

**Nagarjuna College of Engineering and Technology,
Bengaluru – 562 164**



An Autonomous College under VTU

Rules and Regulations

NAGARJUNA
College of Engineering & Technology

NAGARJUNA COLLEGE OF ENGINEERING & TECHNOLOGY

BANGALORE-562 164

Autonomous College under VTU

ACADEMIC REGULATIONS for B.E. Programmes (Applicable for Autonomous batches)

1. SHORT TITLE AND COMMENCEMENT

- 1.1 The regulations listed under this head are common for all degree level undergraduate programmes (B.E.) offered by the college.
- 1.2 The regulations hereunder are subject to amendments as may be made by the Academic Council of the college from time to time, keeping the recommendations of the Board of Studies in view. Any or all such amendments will be effective from such date and to such batches of candidates including those already undergoing the programmes, as may be decided by the Academic Council.

2. DEFINITIONS

- a) "Academic Autonomy" means freedom granted by the Visvesvaraya Technological University (VTU) to Nagarjuna College of Engineering and Technology (NCET) in all aspects of conducting its academic programmes, for promoting excellence.
- b) "Autonomous College" means a college notified as an autonomous college as per the VTU Autonomous College Statute, 2006 (Amended 2011).
- c) "Commission" means University Grants Commission (UGC)
- d) "Council" means All India Council for Technical Education (AICTE)
- e) "University" means Visvesvaraya Technological University (VTU)
- f) "Statute" means VTU Autonomous College Statute, 2006 (Amended 2011).
- g) "College" means Nagarjuna College of Engineering and Technology (NCET), Bangalore
- h) "Regular Students" means students who are admitted to the first semester B.E. Programmes after PUC (10+2).
- i) "Lateral Entry" means students who are admitted to the Third Semester of Engineering after completing their Diploma Course in respective disciplines or B.Sc. degree with Physics and Mathematics studied.
- j) "Branch" means specialization in a programme like B.E. degree programme in Civil Engineering or B.E. degree programme in Computer Science and Engineering, etc.
- k) "Course" means a subject either theory or practical identified by its title and code number.

3. ACADEMIC PROGRAMMES

Nomenclature of Programmes

- 3.1 The nomenclatures and their abbreviations given below, shall continue to be used for the degree programmes under the University, as required by the Council and the Commission: Bachelor of Engineering (B.E.)

Besides, the branch / subject of specialization, if any, shall be indicated in brackets after the abbreviation.

3.2 Bachelor of Engineering (B.E.) degree programmes offered:

Sl.No	Title of the UGprogramme	Abbreviation
1	Civil Engineering	CV
2	Mechanical Engineering	ME
3	Electronics and Communication Engineering	EC
4	Computer Science and Engineering	CS
5	Information Science and Engineering	IS

4. DURATION OF THE ACADEMIC PROGRAMMES**4.1. Normal Duration**

- 4.1.1 The duration of an academic programme shall be four years for B.E. programme.
- 4.1.2 The duration of an academic programme shall be three years for B.E. lateral entry programme.
- 4.1.3 Flexible credit system is followed. Hence, it is possible for an outstanding student to qualify for the award of degree in a shorter time than that of the duration specified for the concerned programme.

4.2. Maximum Duration

- 4.2.1 The maximum period which a student can take to complete a full time academic programme shall be double the normal duration of the programme, i.e., eight years for regular and six years for lateral entry students.
- 4.2.2 The maximum period for a programme 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 programme. This period can be equal to or smaller than the maximum period indicated as in 4.2.1.

4.3 Admission of Students

- 4.3.1 The admission of students to various UG degree programmes listed under Section 3.2, shall be made by following the State Government and/or University Policies/Practices.
- 4.3.2 The candidates with a polytechnic diploma or any other qualification approved by the Council and the Commission are eligible to join UG degree programmes at the beginning of the second year (third semester), as per the prevailing practice in the University (Lateral Entry).
- 4.3.3 The students can migrate from one branch to another branch at the same College or at another Autonomous/ Affiliated College under the University at the beginning of the second year (third semester) following the AICTE/VTU/State Government norms in vogue and as amended from time to time.
- 4.3.4 The eligibility criteria for admission of students to UG degree programmes shall be the same as those prescribed by the University from time to time.
- 4.3.5 The eligibility criteria for 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 fixed by the Academic Council. The eligibility criteria for admission of students from other Universities to an Autonomous College shall be fixed 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.

4.4 Academic Calendar

An academic year consists of two regular semesters and a supplementary semester. The details of the academic year for the Semester Scheme are given in Table 1.

