

ACADEMIC RULES & REGULATIONS

GOVERNING THE DEGREE IN
BACHELOR OF ENGINEERING (B.E.)
(with effect from the Academic Year: 2024-25)



SAHYADRI
COLLEGE OF ENGINEERING & MANAGEMENT
An Autonomous Institution
MANGALURU

Affiliated to Visvesvaraya Technological University, Belagavi,
Approved by AICTE, New Delhi & Government of Karnataka
Accredited by NBA (CSE/ISE/ME/ECE) & NAAC with 'A' Grade

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VISION

To be a premier institution in Technology and Management by fostering excellence in education, innovation, incubation and values to inspire and empower the young minds.



MISSION

- M1. Creating an academic ambience to impart holistic education focusing on individual growth, integrity, ethical values and social responsibility.
- M2. Develop skill based learning through industry-institution interaction to enhance competency and promote entrepreneurship.
- M3. Fostering innovation and creativity through competitive environment with state-of-the-art infrastructure.

TABLE OF CONTENTS

SECTION	PARTICULARS	PAGE #
1	INSTITUTE PROFILE	1
	1.1 Bhandary Foundation	6
	1.2 Sahyadri College of Engineering & Management	6
2	PREAMBLE	8
3	SHORT TITLE AND COMMENCEMENT	11
4	ABBREVIATIONS	13
	4.1 Definitions	14
	4.2 Abbreviations	18
5	ACADEMIC PROGRAMS	20
	5.1 Governance of Autonomous College and Committees	21
	5.2 Conventions	27
	5.3 Specification of Degrees	28
6	ADMISSION PROCESS	29
	6.1 Eligibility Criteria	30
	6.2 Duration of the Program	30
	6.3 Registration	30
	6.4 Change of Branch (CoB)	31
	6.5 Change of College (CoC)	31
7	ACADEMIC YEAR	32
	7.1 Academic Year Break-Up	33
	7.2 Inter Semester Break (Recess)	33
	7.3 Academic Calendar	33
8	COURSES AND COURSE TYPES	34
	8.1 Courses Types	35
	8.2 Internship	37
	8.3 Technical Seminar	38
	8.4 Mini Project	38
	8.5 Major Project	39
9	COURSE REGISTRATION AND WITHDRAWAL	40
	9.1 Course Registration	41
	9.2 Registration for Elective Courses	41
	9.3 Attendance Requirements	42
	9.4 Audit Courses	43
	9.5 Course Drop	43
	9.6 Course Withdrawal	44
	9.7 Withdrawal from Program	45
	9.8 Termination from the Program	46
10	CREDIT SYSTEM	47
	10.1 Overview	48
	10.2 Credit Definitions	48
	10.3 Credit Requirements	48

	10.4	Credit Structures	49
	10.5	Course Load per Semester	49
11	EXAMINATION AND EVALUATION		
	11.1	Overview	51
	11.2	Assessment of Academic Performance	52
	11.3	Continuous Internal Assessment (CIA)	53
	11.4	Semester End Examinations (SEE)	59
	11.5	Passing Standards for the Award of Credit/Grade	72
	11.6	Rejection of the Result	72
	11.7	Preparation of Grade Cards	72
	11.8	Provision for Issue of Consolidated Grade Card/Official Transcript	73
	11.9	Duplicate Grade Cards/ Provisional Degree Certificates/Consolidated Grade Cards	73
12	GRADING SYSTEM		74
	12.1	Overview	75
	12.2	Letter Grades	75
	12.3	Letter Grades for Non-Credit Mandatory Course(s)	76
	12.4	Transitional Grades	76
	12.5	Grade Points	78
	12.6	Awarding of Classes	80
13	SUMMER SEMESTER/SUPPLEMENTARY SEMESTER/FAST TRACK SEMESTER		82
	13.1	Overview	83
	13.2	Purpose of Conducting Summer Semester	83
	13.3	Beneficiaries	83
	13.4	Duration	85
	13.5	Registration	85
	13.6	Attendance Requirements	85
	13.7	CIA for Summer Semester	85
	13.8	SEE in Summer Semester	85
	13.9	Grades Awarded	85
14	VERTICAL PROGRESSION		86
	14.1	Overview	87
15	MULTIPLE ENTRIES/MULTIPLE EXIT		89
16	AICTE 100 POINTS ACTIVITY		91
17	AWARD OF DEGREE		93
	17.1	Registration and Reporting Process	94
	17.2	Requirements for the award of Minors and Honours Degree	94
	17.4	Non-Compliance of CGPA ≥ 5.0 at the end of the program	94
	17.5	Approval From Affiliating University	94
18	GRADUATION CEREMONY		95
19	INTERPRETATION		97

1.INSTITUTE PROFILE

1.1 BHANDARY FOUNDATION

The **Bhandary Foundation** evolved on 18 November 2002 from the vision of Shri. Manjunath Bhandary and Smt. Prasanna Bhandary. The Foundation is dedicated to the cause of social justice, social development through education, and uplifting the less fortunate sections of the society. The Foundation, which believes in the holistic development of the individual, has been encouraging and promoting cultural and sports activities.

The Bhandary Foundation was envisioned by Shri. Manjunath Bhandary, while representing the Indian Government at the World HIV/AIDS Conference at Barcelona, Spain, in July 2002, as one of the Indian delegates along with Shri. Shatrughan Sinha, Hon'ble Minister for Health, and Shri. Oscar Fernandes, Hon'ble Minister for Labour, Government of India. The conference was attended by the world's dignitaries like Shri. Bill Clinton, Shri. Nelson Mandela, Shri. I. K. Gujral, and other prominent world leaders. In the conference, the leaders appealed to the delegates to fight against this disease, create awareness about HIV/AIDS and drug abuse in the younger generation, and work towards its prevention. Inspired by this, Shri. Manjunath Bhandary founded the Bhandary Foundation and started the Sahyadri College of Health Sciences at Mangaluru, from where they could get more and more hands to work in the field of HIV/AIDS and drug abuse.

1.2 SAHYADRI COLLEGE OF ENGINEERING & MANAGEMENT

Sahyadri College of Engineering & Management (SCEM), Mangaluru, was established in the year 2007 under the Bhandary Foundation. SCEM is one of the premier technological institutions inculcating quality and value-based education through the innovative teaching-learning process for the holistic development of the graduates. The College is affiliated with Visvesvaraya Technological University (VTU), Belagavi, with a permanent affiliation for most of the programs, approved by the AICTE and the Government of Karnataka, Accredited by the National Assessment and Accreditation Council (NAAC) with 'A' grade, National Board of Accreditation (NBA), and the Institution of Engineers (India) (IE(I)) for the Engineering Programs. The Institution is recognised under Section 2(f) and 12(B) of the University Grants Commission (UGC) Act and as an Innovation Cell by the Ministry of Human Resource Development (MHRD), India. SCEM has been accorded with the Scientific and Industrial Research Organization (SIRO) recognition by the Department of Scientific and Industrial Research (DSIR), Ministry of Science and Technology, Government of India. The college also houses New Age Incubation Network (NAIN)/k-Tech since 2017 to promote Product Development and Incubation, recognised by MSME as Host College (HI) to establish technical Business Incubator (BI) in 2020; the College is listed under Top 25 Private College of most innovative College ranked under ATAL Ranking of Institutions on Innovation Achievements (ARIIA) and ranked 3rd in the state of Karnataka. SCEM has tie-ups with many National and International research organisations, Educational Institutions and Industries.

Currently, around 3000 students are pursuing various Undergraduate (B.E.), Postgraduate (MBA), M.Sc. (Eng.) and Ph.D. research programs in the Institution and are mentored by around 250 well qualified and experienced Faculty and Staff members. The College promotes project-based learning through various activities and initiatives associated with various in-house industries, which helps the graduates improve their expertise. Students will be provided with an opportunity and platform by various institutional initiatives throughout the program to exhibit/improve their talents and skill in national and international events hosted by premier institutions.

The In-house Industries and Start-Ups are the mainstay of the College. Sahyadri campus encompasses all the modern facilities, including an aesthetically designed food court and a well-developed sports facility with 400mts. Athletic track, gymnasium, and other facilities. Our hostels provide a home away from home experience. Sahyadri accommodates students from all backgrounds and nationalities based on their merit, thus making this campus culturally diverse.

2. PREAMBLE

2.1 EDUCATIONAL SCENARIO

The Union Government of India introduced National Education Policy (NEP) - 2020 to transform a traditional 'Knowledge Centric Learning System' to 'Student Centric Education System'. There is a need to identify the talent among the pupils and nurture them to solve the local, national and global societal issues while adapting the local culture to enrich the students' knowledge and skill by practising in a multidisciplinary environment. Academic Autonomy is essential to implement/modify the curriculum according to the industrial requirements.

Following are the objectives for the College to achieve excellence in Education, Research, Innovation, Incubation and Consultancy:

- Nurturing the leaders in the field of technology, social enterprise
- Promote multidisciplinary learning related to Sustainable Development Goals (SDGs)
- Establishing Community Industry Partnership per individual programs level
- Promote Research Publications, Entrepreneurs, Innovations
- Digitalisation of Campus
- Excel in NIRF Ranking framework.

2.2 INDUSTRIAL IMPACT ON ENGINEERING EDUCATION

Autonomy may be defined as a functional status by giving greater flexibility towards flexible interdisciplinary academic development for improving academic standards and excellence with the following objectives:

- NEP - 2020 envisions an India-centric education system that contributes directly to transforming our nation sustainably into an equitable and vibrant knowledge society by providing high-quality education to all
- Application of Information Technology in all sectors of societal and economic development
- To cater to the industrial revolutions expectations
- Industry 4.0 focuses on the interconnectedness of machines and systems to achieve optimum performance and improve efficiencies and productivity. Industry 5.0 is touted as taking it a step further and refining the interface between humans and machines
- To emphasise the importance of management inclination towards Industry 4.0 to 5.0, the

integration of literature and logical beliefs in leadership, talent management, culture, and technology

- In today's competitive marketplace, practical training and a curriculum meticulously framed to meet the job market requirements are imparted to the students to make them readily employable

Academic Autonomy for any college will provide the freedom to design and develop the curriculum and Teaching-Learning-Assessment process incorporating the above points and emphasising the growth of personality development attributes among the graduates. Apart from the technological skills and competence, the following skill-sets will be inculcated among the students to make them competent to excel in their personal and professional careers:

- The ability for rational, logical, orderly and objective thinking
- A sound skill in personnel management and human relations
- The leadership qualities include the spirit of tolerance, patience and teamwork

The autonomous college should exercise the academic freedom given to it by the University with the following commitments:

- Responsibility and Accountability
- Use the available opportunity to demonstrate its capabilities and innovative skills to become visible in the higher education system
- Gain all stakeholders' confidence, gratitude, and respect, especially students, alumni, parents, recruiters, and society

Hence, it becomes essential for the College and the University to maintain and enhance their reputation, image, and visibility in the technical education system as a whole.

