



Estd : 1986

||Jai Sri Gurudev||  
Sri Adichunchanagiri Shikshana Trust (R.)  
**SJC INSTITUTE OF TECHNOLOGY**

An Autonomous Institution under VTU from 2024-25

AICTE Approved, Accredited by NAAC with A+ Grade & NBA (CSE, ISE, ECE, ME, CV & AE), Gold Rated by QS I-Gauge

**P.B. No.20, B.B Road, Chikkballapur - 562 101, Karnataka**



[www.sjcit.ac.in](http://www.sjcit.ac.in)

# Academic Rules and Regulations

## 2024 - 2025

Applicable to 2024 Autonomous Scheme of B.E., M. Tech., & MBA Programmes



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P.B.No. 20, B.B. Road, Chickballapur- 562101, Karnataka, India

## **Vision**

**Preparing Competent Engineering and Management Professionals to Serve the Society.**

## **Mission**

- 1. Providing Students with a Sound Knowledge in Fundamentals of their branch of Study.**
- 2. Promoting Excellence in Teaching, Training, Research and Consultancy.**
- 3. Exposing Students to Emerging Frontiers in various domains enabling Continuous Learning.**
- 4. Developing Entrepreneurial acumen to venture into Innovative areas.**
- 5. Imparting Value based Professional Education with a sense of Social Responsibility.**

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## **PREAMBLE**

### **SRI ADICHUNCHANAGIRI SHIKSHANA TRUST (R.)**

Sri Adichunchanagiri Shikshana Trust (R.), founded in the year 1974, runs 500+ institutions, moulding 150000+ students with the divine blessings of our founder President Paramapoojya Jagadguru Byravaikya Padmabhushan Sri Sri Sri Dr. Balagangadharanatha Mahaswamiji who had a vision of serving the humanity in eight fold areas of Adhyathmika (Spirituality), Anna (Free Food), Akshara (Knowledge), Arogya (Health), Ashraya (Shelter), Anukampa (Helping Hands), Aranya (Afforestation), Akalu (Cattle Protection) was exemplary and noteworthy. He was rewarded and conferred with innumerable titles for his services in the field of Education, Health, Spiritual, Moral, Social, Cultural and Environmental activities. Our present President Paramapoojya Jagadguru Sri Sri Sri Dr. Nirmalanandanatha Mahaswamiji, aided by his educational background and interest in Engineering has incorporated Modern Technologies and revolutionized the functioning of all the Institutions of Shikshana Trust. He has taken up the initiative of introducing computerized working environment in all the Academic and Administrative activities of the institutions. The Vision of our Maha swamiji is to follow the footsteps of his Guru, working tirelessly to “Preserve, Promote, Pursue and Progress with Passion in the Path of his Patriarch”. His Holiness was conferred with “Doctor Honor is Causa” (Honorary Doctor of Science) by the University of Mysore, Karnataka in 2016.

### **SJCIT – A PREMIER INSTITUTION IN ENGINEERING AND MANAGEMENT EDUCATION**

SJC Institute of Technology is a premier institute under Visvesvaraya Technological University (VTU) established in 1986. The Institute is managed by Sri Adichunchanagiri Shikshana Trust(R.) founded in 1974 by the divine soul of Jagadguru Padmabhushana Sri Sri Sri Dr. Balagangadharanatha MahaSwamiji. The trust is under the astute visionary and spiritual guidance of Paramapoojya Jagadguru Sri Sri Sri Dr. Nirmalanandanatha Mahaswamiji. The Trust runs more than 516 Institutions all over the states of Karnataka, Maharashtra, Tamilnadu, Andhra Pradesh & Delhi. SJCIT is approved by AICTE, accredited by NAAC with A+ Grade, 6 Engineering Departments Accredited by NBA, NIRF Ranking in the bandwidth of (151-300) and Gold rated by QS I-Gauge. The institute offers eleven UG Courses: ECE, CSE, ISE, ME, CE, AE, AS, AI-ML, AI&DS, CSD&CV (Kan) and Five PG Courses in Engineering and MBA along with Nine VTU recognized R&D centers. The institute has an excellent track record of results with university ranks and placements in past years. Along with academics, the students also participate and excel in extra-curricular and co curricular activities through active cultural, sports and social groups. Our goal is to mould students into highly skilled technical and management professionals with a wide range of analytical, strategic and leadership capabilities to meet the global challenges.

## HIGHLIGHTS

- 38 years of excellence with relentless service to society imparting quality education.
- 3060+ Students and 24000+ alumni network.
- 204+ Experienced, Well qualified and Passionate faculty with 60+ Doctorates, 210+ Non-Teaching Staff.
- Consistency in achieving 95% & above Results with Ranks and Medals at University Exams. 72 Ranks and 15 Gold Medals have been fetched so far.
- Training and Expert Guidance on Technical Domains for Placement and Career Development with blended training model.
- 100% Placement opportunity for all Students and more than 95% Placements for eligible candidates. 850+ job offers in 2022, 720+ job offers in 2023 and 350+ in 2024 still on going, with highest package of 28 LPA and average package 5.6 LPA.
- BGS-SJCIT Incubation foundation, IP Cell, EDC, CoEs, Student Excellence and Empowerment Development Center (SEED).
- BGS R&D Centre - BARC, NAIN, BOSCH REXROTH Automation Centre, Completed funded projects worth 3 crores and ongoing sponsored projects worth 1 crore.
- MoUs with reputed companies leading to Internships, Projects and Industry visits.

## PROGRAMMES OFFERED:

### **Bachelor of Engineering (B.E.) in:**

- Computer Science & Engineering
- Information Science & Engineering
- Electronics & Communication Engineering
- Civil Engineering
- Mechanical Engineering
- Aeronautical Engineering
- Aerospace Engineering
- CSE (Artificial Intelligence & Machine Learning)
- Artificial Intelligence and Data Science
- Computer Science and Design

### **Master of Technology (M. Tech.) in:**

- Computer Science & Engineering
- Digital Communication and Networking
- Structural Engineering
- Machine Design

**Master of Business Administration (MBA) in:**

- Marketing
- Human Resource
- Finance

**Master of Science (Engg.) by Research [M.Sc. (Engg) by Research]**

**Doctor of Philosophy (Ph.D.) in:**

- Computer Science & Engineering
- Electronics & Communication Engineering
- Civil Engineering
- Mechanical Engineering
- Business Administration
- Mathematics
- Physics
- Aeronautical Engineering

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.

The advantage of academic autonomy lies in imparting quality education with continuous learning and evaluation. 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 programmes.

## **1.0 TITLE AND COMMENCEMENT**

- 1.1** These Regulations shall be called as “Academic Regulations Governing the Degree of Undergraduate and Postgraduate Programmes of SJCIT - 2024”.
- 1.2** The Regulations are framed based on “Visvesvaraya Technological University Guidelines and Norms for Implementation of Academic Autonomy in Institutions (2018) Amendments in 2022” and approved by the Governing Body on recommendation of the Academic Council of SJCIT.
- 1.3** The Regulations are subject to amendments made by Visvesvaraya Technological University (VTU) and by the Academic Council with the approval of the Governing Body of the college from time to time and keeping the recommendations of the Board of Studies (BoS) in view.
- 1.4** These Regulations shall govern all the students seeking admissions to B.E., M. Tech., and MBA programmes offered by SJCIT under Autonomous Scheme from the academic year 2024-25.

## 2.0 DEFINITIONS

'University' means, Visvesvaraya Technological University (VTU)

'College' means SJC Institute of Technology (SJCIT)

'Academic Council' means, the Academic Council of the College

'BOS' means Board of Studies of various departments of SJCIT

'BOE' means Board of Examiners of various departments of SJCIT

'Programme' means a higher education programme pursued for a degree awarded by the University as specified under Section-22(3) of the UGC Act.

'Regular Students' means students who are admitted to the first year of the respective programme (Undergraduate Programme or the Post Graduate programme)

'Lateral Entry' means students who are admitted to the third semester of the respective programme (Undergraduate Engineering Programme)

'Course' means one of the units (subject) either theory or practical, identified by its title and code number, which comprises a Programme of Study.

## 3.0 PROGRAMME DURATION AND TOTAL CREDITS

The duration of various programmes and Number of Credits to be earned for award of degree is given in the Table 3.1.

*Table 3.1: Program Details*

SL. No.	Programmes	Duration (years)		Total No. of Credits
		Min.	Max.	
1.	Bachelor of Engineering (B.E.)	4	8	160
2.	Bachelor of Engineering (B.E.) (lateral entry)	3	6	120
3.	Master of Technology (M.Tech.)	2	4	88
4.	Master of Business Administration (MBA)	2	4	100
5.	Master of Science (Engg.) by Research (M.Sc. Engg. by Research)	2	4	--
6.	Doctor of Philosophy (Ph.D)	3	8	--

## 4.0 ADMISSION

Admission of students to various Programmes shall be made as per the Government of Karnataka and AICTE Norms that are applicable from time to time.

### 4.1 Admissions to B.E. Programme - Eligibility

#### (A) Admissions to I year B.E. Programme

- (i) Candidate should have passed in 2<sup>nd</sup> PUC / 12<sup>th</sup> Standard / Equivalent Exam with English as one of the languages and obtained a minimum of 45% of marks in aggregate in Physics and Mathematics along with one of the

following subjects, namely Chemistry/Biotechnology/Biology/ Electronics/Computer Science (40% for SC, ST, Cat-1, 2A, 2B, 3A and 3B category candidates of Karnataka).

- (ii) **For admission under Government Quota (CET Quota):** In addition to Section 4.1(A)(i), candidates should have a qualifying rank in Common Entrance Test (CET) conducted by Karnataka Examination Authority (KEA) for candidates of Karnataka domicile.
- (iii) **For admission under COMED-K Quota:** In addition to Section 4.1(A)(i), candidates should have a qualifying rank in COMED-K Entrance Test conducted by Karnataka Unaided Private Engineering Colleges Association Authority (KUPECA) for both Karnataka and Non-Karnataka candidates.
- (iv) **For admission under Management Quota:** In addition to Section 4.1(A)(i), candidates should have a qualifying rank in either CET or COMED-K or JEE Mains entrance tests.
- (v) Candidates who have passed a qualifying examination other than 2<sup>nd</sup> PUC of the Pre-University Education Board of Karnataka, must obtain an eligibility certificate for seeking admission to B.E. Degree Programme from the University.

