07	06	05	04	00
Marks Range	90-100	80-89	70-79	60-69	55-59	50-54	40-49	00-39

17.2.2 The grade points given in Table above helps in the evaluation of credit point earned by the student in a Course as the credit point is equal to the number of credits assigned to the Course multiplied by the grade point awarded to the student in that Course.

### 17.2.3 Earning of Credits

A student shall be considered to have completed a Course successfully and earned credits if he/she secures an acceptable letter grade in the range “O to P”. Letter grade “F” in any Course implies failure of the student in that Course and no credit is earned.

#### 17.2.4 Transitional Grades

The transitional grades, such as, 'I', 'W' and 'X' shall be awarded to a student in the following cases. These grades need to be converted into one or the other letter grades (O-F) after the student completes his/her Course requirements, including the examinations.

- a) **Grade 'I':** Awarded to a student having satisfactory attendance at classes and meeting the passing standard at CIE in a Course, but remained absent from SEE for valid and convincing reasons acceptable to the College, like:
- i) Accident or severe illness leading to hospitalization, which disables the student from attending Semester End Examination (SEE);
  - ii) A calamity in the family at the time of SEE, which requires the student to be away from the College;
  - iii) In the event of (i) and (ii) above, it is the responsibility of the student/ parent/ guardian to inform the college authorities (Mentor/HOD) immediately. The information can be in the form of either written communication, personal communication by parent/guardian/peer or an e-mail. The candidate needs to submit all the relevant evidences (hospital reports, police reports, certificates from competent authorities, etc.). Prior intimation is mandatory. **Any intimation after the conduct of examination shall not be entertained.**
  - iv) The IAAC will decide about 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 during a makeup examination 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. If permission for 'I' grade is not accorded by IAAC 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. **'I' grade is not awarded for re-registered courses during Summer Semester Examination.**
- b) **Grade 'W':** Awarded to a student having satisfactory attendance at classes, but withdrawing from that Course before the prescribed date in a semester under advice of faculty/mentor. The student shall re-register for the said course either in summer semester or in the regular semester when it is offered. All the 'W' grades awarded to the students shall be eligible for conversion to the appropriate letter grades only after fulfilling the passing standards.
- c) **Grade 'X':** Awarded to a student having high CIE ratings ( $\geq 90\%$ ) in a course, but SEE performance observed to be poor, which could result in an overall "F" grade in the course.

**17.2.5 Grade Card:** Each student shall be issued a Grade Card at the end of each semester. This will contain a list of all courses registered by a student in the semester along with the credit earned. In addition to the letter grades with grade points, the grade card may also contain transitional grade 'I' which do not carry any grade points. Hence, only the courses registered for credit and having grade points shall be included in the computation of student's performance i.e., SGPA and CGPA. However, the mandatory non-credit courses will not be taken into consideration for computation of SGPA and CGPA. Such courses will be reflected in the Grade Card as 'PP' (for Pass) or 'NP' (for Not Pass). It may be noted that each student shall have to obtain the grade 'PP' in each mandatory non-credit course for award of the Degree.

**Note:** In case of certification courses under MOOCs through NPTEL/Coursera etc, the grade shall be awarded based on the percentage of marks / grade reflected in the certificate.

**17.2.6 Make-up Examination:** The Make-up Examination facility shall be available to the students who may have missed to attend the SEE of one or more courses in a semester for valid reasons and awarded with 'I' grade. Students having 'X' grade shall also be eligible to take advantage of this facility by paying prerequisite fee. The makeup examination shall be held as per dates notified in the academic calendar or can be held any other time in the semester with the permission of the Academic Council. In all these cases, the standard of the make-up examination shall be the same as that of the regular SEE for the courses.

## 17.3 Grade Point Averages

### 17.3.1 SGPA and CGPA

The credit index can be used further for calculating the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA), both being important academic performance indices of the student. While SGPA is equal to the credit index for a semester divided by the total number of credits registered by the student in that semester, CGPA gives the sum of total credit indices of all the previous semesters divided by the total number of credits earned in all these semesters. Both the equations together facilitate the declaration of academic performance of a student, at the end of a semester and at the end of successive semesters respectively. Thus, SGPA is an indication of the performance of the student in the current semester. SGPA is calculated as below.

$$SGPA = \frac{\sum[\text{Course Credits} \times \text{Grade Points}] \text{ for all the applied courses of the current semester}}{\sum[\text{Course Credits}] \text{ for all the courses applied in the current semester}}$$

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CGPA is an indication of the cumulative performance of the student from the first semester up to the current semester.