Table 1: DETAILS OF ACADEMIC YEAR

Activity	Description	
Number of Semesters in a Year	Three Semesters; Two semesters are regular (Odd & Even) and a Supplementary Semester	
Regular Semester duration in weeks	20 weeks each	
Supplementary Semester duration in weeks	8 weeks	
Academic activities suggested in weeks	Regular Semester(s)	Supplementary Semester
Course Work	16	6.0
Practical Examination	1.0	0.3
Theory Examinations	2.0	1.2
Declaration of Results	1.0	0.5
Other Items	The total number of working days in an academic year shall be > 180.	
	Academic schedules prescribed by the College shall be strictly adhered to by all the concerned.	
	Supplementary Semester is conducted for the benefit of the failed students only.	
	Students failing in any course(s) shall re-register for the same again and shall secure CIE and SEE afresh in each course(s). This shall continue until a pass grade is obtained in the said course(s).	

5 CREDIT SYSTEM

5.1 General

5.1.1 Choice Based Credit System (CBCS) for various programmes will benefit the students in their preparations to meet the challenging opportunities ahead.

5.1.2 Credit Definition

One credit in the semester is assigned for:

- Theory Course conducted for One hour/Week/Semester
- Tutorials and Practical classes (Laboratory Courses) conducted for Two hours/Week/Semester
- Self-Study in a Course, for Four hours/Week/Semester

Note: Other student activities like practical training, study tours, industrial visits, guest lectures shall not carry any credits.

5.1.3 Course Registration

A student shall register for the Courses to earn credits for meeting the requirements of the degree programme. Such courses together with their grades and the credits earned will be included in the Grade Card issued by the College at the end of each semester, like odd, even, Supplementary and it forms the basis for determining the student's academic performance in that semester.

5.1.4 Audit Courses

In addition, a student can register for courses such as value added courses for audit only with a view to supplement his/her knowledge and/or skills. But, these shall not be taken into account in determining the student's academic performance in the semester. However, a certificate may be issued after successful completion of the audit course.

5.2 Credit Structure

5.2.1 Table-2 shows a sample Credit Structure for course work in B.E. Programme:
Note: L- Lecture; T -Tutorial; P- Practical; S - Self Study (hrs/wk/sem)

Table- 2 – Sample Credit Structure							
L	T	P	S	Credits L:T:P:S	Total Credits	Total Contact Hours	No. of Self Study Hours
3	2	0	4	3:1:0:1	5	5	4
2	2	0	4	2:1:0:1	4	4	4
3	0	0	4	3:0:0:1	4	3	4
2	0	2	0	2:0:1:0	3	4	0
1	2	2	0	1:1:1:0	3	5	0
4	2	0	4	4:1:0:1	6	6	4

5.3 Course Load in regular semester(s):

- 5.3.1** In the planning of Course work for the UG Programme at the college, it is necessary to specify the average Course load for a student per semester, as well as its minimum and maximum limits. The average course load shall be fixed at 25 credits per semester.
- 5.3.2** In the first two semesters, the stipulated course load per semester is mandated. Withdrawal/dropping of courses in the first year (first two semesters) is not allowed.
- 5.3.3** For higher semesters, the applicable course load limits per semester are a minimum of 20 credits and a maximum of 30 credits to facilitate the student based on his/her performance (slow learner or fast learner) in the previous semesters.
- 5.3.4** Counsellor (Faculty Advisor): Each student will be assigned to a Counsellor. The Counsellor's functions are to advise the student on all the academic matters (like registration, dropping and/or withdrawing from Courses), to monitor his/her performance, to serve as a friend, philosopher and guide during studentship at the College, to identify students as slow, average or fast learners in order to help them to pace their learning based on their individual abilities.
- 5.3.5** Based on his/her academic performance (CGPA) in the first year and Counsellor's advice, the student is to be given an opportunity in the higher semesters i.e. third semester onwards either to continue with the average load of 25 credits or lower it to the minimum permitted credits i.e. ≥ 20 credits by dropping / withdrawing of relevant courses(s) in the given semester before the prescribed dates in academic calendar. This facility is to assist the student to cope-up with the course work and to help in improving his/her academic performance and thus optimizing the learning outcome.
- 5.3.6** In the event, the student performance is higher, he/she may be allowed to register for higher number of credits not exceeding 30, provided that the following conditions are met at that point in time:
- 5.3.6.1 The student has secured a CGPA ≥ 8.5 .
 - 5.3.6.2 There is no overlapping between the time tables of the classes; It is the responsibility of the student to submit the respective class time table indicating that there is no overlap.
 - 5.3.6.3 The student should not have any backlog.
- 5.3.7** Under VTU guidelines, the college is required to set standards for enabling the vertical progression of students from one academic year to the next. The number of credits

earned by a student during the semester/year, Semester Grade Point Average (SGPA) as well as Cumulative Grade Point Averages (CGPA) will serve as the performance indices in determining these standards.