**(B) Admissions to II-year B.E. Programme (Lateral Entry):**

**(I) Candidates who have passed Diploma:**

- (i) Candidates should have passed Three year diploma or equivalent examination in the appropriate branch of engineering as recognized by Government/University and secured not less than 45% marks [40 % in case of SC, ST and Backward Classes of Karnataka candidates] taken together in all the subjects of the final year (fifth and sixth semesters).
- (ii) Those candidates who have completed Diploma from other than Karnataka state shall provide the Equivalence/ Eligibility Certificate from the Director of Technical Education of the Government.

- (II) Candidates who have passed B.Sc. Degree:** Candidates should have passed B.Sc. Degree from a recognized University as defined by UGC with at least 45% marks (40% in case of candidates belonging to reserved category) and passed 10+2 examination with Mathematics as a subject.

**4.2 Admissions to M. Tech. Programme - Eligibility**

- (i) Candidate should have passed in B.E./B. Tech. examinations of VTU or any other recognized University or Institution/ AMIE in respective branches and obtained 50% of the marks in the aggregate from all the years of the degree examination (45% in case of SC, ST and Category -1 Karnataka candidates).

- (ii) Candidates who have completed their degree through distance mode education from any University (National or International) are not eligible for admission to M. Tech. programmes under any quota.
- (iii) **For admission under Government Quota (PGCET Quota):** In addition to Section 4.2(i), candidates should have a qualifying rank in the Entrance Examination conducted by an authority recognized and approved by Government of Karnataka (PGCET).
- (iv) **For admission under Management Quota:** In addition to Section 4.2(i), candidates should be GATE qualified or have a qualifying rank in the Entrance Examination conducted by an authority recognized by Government of Karnataka (PGCET)/VTU/any other University on approval by Government of Karnataka.
- (v) **Admission to Vacant Seats:** Seats remaining vacant (unfilled), after the completion of PG admission process by KEA, shall be filled by the Institution by inviting applications through Press notification. The seats shall be filled by Candidates preferably who have valid GATE/PGCET score. In the absence of such Candidates, admission shall be based on merit in the entrance test conducted at the Institution level.

### 4.3 Admissions to MBA Programme - Eligibility

- (i) Candidates should have passed recognized bachelor's degree of minimum 3 years duration or equivalent examination and obtained an aggregate minimum of 50% marks taken together in all the subjects including languages in all the years of the Degree Examination (45% in case of SC, ST and Category -1 Karnataka candidates).
- (ii) **For admission under Government Quota:** In addition to Section 4.3(i), candidates should have a qualifying rank in PGCET entrance examination conducted by KEA.
- (iii) **For admission under Management Quota:** In addition to Section 4.3(i), candidates should have a qualifying rank in PGCET/ Karnataka Management Aptitude Test (KMAT)/Common Management Admission Test (CMAT)/ any approved entrance examination conducted by the authority recognized by Government of Karnataka/VTU/any other University of Karnataka State.
- (iv) **For Admission of Candidates from Other Universities of Karnataka/Outside Karnataka [Other than VTU]:** The candidates from Universities other than VTU shall have to obtain migration certificate from concerned University and obtain Eligibility approval from VTU.

### 5.0 ACADEMIC YEAR

The breakup of Academic Calendar (Odd and Even) is given in the Table 5.1

**Table 5.1: Academic Year**

Sl. No.	Action Plan	Odd Semester	Vacation	Even Semester
1.	Registration of courses	One week before the commencement of the semester	3 weeks	One week before the commencement of the semester
2.	Course work	16 weeks		16 weeks
3.	Preparation	1 week		1 week
4.	Examinations	1 week		1 week
5.	Declaration of Results	1 week		1 week
<b>TOTAL</b>		<b>19 weeks</b>	<b>3 weeks</b>	<b>19 weeks</b>

## 6.0 COURSE STRUCTURE AND CREDIT ALLOCATION

Every course offered carries credits which are specified in the scheme of the study and the credit allocation is as given in Table 6.1.

**Table 6.1: Credit Allocation**

1(One) hour Lecture per week = 1(One) credit
2(Two) hours Tutorials per week = 1(One) credit
2(Two) hours Practical / lab / drawing per week = 1(One) credit

All Credit courses carry a maximum of 100 marks. A typical structure of the courses and credit distribution in different Programmes is given in Tables 6.2, 6.3 & 6.4.

**Table 6.2: Categories of courses for B.E.**

Sl. No.	Course Area	Category	Credit Distribution
1.	Applied Sciences (AS)	Hardcore	22
2.	Engineering Sciences (ES)	Hardcore	22
3.	Professional Core (PC)	Hardcore	51
4.	Humanities & Social Sciences (HS)	Soft core	11
5.	Professional Electives (PE)	Soft core	12
6.	Open Electives (OE)	Soft core	08
7.	Project / Internship (PRI)	Soft core	20
8.	Ability Enhancement Courses (AEC)	Softcore	14
8.	Mandatory Non-Credit (MNC) Courses	Mandatory	--

**Table 6.3: Categories of courses for M. Tech.**

Sl. No.	Course Area	Category	Credit Distribution
1.	Professional Core (PC)	Hardcore	42
2.	Professional Electives (PE)	Soft core	20
3.	Project, Internship / Field work, Technical Seminar (PRI)	Soft core	26

**Table 6.4: Categories of courses for MBA**

Sl. No.	Course Area	Category	Credit Allocation
1.	Professional Core (PC)	Hardcore	55
2.	Professional Electives (PE)	Soft core	33
3.	Summer Internship Project (SIP)	Soft core	12
4.	Out Bound Training / Value Add on courses	Mandatory	--

## 6.1 Course Load

The permissible course load during a main semester (Odd/Even) of any programme shall be within the limits of a minimum of 16 credits and a maximum of 28 credits. In any case, the number of credits shall not be less than 16 after dropping/ withdrawal of a course/(s) in that semester.

## 7.0 REGISTRATION

### 7.1 Registration Procedure

- (i) Students should register for all the courses as per the scheme of study in each of the main semesters (Odd/Even)
- (ii) Students who are permitted for vertical movement from a year of study (even semester) to the next year of study (odd semester) as briefed in Section 14.0 only are eligible for registrations during the odd semesters. However, there is no restriction for movement from odd semester to Even semester.
- (iii) Registration to courses shall be done with the respective Faculty Advisor (Proctor/Mentor), by appearing in person, during the dates specified in the academic calendar.
- (iv) Registration after the specified last date is not permitted.
- (v) The prescribed registration fees shall be paid by the students and the fee paid receipt should be produced to the respective Faculty Advisor.

### 7.2 Re-registration of courses

- (i) Students who have dropped/withdrawn from a course or obtained 'NE' Grade in B.E., M. Tech. & MBA Programmes in a course, in any

semester, should repeat those courses in their entirety by re-registering as and when offered next. (To be read with Section 12.4)

- (ii) If a student has dropped/withdrawn from a course or obtained 'NE' Grade in a core course, then the student shall re-register for the same course when offered next.
- (iii) If a student has dropped/withdrawn from an elective course or obtained NE' Grade in an elective course, then the student shall have an option of re-registering the same elective course when offered next or re-register for any other equivalent elective course.
- (iv) If a student obtains 'F' Grade in project / internship, then the student has to take up new project / internship topic.

### **7.3 Registration in Absentia**

Registration in Absentia of a student, but through the authorized representative will be allowed only in exceptional cases at the discretion of Principal after the recommendation of the Dean (Academic).

### **7.4 Dropping of Course**

- (i) A student with poor performance in CIE can drop the identified course(s) on advice from the Faculty Advisor after his/her review of student's performance in CIE.
- (ii) Such students, who want to drop a course, shall do so in the middle of the semester within the specified date mentioned in the academic calendar, by applying in the prescribed format through the Course Instructor, Faculty Advisor and HOD to the Dean (Academic) for the permission to drop. Students are not permitted to drop any course after the specified date.
- (iii) The course(s) dropped shall not be mentioned in the Grade Card.
- (iv) Dean (Academic) will forward the consolidated list of students who have dropped the courses to the Office of COE.
- (v) A student is permitted to drop more than one course in a semester. However, the number of credits in that semester cannot fall below 16 after dropping.
- (vi) A student is not allowed to drop experiential learning and activity-based courses viz., laboratory, skill development, career electives, major project, and internship courses.
- (vii) A student is not allowed to drop the same course more than once.
- (viii) The student should have maintained the minimum attendance ( $\geq 85\%$ ) in the course, as on the date of dropping of course.

- (ix) If the dropped course is a core course, students have to re-register for the same course when offered in the subsequent semesters. If the dropped course is an elective course, the student has the option to reregister for the same elective or equivalent elective when offered in the subsequent semesters.

## **7.5 Withdrawal from Course**

- (i) A student with poor performance in CIE can withdraw from the identified course(s) on advice from the Faculty Advisor after his/her review of student's performance in CIE.
- (ii) Such students, who want to withdraw from a course, shall do so towards the end of the semester within the specified date mentioned in the academic calendar, by applying in the prescribed format through the Course Instructor, Faculty Advisor and HOD to the Dean (Academic) for the permission to withdraw. Students are not permitted to withdraw from any course after the specified date.
- (iii) Student who is permitted to withdraw from a course will be temporarily awarded 'W' Grade in that course, with a mention of it in the Grade Card. Such students will have to re-register to the withdrawn course when it is offered in the subsequent semester after paying the prescribed fees.
- (iv) Dean (Academic) will forward the consolidated list of students who have withdrawn from the courses to the Office of COE recommending for the award of 'W' Grade.
- (v) 'W' grade shall be converted to one of the other letter grades (O to F) after the completion of the withdrawn course in the subsequent semester. (To be read along with Section 12.9)
- (vi) Students are permitted to withdraw from more than one course in a semester. However, the number of credits in that semester cannot fall below 16 after withdrawal.
- (vii) A student is not allowed to withdraw from experiential learning and activity-based courses viz., laboratory, skill development, career electives, major project, and internship courses.
- (viii) A student is not allowed to withdraw from the same course more than once.
- (ix) The student should have maintained the minimum attendance ( $\geq 85\%$ ) in the course as on the date of withdrawing from the course.
- (x) If the withdrawn course is a core course, student has to re-register for the same course when offered in the subsequent semesters. If the withdrawn course is an elective course, the student has the option to reregister for the same elective or different elective in the subsequent semesters.