3. SHORT TITLE AND COMMENCEMENT

The quality of Technical education depends on many factors including socially and industrially relevant Outcome Based curriculum, highly qualified faculty, teaching learning process, effective industry internship and evaluation of students based on desired outcomes. To regulate, in orderly manner, the process of admission, registration of students, conduct of classes, teaching-learning, Assessment, Evaluation and Grading processes to recommend to the Visvesvaraya Technological University (VTU), Belagavi to award Bachelor of Engineering degree, with due considerations to the NEP-2020 policy and applicable regulations of the UGC and AICTE, the college hereby makes the following rules under the “Academic Regulations Governing the Degree of Under Graduate Program” that is applicable to the B.E. degree programs offered by the college.

The regulations listed under this head are standard for all programs offered by the College and are amended based on the Regulations Governing the award of a degree in Bachelor of Engineering/Technology under Outcome Based Education and Choice Based Credit System (2024) issued by VTU, Belagavi. These regulations shall be applicable to all the students who are admitted to the 1st Year of B.E. programs from the Academic Year 2024-25 onwards and to the students who are admitted to the 2nd Year of through lateral entry in the Academic Year 2025-26 and onwards.

The regulations are subject to amendments made by the Academic Council with the approval of the Governing Council of the College from time to time and keeping the recommendations of the Board of Studies (BoS) and Internal Quality Assurance Cell (IQAC) in view.

- i. These regulations may be called as the “2024-Academic Regulations Governing the Degree of Under Graduate Program” of the SCEM
- ii. These regulations shall be applicable to the batch of students admitted from the Academic Year 2024-25 and later. The same shall remain in force until revised or withdrawn by a notification.

4. ABBREVIATIONS

4.1 DEFINITIONS

1. **Program** : This is an educational program in a particular stream/ branch of Engineering / branch of specialization leading to the award of the degree. It involves events/activities, consisting of lectures/ tutorial/ laboratory work/ fieldwork/ outreach activities / project work / vocational training/ viva-voce/ seminars / internships / assignments /presentations/ self-study etc., or a combination of some of these, which are assessed continuously.
2. **Branch** : Means specialization or discipline of B.E. Degree Programme, like Computer Science and Engineering, Mechanical Engineering etc.
3. **Semester** : Refers to one of the three sessions of an academic year, with the first two regular sessions (Odd/Even) of sixteen weeks each and one Summer semester of 8 Weeks.
4. **Academic Year** : Refers to the sessions of three consecutive semesters (odd followed by an even followed by a Summer semester) including periods of vacation.
5. **Course** : Usually referred to as a subject and is a component of a Program. All courses need not carry the same weightage. The Courses should define learning objectives and learning outcomes. A Course may be designed to comprise lectures/ tutorials/ laboratory work/ fieldwork/ outreach activities/project work/ vocational training/ viva-voce/ seminars/ term papers/assignments/ presentations/ self-study etc., or a combination of some of these.
6. **Course Code** : Refers to code allotted to the UG/PG courses under the 2024 scheme indicating the Offering Department, Semester, Course Type, Sequence of Course in the semester and specific/common courses.
7. **Credit** : Refers to a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of lecture or two hours of laboratory/practical courses/ tutorials/ fieldwork etc., per week.
8. **Audit Courses** : This means the knowledge / skill enhancing courses without the benefit of credit for a course.
9. **Choice Based Credit System (CBCS)** : Refers to customizing the course work, through core, elective, and skill-based ability enhancement courses to provide the necessary support for the students to achieve their goals.

10. **Course Registration** : Refers to formal registration of the courses in the study in every semester (credits and audit) by every student under the supervision of a faculty advisor (also called mentor) in the Institution to maintain the proper record.
11. **Continuous Internal Assessment (CIA):** : Refers to the evaluation of students' performance in the learning process. CIA shall be conducted by the departments as per the guidelines issued by the CoE. The CIA will have the following components:
- **Continuous Internal Evaluation (CIE):** Consists of 3-unit tests designed for assessing the learning outcomes of the course.
 - **Activity Based Assessment (ABA):** This is conducted by the Course Instructor/Course Coordinator and may include activities like - homework, problem-solving, group discussion, quiz, mini-project, and seminar, field work, industry visits, case studies, laboratory activities etc., with a weightage for the different components being fixed by the college.
12. **Semester End Examinations (SEE)** : Refers to the examinations conducted by the college covering the entire course syllabus. For this purpose, the syllabi have to be modularized and SEE questions need to be set from each module appropriately.
13. **Course Evaluation** : Means Continuous Internal Assessment (CIA) and Semester End Examination (SEE) with equal weightage for each course (CIA: SEE = 50:50). Course to be evaluated for 100 marks, irrespective of its Credits.
14. **First Attempt** : Refers to a student who has obtained minimum eligibility for appearing to the SEE (Attendance & CIA), registered for the SEE and have appeared for the SEE. Such an attempt is called the First attempt. Even if the student remains absent after registering for SEE, such an attempt shall also be considered as First Attempt.
15. **Credit-Based System (CBS)** : Refers to quantification of Course work (by credits and quantification of contact hours) as mentioned in Table 9.1. Under CBS, the requirement for awarding a degree is prescribed in terms of the total number of credits to be earned by the students with pass grades in all the courses and obtaining a minimum CGPA of 5, completing NCMC courses and obtaining the prescribed AICTE Activity Points.

16. **Credit Representation** : Refers to the credit values for different academic activities considered, as specified in the scheme of teaching and evaluation.
17. **Non-Credit Mandatory Course (NCMC)** : In the non-credit mandatory courses, students shall attend the classes during the respective semesters to satisfy the eligibility requirements (Attendance & CIA) of the course. In case, any student fails to register for the said course/fails to secure the minimum eligibility criteria (85% Attendance and 50% CIA), they shall be deemed to have secured an NP grade. In such a case, the student has to fulfil the requirements during subsequent semester/s. These courses shall not be considered for CGPA calculation and vertical progression, but completion of the courses shall be mandatory for the award of degree.
18. **Universal Human Value Course** : The courses which teach a holistic perspective based on self-exploration about themselves (human beings), family, society, and nature. Practice harmony in the human being, family, society, and nature.
19. **Passing Standards** : Refers to passing a Course.
20. **Cumulative Grade Point Average (CGPA)** : It is a measure of the overall cumulative academic performance of a student over the entire span of the academic program. CGPA is not an arithmetic mean but a weighted mean. It is also a number that lies between 0 and 10.
21. **Grade Card** : Refers to the certificate showing the grades earned by a student. A grade card shall be issued to all the registered students after every semester-end examination. The grade card will display the Program details (Course code, title, number of credits, grades secured, grade points, and alternate course taken in lieu of successive failure after 4 attempts) as per the approved scheme of teaching and evaluation along with the SGPA of that semester and CGPA (except for the first semester) earned till that semester.

The Grade card may also include the details of additional credits earned by the students during the program of study through MOOCs/Skill Lab Courses which may be considered to the award of the Minor Degree/ Honours Degree/ Credit transfer to the ABC.
22. **University** : Visvesvaraya Technological University (VTU), Belagavi.
23. **Semester Grade Point Average (SGPA)** : Refers to the measure of academic performance of a student in a

semester. It is a weighted average or a weighted mean of the grade points obtained by a student in the various courses of any semester. It results in a number that lies between 0 and 10.

24. **Academic Autonomy** : Freedom granted by the University to the College in all the aspects of conducting its academic programs for promoting academic excellence
25. **College** : Refers to Sahyadri College of Engineering & Management (SCEM)
26. **Commission** : Refers to the University Grants Commission (UGC), New Delhi
27. **Council** : Refers to the All India Council for Technical Education (AICTE), New Delhi
28. **Principal** : Refers to the Head of the College.
29. **Dean** : Refers to the administrative relevant heads
30. **CoE** : Refers to the Head of the Examination Cell
31. **HoD** : Refers to the Head of the Department
32. **AAO** : Refers to the Academic Administrative Officer
33. **Regular Students** : Refers to the students who are admitted to the first year of the respective program.
34. **Lateral Entry Students** : Refers to those students who are admitted to the third semester of the Undergraduate Engineering Program, based on the qualification at the time of entry.
35. **Academic Bank of Credits** : The Academic Bank of Credits is a National-Level facility which will promote the flexibility of the Curriculum framework and interdisciplinary/multidisciplinary academic mobility of the students across the Higher Education Institutions (HEIs) in the country with appropriate “Credit Transfer” mechanisms.
36. **Multiple Entry Multiple Exit** : The Multiple entries and Exit Points in the academic programs offered at the HEIs would remove rigid boundaries and create new possibilities for the students. There are occasions when the learners have to give up their education mid-way for various reasons. To facilitate flexible learning within the stipulated period (8 years for the regular students and 6 years for Lateral Entry students), multiple exit and entry options are provided to the needy students as per the notified VTU norms. The student can exit from the program only at the end of the even semester(s) and the entry option is provided to the students at the beginning of the odd semester(s).