- 5.3.8 The College has the Counselling System in place and follows a well-organized Faculty Advisory System, effective examinations/assessment system and a comprehensive Academic Calendar prescribing specific dates for each activity for good success in implementing the above flexibilities.
- 5.3.9 The total number of credits required to be earned by a student to qualify for the award of the Degree in respect of Engineering (both regular and lateral entry) is as shown in the table 3:

Table 3 : Credit Requirement for B E Degree Programme			
Programme	Normal Duration		Total number of credits to be earned
	Years	Semester	
B.E.	4	8	200
B.E. (Lateral Entry)	3	6	150

5.4 Course load in Supplementary Semester

The Supplementary semester is provided for facilitating slow learners and failed students. All courses may not be offered in the Supplementary semester. It is the discretion of the Department/College to offer the courses based on the availability of resources in hand. The student has to pay a special fee prescribed by the College to register for a course in the Supplementary semester. The Supplementary semester is provided to help the student to avoid losing an academic year.

The Supplementary Semester is optional. It is for the student to make best use of the opportunity. Supplementary semester is a special semester and the student cannot demand it as a matter of right.

6 Curriculum Framework

- 6.1 Contact Hours: The maximum number of contact hours for the students is to be set at 35 hrs/week. This will be of help to students in getting enough time and opportunity to develop their creative talents and abilities, benefitting from Add-On courses and also those taken for audit, in addition to the ones prescribed for credit under a Programme and preparing them for challenging and exciting careers ahead.

6.2 B.E. Degree Programme

Table-4 shows a sample Curriculum framework for B.E. degree programme:

Table – 4		
Sl. No	Subject Area	Suggested breakdown of Credits
1	Basic Science Core courses	30
2	Engineering Foundation Courses	30
3	Humanities & Social Science courses	14
4	Professional Core courses	70
5	Professional/Foundation Elective courses	36
6	Project / Seminar / Internship, etc	20
Total		200

Mandatory Courses for B.E. programme

The UG degree programmes also require the inclusion of certain courses like proficiency in a language, constitution of India, bridge courses and additional courses suggested by respective BOS for the completion of programme as mandatory courses. Mandatory courses will not carry any credits; but, a pass in each such course after attaining required CIE or SEE requirements during the programme shall be necessary for the student to qualify for the award of Degree.

Table-6: Mandatory and HSS Courses	
Mandatory Courses	First year HSS Courses
<ul style="list-style-type: none"> Functional English Kannada Language 	<ul style="list-style-type: none"> Constitution of India, Professional Ethics & Human Rights Environmental Studies Personality Development Programme Communication Skill Development

6.3 Mandatory Courses for the students admitted under lateral entry

- 6.3.1 The student shall compulsorily attend two bridge courses in Mathematics (one in 3rd and one in 4th semester) as they are the prerequisites for the respective programme in higher semesters. They are permitted to attend the SEE during regular/supplementary semesters.
- 6.3.2 The student shall also compulsorily attend two HSS Courses viz. Constitution of India, Professional Ethics & Human Rights and Environmental Studies during third and fourth semesters respectively.
- 6.3.3 The student shall pass two bridge courses and two HSS courses viz. Constitution of India, Professional Ethics & Human Rights and Environmental Studies for the award of the degree.
- 6.3.4 The mandatory bridge courses do not carry any credits.

7 ASSESSMENTS & EXAMINATIONS

7.1 Achievement Testing

- 7.1.1 The assessment of student's performance during and/or at the conclusion of a programme has to be done using examinations. In general, an examination may have different objectives, like achievement testing, prediction testing, endurance testing, testing of creativity and testing for ranking.
- 7.1.2 Typically achievement testing is done in two parts as follows:
- 7.1.3 **Sessional:** Involving **Continuous Internal Evaluation (CIE)**, to be conducted all through the semester; and, to include mid-term tests, weekly/fortnightly class tests, assignments, problem solving, group discussions, quiz, seminar, mini-project and other means.
- 7.1.4 **Terminal:** Covering **Semester End Examination (SEE)**, to be conducted by the course teacher/course coordinator/internal subject expert/external examiner at the end of a semester, on dates to be fixed at the College level; and to include a written examination for theory courses and practical examination with built-in oral part for laboratory courses.
- 7.1.5 Both CIE and SEE have equal (50:50) weightage. Student's performance in a course shall be judged by taking into account the results of CIE and SEE individually and also together.

7.2 Question Papers

- 7.2.1 **Achievement Testing:** For an effective achievement testing of the students in a

course, a good question paper needs to be used as the 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 & quantitative methods
- Contain adequate data / other information for the numerical problems
- Have clear and complete instructions to the candidates.