## **8.0 ATTENDANCE REQUIREMENT**

- (i) A student must obtain a minimum attendance of 85% in each course to appear for the Semester End Examination (SEE). In Theory and Practical Integrated (IPCC) courses attendance shall be separately counted for theory and laboratory part and a minimum of 85% attendance shall be put in by a student for both theory and practical part.
- (ii) Students who have attendance between 75% and less than 85% may get condonation of attendance by the principal, only on valid grounds such as hospitalization, participation in university and intercollegiate sports, cultural activities and participation in seminar, workshop, and paper presentation with prior permission. Students must submit the request for condonation of attendance in the prescribed format with supporting documents through Dean (Academic), duly recommended by the Head of the Department at least one week before the commencement of examination, failing which condonation of attendance will not be considered.
- (iii) Students having less than 75% are not eligible for condonation of attendance on any ground.
- (iv) If a candidate fails to satisfy the minimum attendance requirements in any course, 'NE' grade is awarded to that course and the candidate has to repeat that course in their entirety by re-registering as and when offered in the regular semesters.
- (v) The basis for the calculation of attendance shall be the period prescribed by the institute in its calendar of events. For I semester B.E. & III semester B.E. lateral entry students, the attendance is reckoned from the date of admission. For all other semesters, attendance will be counted from the date of commencement of class as announced in the institute academic calendar.
- (vi) It is mandatory on the part of the students to regularly check the status of their attendance with the respective faculty.

## **9.0 CHANGE OF BRANCH**

### **(A) Procedure for Change of Branch**

- (i) A student admitted to a branch of the undergraduate programme shall normally continue to study in that branch till completion. However, in special cases a student admitted to a branch of the undergraduate programme shall be permitted to change from one branch of study to another at the beginning of III semester only.
- (ii) Change of branch shall be permitted in accordance with the provisions laid down by the University and Academic Council.

- (iii) Change of branch shall be permitted, if the strength in any branch does not fall below 75% of the admissions at first year level in the respective branch/branches. This admission at first year excludes all supernumerary admissions viz., fee waiver quota (SNQ), J&K quota, PIO, GOI, PM quota etc.
- (iv) Change of branch can be made only against the clear vacancy in the branch. Vacancy, 'V' being defined as
 
$$V = I - (\text{Reg} + \text{Rep})$$
 where,
  - I = Sanctioned intake for the branch prescribed by AICTE for the previous academic session when the students were admitted at 1<sup>st</sup> semester level.
  - Reg = No. of regular students who become eligible to be promoted to III semester as per vertical progression norms, excluding all supernumerary admissions viz., SNQ, GOI, PIO etc.
  - Rep = No. of students from previous batch who become eligible to join III semester.
- (v) Change of branch shall be strictly in the order of merit of the applicants. For this purpose, the CGPA obtained at the end of the second semester shall be considered.
- (vi) Branch once changed cannot be reverted and/or changed again.
- (vii) Change of branch shall not be considered as a matter of right.

### **(B) Eligibility to Apply**

- (i) Only those students who are eligible for III semester as per vertical progression regulations (Section 14.0) shall be eligible to apply for change of branch.
- (ii) SNQ category of students are not eligible for change of branch as per Karnataka State Government norms.
- (iii) GOI admitted students, foreign nationals and PIO quota students are eligible for applying for change of branch, however, their applications will be considered under sanctioned intake only. These cases could be considered only if vacancy exists after change of branch of regular students.

### **(C) Procedure for Applying for Change of Branch**

- (i) The University/College will invite applications for change of branch for the academic year.
- (ii) The students shall apply to the University/College with the non-refundable application fee as fixed and notified by the University/College in this regard.
- (iii) No requests/applications would be entertained after the last date notified.
- (iv) Applying for change of branch does not guarantee the approval for change of branch.

## **(D) Generation of Merit List**

- (i) On the basis of applications received, University/College will prepare the merit list as detailed below
  - (a) Students who have passed in all subjects shall be placed above in the merit list, as per CGPA.
  - (b) Students who have failed in few subjects, but eligible to seek admission to 3<sup>rd</sup> semester as per vertical progression shall be placed below as per the number of courses failed and as per CGPA.
  - (c) Foreign students (admitted under any quota) and students admitted under GOI and PIO etc. will be placed last in the merit list as per the section 9.0 (D) (i) and (ii)
- (ii) Ties, in case, shall be resolved by considering the percentage obtained at 10+2 level by the applicants.
- (iii) Merit list does not depend on the re-evaluation process.

## **10.0 WITHDRAWAL FROM THE PROGRAMME**

### **10.1 Temporary Withdrawal**

- (i) A student who has been admitted to a degree programme of the college may be permitted to withdraw temporarily, for a period which is an integral multiple of a semester on the grounds of prolonged illness or grave calamity in the family etc., provided that:
  - (a) The student applies to the College within at least 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 withdrawal together with supporting documents and endorsement of his/her parent/guardian.
  - (b) The College is satisfied that, even after counting the expected period of withdrawal, the student has the possibility to complete his/her requirements of the degree within the time limits specified by the University.
  - (c) There are no outstanding dues or demands, with the Department/College/Hostel/Library, etc.,
  - (d) The tuition fees for all the subsequent semesters may be collected in advance before giving approval for such Temporary Withdrawal, until such time his/her name appears in the student's roll list. However, the fees/charges once paid shall not be refunded.
  - (e) Scholarship holders are bound by the appropriate rules applicable to them.
- (ii) Normally, a student would be permitted to avail the temporary withdrawal facility as a special case only once during his/her tenure as a student and this

withdrawal period shall also be counted for computing the duration of study as specified by the University.

- (iii) If a student has withdrawn from the programme for reasons of employment, when rejoining the programme, he/she should obtain the necessary permission from his/her employer for rejoining. This permission letter has to be submitted at the time of rejoining.

## 10.2 Permanent Withdrawal

- (i) Any student who withdraws admission before the closing date of admission for the academic session is eligible for the refund of the deposits only, if any. Fees once paid will not be refunded.
- (ii) Once the admission for the year is closed, the following conditions govern withdrawal.
  - (a) A student who wants to leave the College for good, will be permitted to do so (and take Transfer Certificate from the College, if needed), only after remitting the tuition fees as applicable for all the remaining semesters and clearing all other dues, if any.
  - (b) Those students who have received any scholarship, stipend or other forms of assistance from the College shall repay all such amounts.

## 11.0 EXAMINATION AND EVALUATION

The assessment of students' performance in coursework is done using examinations. The Achievement-testing type of assessment is chosen so that a student's knowledge, understanding and competence in the course studied are properly assessed.

Achievement-testing is done in two parts as follows:

- **Sessional** involving **Continuous Internal Evaluation (CIE)**
  - **Terminal** covering **Semester End Examinations (SEE)**
- Sessional Marks Awarded through CIE (**CIE Marks**): **50 Marks**
- Terminal Marks Awarded through SEE (**SEE Marks**): **50 Marks**
- Both CIE and SEE are assigned equal (50:50) weightage as they are equally important in judging the course work performance of students. They are to be conducted with equal rigor and seriousness.

### (A) Consideration of CIE and SEE to Judge the Academic Performance

#### (I) In Credit Courses

- (i) Student's performance in all credit courses [excluding Major Project (Phase-I) and Technical Seminar] shall be assessed and grades will be

awarded by considering the performance in both CIE and SEE i.e., Total Marks considered in awarding a grade in credit course is

**Total Marks = CIE Marks + SEE Marks**

- (ii) Student's performance in Major Project (Phase-I) and Technical Seminar courses shall be assessed, and grades will be awarded by considering the performance in CIE only i.e., Total Marks considered in awarding a grade in these courses is

**Total Marks = CIE Marks Only**

**(II) In Mandatory Non-Credit courses**

- (i) Student's performance in Mandatory Non-credit courses shall be assessed considering the performance in CIE only.

**Total Marks = CIE Marks Only**

- (ii) In Mandatory Non-credit courses, student will be only considered Pass/Fail based on the performance (Total Marks) and no grade will be awarded.
- (iii) A "Pass" in Mandatory Non-credit course shall be a necessary requirement for the student to qualify for the award of degree.

**11.1 Continuous Internal Evaluation (CIE)**

Centralized CIE shall be conducted for B.E and M.Tech/MBA Programmes in accordance with the curriculum structure and autonomy Rule and Regulations. Student shall be evaluated for his/her academic performance in a theory, integrated course and practical course through Continuous Internal Evaluation (CIE).

**11.1.1 CIE Assessment Pattern – Theory-based Courses**

This section of regulations is applicable to all theory-based courses. The minimum CIE marks requirement is 40% of maximum marks in each component.

Components		Number	Weightage	Max. Marks	Min. Marks
(i)	Tests (A)	2	60%	30	12
(ii)	Quizzes (B)#	2	20%	10	04
(iii)	Activity Based Assessment [ABA] (C)	1	20%	10	04
<b>Total Marks</b>				<b>50</b>	<b>20</b>

**Final CIE Marks = (A) + (B) + (C)**

#In PG programmes, Quizzes or Assignments or any other component can be used to assess the student depending on the course for better learning.

- (i) In Courses where Quizzes (B) and ABA (C) are not the components of assessment pattern, then, Tests (A) will have 100% weightage (50 Marks).
- (ii) In Courses where Quizzes (B) is not the component of assessment pattern, then, Tests (A) will have 60% weightage (30 Marks) and ABA will have 40% weightage (20 Marks).
- (iii) In Courses where ABA (C) is not the component of assessment pattern, then, Tests will have 60% weightage (30 Marks) and Quizzes (B) will have 40% weightage (20 Marks)

**(I) Activity Based Assessment (C)**

- (i) ABA will be designed to assess higher order cognitive skills and professional or generic skills.
- (ii) Includes seminars, surveys, use of modern tools, group discussions, open-ended problem-solving assignments, mini-projects, MOOCs, paper publications, activities and other means excluding module tests and group assignments.
- (iii) Marks awarded is based on the rubrics described by the course instructor for the identified assessment tool. Assessment can be made for any higher marks and then scaled down to the maximum marks assigned for ABA, if required.