4.2 ABBREVIATIONS

1	AAC	:	Academic Advisory Committee
2	AAPIMC	:	AICTE Activity Points Implementation and Monitoring Committee
3	ABA	:	Activity Based Assessment
4	ABC	:	Academic Bank of Credits
5	AC	:	Academic Council
6	AICTE	:	All India Council for Technical Education
7	B.E.	:	Bachelor of Engineering
8	B.Sc.	:	Bachelor of Science
9	BoE	:	Board of Examination
10	BoS	:	Board of Studies
11	CET	:	Common Entrance Test
12	CGPA	:	Cumulative Grade Point Average
13	CIA	:	Continuous Internal Assessment
14	CIE	:	Continuous Internal Evaluation
15	CoE	:	Controller of Examination
16	CS	:	Chief Superintendent
17	DAC	:	Department Advisory Committee
18	DCET	:	Diploma Common Entrance Test
19	DR&D	:	Departmental Research and Development Committee
20	DTE	:	Department of Technical Education
21	ERC	:	Examination and Results Committee
22	GC	:	Governing Council
23	HEI	:	Higher Education Institutions
24	IAC	:	College Advisory Committee
25	IPEC	:	Interdisciplinary Project Evaluation Committee
26	IQAC	:	Internal Quality Assurance Cell
27	JBoS	:	Joint Board of Studies
28	JEE	:	Joint Entrance Examination
29	KEA	:	Karnataka Examination Authority

30	KMAT	:	Karnataka Management Aptitude Test
31	KUPECA	:	Karnataka Unaided Private Engineering College Association
32	M.Sc.	:	Master of Science
33	M.Tech.	:	Master of Technology
34	MBA	:	Master of Business Administration
35	MCQ	:	Multiple Choice Questions
36	MSME	:	Ministry of Micro, Small & Medium Enterprises
37	NAAC	:	National Assessment and Accreditation Council
38	NBA	:	National Board of Accreditation
39	NGO	:	Non- Governmental Organization
40	NRI	:	Non-Resident Indian
41	PAC	:	Program Assessment Committee
42	PAQIC	:	Program Audit and Quality Improvement Committee
43	PDC	:	Provisional Degree Certificate
44	PG	:	Post Graduate
45	PGCET	:	Post Graduate Common Entrance Test
46	PGDM	:	Post Graduate Diploma in Management
47	Ph.D.	:	Doctor of Philosophy
48	PIO	:	Person of Indian Origin
49	PMSS	:	Prime Minister Scholarship Scheme
50	PUC	:	Pre- University College
51	SCEM	:	Sahyadri College of Engineering & Management
52	SEE	:	Semester End Examination
53	SGPA	:	Semester Grade Point Average
54	UFM	:	Un-Fair Means
55	UG	:	Undergraduate
56	UGC	:	University Grants Commission
57	VTU	:	Visvesvaraya Technological University

5. ACADEMIC PROGRAMS

5.1 GOVERNANCE OF AN AUTONOMOUS COLLEGE AND COMMITTEES

Following are some of the major committees involved in ensuring the smooth conduction of the Academic activities in the institution:

A. Governing Council (GC):

The Governing Council is the supreme body responsible for the Management of the Institution. Its function shall include the following:

A.1 Function of GC:

- Guide the College while fulfilling the objectives for which the College has been granted autonomy.
- Adopt the fees and other charges payable by the students of the College as fixed by the Government / University in this regard from time to time.
- College scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty / Principal to be made by the Governing Body/Government as applicable in accordance with the policies laid down by the UGC and the Government from time to time.
- Approve the Annual Budget of the College before submitting the same to the UGC, Government or any other Body/Agency as may be required.
- Regulate/enforce discipline among the teaching/non-teaching staff in accordance with the Rules/ Procedures/Guidelines laid down.
- Invest funds belonging to the College in approved securities, as it shall, from time to time, think fit or in the purchase of immovable property.
- Transfer or accept transfer of any movable or immovable property to the College.
- Entertain, adjudicate upon and if thought fit, constitute a Committee to advise and/ or recommend methods to redress the grievances of staff members of the College.
- Delegate administrative, managerial and financial powers to the Principal and other functionaries in the College for its smooth functioning.
- Approve the Annual Report of the College, for submission to the University, the Government and the UGC as well as for uploading on the College Website
- Perform such other functions and college such committees, as may be necessary and deemed fit for the proper development of the College

A.2 General Composition of the GC:

Chairman of the SCEM	Chairperson
FIVE members nominated by Bhandary Foundation	Members
Two Senior faculty members nominated by the Principal	
Two Educationalist/Industrialist nominated by the Management	
One Member nominated by UGC	
One Member nominated by AICTE	
One Member nominated by VTU	
One Member nominated by State Government/DTE	
Principal of SCEM	Member Secretary

B. Academic Council (AC):

The Academic Council is the major committee responsible for framing/approving/monitoring the academic regulations, scheme of teaching and examination, syllabi, evaluation, and approval of results. Further, the council shall also recommend the starting of new programs/closer of any programs to the Governing Council

B.1 Function of AC:

- Scrutinize and approve the proposals with or without modification of the Boards of Studies about courses of study, academic regulations, curricula, syllabi and changes thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- Make regulations regarding the admission of students to different programs of study in the College, keeping in view the policy of the Government.
- Make regulations for sports, extracurricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to the Governing Body proposals for institution of new programs of study.
- Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes, and medals, and to frame regulations for the award of the same.
- Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- Perform such other functions as may be assigned by the Governing Body

B.2 General Composition of the AC:

Principal of SCEM	Chairperson
All Heads of the Department in the College	Members
Four Teachers of the college representing different levels of teaching staff	
Not less than four experts from outside the college representing such areas as Alumni, Industry, R&D labs, Technical Education to be nominated by the Governing Council	
Three Nominees of the University	
Dean Academics	Member Secretary

C. Joint Board of Studies (JBoS):

Responsible for discussing common academic issues and recommend to the Academic Council for approval

C.1 Functions of JBoS:

Scrutinizing and recommending the following to the AC for approval

- The amendments to Rules and Regulations governing the award of the Degree of Academic Program (Academic Statutes)
- The scheme of Teaching and Evaluation of the UG and PG programs of the college
- Assessment plans of the various course(s)
- Introduction of any new Open Elective course(s)/Professional Elective course(s) and other common courses in the curriculum, as per the industrial requirements.
- Action plan for implementation of AICTE activity points/ B.E. Minors/Honours Degree
- Starting of new certificate course(s) under any Academic Program(s)

C.2 General Composition of the JBoS:

Principal of SCEM	Chairperson
Chairpersons of all the BoS	Members
Controller of Examination	
Dean Academics	Member Secretary

Note: Apart from the above composition if any contributions from any other designated members are required, such members may be invited as Special Invitees for the JBoS.

D. Boards of Studies (BoS):

The Governing Body, in consultation with the Academic Council, shall have the power to constitute such number of Boards of Studies as it deems fit, keeping in view the types of courses/ subjects offered.

D.1 Functions of BoS:

The Boards of Studies shall:

- Prepare syllabi for various courses keeping in view the objectives of the College, interest of the stakeholders and State/National requirements for consideration and approval of the Academic Council
- Suggest methodologies for innovative teaching, learning and evaluation techniques
- Suggest panel of names of experts to the Academic Council for appointment as examiners
- Coordinate research, teaching, extension and other academic activities in the Departments/College
- Any other function that may be assigned by the Academic Council.

D.2 General Composition of the BoS:

Head of the Department	Chairperson
All faculty members having minimum experience of five years for each specialization	Members
Two subject experts from outside the University to be nominated by the AC	
One expert to be nominated by the Vice Chancellor of the University from a panel of six recommended by the Principal	
One representative from industry/corporate sector/allied area relating to placement to be nominated by the Academic Council	
One Post-graduate meritorious alumnus to be nominated by the Principal	
A faculty member nominated by Principal on recommendation of the HoD	Member Secretary

The Chairperson, Board of Studies, with the approval of the Principal may co-opt additional members, from among:

- Experts from outside the College whenever special courses of studies are to be formulated, and
- Other members of staff of the same faculty.

Note: Apart from the above composition if any contributions from any other designated members are required, such members may be invited as Special Invitees for the BoS.

E. Board of Examinations:

The committee will guide and help the controller of examination for the smooth conduction of the examinations and also to approve the recommendations made by the controller of examination

E.1 Functions of Board of Examinations:

The Board of Examinations shall:

- Recommend to Principal about the appointment of the Board of Examiners (BoE) and Chairpersons of BoE.
- Formulate the policies of the examination activities and recommend to the AC for approval
- Act as an advisory body of the matters relating to the conduct of examinations

E.2 General composition of the Board of Examinations:

Principal of SCEM	Chairperson
Vice Principal	Members
Director – MBA, All Head of the Departments	
Dean Academics	
Controller of Examination	Member Secretary

F. Board of Examiners (BoE):

Board of Examiners is a departmental committee to oversee the quality of semester-end examination question paper, moderation process, and scheme of evaluation.

F.1 Functions of BoE are to facilitate:

- Scrutinize the question papers
- Forward the Panel of examiners for each course to the Controller of Examination
- Prepare and approve the detailed scheme of evaluation pertaining to practical courses
- Analyze the semester-end examination results of all the semesters and recommend moderation, if required.

F.2 General Composition of the Board of Examiners:

A faculty member appointed by the principal on recommendation of the Board of Examinations/HoD	Chairperson
Two/Three faculty members recommended by HOD covering different areas of specialization.	Members
Two/Three experts from other institution of repute, preferably from outside the region	
A faculty member appointed by the Principal on recommendation of the HoD	Member Secretary

G. Internal Quality Assurance Cell (IQAC):

The Autonomous College shall be monitored regularly through an IQAC set up at the College as per Statutory Body guidelines.

G.1 Functions of IQAC:

The IQAC shall:

- Monitor and review all aspects of academic and other performance of the College (cocurricular and extracurricular) and submit a report giving its findings and recommendations to the Governing Body/Governing Council
- Have an external peer team comprising of Three senior academicians from other reputed institutions constituted by the College. It shall review and monitor the activities of the Autonomous College
- Facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Perform the collection and analysis of the feedback from all stakeholders on quality-related institutional processes
- Disseminate the information on various quality parameters to all stakeholders
- Organize inter and intra-institutional workshops, seminars on quality related themes and promotion of quality circles
- Monitor and upkeep the documentation of the various programs/activities leading to quality improvement
- Act as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Periodically conduct the Academic and Administrative Audit and its follow-up
- Prepare and submit the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of Accreditation Bodies

G.2 General composition of the IQAC:

Principal of SCEM	Chairperson
One nominee of Higher Learning Institutes(nominated by College)	Members
One nominee of R&D laboratory (nominated by College)	
One nominee of Industry (nominated by College)	
Three professors of the college drawn from different department	
One nominee of the Governing Body/Council	
Controller of Examinations	
Placement Officer	
One Senior Student	
One Alumnus	
One Parent	
Three non-teaching staff of the college, one from different categories	
IQAC Coordinator	Member Secretary

Note:

- i. *The composition of the above mentioned committees and councils are to be constituted as per the requirements of the statutory bodies such as UGC/AICTE/VTU, which are issued from time to time.*
- ii. *Apart from the above composition if any contributions from any other designated members are required, such members may be invited as Special Invitees for the committees.*
- iii. *The external experts for the committees – Academia/industry/Special Invitees need to be identified after scrutinizing the expert's contribution in the said field of work. It is desirable that the expert members possess good knowledge about the Outcome Based Education – its requirements and processes, which will help in the overall improvement of the quality.*
- iv. *The committees need to conduct the meeting at regular intervals as per the regulations issued by the statutory bodies such as UGC/AICTE/VTU, which are issued from time to time. All the meetings need to be documented and the proceedings shall be prepared within two weeks of the closure of the meeting. The same shall be made available whenever required.*