7.2.2 Question Paper Planning: Question Paper to cover the entire syllabus, with a provision for the students to answer questions from the full syllabus. As students need to be given some choice in the questions included in the Paper, it is preferred for the Question Papers at SEE, in particular, to have built in choice. This factor shall be taken note of by the Board of Examiners (BOE), while planning for the Question Papers.

7.2.3 It is also necessary for the course syllabus to be well drafted, be defect-free and be properly modularized to enable the setting of good question papers covering the whole syllabus. These aspects have to be taken into account, in particular, by the Board of Studies (BOS).

7.2.4 Typical Question Paper: The questions to be included in the Question Papers at CIE and SEE can be as follows and the course teacher/course coordinator/internal subject expert/external examiners shall have to be well trained to set them:

Comprehensive questions that have to be answered in detail. The question paper to be useful in the testing of knowledge, skills, comprehension, application, analysis, synthesis, evaluation and understanding of the students overall achievement and maturity of the students in a subject through questions relating to theoretical / practical knowledge, derivations, problem solving, application and quantitative evaluation.

7.3 Examinations

7.3.1 Maintenance of Standards: For meeting the expectations of the Statute and being able to declare the results of student's performance at both CIE and SEE in a time bound manner, before the conclusion of a semester as per the Academic Calendar, high standard shall be ensured.

7.3.2 Continuous Internal Evaluation (CIE) For Theory Courses: The CIE shall be conducted by the faculty handling the Course/Course Co-ordinator. The Course faculty to spell out the components of CIE to the students in advance, maintains transparency in its operation, declare the evaluation results in time and then return the answer scripts and assignment sheets to them; also the faculty solve the questions from these test papers during the class/tutorials for the benefit of students. The CIE is generally based on two tests & quiz/assignment conducted.

7.3.2.1 Two CIEs shall be conducted for 40 marks each and be reduced to 20 marks.

7.3.2.2 One quiz and one assignment of 10 marks each shall be conducted & the marks be reduced to 05.

7.3.2.3 As a part of CIE, the faculty members can also use Alternative Assessment Tools (AAT) such as term papers, and problem solving in place of quiz/assignment (for max. of 10 marks). It is the responsibility of the faculty to obtain prior approval for implementing AAT from the concerned HOD and duly notify the same to the respective class.

- 7.3.2.4** The Total marks of CIE shall be 100 (two CIEs of 40 marks each & One quiz and one assignment of 10 marks each). However, in genuine cases, for the benefit of students, make up CIE may be conducted with a payment of fee fixed by the college. In case of students appearing for the make up CIE, the sum total of the best two tests shall be considered for awarding CIE. The weightage of CIE is as shown in the table-7:

Table-7

Component	CIE-1	CIE-2	Quiz/AAT	Assignment /AAT	Total Marks
Maximum Marks	40	40	10	10	100
Reduced to	20	20	05	05	50

- 7.3.3 CIE for Laboratory Courses:** The CIE for laboratory course is conducted for 50 marks based on the laboratory exercises/experiments along with the submission of laboratory records/report and an internal test.

Table 8: CIE components for laboratory courses

Component	Records & Performance	Lab Test + Viva-voce	Total Marks
Maximum Marks	30	20	50

7.3.4 CIE for Integrated Courses

- 7.3.4.1** The CIE for integrated course is split into two components namely Theory and Practical with an equal weightage.
- 7.3.4.2** For theory component - there shall be two CIEs and one quiz conducted.
- 7.3.4.3** For practical component, the performance in the Lab/workshop/drawing etc shall be evaluated in two phases, namely, attendance, conducting lab experiments, Lab record & lab test and Viva-voce. Submission of lab record and attending the lab test is compulsory. In addition, securing 40% marks in both theory and practical component is mandatory for passing the course.
- 7.3.4.4** The lab test and Viva-voce to be conducted by two examiners i.e. a course teacher/course coordinator/internal subject expert/external examiner. The concerned HOD shall maintain the record of finalized marks for Lab test/ Viva-voce. The weightages are as shown in Table-9:

Table-9 : CIE Components for Integrated courses

Component	Theory			Practical		Total Marks
	CIE-1	CIE-2	Quiz/ Assignment/AAT	Records & Performance	Lab Test + Viva-voce	
Maximum Marks	20	20	10	20	30	100
Reduced to	10	10	5	10	15	50

7.3.5 A student shall secure a minimum of 40% in CIE and should have 85% attendance in each theory and practical components in case of integrated courses; otherwise the student shall not be eligible for SEE.

7.4 **Semester End Examination (SEE) For Theory Courses:** The SEE shall be conducted at the end of every semester jointly by the course teacher/course coordinator/internal subject expert/external examiner appointed for this purpose by the College.