**11.1.2 CIE Assessment Pattern – Integrated Courses**

This section of regulations is applicable to all integrated courses (theory and laboratory-based).

Components		Number	Weightage	Max. Marks	Min. Marks
Theory	Tests (A)	2	60%	30	12
Laboratory	Class work (B)	Continuous	20%	10	04
	Open Ended Experiment/Project Based Learning (PBL)/Model demonstration (B)	1#			
	Test (C)	1	20%	10	04
<b>Total Marks</b>				<b>50</b>	<b>20</b>

# Mandatory for 2<sup>nd</sup> and 3<sup>rd</sup> year integrated courses

$$\text{Final CIE Marks} = (A) + (B) + (C)$$

**11.1.3 CIE Assessment Pattern – Laboratory-based Courses**

This section of regulations is applicable to all laboratory-based, activity-based and experiential learning courses viz., Social Innovation, Engineering Exploration, Career Electives (Add-on Courses) etc.

Components		Number	Weightage	Max. Marks	Min. Requirement
(i)	Class Work (A)	Continuous	50%	25	10
(ii)	Lab Test (B)	1	30%	15	06
(iii)	Open Ended Experiment/ Project Based Learning (PBL)/ Model demonstration (C)	1	20%	10	04
<b>Total Marks</b>				<b>50</b>	<b>20</b>

**Final CIE Marks = (A) + (B) + (C)**

- (i) In Courses where Lab Test (B) and Open-Ended Experiments (C) are not the components of assessment pattern, then, Class Work (A) will have 100% weightage (50 Marks).
- (ii) In Courses where Open-Ended Experiments (C) is not the component of assessment pattern, then, Class Work (A) will have 60% weightage (30 Marks) and Lab Test (B) will have 40% weightage (20 Marks).

### 11.1.3 CIE Assessment Pattern - Major Project/Summer Internship Project Courses

#### (A) General

- (i) Projects shall be evaluated by Departmental Project & Internship Evaluation Committee (DPIEC) for B.E. & M. Tech. programmes and by Summer Internship Project Evaluation Committee (SIPEC) for MBA programme, according to the rubrics. The same committee shall evaluate all phases of Major Project.
- (ii) Final project reports must go through the plagiarism check and the plagiarism index must be less than or equal to 25% to be eligible for submission.
- (iii) The plagiarism report duly verified and signed by the respective project guide will have to be included in the final project report.

#### (B) Assessment Pattern

##### (I) Major Project (Phase-I)

- (i) Assessment of Major Project (Phase-I) shall be based on the identification of problem statement, review of literature, defining objectives, writing a business plan/review paper etc. A report and presentation shall be given by the students to this effect.
- (ii) The title of the Major Project approved by DPIEC during the Phase-I assessment cannot be changed in Phase-II.

##### (II) Major Project (Phase-II)

Major Project (Phase-II) shall be assessed in 3 sub-phases

	Phase	Max. Marks
(i)	Phase-IIA	50
(ii)	Phase-IIB	50
(iii)	Phase-IIC	100
<b>Total Marks [Reduced to 50 Marks]</b>		<b>200</b>

**CIE Marks = Phase-IIA Marks + Phase-IIB Marks + Phase-IIC Marks ----- [Reduced to 50 Marks]**

### **(III) Summer Internship Project (For MBA Programme)**

	Assessment Criteria	Max. Marks
(i)	Project Progress Evaluation by SIPEC (A)*	50
(ii)	Project Report Evaluation by the Project Guide (B)	50
<b>Total Marks [Reduced to 50 Marks]</b>		<b>100</b>

**CIE Marks = (A) + (B) --- [Reduced to 50 Marks]**

\*The progress shall be evaluated by SIPEC as per the criteria identified and rubrics developed based on the area of specialization in which the project is being carried out.

#### **11.1.4 CIE Assessment Pattern - Internship Courses**

##### **(A) General**

- (i) Internships shall be evaluated by Departmental Project & Internship Evaluation Committee (DPIEC) according to the rubrics. Rubrics will be specific to the nature of Internship carried out.
- (ii) Students can undergo internship in Industries, R&D Organizations, Educational Institutes of repute, Parent College, Centers of Excellence inside or outside the college, through AICTE Internship portals etc.
- (iii) If the internship is carried out in any organization outside the college or Centers of Excellence established by the college/external agency, then the expert other than the Internal Guide, to whom the student reports and does the internship under their guidance will be called an External Guide.
- (iv) If the Internal Guide himself is the expert in the Centers of Excellence of the college, then he/she will also be an External Guide.
- (v) Students will record day-to-day experience and the insights gained in a Work diary and it should be endorsed by the External Guide.

##### **(B) Assessment Pattern**

- (i) Assessment of Internships shall be based on the fulfillment of relevant outcomes, feedback from External Guide, maintenance of progress diary, report writing, presentations etc.

#### **11.1.5 CIE Assessment Pattern – MOOCs Online Courses**

For MOOCs Online course there will be no CIE and SEE. The grade awarded in the

online course certificate provided by the competent authority will be considered. If grades are not mentioned, but marks are mentioned in the online course certificate, then, the marks are converted to equivalent Letter Grade.

### 11.1.6 Minimum Marks to Obtain in CIE (Passing Standards in CIE)

**Table 11.1.6: Minimum CIE Marks to be Eligible to take SEE**

Programme	Courses	Passing Standards in CIE
B.E.	(A) Theory Courses	40% of Marks in all the Assessment Tools
	(B) TPI Courses	40% of Marks in all the Assessment Tools
M. Tech.	All Courses	50% of Total CIE Marks
MBA	All Courses	50% of Total CIE Marks

- (i) In any credit course, to be considered eligible to write SEE, a student must obtain 40% of the maximum marks allotted in all the assessment components of that course. In any mandatory non-credit course, to be considered to have passed, a student must obtain 40% of the maximum marks allotted in all the assessment components of that course.
- (ii) In credit courses, if a student fails to obtain Min. CIE marks in any/all the assessment components, such students shall be awarded 'NE' grade (For B.E. Programme) / 'F' grade (For M. Tech. and MBA Programmes), for that course and will not be permitted to take SEE. In mandatory non-credit course, if a student fails to obtain Min. CIE marks in any/all the assessment components, such students shall be awarded 'NP' grade for that course.
- (iii) **For B.E. Programme:** Students with 'NE' and /or 'NP' grades shall repeat the course in its entirety by re-registering to that course in the subsequent main semesters when it is offered by the department.
- (iv) **For M. Tech. and MBA Programmes:** Students who do not satisfy the minimum CIE marks requirements and awarded 'F' or 'NP' grade must repeat the course in its entirety by re-registering to that course in the subsequent semester.
- (v) In mandatory non-credit courses, students securing minimum CIE marks will be considered 'Pass' and awarded 'PP' Grade. There will be no SEE for these courses.
- (vi) A 'Pass' in mandatory non-credit course shall be a necessary requirement for the student to qualify for the award of degree.
- (vii) In credit courses for which SEE is not conducted, students obtaining minimum CIE marks or more than the minimum marks in all the components of assessment are eligible to be awarded an equivalent Letter Grade based on the total CIE marks scored, Students failing to obtain minimum CIE marks in in any/all the assessment components will be awarded 'F' grade and such students must repeat the course in its entirety by re-registering to that course as mentioned in the clause 11.1.3 (iii).
- (viii) In Major Project (Phase-I) of VII semester, Students failing to obtain minimum CIE

marks will have to rework on the assessment criteria in the VII semester vacation, present the work before DPIEC for re-assessment and obtain a Passing Letter Grade with the minimum CIE marks before proceeding to carry out Major Project (Phase-II).

**11.1.7 CIE Schedule:** CIE of courses will be conducted as per the Academic Calendar approved by the academic council.

### **11.1.8 Compensatory Test / Quiz**

#### **(A) Eligibility**

- (i) A student having satisfactory attendance in the course but remained absent for the test/quiz due to valid reasons like serious illness or representing college in the co-curricular and extra-curricular activities with prior permission from the HOD.
- (ii) A student is eligible to take only one compensatory test/quiz for a course in a semester.
- (iii) Students involved in malpractice during test/ quiz will not be eligible.
- (iv) A student attended all the three tests and scored at least 30% of the average test marks.

#### **(B) Procedure**

- (i) Eligible students will have to submit a request letter in the prescribed format with all supporting credentials to claim for a compensatory test /quiz to respective HOD forwarded through their mentor and course faculty within one week after the test/quiz to which he/she is absent.
- (ii) Eligible students will appear before a committee constituted at the department level and the committee will grant permission after verifying all the documents and ascertaining that the student's claim is genuine and deserving.
- (iii) The approved list submitted to Dean Academics and forwarded to COE.

**(C) Schedule:** During 15<sup>th</sup> week on normal working days or weekends.

**(D) Syllabus:** Complete syllabus/syllabus of the test/quiz for which the student is absent, as decided by the committee depending on the reasons for which the benefit is claimed.

#### **(E) Marks Scored in Compensatory Test**

- (i) Marks scored in compensatory test shall be considered for computation of CIE marks in place of the test/quiz in which student was absent.
- (ii) If a student is absent for more than one test/quiz, the marks secured in compensatory test/quiz is considered for any one of the absent test/quizzes and he/she is considered absent for other test/quiz.

## 11.2 Semester End Examination (SEE)

### 11.2.1 Details of SEE

#### (A) Courses for which SEE is Conducted

- (i) All credit courses in B.E., M. Tech. and MBA Programmes shall have SEE. However, a few courses involving experiential learning, self-learning and activity-based learning viz., Major Project (Phase-I), Technical Seminar and MOOCs Online Courses etc. will not have SEE and will be notified in the Scheme of Teaching and Evaluation.
- (ii) In TPI courses SEE shall be conducted only for the theory part of the course and not for the laboratory part. Laboratory part of the course shall be assessed in CIE only.
- (iii) Mandatory non-credit courses in B.E., M. Tech. and MBA Programmes will not have SEE.