*CGPA*

$$= \frac{\sum[\text{Course Credits} \times \text{Grade Points}] \text{ for all courses excluding those with F grades until that semester}}{\sum[\text{Course Credits}] \text{ earned for all courses excluding those with F grades until that semester}}$$

The SGPA and CGPA are calculated to the second decimal position.

**Table 17.3.1: Typical Example of Calculations SGPA & CGPA (For I Academic Year)**

Semester	Course Code	Credits	Grade	Grade Points	Credit Points	SGPA	CGPA
<b>I</b>	1BBA101	4	A	8	32	<b>99 / 20 = 4.95</b>	<b>(99+118)/(13+17) =7.23</b>
	1BBA102	4*	F	-	00		
	1BBA103	3	A+	9	27		
	1BBA104	3*	F	0	00		
	1BBA105	3	B	6	18		
	1BBA106	1	P	4	04		
	1BBA107	1	A	8	08		
	1BBA108	1	O	10	10		
		<b>20 (13*)</b>			<b>99</b>		
<b>II</b>	1BBA201	4	B+	7	28	<b>118 / 20 =5.90</b>	
	1BBA202	4	B	6	24		
	1BBA203	3	A+	9	27		
	1BBA204	3*	F	0	00		
	1BBA205	3	P	4	12		
	1BBA206	1	O	10	10		
	1BBA207	1	A+	9	09		
	1BBA208	1	A	8	08		
		<b>20 (17*)</b>			<b>118</b>		
<b>Summer</b>	1BBA102	4	B	6	24	<b>57 / 10 =5.70</b>	
	1BBA104	3	P	4	12		
	1BBA204	3	B+	7	21		
		<b>10</b>			<b>57</b>	<b>(99+118+57)/40 =6.85</b>	

### 17.4 Appeal for Review of Grades

Photocopy of the answer script/s shall be made available to the students by paying the prescribed fee, which enables the student to appeal for the review of grades if not satisfied with the grade/s awarded within the dates prescribed by the college.

**Revaluation:**

The students, who have not satisfied with the evaluation in SEE, can apply for revaluation on payment of prescribed fee within the stipulated time as notified by the Institute. Revaluation is carried out by examiners independently (who have not evaluated the answer script earlier). The highest marks among earlier awarded marks and the marks awarded in the revaluation is considered as the final marks in SEE for award of grade. If the difference between the earlier marks and the revaluated marks is more than 15, then the script will be assigned for second revaluation and the average of two highest marks shall be awarded as final marks.

**17.5 Conversion of CGPA into Percentage (On 10 Point Scale)**

The CGPA shall be converted into equivalent percentage of marks as follows:

Conversion of CGPA into equivalent % of Marks = CGPA x 10

**Table 17.5: Percentage Equivalence of Grade Points (For a 10 – Point Scale)**

Grade Point	Percentage of Marks
5.00	50
5.50	55
6.00	60
6.50	65
7.00	70
7.50	75

**17.6 Rejection of Results**

- 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 clause 5.2. is not exceeded. The rejection is permitted only once during the entire program of study.
- 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.
- 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 5.2.
- iv. If the student rejects the SEE performance of odd semester excluding CIE marks, he/she shall be permitted to register for the courses of next immediate even semester.

- v. If the student rejects the SEE performance of even semester excluding CIE marks, he/she shall not be permitted to register for the courses of next immediate odd semester as per clause 19. 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 5.2.
- vi. Application for rejection of results shall be submitted in the prescribed format to respective Dean-MBA/Head of the Department within a week from the date of announce of results. Same shall be approved by the Dean Academics and Principal.
- vii. Rejection of the performance of project work is not permitted.
- viii. **Students who opt for rejection of results shall not be eligible for award of ranks.**

### 17.7 Gracing Policy

- i. The gracing policy shall be applied provided that the student secures the grade P and above in all the courses after the award of the grace marks.
- ii. A student is eligible to get a maximum total grace marks of 5 in the Semester End Examination (SEE), provided the student gets minimum required passing marks in SEE which is 35% (18/50) for a course after awarding the grace marks.