7.4.1 **SEE Answer Scripts:** The answer scripts of SEE are evaluated first by the course teacher/course coordinator/internal subject expert. Before declaring the results, a second evaluation or an external review of SEE shall be carried out. A committee of the College may oversee, for ensuring the quality and standard of evaluation and the grades awarded in all the cases.

7.4.2 **External Review of SEE:** An external review shall be conducted under the aegis of the Board of Examiners (BOE) of the College by appointing a panel of subject experts from outside the College for this purpose and aiming at totality in the review of SEE process and covering such steps as, question paper review, checking random samples of answer scripts, analysis of results/grades awarded, etc. This step is necessary for gaining the confidence of the students and also of the society at large, on the fairness and transparency in the system.

7.4.3 **SEE for Laboratory Courses:** SEE for laboratory course shall be conducted jointly by two examiners namely the course teacher/ course coordinator/ internal subject expert/external examiner. The scheme of SEE for lab course shall be as follows:

Table 10 : SEE Components for Laboratory Course			
Component	Conduction of experiments	Viva-voce	Total Marks
Maximum Marks	40	10	50

7.4.4 **Semester End Examination (SEE) for Integrated Courses:** The SEE for theory shall be conducted jointly by the course teacher/course coordinator/internal subject expert/external examiner. There shall not be SEE for practical component in an Integrated Course.

7.4.5 **Passing Standards:** High standards are maintained in all aspects of the examination. The absolute grading method is followed. The minimum standard of passing in respect of CIE and SEE for each course is shown in Table-11. A student shall secure a minimum of 40% in CIE and should have 85% attendance in each course; otherwise the student shall not be eligible for SEE for the said course and student shall be awarded with F Grade in that course and has to re-register for the said course during subsequent semesters (regular/supplementary).

Table-11: Passing Standards using **Absolute Grading**

Evaluation Method	Passing Standard
Sessional (CIE)	Score: $\geq 40\%$
Terminal (SEE)	Score: $\geq 40\%$

7.4.6 **Project work Evaluation:** 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 Departmental

Committee constituted for this purpose.

A seminar presentation, submission of project report and final oral examination by a Project Evaluation Committee consisting of HOD, a Senior Professor/Project Coordinator, Guide and an external examiner shall involve in the SEE for the project work.

7.4 The Assessment procedure (CIE and SEE) for drawing subjects shall be as specified in the syllabus of the respective subjects.

7.5 There shall be NO RE-EXAMINATION for any Course in the credit system. To take care of such students who have:

- a) Absented themselves from attending SEE, without valid reasons.
- b) Failed (Grade F) to meet the minimum passing standards prescribed for CIE and/or SEE.
- c) Shortage of attendance.
- d) Withdrawn (Grade W) from a Course.

shall be required to re-register for the Course(s) and go through CIE and SEE compulsorily again and obtain a Grade equal to or better than C in each case. The student is permitted to re-register for the course as per the prevailing scheme and regulations at that time. However, final CIE marks shall be awarded among the better of the CIEs secured before and after re-registration.

7.6 **Successive Failures:** A student who has not been able to obtain eligibility for third semester even after three academic years will be declared as Not Fit for Technical Course [NFTC]. However, such a student can re-join B.E Programme in the College as a fresh student to the First Year.

8. ATTENDANCE REQUIREMENT

8.1 All students shall maintain a minimum attendance of 85% in each course registered. In case of shortfall, the Head of the Institution shall consider and may condone deficiency up to a limit of 10% in special cases on the recommendation of the concerned Head of the Department for reasons such as medical emergencies and legitimate grounds. The relevant documents pertaining to condonation of attendance shall be maintained by the respective departmental head and produced as and when required by the head of the institution. Any student failing to meet the above standard of attendance in any course(s) registered shall not be allowed to appear for SEE of such course(s).

8.2 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.

8.3 *Any student against whom any disciplinary action by the College is pending shall not be permitted to attend any SEE in that Semester.*

8.4 *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 course.*

8.5 *The students shall take note of his/her attendance status periodically from the 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 will not be considered as valid reason for exemption from the attendance requirements.*

8.6 If a student does not fulfill the attendance requirements in any course, he/she is not permitted to attend the Semester End Examination (SEE) in that course and is deemed to have been awarded "F" grade in that course.

8.7 In respect of Integrated Courses 85% of attendance shall be maintained in theory as well as practical component of the course. Failing to maintain the 85% attendance in any one component, the student will not be permitted to take up SEE in that course.

9. GRADING

9.1 General

9.1.1 The grading system is useful in 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.

9.1.2 Letter Grades: A letter grade is basically a qualitative measure (an alphabet/letter) giving the performance of a student, such as, Outstanding (S), Excellent (A+), Very Good (A), Good (B+), Above Average (B), Average (C) and Unsatisfactory/Fail (F) based on the raw score (marks, as in conventional practice) obtained by the student. This is usually arrived at after the student's performance in a Course, which includes both CIE and SEE is assessed and raw score (marks) for the total are awarded to begin with, followed by grouping of all the students in a Course under different grading levels.