#### (B) Maximum Marks

- (i) In UG Programme, SEE for all theory courses, laboratory courses, Projects and Internship will be conducted for a maximum of 100 marks and later reduced to 50 marks.
- (ii) In PG Programme, SEE for all theory courses, laboratory courses, Seminar and Internship will be conducted for a maximum of 100 marks and later reduced to 50 marks. However, Projects will be evaluated for 150 marks and then reduced to 50 marks.
- (iii) SEE for Languages, Experiential Learning and Activity based Courses viz., Communicative English, Samskruthika/Balake Kannada, Indian Constitution, Career Electives, Engineering Exploration, General Proficiency Enhancement Course and Technical Proficiency Enhancement Course will be conducted for 50 marks (Refer to Scheme of Teaching and Evaluation)

**Table 11.2.1.1: Courses in SEE and Maximum Marks**

Course Type	Max. Marks	Duration	Remarks
Theory Courses	100	3 hr	Marks reduced to 50
TPI Courses (Theory Only)	100	3 hr	Marks reduced to 50
UG - Major Project (Phase-II)	100	3 hr	Marks reduced to 50
PG - Project	150	3 hr	Marks reduced to 50
Internship	100	3 hr	Marks reduced to 50
Languages, Experiential Learning and Activity based Courses, Ability Enhancement Courses	50	2 hr	-

**(C) Minimum Marks to Obtain in SEE (Passing Standard in SEE)**

**Table 11.2.1.2: Minimum SEE Marks**

Programme	Courses	Passing Standards in SEE	
		Percentage	Marks
B.E.	All Courses	40% of SEE Marks	20 out of 50
M. Tech.	Theory	40% of SEE Marks	20 out of 50
	Practical/Project/Internship/Career Elective	50% of SEE Marks	25 out of 50
MBA	Theory	40% of SEE Marks	20 out of 50
	Practical/Summer Internship Project	50% of SEE Marks	25 out of 50

- (i) A student failing to obtain minimum SEE marks will be awarded 'F' Grade or 'X' Grade (Section 13.3 (B)) depending on the case. However, 'X' Grade will not be awarded in make-up examinations.
- (ii) For B.E., M. Tech. and MBA Programmes: Students who obtain 'F' Grade can carry forward the courses with 'F' grades to the next semester/s and will have to reappear for the examinations of that course in the subsequent semesters satisfying the requirements of Successive Failures and vertical progression mentioned in clause 14.0.
- (iii) Students who obtain X Grade will be permitted to appear for make-up examinations.

**(D) Passing Standard in the Course for Award of Credit and Grade**

**Table 11.2.1.3: Passing Standards for Award of Grade**

Programme	Courses	Passing Standard in a Course: Total Course Marks = Aggregate of CIE + SEE marks*	
		Percentage	Marks
B.E.	All Courses	Min. 40% of Total Course Marks	Min. 40 out of 100
M. Tech.	All Courses	Min. 50% of Total Course Marks	Min. 50 out of 100
MBA	All Courses	Min. 50% of Total Course Marks	Min. 50 out of 100

\*Courses for which SEE is not conducted, CIE marks would be the Total Marks for that course

- (i) Only those students meeting the passing standards in a course as per the Table 11.2.1.3 shall earn the prescribed credits for the course and shall be eligible to be awarded a corresponding Passing Letter Grade based on his/her performance as detailed in Section 13.0

**(E) SEE of Different Courses**

- (i) SEE shall be a written examination for all theory-based credit courses for which SEE is to be conducted. Few Ability Enhancement Courses viz.,

General Proficiency Enhancement Course, Technical Proficiency Enhancement Course etc. shall also have written examinations (Refer to Scheme of Teaching & Evaluation for more details)

- (ii) SEE shall be laboratory examinations/activity-based assessments/project evaluation for all laboratory-based, activity-based and experiential learning courses. (Refer to Scheme of Teaching & Evaluation for more details)

**(F) Examiners for laboratory-based, activity-based and experiential learning courses**

- (i) Laboratory courses shall have two examiners (one internal and one external), preferably having more than three years of experience and having handled the course.
- (ii) Other activity-based and experiential learning courses shall be evaluated by the course instructor/course coordinator/ internal subject expert as examiner/s.
- (iii) Major project (Phase II) course of VIII semester B.E. shall be jointly evaluated by two examiners (Internal and External).
- (iv) The examiners of courses covered in Section 11.2.1 (F) (i) to (iii) shall be appointed by BOE Chairman with the approval from the COE. In such of these courses where there are two examiners, the examiners shall jointly evaluate the performance of the students according to the given assessment criteria and rubrics.
- (v) The Technical Seminar of M. Tech. programme shall be evaluated by a committee consisting of three faculty and HoD of the department. HoD will be the chairman of the committee.
- (vi) Internship shall be jointly evaluated by the Internal guide and external guide of the candidate, appointed as examiners by the COE.
- (vii) Major Project (Phase-II) of M. Tech. programme and Summer Internship Project of MBA Programme are evaluated by Internal and External Examiners separately as per the below given assessment pattern.

Assessment		Max Marks
(i)	Report Evaluation by Internal Examiner (A)	50
(ii)	Report Evaluation by External Examiner (B)	50
(iii)	Joint Viva - Voce Examination (C)	50
<b>Total Marks [Reduced to 50]</b>		<b>150</b>

**SEE Marks = (A) + (B) + (C) --- [Reduced to 50 Marks]**

**(G) Exam Schedule:** SEE of courses will be conducted as per the exam timetable announced by the office of COE.

**(H) Absent to SEE**

- (i) A student who remains absent to SEE due to valid reasons like serious

illness/disaster in his/her family should immediately apply for the award of 'I' Grade in that course. Applications received after the conduction of examination shall not be considered (Refer to section 13.3 (A) for more details).

- (ii) A student who remains absent to SEE without any valid reasons will be awarded 'F' Grade. Such students will have to reappear for the examinations of that course in the subsequent semesters.

### **11.2.2 Eligibility to take up SEE**

- (i) Students who have registered to the course and satisfy the attendance requirement in that course.
- (ii) Students who have obtained minimum CIE marks in a course [Refer Section 11.1.6]
- (iii) Students who have paid the prescribed fee.
- (iv) Students who do not have any pending disciplinary action by the college/university against him/her.

### **11.2.3 Pattern of Question Paper**

The pattern of question paper shall be as per the model question paper circulated from time to time.

### **11.2.4 Evaluation Process**

#### **(A) First Evaluation and Moderation**

##### **(I) First Evaluation**

- (i) Answer scripts (coded scripts) of each class shall be evaluated by an examiner from the panel of examiners, preferably having a minimum of 3 years of experience, according to the scheme of evaluation for the respective course.

##### **(II) Moderation**

The answer scripts are blind reviewed to ensure quality and accuracy of evaluation as per scheme.

**(a) Moderator:** An external examiner chosen from the panel of examiners approved by the Academic Council.

**(b) No. of Scripts:** 15 - 20% of total scripts spanning the entire range of marks awarded in first valuation are selected for moderation.

##### **(c) Final Marks Awarded After Moderation:**

- (i) If the difference between the evaluator & moderator marks is  $\leq 15\%$  of maximum marks, then the average of the two evaluation marks will be considered. If the difference between evaluator & moderator marks is more than 15% of maximum marks, then such scripts will

go for third evaluation.

- (ii) If more than 50% of the moderated scripts exceeds 15% of difference in marks then it invites COE intervention for taking a call on sending all the scripts for third evaluation.

**(B) Third Evaluation**

**(I) Evaluator:** An external examiner chosen from the panel of examiners or a senior professor in the department who has taught the course earlier, nominated by COE in consultation with BOE Chairman will be the evaluator.

**(II) Final Marks Awarded After Third Evaluation:**

- (i) The average marks of the nearest two evaluation marks are taken as final marks.
- (ii) If one of the three evaluation marks falls exactly midway between the other two, then higher two evaluation marks are taken and the average of this is awarded as final marks.

**11.2.5 Disclosure of Answer Books (Answer Book Seeing)**

To bring transparency in the evaluation system the evaluated answer books along with the marks awarded to each question is disclosed to students on request as detailed below.

**(A) Who Can See?**

- (i) Interested students who are not satisfied with the results of a course can see the answer books after applying for it.
- (ii) Such students will have to appear in person and produce the proof of his/her identity to the concerned authorities before seeing of answer books. Answer books will not be disclosed to any person other than the one who has written the exam.

**(B) Who Will Show?** Office of the COE

**(C) When?** Within 3 to 4 working days after the announcement of results

**(D) How to apply?**

- (i) Interested student must pay the prescribed fee, fill the application form and submit the duly signed application form along with the fee paid receipt to office of COE by appearing in person before the last date mentioned. In case the student is not able to appear in person for some reason, parent/guardian of the student may apply on his/her behalf. However, the student should authorize the same.
- (ii) At the time of submitting application, student will produce the proof of his/her identity to the concerned authorities.

- (iii) Applications received after the last date and applications found to be not correct in any respect will not be considered.

**(E) Grievances**

- (i) If a student is satisfied with the valuation of his/her book and has no grievance, then he/she will fill in a 'Satisfactory Evaluation Form' and submit it to Office of COE.
- (ii) If a student has any grievance with respect to the totaling of marks or marks not being awarded to any question/s, then he/she shall fill an 'Evaluation Grievances Form' and submit the same to Office of COE.
- (iii) The BOE chairperson will look into such grievances mentioned in Section **11.2.6(E)** (ii) and take corrective measures under the directions of COE.
- (iv) If a student has any grievance with respect to wrong evaluation or expected marks not being awarded, then he/she can apply for 'Revaluation' by filling a 'Revaluation Form' and paying the prescribed fees. The form and the copy of the fee receipt will have to be submitted to the office of COE before the notified last date.

**11.2.6 Revaluation**

**(A) Who Can Apply?**

- (i) Any student who has a grievance with respect to evaluation of his/her answer book in the main SEE can apply.
- (ii) Revaluation is not applicable to Make-up examinations, Backlog Courses examinations. However, they can apply for Challenge Evaluation as per clause 11.2.7.