5.2 CONVENTION

Following conventions are followed for Academic practices in the College:

1. Autonomy granted to the college is institutional in nature and hence an Autonomous College shall be free to launch new Degree programmes at UG level like B.E., B.Tech., B.Plan., B.Voc., B.Sc. and B.Arch., PG Programs like M.Tech., M.Arch., M.Plan., M.B.A, M.C.A, M.Sc. and research programmes like MS by Research, Ph.D., all being in the list specified by the AICTE/UGC/VTU from time to time after getting approval from the University, AICTE/UGC/CoA/Govt. of Karnataka and their respective Governing Bodies.
2. An autonomous college shall be free to make changes in the existing/new Degree programmes with the approval of its AC. Such changes could be in the schemes of instruction, syllabi, schemes of examinations and other aspects while fulfilling the minimum academic standards laid down by the university for the award of degrees. The changes so made shall be notified by the college concerned before the commencement of an Academic year and to the university within a fortnight of such notifications.
3. An autonomous college shall have the freedom to start Diploma (post-polytechnic diploma, post-UG and post PG levels) and /or certificate programmes with the approval of its AC. The issuance of certificates/diplomas on the completion of such programmes shall be made under the seal of the concerned college only.
4. An autonomous college shall also be free to evolve methods for assessing the students' performance, notifying the results, issuing the grade cards/transcripts, migration and other certificates except the degree certificates.
5. In order to get the various benefits of Academic autonomy, it is necessary for an autonomous college to re-structure its various academic programmes based on the

semester scheme by introducing credits for academic activities, bring in examination reforms for better achievement testing, award letter grades and numerical grade points/averages for students' performance and set appropriate passing standards in line with the standards set by the university.

6. To facilitate students for horizontal/vertical mobility and transfer of credits from one autonomous college to another autonomous college, it is suggested to follow uniform practices for the semester scheme, credit system, examinations, letter grades and numerical grade points/averages.

5.3 SPECIFICATION OF DEGREES

The autonomous colleges shall use the nomenclatures for their degree programmes as specified by the UGC in its notification dated 12th February, 2018 on (specification of the degrees, 2014) as amended from time to time.

The college uses the specification of their Degree programs as specified by the Council/Commission, and the degree and diploma certificates issued by the University to their awardees bear the college's name as well. This helps maintain the identity of each program conducted at the college and ensure its accountability.

The following are the nomenclatures and abbreviations that shall continue to be used for the degree programs offered by the college under the University:

1. Bachelor of Engineering (B.E.)
2. Bachelor of Engineering (B.E.) with Minor Degree
3. Bachelor of Engineering (B.E.) with Honours Degree

The UG degree programs offered by the college, their total credits, maximum duration, minimum duration and year of the offering are listed in Table 5.1.

Table 5.1: Undergraduate Programs

Sl. No.	Program	Abbreviation	Year of Establishment	Total Credits W.E.F 2021-22	Regular Students		Lateral Entry Students	
					Minimum Duration	Maximum Duration	Minimum Duration	Maximum Duration
1	Computer Science & Engineering	CSE	2007	160	4 Years	8 Years	3 Years	6 Years
2	Electronics & Communication Engineering	ECE						
3	Mechanical Engineering	ME						
4	Information Science and Engineering	ISE						
5	Computer Science and Engineering (Artificial Intelligence and Machine Learning)	AI&ML	2020					
6	Robotics and Automation	RA	2021					

6. ADMISSION PROCESS

The admission of students to various UG, PG and Research degree programs listed below shall be made by the autonomous colleges by following the orders issued from the Govt. of Karnataka and University regulations and directions issued from time to time in this regard.

6.1 ELIGIBILITY CRITERIA

A. ADMISSION TO THE FIRST YEAR B.E. PROGRAM

- i. As notified by the Govt. of Karnataka and University from time to time and the consensual agreement signed between the KUPECA and the Govt. of Karnataka.
- ii. The candidates, who have passed a qualifying examination other than 2nd PUC of the Pre-University Education Board of Karnataka, must obtain an eligibility certificate for seeking admission to the first year B.E. degree program from the University.
- iii. **For admission under NRI and other Quota:** As per the AICTE and University notifications issued from time to time.

B. ADMISSION TO THE SECOND YEAR B.E. PROGRAM (LATERAL ENTRY) FOR STUDENTS WHO HAVE PASSED THREE YEAR DIPLOMA

- i. As notified by the Govt. of Karnataka and University from time to time.
- ii. The candidates who have completed a Diploma from other than Karnataka state shall submit the Equivalence/ Eligibility Certificate from the Director of Technical Education of the Government.
- iii. As notified by the Government of Karnataka and/ or as notified by KEA from time to time for admission to 3rd semester B.E. program (other than diploma qualification)

6.2 DURATION OF THE PROGRAM

A. FOR REGULAR STUDENTS ADMITTED TO THE FIRST YEAR (FIRST SEMESTER) OF THE B.E. PROGRAM

- i. Students admitted to first-semester B.E. shall complete the program within eight academic years from the year of the first admission, failing which they will not be eligible for the award of degree (subjected to change as per the NEP/VTU Norms)
- ii. For more information, refer to Table 5.1 provided under the section 5.3.

B. FOR LATERAL ENTRY STUDENTS (DIPLOMA/B.Sc.) ADMITTED TO THE SECOND YEAR (THIRD SEMESTER) OF THE B.E. PROGRAM

- i. Students admitted to third semester B.E., shall complete the program within six academic years from the year of the first admission, failing which they will not be eligible for the award of degree (subjected to change as per the NEP/VTU Norms)
- ii. For more information, refer to Table 5.1 provided under the section 5.3.

6.3 REGISTRATION

- i. Post admission counselling of Management, KEA & COMED-K (for UG), and KEA -PG & KMAT (for PG), the students will report to the college.
- ii. The e-registration process must be completed by entering/uploading relevant

documents (after due verification) as specified by the admission officer of the college.

- iii. Upon E-registration the candidate has to confirm their admission with the KEA through their login credentials. The admission will be considered as completed only after the confirmation with KEA.

As per the requirements and guidelines of AICTE in its Model UG Curriculum (February 2018) It is necessary to include a **THREE***-Week induction programme to the first year B.E. students at the beginning of their first semester, to inculcate the personality development and Universal Human Values.

** Subjected to change as per the AICTE/University Notification*

6.4 CHANGE OF BRANCH (CoB)

- i. The CoB facility is provided to the students as per the existing VTU norms amended from time to time.
- ii. For more information related to the CoB, the guidelines provided in the VTU website related to the CoB may be referred.

6.5 CHANGE OF COLLEGE (CoC)

- i. The CoC facility is provided to the students as per the existing VTU norms amended from time to time.
- ii. For more information related to the CoC, the guidelines provided in the VTU website related to the CoC may be referred.

7.ACADEMIC YEAR

7.1 ACADEMIC YEAR BREAK-UP

The break-up of the Academic Year for regular semesters and the Summer semester is given in Tables 7.1.

Table 7.1: Break-up of the academic year for regular semesters UG & PG

Sl. No.	Action Plan	Odd Semester	Even Semester	Summer Semester
1	Registration of courses	On the day of commencement of the semester	On the day of commencement of the semester	As notified by the Academic Section
2	Semester Duration	16 weeks	16 weeks	8 weeks
4	Semester End Examination	3 weeks	3 weeks	2 weeks
5	Evaluation and Announcement of Results	1 week	1 week	
Total		20 weeks	20 weeks	10 weeks
Activities like Internship, AICTE 100-point activities, Industry Visits etc. shall be carried out during the Semester Breaks, as notified by the college.				

7.2 INTER SEMESTER BREAK

Two weeks or as specified in the Academic Calendar of the College

7.3 ACADEMIC CALENDAR

The academic calendar will provide information pertaining to all important academic activities such as (Commencement of classes, Course registration, Course drop, Course withdrawal, Continuous Internal Evaluation, Semester End Examinations) of the college including the major cultural and co-curricular activities.

8. COURSES AND COURSE TYPES

8.1 COURSE TYPES

- 1 **Humanities, Social Sciences, and Management Courses (HSMC)** : These are mandatory for all disciplines.
- 2 **Basic Science Courses (BSC)** : Physics, Chemistry, and Mathematics. These are mandatory for all disciplines.
- 3 **Engineering Science Courses (ESC)** : Materials, Workshop, Drawing, and Basics of Electrical/ Electronics/ Civil/ Mechanical/ Computer Engineering, etc. These are mandatory for all disciplines.
- 4 **Professional Core Courses (PCC)** : The professional core courses, relevant to the chosen specialization/ program. The core courses are to be compulsorily studied by students and it is mandatory to complete them to fulfil the requirements of a program.
- 5 **Professional Elective Courses (PEC)** : The courses relevant to the chosen specialization/branch and can be chosen from the pool of courses. It shall be supportive to the discipline providing extended scope/enabling exposure to some other discipline /domain and nurturing student proficiency skills
- 6 **Open Elective Courses (OEC)** : The courses from other technical areas and/ or from emerging fields. Students of other departments will opt these courses subject to fulfilling of eligibility as stipulated by the University Regulations.
- 7 **Integrated Professional Core Courses (IPCC)** : It refers to Professional Theory Core Course Integrated with Practical of the same course. Credit for IPCC can be 04 considering L: T: P: S as 3: 0: 2: 0 or L: T: P as 2: 2: 2: 0. For an IPCC, the theory component shall be evaluated by both CIA and SEE, and the practical component is evaluated by CIE only (There shall be no SEE for the practical component).
- 8 **Project Work** : Mini-project work and Major Project work carried out at the parent institution or any recognized organization without affecting the regular class work.
- 9 **Technical Seminar** : Deliverable at the institution under the supervision of a faculty coordinator.
- 10 **Internship** : A form of experiential learning program that helps the students to enhance their employability skills. The specific

duration of the internship may be undertaken preferably, at Industries/ R&D organizations/ IT companies/ Government organizations/ recognized organizations of significant repute for a specified period as mentioned in Scheme of Teaching and Evaluation.