**Note:** Maximum of only 5 marks can be awarded across all courses in a particular semester.

- iii. A student is eligible to get a maximum of 1% of SGPA (0.1 out of 10) as grace if the student is falling short of either 6.00 or 7.00 which are treated equivalent to First Class and First Class with Distinction, respectively.

### 17.8 Issue of Marks Card

The mark card can be issued on specific request on payment of prescribed fee.

## 18. MALPRACTICE IN EXAMINATIONS

Penalties and punishments to the students involved in malpractice during the examination.

Sl. No.	Nature of Malpractice	Penalty / Punishment to be Imposed
I	1. Writing on the Question Paper / Admission Ticket & or passing it to the other student in examination hall. 2. Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts while	<p style="text-align: center;"><b>The MPEC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</b></p> a. Fine not less than Rs.5,000/-

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	<p>answering.</p> <p>3. Possession of Electronic devices like mobile, Programmable Calculator, Pen-drive and any other electronic devices / storage devices in the examination hall.</p> <p>4. Communicating with any student or other person inside or outside the examination hall in order to obtain assistance or aid in the writing of answers in the examination.</p> <p>5. Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.</p> <p>6. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises.</p>	<p>b. Denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice.</p> <p>c. Debarring the student from appearing for that particular subject in which the student is booked under Malpractice up to three more subsequent examinations.</p>
II	<p>1. Copying from the material or matter or answer of another student or similar aid or assistance, is rendered to another student within the examination hall.</p> <p>2. Receiving material for copying from outside or inside the examination hall.</p> <p>3. Bringing into the examination hall or being found in possession of portions of a book, manuscript, or such other material or matter to be brought into the examination hall.</p> <p>4. Copying or obtaining assistance from any material or matter in order to answer questions in the examinations.</p>	<p><b>The MPEC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</b></p> <p>a. Fine not less than Rs. 5,000/-</p> <p>b. Denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice.</p> <p>c. Debarring the student from appearing for that particular subject in which the student is booked under Malpractice up to three more subsequent examinations.</p>
III	<p>1. Committing any other act or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the University / College.</p>	<p><b>The MPEC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</b></p>

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	<p>2. Making any request of representation or inducing to bribery to the Room Superintendent and or any other official or officer of the University/College for favours in the examination hall or to the Examiner in the answer script.</p> <p>3. Approaching directly or indirectly the teachers, officers, officials or examiners or bringing about undue pressure or undue influence upon them for favours in the examination.</p>	<p>a. Fine not less than Rs. 5,000/- and denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice.</p> <p>b. Fine not less than Rs. 5,000/-, and denial of the benefit of the performance of that Particular Paper and debarring the student from appearing for that particular paper in which the student is booked under Malpractice up to three more subsequent examinations.</p>
IV	<p>Repeated indulgence in malpractice in the same examination or in subsequent examinations.</p>	<p>Fine not less than Rs. 10,000/- and</p> <p>a. Denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice.</p> <p>b. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</p> <p>c. Debarring the student from appearing for subsequent examinations extending up to three more examination.</p>
V	<p>Smuggling in or out or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book.</p>	<p><b>The MPEC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</b></p> <p>Fine not less than Rs. 10,000/- and</p> <p>a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</p> <p>b. Debarring the student from taking two more subsequent examinations.</p>