**(B) How to Apply?**

- (i) Students must pay the prescribed fee, fill the 'Revaluation Form' and submit the duly signed application form along with the fee paid receipt to office of COE by appearing in person before the last date mentioned.
- (ii) At the time of submitting application, student will produce the proof of his/her identity to the concerned authorities.
- (iii) Applications received after the last date and applications not duly signed and submitted by the person seeking Revaluation will not be considered.

**(C) Process:** Revaluation will be done by a senior faculty from the panel of examiners. The existing marks will not be disclosed to the examiners during Revaluation.

**(D) Revaluation Marks:** The better of the first evaluation and revaluation marks will be awarded as the final marks after the revaluation.

**11.2.7 Challenge Evaluation**

**(A) Who Can Apply?**

- (i) Any student who has grievance with respect to evaluation of his/her answerbook after reevaluation of main SEE can apply.
- (ii) Any student who has grievance with respect to evaluation of his/he answer book in Make-up examinations, Backlog Courses examinations can apply.

**(B) How to Apply?**

- (i) Students must pay the prescribed fee, fill the 'Challenge Evaluation Form' and submit the duly signed application form along with the fee paid receipt to office of COE by appearing in person before the last date mentioned.
- (ii) At the time of submitting application, student will produce the proof of his/her identity to the concerned authorities.
- (iii) Applications received after the last date and applications not duly signed and submitted by the person seeking challenge evaluation will not be considered.

**(C) Process**

- (i) Challenge evaluation will be done jointly by Two Examiners.
- (ii) The examiner who has evaluated the same answer book earlier will not be called for challenge evaluation.
- (iii) The existing marks will not be disclosed to the examiners during challenge evaluation.

**(D) Challenge Evaluation Marks:** The marks awarded in the challenge evaluation will be the final SEE marks. There will be no scope for any further review or appeal over and above this result.

### **11.2.8 Gracing Policy**

- (i) If the candidate has failed in only one subject of the examination, then, he/she shall be eligible to a maximum of 3 marks (out of 50 marks), if after gracing the candidate gets minimum prescribed marks and passes in the subject.
- (ii) Grace marks awarded as per Section 11.2.7 (i) for passing the examination is shown only in the ledger and not in the statement of marks.
- (iii) Grace grade shall be awarded for declaration of classes also. For obtaining a higher class a candidate is eligible for getting a maximum of 0.25 grade point, which will be added to the CGPA of the candidate. By doing so, if the candidate can be declared to have passed in next higher class (For example, from II class to First Class or First class to First class with distinction) provided: students should not have taken make-up/supplementary examination for any of the course/s during the entire program.

### **11.3 Make-up Examinations**

**11.3.1 Courses:** Make-up examinations are conducted only for courses offered in main (odd/even) semesters of an academic year.

**11.3.2 Eligibility:** Students who have been awarded the transitional grades, 'I' Grade or 'X' Grade [As Covered in Section 13.3 (A) and (B)], are eligible to take make-up examinations.

**11.3.3 Non-Eligible:** Make-up examinations is Not Applicable to students who are awarded 'F', 'NE' and 'W' Grades and such Non-eligible students shall be required to re-register for the course(s) when the course is offered again in a main (Odd/Even).

**11.3.4 Registration:** Eligible students will have to apply for make-up examinations in the Office of COE by paying the prescribed fee.

**11.3.5 Exam Schedule:** Make-up exam of courses will be conducted as per the exam timetable announced by the office of COE.

**11.3.6 Standard of Examinations:** The standard of the make-up examinations shall be same as that of the regular SEE for any course.

#### **11.3.7 Grades Awarded**

- (i) Students obtaining the required minimum marks in make-up examinations, and, on becoming eligible for the award of credits and grade will be awarded a Grade from 'O' to 'F' based on the performance.
- (ii) If the student fails to obtain the minimum marks in make-up examination, then he/she will be awarded 'F' Grade, and such students will have to reappear for the examinations of that course as a backlog course in the subsequent semesters.

#### **11.3.8 Absent to Make-up Examinations**

- (i) If the student does not appear for the make-up examinations, the 'I' Grade or 'X' Grade shall be converted to 'F' Grade.

## 12.0 GRADING SYSTEM

SJCIT follows Grading System to evaluate the performance of students in a course because of its many advantages.

**12.1 Absolute Grading System:** Absolute Grading System is followed by allocating a Letter Grade for a band of marks in a course.

## 12.2 Letter Grades:

### (A) General

- (i) The performance of a student in a course is indicated by awarding a Letter Grade, which is a qualitative measure of the performance.
- (ii) The Letter Grade is arrived at based on the student's performance in a course, which includes both CIE and SEE marks.

**(B) Grades in Credit Courses:** In credit courses, letter grades, such as, Outstanding (O), Excellent (A+), Very Good (A), Good (B+), Above Average (B), Pass (P) and Fail (F) are awarded based on the total marks scored in CIE and SEE together as per the following table

**Table 13.2.1 Grading system for B.E Program**

Level	Outstanding	Excellent	Very Good	Good	Above Average	Average	Pass	Fail
Letter Grade	O	A+	A	B+	B	C	P	F
Marks Range	90-100	80-89	70-79	60-69	55-59	50-54	40-49	0-39
Grade Points	10	09	08	07	06	05	04	00

**Table 13.2.2 Grading system for M.Tech and MBA Program**

Level	Outstanding	Excellent	Very Good	Good	Average	Pass	Fail
Letter Grade	O	A+	A	B+	B	C	F
Marks Range	90-100	80-89	70-79	60-69	55-59	50-54	0-49
Grade Points	10	09	08	07	06	05	00

### (I) 'F' Grade

- (i) A student shall be awarded an 'F' grade in a course in any of the following cases:

#### For B.E. Programme

- ✓ Students fail to secure minimum passing marks in SEE.
- ✓ Students fail to secure minimum passing marks for earning the credits and award of grade.

- ✓ Student is absent for the SEE.

**For M. Tech. and MBA Programmes:**

- ✓ Students fail to secure minimum passing marks in CIE.
  - ✓ Students fail to secure minimum passing marks in SEE.
  - ✓ Students fail to secure minimum passing marks for earning the credits and award of grade.
  - ✓ Student is absent for the SEE.
  - ✓ Student fails to meet the minimum attendance requirement.
- (ii) A student who obtains “F” grade in a core course shall
- For B.E. Programme:** Carry forward the course to the next semesters and shall reappear for the examination of that courses in the subsequent semesters as a backlog course.
- For M. Tech. and MBA Programmes:** Re-register for the same course when offered next.

**(C) Grades in Mandatory Non-credit Courses:**

- (i) In Mandatory Non-credit courses students will be awarded only ‘Pass’ or ‘Fail’ Grade.
- (ii) ‘PP’ Grade is the Pass Grade in Mandatory Non-credit courses, which is awarded for students who satisfy the prescribed Attendance and Sessional marks requirement in CIE.
- (iii) ‘NP’ Grade is the Not Pass Grade in Mandatory Non-credit courses, which is awarded for students who do not satisfy the prescribed Attendance and Sessional marks requirement in CIE. Such students have to repeat the course in its entirety by re-registering to that course when it is offered by the department and ‘Pass’ the course to qualify for the award of degree.

**12.3 Transitional Grades:** ‘T’, ‘W’ and ‘X’ grades are transitional grades and will be replaced by an appropriate letter grade once the student completes the courserequirements.

**(D) ‘T’ Grade:**

- (i) ‘T’ Grade is temporarily awarded to a student having attendance  $\geq 85\%$  and meeting the minimum requirements in CIE in a Course, but remained absent from SEE for valid and convincing reasons acceptable to the College, like:
  - (a) Accident or severe illness leading to hospitalization.
  - (b) A calamity in the family at the time of SEE, which requires the student to be away from the College.
- (ii) In the event of (a) or (b) of above clause, it is the responsibility of the student/ parent/ guardian to inform the Office of COE immediately through mentor and HOD and apply for the award of ‘T’ Grade.
- (iii) Applications requesting for the award of ‘T’ Grade received after the conduction of examination shall not be considered.

- (iv) The candidate needs to submit all the relevant evidence (hospital reports, police reports, certificates from competent authorities, etc.) in support of his/her claim.
- (v) A committee (Principal as chairman, COE and Deans as members) will decide about awarding 'I' Grade taking into consideration all the documentary evidence produced by the candidate.
- (vi) If permission for 'I' Grade is not accorded by the committee 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.
- (vii) The student who is awarded 'I' Grade in a course is permitted to attend the make-up examinations in that academic year. After completion of the make-up examinations, 'I' Grade shall be converted to one of the other letter grades (O to F) based on the performance.
- (viii) If the student does not appear for the make-up examinations, the 'I' Grade shall be converted to an 'F' Grade.
- (ix) 'I' Grade is not awarded in Make-up examinations.

**(E) 'X' Grade:**

- (i) 'X' Grade is temporarily awarded to a student having attendance  $\geq 85\%$  and **CCE** rating ( $\geq 90\%$ ) in a course but has obtained less than 40% marks in SEE of main semester (odd/even).
- (ii) The student who is awarded 'X' Grade in a course is permitted to attend the make-up examinations in that academic year. After completion of the make-up examinations, 'X' Grade shall be converted to one of the other letter grades (O to F) based on the performance.
- (iii) If the student does not appear for the make-up examinations, the 'X' Grade shall be converted to an 'F' Grade.
- (iv) 'X' Grade is not awarded in Make-up examinations.

**(F) 'W' Grade:**

- (i) 'W' Grade is temporarily awarded to a student who has withdrawn from a course.
- (ii) 'W' Grade for credit courses shall be recorded in the grade card. A student may withdraw from an audit course in which case there shall be no mention of the course in the grade card
- (iii) A student with "W" grade must re-register for the course when it is offered in the subsequent semester and the "W" grade shall be converted to one of the other letter grades (O to F) after the completion of SEE.
- (iv) If the student does not register or appear for the SEE then the "W" grade shall be converted to an "NE" grade.

## 12.4 Grade Points

A student earns certain grade points depending on the letter grade assigned. SJCIT follows the 10-point grading system as per the Tables 13.2.1 and 13.2.2.