- 11 **Non-Credit Mandatory Courses : (NCMC)** These courses are mandatory, without the benefit of a grade or credit for students admitted to B.E. Program. A pass in each NCMC is required to qualify for the award of degree.
- 12 **Ability Enhancement Courses : (AEC)** Refers to the course that leads to knowledge enhancement.
- 13 **Universal Human Values : Courses (UHV)** The courses which teach: a holistic perspective based on self-exploration about themselves (human being), family, society, and nature. Understanding (or developing clarity) of the harmony in the human being, family, society, and nature. These are mandatory for all disciplines

14 **Any course(s) introduced by the AICTE/VTU for implementation of NEP 2020**

Internship Title	Duration	offered during	Credit
Inter/Intra Institutional Internship (for regular students admitted to the first year of study) (Non- Credit Mandatory Course) #	02 Weeks*	End of First Year (During the intervening period of the second and third semester)	-
Inter/Intra Institutional Internship (for lateral entry students admitted to the second year of study) (Non- Credit Mandatory Course) #		During the intervening period of the third and fourth semester	
Innovation/ Societal/ Entrepreneurship based Internship	03 Weeks*	End of Second Year (During the intervening period of the fourth and fifth semester)	-
Research/Industry Internship	14-20 Weeks	During the Fourth year of study (either in the 7 th semester/8 th semester)	09
Total Credits for Internship			09
*The internship program and the duration shall be decided by the college and notified appropriately *Appropriate evaluation methods may be designed for the evaluation of the NCMC internship activities			

8.2 INTERNSHIP

The internship is an extended period of work experience undertaken by the students looking to supplement their degree with professional development. The students are allowed to prepare themselves for the workplace and develop practical skills as well as academic ones. The Internship shall be completed during the period specified in the approved Scheme of Teaching and Evaluation.

There shall be three internships:

- i. **Research/Industry Internship:** At the beginning of the final year (4th year/7th semester), the students can opt for either 7th semester course work or Research Internship, depending on the opportunities available for enrolling to either Research Internship/Industrial Internship. With reference to this, both 7th and 8th semesters shall be in progress simultaneously. Research Internship/Industrial Internship shall be carried out at the Industry/Government Organizations/NGOs/ MSMEs/ Research and Development Organizations/Organizations of National or International Repute/ Institution Research Centres/Innovation and Incubation Centres/Start-Ups/ Entrepreneur cells. The students will be encouraged to take up
- ii. Interdisciplinary Research Internship or Industry Internship
- iii. Rural Internship, a work-based activity carried out to learn practical experiences in rural areas for the upliftment of living standards.

In case, if a student wants to undergo an internship at their family business, they shall be permitted, provided, a declaration regarding the same is submitted to the Principal of the institution by the parents/guardians of such students. With the consent of the internal guide and the Principal of the Institution, the student shall be allowed to carry out the internship at their hometowns (within or outside the state or abroad), provided, favourable facilities are available for undergoing the internship and the student remains in regular contact with the internal guide.

The college shall not bear any cost involved in carrying out the internship by the students. However, students can avail financial assistance extended by the organizations.

As a part of SEE, Viva-Voce examination shall be conducted at the end of the internship period. Research Internship/Industry Internship shall be considered for the award of the degree. The students who do not complete the internship shall be declared fail and shall have to complete it during the subsequent semester after satisfying the Internship requirements during the subsequent semesters.

Responsibilities of the Department and Guides:

- a. The Department/College shall nominate department Coordinator/staff member(s) to facilitate, guide and supervise the students during the internship.
- b. The students shall report the progress of the internship to the guide at regular intervals and seek their advice. The guide shall maintain the progress record/diary of the candidates undergoing the internship.
- c. After the completion of the internship, the students shall submit a report with the completion certificate to the HoD with the approval of the internal guides.
- d. The internal guide and one senior faculty shall be the internal examiners for the CIA of the Inter/Intra Institutional internship and Innovation/Societal/Entrepreneurship based internship.

Note:

- a. Inter/Intra Institutional Internship and Innovation/Societal/Entrepreneurship based Internship will have CIA only and No SEE.
- b. In the event of a student(s) opting for the summer semester after the FOURTH semester, such student(s) should comply with the MISSED INTERNSHIP (of FOUR Week Innovation/ Societal/ Entrepreneurship based internship) requirement during the subsequent semester(s) appropriately or complete the equivalent MOOC Course(s) as applicable.

8.3 TECHNICAL SEMINAR

- a. Each student has to present a seminar on a specific topic chosen from the relevant field/ list provided by the department under the supervision of a faculty coordinator.
- b. The HoD will constitute a committee for the SEE of the seminar. The committee will be constituted of three members, where the senior faculty will be the chair person, and will evaluate the seminar presentation for 100 marks.
- c. No SEE for the Technical Seminar

8.4 MINI PROJECT

- a. Mini project must focus on a real-world problem to address local needs
- b. The maximum number of students per batch may be limited to four.
- c. The HoD will constitute a committee for the CIA of the mini-project. The CIA committee will be constituted of 3 members, where the senior faculty will be the chair person, and will evaluate the mini project for 50 marks.
- d. In the event of the mini-project being multi-disciplinary, the committee shall include the members from the inter-disciplinary domains for evaluating the mini project.
- e. The SEE for the mini project will be evaluated by one internal and one external examiner for 50 marks.

8.5 MAJOR PROJECT

- a. The major project work should commence in sixth semester and carried out in the Final Year.
- b. The HoD will constitute a Project Evaluation Committee (PEC) for the CIA of the major-project. The PEC will be constituted of three members, where the senior-most faculty (HoD's nominee), will be the Chairperson and will evaluate the major project for 50 marks, as per the guidelines/rubrics set by the college.
- c. In the event of the project work being multi-disciplinary, the committee shall include the expert from the inter-disciplinary domains for evaluating the project work.
- d. The minimum and maximum number of students per batch is two and four respectively.
- e. The major project work needs to be taken up within the college/research laboratories/ industries.
- f. It is desirable that the outcome(s) of the project work may be published/ patented. Weightage may be given to such projects during evaluations.
- g. The SEE for the major project will be evaluated by one internal and one external examiner for 50 marks.

9. COURSE REGISTRATION AND WITHDRAWAL

9.1 COURSE REGISTRATION

In order to maintain a proper academic record of each student at the Institution, every student shall register for the Courses of a semester (Credit/Audit) in the approved scheme of teaching and evaluation, under the supervision of a mentor at the beginning of each semester. The student shall be permitted to register for the course(s) as per the approved Scheme of Teaching and Evaluation of the current semester. The process for the course registration will be notified by the college as per the Academic and Activity Calendar.

9.1.1 Registration Procedure:

- i. The Students must register for the courses as per Scheme on the first day of commencement of each semester (ODD/EVEN)
- ii. The students who are eligible for vertical movement from one academic year to the next year only are eligible for registration during the Odd semester.
- iii. No restriction for vertical movement from an odd to Even semester of the same academic year.
- iv. Registration to the courses shall be done in the department, under the guidance of the faculty mentor in person as per the dates specified in Calendar of Events
- v. Registrations is to be completed within 7 days after the commencement of semester, with late fees.
- vi. In case of late registration, the prescribed registration fee shall be paid by the student, with the permission of the HoD/Principal. Also, the fee paid receipt should be submitted to the department.
- vii. The hard copy of the course registration has to be submitted by the student to the department, duly signed by the student, Mentor and HoD.

Note:

Registration in Absentia of a Student: Prior permission from Principal has to be sought through proper channel with Valid documents. The registration will stand cancelled, in the event the student is unable to produce the valid documents.

9.2 REGISTRATION FOR ELECTIVE COURSES

- i. For offering a Professional Elective/Open Elective/Ability Enhancement Course(s), the minimum number of students required is 20. However, this is not applicable if number of students admitted to a program is less than 20. In such cases, only one elective course shall be offered.

- ii. If more number of students are opting for the same elective, then it will be decided based on CGPA or any other norm set from time to time. The maximum number of students depends upon the availability of resources.
- iii. However, the students are not permitted to opt for a change of these Course(s). In case of any change required, it can be done so within 10 days from the date of commencement of the semester, with a proper justification and approval from the HoD/Principal. However, this is based on the availability of resources

9.3 ATTENDANCE REQUIREMENTS

- i. The student must obtain a minimum attendance of 85% in each course for eligibility, failing which, the student will be awarded with DX Grade and the same will be reflected in the grade card. Such students need to re-register for the course(s) during the Summer Semester or when offered subsequently.
- ii. A condonation of 10% is permitted by the Principal only on valid grounds such as Medical emergency, Participation in International/National/State/University level sports/cultural/NSS/NCC/Red-Cross activities and other Cocurricular/Extra Curricular with prior permission.
- iii. The students claiming attendance need to submit application along with all the supporting documentary evidences to the HoD one week before the commencement of CIE-III, failing which, the condonation of attendance will not be considered.
- iv. The students who have/not have registered for the semester and have not attended one-third of the classes of the semester shall be viewed as “Discontinued from the Program”. Such students shall have to get readmitted in the subsequent year, as per the readmission process provided by the University

9.4 ATTENDANCE CALCULATION

- i. The calculation of attendance shall be based on the number of classes conducted based on the number of working days notified in the academic calendar of events
- ii. In case of late admissions, approved by competent authority (KEA/DTE/VTU), to I semester (for the regular UG & PG scheme) and III semester (for lateral entry scheme of Engineering Program), the attendance shall be reckoned from the date of admission to the Program.
- iii. In the event of student opting for the Change of Branch/College, the attendance will be considered based on the total attendance obtained in the current and changed branch/college. The overall attendance for the student will be considered from the attendance in the previous branch/college and the attendance obtained in the changed branch/college.

- iv. The students should check the status of their attendance with the respective faculty member(s) on periodic basis.

9.5 AUDIT COURSES

A student desirous of additional exposure to a course, without the rigors of obtaining a good grade, can 'audit' a course.

The minimum requirement of attendance for an 'Audit Course' is 85%, with any additional requirements as set by the instructor such as submission of assignments and minimum performance in some of the semester evaluations and there is no SEE for these courses. Auditing of courses during regular semesters from 3rd semester onwards is permitted under the following conditions:

- i. Students with CGPA > 6.0 will be permitted to 'Audit' a course. A course can be audited provided the course is offered in the semester as a credit course for others, and there is no slot clash. Prior permission of the Instructor is required.
- ii. Audit courses would be restricted to a maximum of four (4) courses per student in the entire period of the programme.
- iii. The Course Teacher would award the 'AU' grade, if the attendance is satisfactory and additional requirements, as set out by the Course Teacher, are met. The grade 'AU' does not carry any grade points and therefore does not figure in SGPA/ CGPA calculations.
- iv. The course successfully completed in Audit mode will be reflected in the Semester Grade card and the Transcript as Audit Course. If this practice is followed, it may not be necessary for the Autonomous College to issue to the student any other transcript covering the audited courses.