9.1.3 Absolute Grading: The College has adopted the absolute grading system.

9.2 Grade Points

9.2.1 Depending on the letter grades assigned, a student earns certain grade points.

Table-12: Grade Points Scale (Absolute Grading)

Level	Outstanding	Excellent	Very Good	Good	Above Average	Average	Fail
Grade	S	A ⁺	A	B ⁺	B	C	F
Grade Points	10	09	08	07	06	05	00
Percentage of Marks	≥90	≥80 & <90	≥70 & <80	≥60 & <70	≥50 & <60	≥ 40 & <50	< 40

9.2.2 The grade points given in above table help in the calculation of SGPA.

9.2.3 **Transitional Grades:** The transitional grades, such as, 'I', 'X' and 'W' shall be awarded to a student in the following cases. These transitional grades shall be converted into any one of the letter grades (S to F) after the student completes his/her Course requirements, including examination.

- 9.2.3.1 **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:
- Accident or severe illness leading to hospitalization, which disabled the student from attending Semester End Examination (SEE)
 - A calamity in the family at the time of SEE which requires the student to be away from the College
 - In the event of (a) and (b) above, it is the responsibility of the student/parent/guardian to inform the college authorities (Counsellor/HOD) immediately. The information may be in the form of either written communication, personal communication by parent/guardian/peer or an e-mail or mobile message. The candidate needs to submit all the relevant documents (hospital reports, police reports, certificates from competent authorities, etc.,) prior to attending

the college. Intimation is mandatory. Any intimation after the conduct of examination will not be entertained.

- 9.2.3.2 **Grade 'X':** Awarded to a student having attendance $\geq 85\%$ and CIE rating $\geq 60\%$ in a course, but SEE performance observed to be poor which could result in an overall 'F' Grade in the Course. No 'F' Grade is awarded in this case but student's performance records maintained separately. The student will be provided an opportunity in the Make Up Examination.
- 9.2.3.3 **Grade 'W':** Awarded to a student having satisfactory attendance at classes, but withdrawing from that Course before the prescribed date in a semester under faculty/counsellor advice. The student shall re-register for the said course in the regular semesters only. All the 'W' grades awarded to the students shall be eligible for conversion to the appropriate letter grades only after the concerned students re- register for these Courses in a regular (odd/even) semesters only and fulfill the passing standards.
- 9.2.3.4 **The Makeup Examination** facility would be available to students who have got transitional grades 'I' and 'X'. This facility is available at the end of odd and even semesters with a payment of fee as fixed by the college.
- 9.2.3.5 The Make Up Examination would be held as per dates notified in the Academic Calendar. However, make up examination could be held at any other time in the semester with the approval of the Principal of the College. In all these cases, the standard of SEE would be the same as the regular SEE.
- 9.2.3.6 All the 'I' and 'X' grades awarded to the students would be converted by the teachers to appropriate letter grades and communicated to the Controller of Examinations within two days of the respective make-up examinations. Any outstanding 'I' and 'X' grades two days after the last scheduled make-up examination shall be automatically converted to 'F' grade.

- 9.2.4 **Grade Card:** Each student shall be issued a Grade Card at the end of each semester provided the student does not possess I, X, W and F grades. The grade card will have a list of all courses registered by a student in the semester along with the credits and the letter grades. The courses registered for credits and having grade points shall be included in the computation of student's performance i.e., SGPA and CGPA.

However, the Courses taken for audit will not form part of this computation. The grade card will be issued only after satisfactory completion of mandatory courses which are of non-credit type.

- 9.2.5 In the event, a student fails in a Laboratory course and/or in CIE of a course in final year, the student shall be given 'X' grade.

9.2.6 Grade Point Averages

9.3.1 **SGPA and CGPA:** The credit index can be used for calculating Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA), both of which being important 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 total of credit indices of all the previous semesters divided by the total number of credits registered in all these semesters. The SGPA and CGPA will be computed as shown below:

Semester Grade Point Average (SGPA):

$$SGPA = \frac{\sum_1^n (C_i \times G_i)}{\sum_1^n C_i}$$

Cumulative Grade Point Average (CGPA):

$$CGPA = \frac{\sum_1^N (C_i \times S_i)}{\sum_1^N C_i}$$

where

C_i - The number of credits of the i^{th} course

G_i - The grade point of the i^{th} course.

n – Number of courses

S_i - The SGPA of the i^{th} semester

N – Number of Semesters

Both SGPA and CGPA facilitate the declaration of academic performance of a student, at the end of a semester and at the end of successive semesters respectively. Both SGPA and CGPA shall be normally calculated up to the second decimal position, so that the CGPA, in particular, can be made use of in ranking the students in a class. If two students get the same CGPA, the tie should be resolved by considering the number of times a student has obtained higher SGPA; but, if it is not resolved even at this stage, the number of times a student has obtained higher grades like S, A, B etc., shall be taken into account in ranking the students in a class.