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VI	Misbehaviour with officials or any kind of rude behavior in or near the Examination Hall using obscene or abusive language.	<p>Fine not less than Rs.10,000/- and</p> <p>a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</p> <p>b. Debarring the student from taking two more subsequent examinations.</p>
VII	Threatening the Room Superintendent, members of the Flying Squad, officers/officials of the Examination centers/University with weapons or other means.	<p>Rusticate the concerned student from College/University.</p> <p>However, the concerned student shall be handed over to the police by the Chief Superintendent with an intimation to the College/University.</p>
VIII	Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.	<p>Rusticate the concerned student from College /University.</p> <p>Where the impersonator is also a student of the University, he/she shall also be rusticated from the University.</p> <p>However, both the concerned students shall be handed over to the police by the Chief Superintendent with an intimation to the College/University.</p>
The student booked under malpractice shall be allowed to write all subsequent examinations.		
<p>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.</p>		
<p>The decision pertaining to above Penalties and Punishments may be communicated to all the concerned.</p>		
<p><b>Malpractice in Internal Tests /Quizzes:</b> If a student is involved in malpractices as defined for SEE in any course (s) during <b>Continuous Internal Evaluations (CIE)</b> such as internal tests, quizzes etc., the student's performance in that course (s) shall be considered as null and void</p>		

and there will not be any re-test in that course. In addition, student will not be permitted to Drop / Withdraw that course and there will be a penalty as decided by the MPEC.

**Appeal Against the Decision of the Malpractice Enquiry Committee (MPEC):**

There is a provision for the student to appeal against the decision of the malpractice enquiry committee (MPEC). Such an appeal, if any, shall be made by the student within 10 days of receiving the decision of the MPEC. The appeal shall be addressed to the Principal in writing. On receiving the appeal, the Principal will constitute an Appeal Consideration Committee and the decision of the committee is final and binding on all the concerned.

If no appeal is made, within 10 days of receiving the decision of the MPEC, the decision of the MPEC will be implemented and no further appeal will be entertained.

Confiscated items, if any, will be returned to the student concerned after the appeal period, if there are no appeals in that specific case. However, if appeals are made in any given case, confiscated items will be returned only after the decision of the Appeal Consideration Committee.

## **19. VERTICAL PROGRESSION**

All the below clauses are subject to a maximum duration of eight (for Regular Students) / six years (for Lateral Entry Students) as applicable.

### **19.1 Vertical Progression for Regular Students**

#### **1. In case of students admitted to the first year:**

- a) Students having “F” grades for the courses totalling to more than 16 credits in the 1<sup>st</sup> and 2<sup>nd</sup> semesters of the first year of the programme shall not be permitted to move to the 3<sup>rd</sup> semester (2<sup>nd</sup> year) of the programme. These courses include courses marked as DX.
- b) The students who fail to satisfy CIE and attendance requirement shall repeat the courses whenever offered next and become eligible for the 2<sup>nd</sup> year.

**2. Obtaining CIE:** From the (3rd semester) second year onwards the student who obtains the required attendance for the course, but not the required CIE marks is allowed to move forward to the next semester. Obtaining minimum CIE marks for the course is mandatory. It may also be noted that the student shall not be permitted to appear for SEE in such courses until he/she obtains the required CIE.

**3. Carryover of backlog courses:** From 3rd semester onwards the student/s who obtains required attendance, CIE and appears for university examinations but fails (F Grade) to pass a course/s is

allowed to move forward to the next semester (odd/even) irrespective of a number of F grades. However, for the award of degree, the student has to pass in all courses as per applicable scheme and regulations and earn the prescribed credits. This is subject to a permitted maximum duration.

4. From the second year onwards there shall be no restriction for promotion from an even to next odd semester (or odd to next even semester) even if the student has not satisfied the attendance requirement in one or more courses (including bridge course for lateral entry students) . Student who lacks minimum CIE marks shall not be eligible to appear for the Semester End Examination (SEE) of that course(s). The student shall be required to repeat that course whenever offered next.

### **19.2 Minimum Standards**

Minimum standard for CGPA = 4.0 (At the end of each academic year). Failure to secure a minimum CGPA = 4.0 at the end of any academic year for the first time, shall attract a warning before approval of the student to continue in the next higher semester and such a student shall be placed on probation.

**Note:** From II year onwards, the number of maximum credits that a student can register in a semester shall be 28. In any case, the number of credits shall not be less than 16 after dropping/ withdrawal of a course/(s) in that semester.