9.6 COURSE DROP

- i. A specific time period shall be fixed in the academic and activity calendar of the institution for facilitating the students with poor performance in the CIE to drop the identified courses (up to the minimum credits specified for the semester) without being mentioned in the grade card.
- ii. Such students will have to re-register to the dropped course(s) in the summer semester after paying the prescribed fee.

9.6.1 Procedure for Course Drop:

- i. A student, who wants to drop a course(s), has to apply through the concerned class teacher/course faculty, mentor and HoD to the Dean (Academic) for approval.
- ii. The dropping of the course is allowed within the date specified in the academic and activity calendar of the semester, usually six weeks from the commencement of the semester.
- iii. Students are not permitted to drop the following courses in any semester:

- a. Theory courses that are integrated with laboratory courses
- b. Mandatory Credit and Mandatory Non-credit Courses
- c. Laboratory course(s)
- d. Mini Project, Major Project, Technical Seminar, Internship
- e. Design Thinking (Personality Development) Courses
- f. Universal Human Value Course
- g. Skill Enhancement Courses
- iv. The student is not permitted to drop any course after the specified date.
- v. The requests for the course drop will be scrutinized by the AAC.
- vi. On approval of AAC, the Dean (Academic) will forward the details of the course drop to the Examination Cell for further processing.
- vii. The student is not allowed to drop the same course more than once.
- viii. Dropping of course(s) is not permitted in the Summer Semester.
- ix. The student should have maintained a minimum attendance ($\geq 85\%$) in the course as on the date of applying for the Course drop.

Note:

- i) *The Dropped courses need to be registered during the Summer semester.*
- ii) *Dropping of course(s) is not allowed in the First Year – i.e. First and Second Semesters of UG and for the PG Courses*
- iii) *A student can drop a maximum of ONE theory course per semester and a maximum of FIVE courses in the entire program duration.*
- iv) *After dropping, a student has to register a minimum of 16 credits in that semester and have the required 160 credits towards the end of the Program.*
- v) *The student has to provide valid reasons for Dropping the Course(s).*

9.7 COURSE WITHDRAWAL

- i. A student with poor performance in CIE can withdraw from the identified course(s) on advice from the faculty mentor after their review of student's performance in CIE.
- ii. Such students, who want to withdraw from a course(s), shall do so towards the end of the semester (usually 14th week from the commencement of semester/after the last CIE) within the specified date mentioned in the academic calendar, by applying in the prescribed format through the Course Instructor, Faculty mentor and HoD to the Dean (Academic) for the permission to withdraw. Student is not permitted to withdraw from any course(s) after the specified date.

- iii. Student who is permitted to withdraw from a course(s) will be temporarily awarded 'W' Grade in that course(s), with a mention of it in the Grade Card. Such students shall have to re-register to the withdrawn course(s) in the summer semester after paying the prescribed fee.
- iv. Dean (Academic) will forward the consolidated list of students who have withdrawn from the courses, as approved by the AAC to the Examination Cell 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 summer semester. (To be read along with Section – Summer Semester)
- vi. Student is permitted to withdraw from more than one course in a semester. However, the number of credits in that semester cannot fall below 16 credits after withdrawal.
- vii. A student is not allowed to withdraw from
 - a. Theory courses that are integrated with laboratory courses
 - b. Mandatory Credit and Mandatory Non-credit Courses
 - c. Laboratory course(s)
 - d. Mini Project, Major Project, Technical Seminar, Internship
 - e. Design Thinking (Personality Development) Courses
 - f. Universal Human Value Course
 - g. Skill Enhancement Courses
- viii. A student is not allowed to withdraw from same course(s) more than once.
- ix. Withdrawal from course(s) is not permitted in summer semester.
- x. The student should have maintained the minimum attendance ($\geq 85\%$) in the course(s) as on the date of withdrawing the course(s).

9.8 WITHDRAWAL FROM THE PROGRAM

A. TEMPORARY WITHDRAWAL

- a. A student admitted to college is permitted to withdraw temporarily, for a period which is an integral multiple of a semester on the grounds of prolonged illness, grave calamity in the family or employment, provided:
 - i. The student has to submit an application to the Principal by stating the reasons for withdrawal together with supporting documents and it is mandated for the student to meet the AAO along with parents.

- ii. However, such student(s) have complete the requirements of the degree within the specified time limits mentioned by the affiliating University, including the period of withdrawal as per Table 5.1
 - iii. All the tuition fees for the academic year should be paid before seeking approval for such Temporary Withdrawal/Semester Break. However, the fees paid shall not be refunded.
 - iv. Scholarship holders are bound by the appropriate rules applicable to them.
- b. If a student has withdrawn from the programme for reasons of employment, when re-joining the programme, they should obtain the necessary permission from their employer for re-joining. This permission letter/ No Objection Certificate (NoC) has to be submitted at the time of re-joining.
 - c. The student opting for the Temporary Withdrawal shall get readmitted to the prevailing scheme of teaching and evaluation (as per the University Norms). In such cases, the student has to get the equivalence certificate from the corresponding BoS and shall complete the deficit credit(s) if any.
 - d. The withdrawal period shall also be counted for computing the duration of study as specified by the University.
 - e. All such withdrawals will be subjected to approval from the affiliating university.

B. PERMANENT WITHDRAWAL

As per the University guidelines, the candidate may permanently withdraw from the Program, with the following conditions:

- a. It is mandatory for the student to meet the AAO along with the parents and submit an application to the Principal through proper channel, stating the reasons for such withdrawal along with supporting documents.
- b. There should not be any outstanding dues with the department /college/ hostel/ library etc.
- c. Scholarship holders are bound by the appropriate rules applicable to them.
- d. The student has to complete the appropriate exit process as specified by the college administration from time to time with due approval from the university.

9.9 TERMINATION FROM PROGRAM

The termination of the students from the program will be on disciplinary grounds or as per the university norms.

10. CREDIT SYSTEM

10.1 OVERVIEW

The institution follows a Choice Based Credit System (CBCS) from the Academic Year 2015-16 onwards. The CBCS provides an opportunity for the students to meet the challenges ahead, by choosing courses from a wide range of electives. As a part of extended learning in interdisciplinary and multi-disciplinary domains, value-added courses are offered. Thus, the CBCS facilitates continuous learning and evaluation.

10.2 CREDIT DEFINITION

While referring to the main semester, one unit of course work and its corresponding credit shall be equal to

ONE hour Lecture (L) per week per semester	:	1 Credit
ONE hour Tutorial (T) per week per semester	:	1 Credit
TWO hours Laboratory/Drawing/Practical (P) per week per semester	:	1 Credit

No. of Credits		Minimum No. hours of Teaching- Learning
4 (Theory)	:	52
3 (Theory)	:	40
2 (Theory)	:	25
1 (Theory)	:	13
4 (IPCC)	:	65 (40 Theory + 25 Lab.)

However, in the case of the Summer semester, appropriate modifications are to be incorporated.

10.3 CREDIT REQUIREMENT

- The minimum number of credits to be completed by a student for 04 year B.E. program shall be 160.
- The minimum number of credits to be completed by a lateral entry student (Diploma) admitted to the third semester of 04 years B.E. program shall be 120.

- iii. A student shall be eligible to get an Undergraduate degree with Honours/Minors, if they earn additional 18 credits or as specified by the University from time to time.
- iv.

10.4 CREDIT STRUCTURE

A typical Credit Structure for coursework based on the above definition is given in Table 10.1. This shall be applicable for the coursework of students registered for all programs offered by the College.

Theory/Lectures (L) (hours/week/Semester)	Tutorials (T) (hours/week/Semester)	Laboratory/ Practical (P) (hours/week/Se mester)	Credits (L:T:P)	Total Credits	Contact Hours
4	0	0	4:0:0	4	4
3	0	2	3:0:1	4	5
2	1	2	2:1:1	4	5
3	0	0	3:0:0	3	3
2	1	0	2:1:0	3	3
2	0	2	2:0:1	3	4
0	0	6	0:0:3	3	6
2	0	0	2:0:0	2	2
1	0	0	1:0:0	1	1
0	1	0	0:1:0	1	1
0	0	2	0:0:1	1	2
Activities like Practical Training, Study Tour, and participation in Guest Lectures do not carry any credits.					

Table 10.1: Typical Credit Structure for Course

Note: The credit for the various course(s) will be distributed as per the VTU guidelines.

Credits for the course(s) such as Seminar, Project Work, Project Viva-Voce and Internship shall be as specified in the approved Scheme of Teaching and Evaluation.

10.5 COURSE LOAD PER SEMESTER

A. MAIN SEMESTER (REGULAR SEMESTER)

- a) The ODD and EVEN semesters are known as Main Semester or Regular Semesters.
- b) In the planning of the course work for an academic program, it is necessary to specify the average course load for a student per semester as well as its minimum and maximum limits
- c) As per AICTE/UGC/VTU guidelines for UG programs (issued from time to time), the number of credits to be earned per semester on an average, shall be fixed at 22 credits, with its minimum and maximum limits being set at 16 and 28 credits respectively or as notified by the University from time to time.

- d) In the first two semesters, the prescribed number of credits per semester shall be fixed at 20 credits for the B.E. Degree, 22 credits for the M.Tech Degree, 24 credits for the MBA Degree respectively.
- e) In higher semesters, i.e., from the 3rd semester onwards, the load will vary from 16 to 24 credits per semester.

B. SUMMER SEMESTER (SUPPLEMENTARY SEMESTER/FAST-TRACK SEMESTER)

- a) The provision of the summer semester is at the discretion of the college and no student can demand it as a matter of right.
- b) The summer semester will be offered at the end of every academic year or as notified by the university from time to time.
- c) The courses to be offered during the summer semester will be at the discretion of the HoD, based on the resources available.
- d) A student can register for a maximum of 14 credits in the Summer semester.

11. EXAMINATION AND EVALUATION

11.1 OVERVIEW

The assessment of a student in a course (Theory/Lab/Seminar/Project etc) comprises of two parts, in general, based on the approval from the respective BoS:

I. Continuous Internal Assessment (CIA) – 50 marks

- a. Sessional Marks awarded through Continuous Internal Evaluation (CIE Marks)
- b. Marks awarded for the Assignment/Practical component

II. Semester End Examinations (SEE) – 50 marks

Both CIA and SEE are assigned equal (50:50) weightage and a student's performance in the course work shall be judged by taking into account the results of both CIA and SEE individually and also together by giving equal weightage for them.