- 9.3.3 **Vertical Progression:** Minimum standards for SGPA and CGPA together with the minimum number of credits are laid down for the vertical progression of students. This facilitates the mobility of students from one College to another and also avoids confusion among the students. The vertical progression of students is applied between two academic years only.

The following are the prescribed standards for vertical progression:

- 9.3.3.1 Maximum Number of 'F' Grades that can be carried at the end of any academic year is **four** only.
- 9.3.3.2 The maximum number of withdrawals at any given time shall not exceed two courses subjected to maintaining the minimum registration requirements.
- 9.3.3.3 When a student has to move to 3rd year, he/she should have completed all the credits registered in 1st year including mandatory courses and likewise, to move to 4th year, he/she should have completed all the credits registered in 2nd year.

9.3.4 Gracing policy

- 9.3.4.1 A candidate shall be eligible to a maximum of 2 grace marks in a course and for a maximum of two courses in a semester and after gracing, passes the course/s.
- 9.3.4.2 A candidate who has failed in only one course shall be eligible to a maximum of 4 grace marks in the semester and after gracing, passes the course.

- 9.3.5 **Award of Class:** The Table-13 shows the conversion of grade points into percentage of marks and the award of class thereon. This is done to provide equivalence of these averages, namely SGPA and CGPA with the percentages and/or Class awarded as in the conventional system.

Table-13

Grade Points	Percentage of marks	Class
5.75 to 6.74	≥50 and <60	Second Class
> 6.74 to 7.74	≥60 and <70	First Class
> 7.74	≥70	Distinction

Grade Point conversion to Percentage of marks= (Grade Point – 0.75) * 10

9.3.5 Award of Prizes, Medals and Ranks

9.3.5.1 For award of rank in a branch, the CGPA of the candidate from 5th to 8th semester shall be considered. A candidate shall be eligible for a rank at the time of award of degree in each branch of Engineering provided that the candidate, has not secured 'I', 'X', 'W' or 'F' grades in any of the 3rd to 8th semesters.

9.3.5.2 The total number of ranks awarded shall be 10% of the candidates appeared in final semester or 10 rank whichever is less in that branch.

9.3.5.3 For the award of prizes and medals, the conditions stipulated by the Donor may be considered subject to the provisions of the statutes framed by the Academic Council of the college.

10. Other Academic Matters

10.1 Academic Schedules: An Academic Calendar is published before the commencement of every academic year to assist the students and faculty. The calendar includes dates for registration of courses, test schedules-regular and make up tests, dropping of courses and withdrawal from courses, commencement of SEE, make up examinations and supplementary examinations. The detailed examination time table shall be announced by the CoE. 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.

10.2 Registration of Courses: Each student shall have to register for course work at the beginning of a semester. The student has to compulsorily register for all the stipulated credits in the first year of the programme. In the subsequent years (higher semesters i.e., third semester onwards) the registrations shall be within the limits of minimum (≥20) and maximum (≤30) credits. A period of 2-3 days is assigned for this event to facilitate the students to seek faculty advice and discuss with the counsellor/faculty prior to registering for courses.

10.1.3 Dropping of Courses: A specific period in the middle of a semester is fixed for this purpose and to help review the student's performance in CIE by the faculty advisors (counsellors). The students having poor performance are advised to drop the identified course(s) (up to the minimum credits specified for the semester) in the higher semesters only (i.e., third semester onwards) without being mentioned in the Grade Card.

Such courses, if core, are to be re-registered and taken up for study at a later time. If elective, the students have the option to re-register for the same or a

different elective at a later time, depending on the availability of the course and with the consent of the counselor and approval from the Head of the Department.

- 10.1.4 **Withdrawal from Courses:** A specific period is identified towards the end of a semester to help review the student's performance in CIE by the counsellor who shall advise the students having poor performance to withdraw from identified course(s) (up to the minimum credits specified for the semester). Such Courses to be re-registered by these students in the main/regular semesters at a later time.

When to withdraw?: A student is allowed to withdraw from a Course(s) after two weeks from the last date of the second internal test (CIE) or as mentioned in the Academic Calendar.

Separate circular/notification shall not be issued in this regard. It is the responsibility of the student to withdraw from the courses within the stipulated time failing which student will have to continue with the course and fulfill the academic requirements.