## **20. RECOMMENDATIONS FOR DEGREE AWARD**

- i) The College forwards its recommendations to the University in respect of students qualifying for the award of degree as per following requirements in UG programs after the due approval from the statutory bodies of the college.
  - a) Students have registered for courses totalling to required number of credits.
  - b) Should not have any transitional grades (I, W, X) and DX grade in any of the courses.
  - c) Should have  $CGPA \geq 4.00$  at the end of last semester. In case, if the students not fulfil this requirement 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 4.00 for the award of degree.
  - d) Should have passed in all the prescribed mandatory non-credit courses.
  - e) Should not have any pending disciplinary proceedings.
  - f) Should not have dues to the institute.

- ii) The Autonomous College ensures that each such student in (i) has fulfilled all the requirements for the Degree Award.
- iii) Only those students recommended for the award of Degree shall be entitled to receive the relevant Provisional Certificates/Transcripts from the College.

## **21. AWARD OF CLASS AT DEGREE LEVEL**

- 21.1** The Bachelor's degree in Business Administration shall be awarded to the candidates who have passed all the stipulated courses including mandatory non-credit courses. Declaration of the class for the degree shall be based on the performance of the candidate from 1<sup>st</sup> to 6<sup>th</sup> Semester taken together for BBA students.
- 21.2** The following classes of results shall be declared, for a student upon graduation, considering the below specified criteria. The class obtained by the student shall be inferred as per the Table 21.2 .

**Table 21.2: Class Declaration**

<b>Range of Grade Point Average (SGPA or CGPA)</b>	<b>Percentage of Marks</b>	<b>Class</b>
$\geq 5$ and $< 6.00$	$< 60$	Second Class
$\geq 6.00$ and $< 7.00$	$\geq 60$ and $< 70$	First Class
$\geq 7.00$	$\geq 70$	First Class with Distinction

## **22. GRADUATION CEREMONY**

- i) The College conducts annual Graduation Day ceremony for the award of provisional degrees to students completing the prescribed academic requirements in each program of study.
- ii) The College awards Ranks and Medals to the meritorious students during the Graduation Day Ceremony to encourage the students to strive for excellence.

## **23. AWARD OF RANKS**

- i) Rank shall be awarded to a maximum of 10% of the approved student intake. However, the maximum number of ranks awarded shall not exceed 10 and not less than 3 in each program provided the minimum number of eligible candidates appearing for the examination is  $\geq 10$ .
- ii) Student appearing for summer and any subsequent examinations in any credit or audit course/courses during the program shall not be eligible for the award of ranks.

- iii) Only students who complete the program in three consecutive years for B.B.A (regular students), are eligible for consideration for the award of ranks.
- iv) For the award of rank for BBA students, CGPA shall be calculated from 1<sup>st</sup> to 6<sup>th</sup> semester.
- v) The basis for declaring the rank shall be the CGPA (without gracing) in the descending order of merit from the highest CGPA.
- vi) CGPA shall be calculated to the second decimal position.
- vii) Students with CGPA of  $\geq 6.00$  (Equivalent to First Class) or above are eligible for consideration for rank.
- viii) If two students get the same CGPA, the tie shall be resolved by considering the number of times a student has obtained higher SGPA, if it is not resolved even at this stage, the number of times student has obtained higher grades sequentially from O to P till the tie is resolved. If the tie is still unresolved, the students with similar CGPA will be awarded the same rank.

## 24. WITHDRAWAL/TERMINATION FROM THE PROGRAM

### 24.1 Temporary Withdrawal

A student may withdraw temporarily from the program on grounds like, prolonged illness, grave calamity in the family or any other genuine reason, provided that:

- i) The student applies to the college within 6 weeks of the commencement of the semester or from the date he/she last attended the classes, whichever is later, stating fully the reasons for such a withdrawal, together with supporting documents and endorsement of his/her parent/guardian.
- ii) The college is satisfied of the genuineness of the case and that, even by taking into account the expected period of withdrawal, the student has the possibility to complete the program requirements within the time limits specified by the university.
- iii) The student does not have any dues or demands at the college/university including tuition and other fees as well as library material.

24.1.1 A student availing of temporary withdrawal from the college under the above provision shall be required to pay such fees and/or charges as fixed by the College until such time as his/her name appears on the students' roll list. **However, the fees/charges once paid shall not be refunded.** Normally, a student is entitled to avail **the temporary withdrawal facility only once during his/her studentship of the program.** However, any other concession for the concerned student shall have to be approved by the Academic Council of the college. Hence, the students shall be advised by the Principal to use this provision only in exceptional cases.