## 12.5 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' or 'NE' in any Course implies failure of the student in that Course and no credit shall be earned.

## 12.6 Academic Performance Evaluation

The academic performance of a student is indicated by two different indices, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).

### (A) Semester Grade Point Average (SGPA)

- (i) SGPA is an indication of the student performance in the current semester. The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during a particular semester. The SGPA shall be calculated as

$$SGPA = \frac{\sum[Course Credits \times Grade Points]}{\sum[Course Credits]}$$

Considering all courses registered by the student in that semester, including courses with 'F' Grade but excluding transitional grades.

- (ii) The SGPA is calculated to the second decimal position  
(iii) Credits for subjects with transitional grades will be taken into calculation of SGPA on their conversion to one of the letter grades (O to F).  
(iv) The MNC will not be accounted for the computation of SGPA.

### (B) Cumulative Grade Point Average (CGPA)

- (i) CGPA is an indication of the cumulative performance of the student from the first semester up to the current semester. The CGPA is the weighted average of the grade points obtained in all the courses registered by the student from the I semester up to the current semester. The CGPA shall be calculated as

$$CGPA = \frac{\sum[Course Credits \times Grade Points]}{\sum[Course Credits]}$$

Considering all the courses registered by the student until that semester excluding those with 'F' Grade and transitional grades until that semester.

- (ii) The CGPA is calculated to the second decimal position.
- (iii) Credits for subjects with transitional grades will be taken into calculation of CGPA on their conversion to one of the letter grades (O to F).
- (iv) The MNC course will not be accounted for the computation of CGPA.
- (v) CGPA is computed by considering the latest grade obtained by the student in the courses repeated.

## **12.7 Grade Card**

- (i) Grade Card shall be issued to each student at the end of each semester after the announcement of the results.
- (ii) The Grade Card shall have a list of all the courses registered by a student in the semester together with their credits, the letter grades with grade points awarded, SGPA and CGPA.
- (iii) The results of Mandatory Non-credit courses shall be reflected in the Grade Card as PP (for Passed) or NP (for Not Passed).
- (iv) For obtaining a duplicate Grade Card, the student must lodge a complaint in the jurisdictional police station and obtain a FIR. An affidavit on a stamp paper duly signed by a Notary and the FIR should be submitted to the principal.
- (v) After graduation, a student can apply for a consolidated Grade Card by paying prescribed fee to the Institute.

## 13.0 VERTICAL PROGRESSION

### 13.1 Vertical Progression in case of Students Admitted to First Year

- (A) There shall be no restriction for vertical movement from odd semester to even semester
- (B) The vertical movement of students from a year of study (even semester) to the next year of study (odd semester) is as per the below mentioned criteria.

**Table 14.1: Vertical Progression Criteria for Students admitted to I Year**

Year of Study	Programme	Eligibility Criteria
I Year		-
II Year	B.E.	Students having "F" grades for the courses totaling 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 NE. The students who fail to satisfy CIE and attendance requirements shall repeat the courses whenever offered next and become eligible for the 2 <sup>nd</sup> year.
	M. Tech.	Students having more than four backlog courses of first year shall not be eligible for taking admission to II year (III Semester). Mandatory Non-credit courses and Online courses shall not be considered for the promotion.
	MBA	Students having more than four backlog courses of first year shall not be eligible for taking admission to II year (III Semester). Mandatory Non-credit courses shall not be considered for the promotion.
III Year	B.E.	A student is permitted to move to 5 <sup>th</sup> semester (III year) irrespective of number of F and / NE grades in the previous year.
IV Year	B.E.	A student shall be given admission to the 7 <sup>th</sup> semester (IV year) provided he/she passes all courses of 1 <sup>st</sup> and 2 <sup>nd</sup> semesters.

- (C) For the award of degree, a CGPA  $\geq$  5.00 at the end of the program shall be mandatory.

### 13.2 Vertical Progression in case of B.E. Students Admitted to Second Year (Lateral Entry)

- (A) There shall be no restriction for vertical movement from odd semester to even semester
- (B) The vertical movement of students from a year of study (even semester) to the next year of study (odd semester) is as per the below mentioned criteria.

**Table 14.2: Vertical Progression Criteria for B.E. Students admitted to II Year**

Year of Study	Eligibility Criteria
II Year	-
III Year	A student is permitted to move to 5 <sup>th</sup> semester (III year) irrespective of number of F and / NE grades in the previous year.
IV Year	--

(C) For the award of degree, a CGPA  $\geq$  5.00 at the end of the program shall be mandatory.

## 14.0 AWARD OF CLASS AND AWARD OF DEGREE

### 14.1 Award of Class

Equivalence of CGPA with the percentages and/or class awarded will be provided at the time of Award of Degree.

**(A) CGPA Equivalence with Percentage of Marks:** CGPA is converted to percentage of marks after the student has successfully completed the program as per the formula

$$\text{Percentage of Marks} = \text{CGPA} \times 10$$

#### **(B) Classes Awarded:**

- (i) First Class with Distinction: A student completing a Program of study by securing a CGPA  $\geq 7.75$  ( $\geq 70\%$  of marks) shall be declared to have passed in First Class with Distinction.
- (ii) First Class: A student completing a Programme of study by securing a CGPA  $\geq 6.75$  and  $< 7.75$  ( $\geq 60\%$  and  $< 70\%$  of marks) shall be declared to have passed in First Class.
- (iii) Second Class: A student completing a Program of study by securing a CGPA  $< 6.75$  ( $< 60\%$  of marks) shall be declared to have passed in Second Class.

### 14.2 Award of Degree

**(A) Eligibility for the Award of Degree:** Degree is awarded to the students satisfying the following conditions:

- (i) Securing the required credits as indicated in Table 3.1.
- (ii) Secured CGPA  $\geq 5.00$  (To be read with Section 15.2 (C)).
- (iii) Should not have any Transitional grades (I, X, W) in any courses.
- (iv) Should have passed in all mandatory non-credit courses.
- (v) Should have completed Additional Mathematics I and II courses, if admitted to second year (Applicable to B.E. Lateral Entry).
- (vi) Should not have any dues to the institute.
- (vii) Should not have any pending disciplinary proceedings.
- (viii) Should have acquired the prescribed AICTE Activity Points.

#### **(B) Activity Points for the Award of Degree**

Apart from technical knowledge and skills, to be successful as professionals, students should have excellent soft skills, leadership qualities and team spirit.

They should have entrepreneurial capabilities and social responsibility. So, AICTE has created a unique mechanism of awarding Activity Points over and above the academic grades.

- (i) Every regular student admitted to the 4 year degree programme and every student entering 4 year degree programme through lateral entry, shall earn 100 and 75 Activity points respectively for the award of degree through AICTE activity programme.
- (ii) Students transferred from other Universities to fifth semester are required to earn 50 Activity points from the year of entry to the Institute.
- (iii) The activity points earned by the student shall be reflected in the eighth semester grade card.
- (iv) The activities can be spread over the years (duration of the programme), anytime during the semester weekends and holidays, as per the interest and convenience of the student from the year of entry to the programme. However, minimum hours specified must be satisfied.
- (v) Activity points (non-credit) have no effect on SGPA/CGPA and shall not be considered for vertical progression.
- (vi) If a student fails to earn the prescribed Activity points, eighth semester Grade Card shall be issued only after earning the required Activity points. Students shall be admitted for the award of degree only after the release of the eighth semester grade card.
- (vii) The activity points to be earned by the student may vary from time to time as per the guidelines from the competent authority.

### **(C) Recommendations for the Award of Degree**

- (i) SJCIT shall forward its recommendations to the University in respect of students qualifying for UG/PG/ Research Degree Awards after receiving approval from the Academic Council.
- (ii) Only those students recommended for the Award of Degree Award shall be entitled to receive the relevant Provisional Certificates/Transcripts from the College.

### **(D) Noncompliance of CGPA $\geq$ 5.00 at the end of the Program**

- (i) Students who have completed all the courses of the program but not having a CGPA  $\geq$  5.00 at the end of the program shall not be eligible for the award of the degree.
- (ii) In cases of students not eligible for the award of degree as per Section 15.2 (C) (i), students are permitted to appear again for SEE in courses/s of any semester/s by rejecting the performance of the course/s [other than Internship, Project (Mini and Main), and Laboratory Courses] for any number of times, subject to the provision of maximum duration of the program, to make up the CGPA  $\geq$  5.00 for the award of the Degree.
- (iii) Students shall obtain written permission from the Controller of

Examinations to reappear for SEE to make up the CGPA  $\geq 5.00$ .

**(I) Consideration of Grades obtained from Reappeared Courses:**

- (i) In case the students earn improved grade/s in all the reappeared course/s, the CGPA shall be calculated considering the improved grade/s. If it is  $\geq 5.00$ , the student shall be eligible for the award of the degree. If it is  $< 5.00$ , the students shall follow the procedure laid in Section 15.2 (C) (ii).
- (ii) In case the students earn the improved grade/s in some course/s and the same or lesser than the previously earned pass grade/s in some of the reappeared course/s, the CGPA shall be calculated considering the improved grade/s and the pass grades earned before the reappearance. If it is  $\geq 5.00$ , the student shall be eligible for the award of the degree. If it is  $< 5.00$ , the students shall follow the procedure laid in Section 15.2 (C) (ii).
- (iii) In case the students earn the improved grade/s in some course/s and fail in the other reappeared course/s, the CGPA shall be calculated by considering the improved grade/s and the previously earned pass grade/s of the reappeared course/s in which the students have failed. If it is  $\geq 5.00$ , the student shall be eligible for the award of the degree. If it is  $< 5.00$ , the students shall follow the procedure laid in Section 15.2 (C) (ii).
- (iv) In case, the students fail (i.e., earn 'F' Grade) in all the reappeared course/s, pass grade/s of the course/s earned by the students before the reappearance shall be retained. In such cases, the students shall follow the procedure laid in Section 15.2 (C) (ii).

## **15.0 AWARD OF 'HONOURS' AT B.E DEGREE PROGRAMME**

### **15.1 General**

- (A)** These provisions aim at facilitating the award of higher qualifications and recognition to well performing undergraduate students at the College on their acquiring additional credits in the same time period for the programs.
- (B)** These Regulations shall be applicable to all BE Degree programs being conducted by the College.