10.2 Temporary withdrawal from programme:

- 10.2.1 A student may withdraw temporarily from the programme on grounds like, prolonged illness, grave calamity in the family or any other serious happening. The withdrawal shall be for periods which are integral multiples of a semester, provided that:

- 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.
- 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 programme requirements within the time limits specified by the college.
- The student does not have any dues or demands at the College including tuition and other fees as well as library material.

- 10.2.2 A student availing of temporary withdrawal from the College under the above provision shall be required to pay such fees and/or charges as may be fixed by the College until such time as his/her name appears on the Student's Roll List. **However, it may be noted that the fees/charges once paid shall not be refunded.**

- 10.2.3 Normally, a student will be entitled to avail **the temporary withdrawal facility only once during his/her studentship of the programme.** 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 to use this provision only in exceptional cases.

10.3 Termination from the Programme

A student shall be required to withdraw from the programme and leave the College on the following grounds:

- 10.3.1 Failure (getting 'F' Grade) and not passing a Course to earn credits for the same in-spite of **five** attempts.
- 10.3.2 Failure to secure a CGPA ≥ 5.00 on **five** consecutive occasions in any semester.
- 10.3.3 Failure to meet the **standards of discipline** as prescribed by the College from time to time

10.4 Student's Feedback

- 10.4.1 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.
- 10.4.2 The feedback received from the students is reviewed/discussed by a committee constituted for the purpose and necessary corrective measures are taken.

10.5 Graduation Ceremony

- 10.5.1 The College conducts annual Graduation Day ceremony for the award of the Provisional Degree Certificate to students completing the prescribed academic requirements. The degree certificate will be issued by the University after the University Convocation.
- 10.5.2 The College awards Ranks and Medals to the meritorious students during the Graduation Day Ceremony to encourage the students to strive for excellence.

11. Grievance Redressal

- Students who have any grievances related to their results shall apply in the prescribed form and on the payment of prescribed fee for the redressal within the stipulated time.
- The students shall be permitted to take photocopies of his/her evaluated answer scripts and in case of any discrepancy with regard to totaling, the same shall be rectified.
- There shall be a provision for revaluation of the answer scripts by a valuer other than the earlier valuer.
- In case of a change in Grade after revaluation, the answer script is to be moderated by an external examiner.
- There shall also be a provision for Challenge Revaluation of the answer scripts. The Challenge Revaluation shall be jointly by an External Valuer and an internal subject expert other than the earlier valuer.

12. CONDUCT AND DISCIPLINE

- 13.1 Each student shall conduct himself/herself in a manner befitting his/her association with the College/Institute.
- 13.2 He/she is expected not to indulge in any activity, which is likely to bring disrepute to the Institution.
- 13.3 He/she should show due respect and courtesy to the teachers, administrations, officers and employees of the institute and maintain cordial relationships with fellow student.
- 13.4 College authorities will issue the character and conduct certificate if it is requested by a student.
- 13.5 Lack of courtesy and decorum, unbecoming of a student, removal of College property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations (CIE and SEE), breach of rules and regulations of the College, noisy and unruly behavior and similar other undesirable activities shall constitute violation of code of conduct for the student.
- 13.6 Appropriate authorities of the Institute may recommend that a student be denied the award of degree/certificate even if he/she has satisfactorily completed all the academic requirements and if the student is found guilty of offences warranting such an action.

- 13.7 Indulging in ragging in any form within the campus/outside the campus or in hostels is strictly prohibited. Indulging in ragging will result in rustication from the College. In addition as per Supreme Court directive **Ragging** is a cognizable offence punishable under IPC. A police Case will be registered against the student. The College authorities will not take any responsibility if any student is booked by law-enforcing authorities in case of **Ragging**.
- 13.8 Indulging in eve-testing/sexual harassment within the campus/outside the campus/in hostels etc, will result in rustication from the College.
- 13.9 Indulging in malpractice in any examination (CIE/SEE) will automatically disqualify the student from the examination and it may result in the student being expelled from the College.
- 13.10 Use of Cell Phones on the campus is strictly prohibited. If a student is found using the Cell Phone, the Cell Phone will be confiscated.
- 13.11 Student is expected to come to college in a descent dress commensurate with the prestige and reputation of the College.
- 13.12 A student must always wear Identity Card which is clearly visible during his/her stay on the campus.
- 13.13 Loitering and throwing litter in the Campus is strictly prohibited.
- 13.14 A student must take care of college property and is expected to protect it from getting damaged/vandalized.
- 13.15 In case of any problem, a student is expected to first meet his/her counsellor and then Head of the Department. If the student is not able to resolve the problem even after meeting these two authorities, he/she can approach the Dean Academic, Vice Principal or Principal.
- 13.16 A student is a flag bearer of the College and is expected to conduct himself/herself in an exemplary manner both inside and outside the campus.

12. INTERPRETATION

Any question as to the interpretation of these 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.