## **24.2 Termination from the Program**

A student shall be terminated from the program on the following grounds:

- i) Absence from classes for more than 6 weeks at a time in a semester without the leave of absence being granted by the Principal.
- ii) Failure to meet the standards of discipline as prescribed by the Autonomous College from time to time.

## **25. PROFESSIONAL ETHICS**

### **25.1 Academic Honesty and Integrity**

SJEC is committed to upholding honesty, integrity and fairness in both academic and co-curricular activities. A student of SJEC shall accept and abide by the academic stipulations of the institution. It is the student's responsibility to be aware of policies pertaining to academic conduct. Academic values and standards are the shared responsibility of students, faculty and supporting staff. Academic dishonesty is any action or practice that provides the potential for unfair advantage to an individual or a group of students. Helping to someone for an act of academic dishonesty is as serious as involving in it. A student who cheats gains unfair advantage over honest students knowingly, not reporting the dishonest act to the authorities is a crime and punishable.

### **25.2 Discipline and Conduct**

25.2.1 Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which will tend to bring down the image of the College in the Society.

25.2.2 The following additional acts of omission and/or commission by the students within or outside the precincts of the College shall constitute gross violation of "code of conduct" punishable as indiscipline:

- i) Lack of courtesy and decorum, as well as rude and indecent behavior.
- ii) Willful damage of property in the College/Hostel or of fellow Students (vandalism).
- iii) Possession/consumption/distribution of alcoholic drinks and any kind of banned drugs.
- iv) Mutilation or unauthorized possession of library material, like books, etc.
- v) Noisy and unseemly behavior, disturbing peace in the College.
- vi) Hacking in computer systems, either hardware or software or both.
- vii) Indulging in theft and telling lies either to protect self or others.
- viii) Any other act considered by the College as gross indiscipline.

- ix) Any act of indiscipline of a student reported will be addressed by the competent authority who will decide the nature and quantum of punishment after the deliberations. The student may appeal to the Principal for re-consideration on the action taken.
- 25.2.3 If a student while studying in the college is found indulging in anti-national activities contrary to the provisions of acts and laws enforced by the Government, he/she will be liable for expulsion from the college without any prior intimation.
- 25.2.4 Discrimination, sexual harassment and all form of violence against girl students and women employees are strictly banned. Such acts shall be considered as gross indiscipline and the student involved is liable for strict action as per the Government rules in force for Women Empowerment and Gender Sensitization, Sexual Harassment Act etc.
- 25.2.5 Ragging in any form is banned. Acts of ragging will be considered as gross indiscipline and will be dealt with seriously. If a student is indulged in any kind of ragging, the student is liable for strict action as per anti-ragging act of Government of India, AICTE, GOK, VTU and college regulations.
- 25.2.6 If any statement/information given by the student in connection with his/her admission is found to be false/ incorrect at any time or knowingly withholding information in any document or materials submitted to the college, his/ her admission is liable for cancellation with immediate effect and he/she is expelled from the institution forfeiting the paid fees.
- 25.2.7 Student once admitted in the college has to follow dress code as well as other instructions issued from time to time. Dress should be neat and clean. Discretion and good judgment should prevail in choosing clothes. Shorts, mini-dress, tight clothes, T-Shirt without collar and provoking dresses should be avoided.
- 25.2.8 If a student is found guilty of malpractice in examinations and overall misconduct during his/her stay in the college, he/she will be punished as per the recommendations of the committee specially constituted for the specified purpose. The maximum punishment is expulsion from the college.
- 25.2.9 Every Student admitted is issued a photo Identification Card (ID) which must be retained by the student while he or she is registered at college. The ID card remains the property of college. The student must have the valid ID card in his /her possession when the student is inside and outside the college.
- 25.2.10 No meetings or gatherings should be organized without the prior permission of the college authorities.
- 25.2.11 Circulation of unauthorized magazine, bills, and literature both in soft and hard form is

prohibited.