**15.2 Eligibility Criteria for Registration:** Every Student intending to register for the 'Honours' Qualification shall fulfill the following academic requirements:

- (A)** Should be a student of V Semester.
- (B)** Have obtained a grade  $\geq D$  in all the courses from I to IV Semesters in the First attempt only.
- (C)** Have obtained a CGPA  $\geq 7.50$  at the end of the IV Semester.

### 15.3 Registration Procedure

- (A) All applicants fulfilling the required eligibility criteria as per Section 16.2 shall register for the 'Honours' with their respective faculty mentor in the prescribed form along with the prescribed application fees within the last date after notification from the Office of COE. Applications received after the last date shall not be considered for registration.
- (B) Mentors shall verify the eligibility of all the applicants and submit the list of eligible and applied students to the HODs. HODs shall forward the list to the Office of COE before the notified last date duly endorsed by the Dean (Academic).
- (C) There shall be no limit on the intake of students for registration for the Honours qualification.
- (D) If registered, the students shall pay a one-time non-refundable Registration fee as prescribed by the College to confirm the registration.

### 15.4 Requirements for 'Honours' Qualification

#### (A) Selection of Additional Coursework

- (i) In addition to the courses prescribed to be completed from V to VIII Semesters, each student registered for the 'Honours' qualification shall have to take up the online courses totaling to 18 or more credits and complete the same before VIII Semester.
- (ii) Selection of online courses totaling to 18 or more credits shall be from the bouquet of BOS approved list of MOOCs (chosen from NPTEL/SWAYAM/other platforms) corresponding to each Engineering Program announced by Dean (Academic).
- (iii) The Credits equivalence for online NPTEL courses shall be determined based on the following table.

**Table 16.4: Assigned Credits**

Online Course Duration	Assigned Credits
04 weeks	01
08 weeks	02
12 weeks	03

- (iv) Student shall select, in consultation with the concerned faculty coordinator, the MOOCs such that the content/syllabus of them are not similar to that of the programs first to eighth semesters core courses, professional elective or open electives that the student chooses at later Semesters of the program.
- (v) In case of violations of Section 16.4 (A) (iv), the credits earned by the students in such course/s shall not be considered for the summation of

prescribed 18 or more credits and hence for the award of 'Honours' Qualification.

- (vi) The College shall have the freedom to review and approve additional online courses and platforms from time to time.

**(B) Completion of Additional Coursework and Earning Credits**

- (i) The students shall earn the credits by only appearing in person to the proctored examination conducted by NPTEL/SWAYAM/other platform. College cannot conduct examination and award credits in lieu of NPTEL/SWAYAM/Other platform to accrue 18 or more credits for the award of 'Honours' Qualification.
- (ii) The method of assessment shall be as per the NPTEL online platform.
- (iii) Students shall complete each coursework successfully irrespective of the number of attempts, with a final score {online assignments:25% + Proctored: 75%} leading to NPTEL Elite {60 to 75%} / Elite - Silver {76 to 89%}/ Elite-Gold { $\geq 90\%$ } Certificate, within the minimum prescribed duration for the recognition of 'Honours' Qualification.
- (iv) Students shall be permitted to drop the registered coursework/s and select alternative coursework/s in case they cannot appear for proctored examination/s or complete the examination as per Section 16.4 (B) (iii).

**(C) Post-completion of Additional Coursework**

- (i) Students who successfully complete the requirements of 'Honours' Qualification as per the Section 16.4 (A) and (B) shall submit the certificates to their Faculty coordinator against the notification issued by the COE. Faculty coordinators in turn shall submit the list of students who are eligible for the 'Honours' Qualification along with the total credit earned by each student and the corresponding MOOC certificates to respective HOD within time as per the calendar.
- (ii) HODs shall constitute a committee comprising of senior faculty of the department with himself/herself being the Chairman of such committee to verify the compliance with respect to the eligibility of the candidates for the award of 'Honours' Qualification.
- (iii) HODs shall submit the final list of students who are eligible for the 'Honours' Qualification along with the total credit earned by each student and the corresponding MOOC certificates to the Office of COE before the last date as per the calendar. The list shall be validated by the Faculty coordinator of the student under consideration, members of the Scrutiny Committee and endorsed by the HOD & Dean (Academic).

- (iv) Those students who cannot/do not submit the certificates on or before the last date prescribed by the College shall not be considered for the award of 'Honours' qualification, irrespective of the number of Credits earned by them. However, they shall be awarded only B.E Degree.

## **15.5 Award of 'Honours' Qualification**

### **(A) Eligibility**

- (i) Completion of online courses totaling 18 or more credits with a final score leading to NPTEL Elite / Elite - Silver / Elite-Gold Certificate, within the end of VIII Semester. [Compliance of Sections 16.4 (A), (B) and (C)]
- (ii) (a) Maintaining a grade  $\geq D$  in all the courses of V to VIII Semesters in first attempt only.  
(b) Students failing to maintain a grade  $\geq D$  in all the courses of V to VIII Semesters in first attempt only shall discontinue the attempt to earn additional credits.
- (iii) Having a CGPA  $\geq 7.5$  at end of program even if they have satisfied the additional credits consideration prescribed for 'Honours' Qualification.

### **(B) 'Honours' Qualification**

- (i) The 'Honours' qualification shall be suffixed to the respective degree and shown in the Degree certificates as a recognition of higher achievement by the student concerned.
- (ii) The CGPA earned by the students shall be only based on student performance in the various semester level examinations conducted by the College.
- (iii) Additional credits earned through NPTEL shall not be considered for CGPA of B.E Program as well as rank declaration.
- (iv) SJCIT shall forward its recommendations to the University in respect of students qualifying for 'Honours' after receiving approval from the Academic Council.
- (v) Only those students recommended for the 'Honours' Qualification shall be entitled to receive their Transcripts indicating the achievements.

## **16.0 GRADUATION CEREMONY**

- (A) The College conducts annual Graduation Day ceremony before the University Convocation for the award of Provisional Degrees to students completing the prescribed academic requirements within the normal duration. Only those students recommended for the Award of Degree by COE and subsequently approved by Academic Council shall be entitled to receive the Provisional Degree upon submission of application in prescribed format to the Office of COE and payment of prescribed fees.
- (B) Such students recommended for the Award of Degree by COE and

subsequently approved by Academic Council shall apply for the convocation along with the prescribed fee to the University for the Award of degree.

- (C) The College awards Ranks and Medals to the meritorious students during the Graduation Day Ceremony to encourage the students to strive for excellence.

## **17.0 RANKS AND MEDALS**

### **17.1 Ranks**

**(A) Number of Ranks Awarded**

- (i) The total number of ranks awarded in each branch of B.E program, each specialization of M. Tech. program and MBA program will be 10 or 10% of total number of candidates appeared in final semester in that branch/specialization, whichever is less.
- (ii) In any of the branches of B.E program and/or specialization of M. Tech. program and/or MBA program the total number of candidates appeared in final semester are less than 10, then, in that branch/specialization Ranks will not be awarded.

**(B) Criteria to Award Rank:** Ranks are awarded based on the merit of the students as determined by CGPA.

- (i) For award of Rank in any branch of BE Program, the CGPA secured by the students from III to VIII semesters is considered.
- (ii) For award of Rank in any specialization of M. Tech. Program and MBA program, the CGPA secured by the students from I to IV semesters is considered.

**(C) Resolving a Tie in the Criteria**

- (i) If two or more students get the same CGPA, the tie shall be resolved by considering the actual marks obtained by the student to decide the order of the rank.
- (ii) If the tie is not resolved even after the case mentioned in Section 18.1 (C) (i), then, the number of times a student has obtained higher SGPA is considered to decide the order of the rank.
- (iii) If the tie is not resolved even after the case mentioned in Section 18.1 (C) (ii), then, the number of times a student has obtained higher grades like S, A, B etc shall be considered to decide the order of the rank.

**(D) Eligibility:** A student shall be eligible for a rank at the time of award of degree, if

- (i) Student is eligible for the award of degree as per the Section 15.2 (A) and recommended by COE for the award of the degree.
- (ii) Student has passed all the courses in all the years of study in first attempt only (do not obtain 'F' Grade in any courses of their study).
- (iii) Student is not a repeater in any semester because of rejection of result of a semester/shortage of attendance etc.

- (iv) Student has completed all the semesters without any break/discontinuity.
- (v) Student has not dropped any course in any semester.
- (vi) Student has not written Make-up examinations and/or Supplementary examinations in any semester.
- (vii) Student has not been awarded I/W/X/F Grade in a course in any semester.

**17.2 Medals:** For the award of Medals, the conditions stipulated by the Donor may be considered as per the statutes framed by the college for such awards.

## **18.0 MALPRACTICE**

Refer to 'Regulations Governing the Malpractices by the Students during Examinations'.

## **19.0 CONSCIENCES OF THE STAFF**

- (i) Any person working in the institute whose ward is admitted to any program in the institute shall NOT be in Governing Body (GB), Academic Council (AC), Board of Studies (BoS), Board of Examinations (BoE), Malpractice Enquiry Committee (MEC), Academic Grievance Cell (AGC), Disciplinary Committee (DC), Student Counseling Cell (SCC), Departmental Academic Affairs Committee (DAAC) and Controller of Examinations (COE).
- (ii) Any person working in the institute whose ward has registered to any course offered by their department in the institute shall NOT involve in question paper setting, evaluation of answer scripts, and review of answer scripts, conduction of practical and any other Examinations & Test related work.

## **20.0 INTERPRETATION**

- (i) Any question as to the interpretation of these rules and Regulations shall be decided by the College, whose decision shall be final and binding on the student in the matter.
- (ii) The College shall also have the power to issue clarifications to remove any doubt, difficulty or anomaly which may arise regarding the implementation of these Regulations.

**NOTE:** These Regulations may be altered/changed from time to time by the Academic Council (AC) to align with the Regulations of the University and the Amendments to Regulations made by the University. Please refer to the College Website [www.sjcit.ac.in](http://www.sjcit.ac.in) for the latest Regulations. Failure to read and understand the regulations is not an excuse.