Note:

- i) *The minimum marks to be obtained for both CIE, Assignment and Practical Marks should be 40% the total Marks individually (i.e., 12 Marks out of 30 for CIE and 8 Marks out of 20 for Assignment in PCC. Similarly, the student should score 6 out of 15 in CIE & Continuous Lab Assessment, 4 out of 10 in assignment & Practical exam in IPCC).*
- ii) *However, the minimum CIA marks required for the eligibility to write SEE is 20 Marks including both the CIE and Assignment/Practical components.*
- iii) *If a student fails to secure the minimum marks specified in Note (1) and (2) above, then the student will not be eligible to appear for the SEE of that course(s) and will be awarded 'DX' grade, and the same indicated in the grade card.*

11.2 ASSESSMENT OF ACADEMIC PERFORMANCE

A. CREDIT COURSE(S)

- I. The student's performance in all credit courses shall be assessed by considering the performance in both CIA and SEE (excluding Technical Seminar)

Total Marks considered in awarding a grade in credit course is:

$$\text{Total Marks} = \text{CIA Marks} + \text{SEE Marks}$$

- II. Student's performance in Technical Seminar shall be assessed by considering the performance in CIA only (No SEE).

B. NON-CREDIT MANDATORY COURSE(S)

- I. Student's performance in Non-Credit Mandatory Courses of UG/PG (excluding the Additional Mathematics course for the Lateral Entry UG Students), shall be assessed considering the performance in the CIA only.

- II. In Additional Mathematics courses for lateral entry B.E. students, performance shall be assessed considering the performance in both CIA and SEE.

Total Marks = CIA Marks + SEE Marks

- III. In Non-credit Mandatory Course, Students will be awarded either as Pass (PP) /Not Pass (NP) based on the marks obtained. To qualify for the award of the degree, a student must mandatorily secure a Pass (PP) grade.

11.3 CONTINUOUS INTERNAL ASSESSMENT (CIA)

A. CIA EVALUATION STRATEGY FOR VARIOUS TYPES OF COURSE(S)

The regulations for all courses are as follows:

I. THEORY COURSE(S) – (4 CREDITS / 3 CREDITS/ 2 CREDITS)

Table 11.1: CIA Pattern

Components		Number	Weightage	Max. Marks
1	CIE Test (A)	3	60%	30
2	Activity Based Assessment (B) (As suggested by BoS)	Continuous	40%	20
Total				50

Final CIA Marks = (A) + (B)

Activity Based Assessment (ABA)

- i. The ABA may include following components to assess higher-order Cognitive /Professional/Generic skills with the approval from the BoS:
 - a. Written Assignments
 - b. Case Studies
 - c. Seminar/Presentation
 - d. Peer - to - Peer Learning
 - e. Project Based Learning
 - f. Field Work + Report
 - g. Industry Visit + Report
 - h. NPTEL/MOOC Course Certification
 - i. Quiz
 - j. Any other Innovative Assignments (CL4 and above)
- ii. Rubrics can be designed by the course instructor and marks awarded suitably.

II. INTEGRATED PROFESSIONAL COURSE(S) (IPCC) – (4 CREDITS)

Table 11.2: CIA Pattern

Components		Number	Weightage	Max. Marks
1	CIE Test (A)	3	30%	15
2	Activity Based Assessment (B) (As suggested by the BoS)	Continuous	20%	10
3	Laboratory Continuous Assessment (C1)	Continuous	30%	15

4	Laboratory Test (After the completion of all experiments*) (C2)	1	20%	10
Total				50

The CIA marks for the IPCC Course is a combination of Theory and Laboratory components, whose weightage is as shown in Table 11.2.

* Assessment to be done by faculty other than the Course in-charge

$$\text{Final CIA Marks} = (A) + (B) + (C1+C2)$$

Note: A student should score a minimum of 6, 4, 6, 4 for (A), (B), (C1) and (C2) components respectively to gain eligibility to write SEE.

III. THEORY COURSE(S) – (1 CREDIT)

ONE credit Theory course(s) may be evaluated preferably using MCQs.

Table 11.3: CIA Pattern

Components		Number	Weightage	Max. Marks
1	CIE Test (A)	2	60%	30
2	Activity Based Assessment (B) (As suggested by the PAC and BoS)	Continu ous	40%	20
Total				50

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

IV. LABORATORY COURSE(S)

Table 11.4: CIA Pattern

Components		Weightage	Max. Marks
1	Laboratory Work/ Weekly Assessment (A)	50%	25
2	Laboratory Test (B)	30%	15
3	Open-ended Experiments / Mini Projects (C)	20%	10
Total			50

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

- i. In Laboratory Courses where component (C) is not a component of the assessment pattern, then component (A) will have 50% weightage (25 Marks), and component (B) will have 50% weightage (25 Marks). In such cases,
 - a) The average marks obtained across all the laboratory sessions (each laboratory session shall be evaluated for 25 marks) shall be the marks for component (A).
 - b) One or two laboratory tests [component (B)] similar to the SEE shall be conducted and the marks shall be scaled down to 25 marks.

- c) The CIA marks for the laboratory shall be the sum of marks obtained for the component (A) and component (B).

- ii. The course instructor will design the rubrics for component (C).

V. ENGINEERING GRAPHICS/DRAWING

- i. The CIA marks awarded in the case of Drawing shall be based on the weekly evaluation of classwork (sketching and computer-aided drawing) each drawing will be evaluated for marks as mentioned module-wise in the syllabus. Marks for all the drawing sheets are added and scaled down to 10 marks.
- ii. Two CIEs will be conducted for 30 marks each and finally scaled down to 30 marks.
- iii. One class test similar to SEE will be conducted after completion of the syllabus for 100 marks and scaled down to 10 marks.
- iv. CIA marks (out of 50) scored by the student is the sum of Classwork Evaluation and Test Marks.

VI. INTERNSHIP

- i. The evaluation may be carried out for 100 marks and the same shall be scaled down to 50.
- ii. Based on the rubrics approved by BoS, the evaluation of the internship shall be done.
- iii. Publications arising out of internship may be given appropriate weightage.

VII. TECHNICAL SEMINAR

- i. The evaluation of the Technical Seminar shall be conducted for a total of 100 marks
- ii. Based on the rubrics approved by BoS the evaluation of the technical seminar shall be done.

VIII. MINI PROJECT

- i. The mid-semester evaluation of the mini project work shall be evaluated for 50 marks.
- ii. The End semester evaluation will be conducted for 50 marks with one Internal and an external examiner.
- iii. The evaluation of the mini project will be as per the rubrics approved by BoS.
- iv. It is preferred to provide the problem statement for the mini project, such that it can be taken up as a major project with clear outcomes for mini and major projects.
- v. Publications arising out of mini project may be given appropriate weightage.

IX. MAJOR PROJECT WORK

- i. A Departmental Project Evaluation Committee (DPEC) will be set -up for monitoring the Project Work activities.
- ii. The Project work will be monitored and assessed based on the rubrics approved by

the BoS.

- iii. Publications arising out of major project may be given appropriate weightage.
- iv. Plagiarism check is mandatory for all final year projects and the index must be less than or equal to 25% for UG and 20% for PG students. (This shall be based on the plagiarism software used as notified by College/University)

B. CIE PROCESS

- i. The CIE schedule to be notified in the Academic Calendar of the college.
- ii. The concerned departments will conduct the CIEs as per the guidelines provided by the Examination section.
- iii. If any corrections/overwriting of CIE marks on blue/green books have to be countersigned by the concerned faculty member(s) with an intimation to HoD. The final CIE marks to be notified by the department on Notice Board.
- iv. The finalized CIA Marks to be uploaded onto the LMS/digital platform.
- v. The information regarding the Eligible/Non-Eligible students and course Drop, Withdraw has to be sent to the Academic/Examination section within one week from the last working day or as notified by the Academic section, whichever is earlier
- vi. The final marks list of all students shall be displayed on the notice board of the college.

C. CIA MODERATION COMMITTEE

There shall be a CIA Moderation committee to enhance the Internal quality assessment/tools in every department. This committee shall consist of three senior faculty members nominated by the HoD.

Roles and Responsibilities of CIA Moderation Committee:

- a. Moderation to be conducted for each CIE test
- b. Assess the syllabus coverage as per the requirements
- c. Assess the Quality of the Question paper, Scheme of Evaluation and any discrepancies in valuation
- d. Check the difficulty level of questions in the Question Paper
- e. Verify the assessment strategies used for different types of courses
- f. Moderation committee report to be submitted to COE through proper channel along with the marks

D. COMPENSATORY CIE

- a. Compensatory CIE tests will be conducted within a week after the third CIE
- b. No provision for Compensatory CIE during the Summer Semester
- c. The provision of Compensatory CIE is purely under the discretion of the college, and the student cannot demand it as a matter of right.

I. ELIGIBILITY

- i. If a student has satisfactory attendance in a course(s) but remained absent for the CIE due to valid reasons like severe illness, casualty at home (direct blood relations) or representing the College in the Co-Curricular and Extra-Curricular Activities with prior permission from competent authorities
- ii. Compensatory CIE is strictly not for the improvement of the CIE marks
- iii. The students involved in Malpractice/Unfair means during CIE will not be eligible for the Compensatory CIE

II. PROCEDURE

- i. The student has to contact the course instructor (personally/Over phone) and apprise of the problem/reason one day before or on the day of examination without fail. If the course instructor approves, then the student should submit an application for the claim
- ii. The student has to submit the application to the course tutor along with all the relevant medical documents endorsed by District/Taluka Health Officer (DHO/THO) within the stipulated date notified prior to the commencement of that CIE test by academic section
- iii. The course instructor has to verify all the documents and forward the application with his recommendation to the HOD immediately
- iv. The HOD should verify all the documents and forward the same with appropriate note to the academic section, if the documents are in proper order within the last date mentioned prior to the CIE examination
- v. The scrutiny committee constituted at college level for evaluating the claim will verify and then notify the list of students eligible for compensatory CIE to the respective HoDs immediately the day after the scrutiny is completed
- vi. The approval of the course tutor/faculty advisor/HoD does not guarantee a student for the claim of compensatory CIE, without valid documents
- vii. The applications received after the last date will not be accepted for scrutiny and in no case a student will be eligible for the compensatory CIE under any circumstances

- viii. The list of students (USN) who remain absent for a CIE test should be notified by the respective HoDs on the notice board, on the same day of CIE
- ix. A student is permitted to write a maximum of two compensatory CIEs (1st and 2nd CIE), in case if a student remains absent for all the three CIEs.