25.2.12 ID cards are non-transferable. Any student who alters or intentionally mutilates an ID card or who uses the ID cards of another student or allows his/her ID card to be used by another shall be subjected to disciplinary action.

25.2.13 Valid ID card must be produced for identification purposes when demanded by the authorities. Refusal to provide ID card shall be subjected to disciplinary action.

25.2.14 Students are required to switch off mobiles during the instructional hours in the college building, library, reading room/ academic area etc. Strict action will be taken if students do not adhere to this. All the students are instructed to inform their parents to give acute emergency messages only to the Principal's office (0824 2263753/54/55 / fax: 0824 2263751) which will be passed on to the concerned student.

25.2.15 Students must not bring mobiles during the conduct of any tests and exams, possession of the mobile in the examination hall whether in switched on or off mode will be treated as malpractice.

## **26. QUALITY/STANDARD**

The quality/standard of professionals is closely linked with the level of the professional education system. As it is now recognized that these features are essential to develop the intellectual skills and knowledge of the professionals for being able to contribute to the society through productive and satisfying careers as innovators, decision makers and/or leaders in the global economy of the 21<sup>st</sup> century, it becomes necessary that certain improvements are introduced at different stages of their education system. These requirements include:

- Selective admission of students to a program, so that merit and aptitude for the chosen technical branch or specialization are given due consideration.
- Faculty recruitment and orientation, so that qualified teachers trained in good teaching methods, technical leadership and students' motivation are available.
- Instructional/Laboratory facilities and related physical infrastructure, so that they are adequate and at the contemporary level.
- Access to good library resources and Information and Communication Technology (ICT) facilities, to develop the student's self-learning abilities.
- Adequate opportunities and facilities for the development of the student's aptitudes and attitudes so that the professionals are conscious of social /other responsibilities.

## **27. STUDENT'S FEEDBACK**

27.1 The college obtains feedback from students on their course work and various academic activities conducted. The feedback is obtained on-line from the students at regular intervals maintaining confidentiality.

27.2 The feedback received from the students is reviewed/discussed by a committee constituted for the purpose and necessary corrective measures are taken.

## **28. INTERPRETATION**

Any question as to the interpretation of these rules and regulations shall be decided by the Academic Council of the College, whose decision shall be final and binding on the student in the matter. The College shall also have the power to issue clarifications to remove any doubt, difficulty or anomaly, which may arise in regard to the implementation of these regulations.

### **:: NOTE ::**

These rules and regulations may be altered/changed from time to time by the Academic Council. Failure to read and understand the rules is not an excuse.

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# Core Values of the Institution

## SERVICE

A Josephite will keep service as the prime goal in everything that is undertaken. Meeting the needs of the stakeholders will be the prime focus of all our endeavors.

## EXCELLENCE

A Josephite will not only endeavor to serve, but serve with excellence. Preparing rigorously to excel in whatever we do will be our hallmark.

## ACCOUNTABILITY

Every member of the SJEC Family will be guided to deliver on assurances given within the constraints set. A Josephite will always keep budgets and deadlines in mind when delivering a service.

## CONTINUOUS ADAPTATION

Every member of the SJEC Family will strive to provide reliable and continuous service by adapting to the changing environment.

## COLLABORATION

A Josephite will always seek to collaborate with others and be a team-player in the service of the stakeholders.

## Objectives

- Provide Quality Technical Education facilities to every student admitted to the College and facilitate the development of all round personality of the students.
- Provide most competent staff and excellent support facilities like laboratory, library and internet required for good education on a continuous basis.
- Encourage organizing and participation of staff and students in in-house and outside Training programmes, seminars, conferences and workshops on continuous basis.
- Provide incentives and encouragement to motivate staff and students to actively involve in research-innovative projects in collaboration with industry and R & D centres on continuous basis
- Invite more and more number of persons from industry from India and abroad for collaboration and promote Industry-Institute Partnership.
- Encourage consultancy and testing and respond to the needs of the immediate neighbourhood.



# St Joseph Engineering College

AN AUTONOMOUS INSTITUTION

Affiliated to VTU, Belagavi | Recognised by AICTE, New Delhi  
Accredited by NAAC with A+ Grade

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