III. SCHEDULE

Compensatory CIE tests will be conducted within a week after the third CIE.

IV. SYLLABUS

The syllabus of the CIE for which the student is absent.

E. PASSING STANDARDS IN CIA – MINIMUM MARKS TO OBTAIN FOR GAINING ELIGIBILITY FOR SEE

The minimum marks to be obtained across the course(s) by the student to gain eligibility to appear for the SEE of the course(s) is presented in Table 11.5.

Table 11.5: CIA Passing Standards –Minimum marks to be obtained in course(s)

Program	Course Type	CIA Passing Standards	
		Percentage	Minimum Marks to be obtained
B.E.	Theory Course(s) (1/2/3/4-credits), NCMC (Theory)	40% of CIA Marks	20 out of 50
	Laboratory/ Mini Project/Major project /Internship/ NCMC (other than theory)	50% of CIA Marks	25 out of 50
	Seminar	50% of CIA Marks	50 out of 100

- i. In credit course(s) for which SEE is conducted, a student must satisfy the attendance requirements ($\geq 85\%$) and obtain the prescribed minimum CIA marks (as mentioned in the above table) to be eligible to appear for the SEE— failing which, the students will not be eligible to appear for SEE and will be awarded an 'DX' grade, with its indication in the Grade Card. Such students must repeat such course(s) in its entirety by re-registering it when offered by the department. However, they can appear for the SEE of other course(s), where they have the eligibility.
- ii. In Non-Credit Mandatory Course(s) (excluding Additional Mathematics courses for lateral entry students), students securing minimum CIA marks shall be considered 'Pass' and awarded a 'PP' Grade. There shall not be SEE for these course(s).
- iii. A 'Pass' in a Non-Credit Mandatory Course(s) shall be required for a student to qualify for the degree award, failing which they have to re-register for the course(s) whenever offered by the department.

- iv. Students not securing minimum CIA marks in non-credit mandatory courses will be considered 'Not Pass' and awarded an 'NP' Grade.
- v. In credit courses for which SEE is not conducted, Students obtaining minimum CIA marks or more are eligible to be awarded an equivalent Letter Grade based on the CIA marks scored only. Students failing to obtain minimum CIA marks will be awarded an 'DX' grade, and such students shall re-register for such course(s) during the summer semester.

In Internship/ Project, students failing to obtain minimum CIA marks (50% of the Max marks) will have to redo/rework the same and present the work the same for re- assessment and obtain the minimum CIA marks.

11.4 SEMESTER END EXAMINATIONS (SEE)

A. SEE OVERVIEW

The following examinations are to be conducted in an academic year:

- i. In Odd Semester: CIEs during the semester and SEE at the end of the semester for the courses offered in the odd semester only.
- ii. In Even Semester: CIEs during the semester and SEE at the end of the semester for the courses offered in the even semester only. However, as a special case, only in the first year, if students have Backlog courses ('F' Grade/ 'AB' grade courses) of first semester and if those courses are offered in second semester and consequently SEE are conducted for such courses, then, they can appear for the examinations of such backlog courses in second semester.
- iii. In Summer Semester (For UG Programmes Only): CIEs during the semester for the courses offered in summer semester and SEE at the end of the semester for the courses offered in the summer semester and all other courses of previous semesters in which students have 'F' Grade/'AB' Grade.
- iv. Make-up Examinations: For students of UG and PG programmes with transitional grades viz., 'I' & 'X' grades in odd and even SEE shall be given make-up exams immediately after the announcement of SEE results of respective odd and even SEE. There is no make-up examination following a Summer Semester.

I. COURSES FOR WHICH SEE IS CONDUCTED

- i. All credit courses in UG and PG Program shall have SEE, except Technical Seminar.
- ii. Non-credit mandatory courses in UG and PG Programs will not have SEE, except Additional Mathematics-I & II for lateral entry students of the B.E Program.

II. MAXIMUM MARKS

Table 11.6: Course-wise Maximum Marks of SEE

Course Type	Max. Marks	Duration	Remarks
Theory courses (4 credits / 3 credits)	100	3 hrs.	Marks scaled down to 50
Integrated Professional Core Courses (IPCC) (4 credits)	100	3 hrs.	
Theory Courses (2 credits)*	100	3 hrs.	
Laboratory Courses	100	3 hrs.	
Engineering Graphics and Drawing	100	3 hrs.	
Theory Courses (1 credit)	100	1 hr.	
UG Major Project	100	3 hrs.	
Industry/ Research Internship	100	3 hrs.	
<i>*The suggested Question Paper pattern for the FIRST and SECOND semester UG program is MCQ. However, for the higher semester(s), the pattern of SEE may be written examination, similar to the Theory course(s) of 4 credit/3 credit, i.e. 100 marks with a duration of 3 hrs.</i>			

III. SEE EVALUATION STRATEGY FOR VARIOUS TYPES OF COURSE(S)

i. THEORY COURSE(S) – (4 CREDITS / 3 CREDITS) and INTEGRATED PROFESSIONAL CORE COURSES (IPCC) (4 CREDITS)

- The SEE (Theory) will be conducted as per the scheduled timetable, with common question papers for the Course
- The question paper will have two parts viz. A and B.
- The Question 1 in Part A is mandatory and can have any number of sub questions each of 1-3 marks totalling to 20 covering all the four modules.
- In Part B, Question 2 and 3 will be compulsory from first and second module.
- The Question No. 4 and 5 will be set from Module 3 and Question No. 6 and 7 from Module 4, with choice in each module
- The students have to answer 4 full questions in Part B, wherein there is no choice in Module 1 and 2, however Module 3 and 4 will have choice.

ii. THEORY COURSE(S) – (2 CREDITS)

- For FIRST and SECOND semesters of UG program, SEE paper will be set for 100 marks MCQ or as recommended by BoS.

- b. However, for higher semester/s SEE may have a written examination pattern similar to other theory course(s) as mentioned under section 11.4 (A) (III) (i).
- a. **THEORY COURSE(S) – (1 CREDIT)**
- b. SEE paper will be set for 100 marks or as recommended by BoS.
- c. The pattern of the question paper is MCQ.

iii. **LABORATORY COURSES**

i) **Allotment of Laboratory Batches:**

- a. Allotment of laboratory batches shall be prepared and submitted to CoE by respective departments for approval.
- b. Every batch shall consist of 10 to 12 students.
- c. Any changes in the laboratory batches or students in the batch should be intimated to CoE in advance for approval, 1 day prior to the commencement of examination.
- d. Practical examinations shall be conducted by two examiners, one internal and one external. Answer script, marks sheet, attendance should be placed in sealed envelopes and handed over to the CoE on the same day.

ii) **Conduction of Practical Examination**

- a. SEE shall be evaluated for 100 marks and scaled down to 50 marks based on rubrics approved by the BoS.
- b. The duration of SEE is 03 hours.
- c. Practical Examination shall not be conducted without an external examiner. However, the same can be done, after complying with the following conditions:
 - i. To obtain written confirmation from the external examiner about his non-availability
 - ii. The BoE is to submit a list of 3 internal examiners in the same domain, preferably outside the parent department to the Principal based on seniority.
 - iii. The Principal will nominate one examiner from the list furnished by the BoE Chairperson.
 - iv. BoE Chairperson shall also submit the approved copy from Principal to the CoE for further action.
- b. General rubrics for SEE are mentioned here:
 - Procedure / Writeup-20%,
 - Conduction and result -50%
 - Viva-voce-30% of maximum marks

- c. In case of laboratory experiments, excluding the demo experiments, others are to be included for practical examination.
- d. The change of experiments shall be permitted with the following conditions:

- For the change of experiment, a new set of experiment has to be given all together
- The change of experiment has to be considered provided the request is made for the same within half an hour from the commencement of the examination.
- In such cases, the marks allotted for the Procedure/Write-up part shall be made ZERO and the marks scored will be out of 100.
- The change of experiments is allowed only once in a particular examination.

iii) ENGINEERING GRAPHICS AND DRAWING

- a. SEE shall be evaluated for 100 marks and scaled down to 50 marks based on rubrics approved by the BoS.
- b. Different set of Question paper shall be set jointly by the two examiners for different batches.

iv) FIELD WORK

- a. SEE for fieldwork will be conducted by the two examiners.
- b. Report and design drawing evaluation and viva-voce are in the ratio 60:40 and the duration of SEE will be of 03 hours.

v) INTERNSHIP and MAJOR PROJECT WORK

- a. Maximum SEE marks is for 100 and will be conducted by the two examiners – one internal and one external
- b. Rubrics for evaluation should be approved by BoS.

IV. PASSING STANDARDS IN SEE

Table 11.7: Course- wise Minimum Marks of SEE

Program	Course Type	SEE Passing Standards	
		Percentage	Minimum Marks to be obtained
B.E.	All credited Theory course(s), and NCMC (Theory, if any)	40% of the SEE Marks	20 out of 50
	Practical/Project/Internship/Technical Seminar/NCMC	50% of the SEE Marks	25 out of 50 50 out of 100

- a. Depending on the case, a student failing to obtain minimum SEE marks (Refer Table 11.7) shall be awarded an 'F' Grade or 'X' Grade. However, 'X' Grade shall not be awarded in the summer semester.
- b. The students who have satisfied the CIA and attendance requirements for the course(s) and obtained 'F'/'AB' grade in SEE are permitted to appear directly in the ensuing examinations as "Backlog/Arrear Paper(s)". The students need not re-register for such course(s) in the summer semesters. In such cases, the CIA marks and attendance obtained by the student during the regular semester will be carried forward.
- c. However, if the student wishes to improve their CIA marks, such students will have to reject the course(s) amounting to a maximum of 16 credits and re-register such course(s) in the summer semester (immediately after) and obtain the necessary attendance and CIA requirements. The previously obtained CIA Marks and Attendance (during regular semester) will be nullified.

B. SUBMISSION OF SYLLABUS COPY

- i. The BoS Chairperson should submit the approved Scheme of Teaching & Evaluation; Syllabus; Model Question Papers (for newly introduced/revised courses) approved by the BoS and AC, at the beginning of semester as notified by Academic section
- ii. The BoS Chairperson should submit the approved panel of examiners as per the format provided by the CoE for each of the courses offered during that semester
- iii. The minimum qualification for faculty to be included into the panel of examination is a postgraduate degree with at least two years of teaching experience
- iv. The Panel of examiners for each course should consist of both internal members (currently handling and previously taught the course) and at least three external members

C. QUESTION PAPER SETTING PROCESS

- i. The CoE will communicate the number of Question Paper sets to be prepared based on availability/requirement
- ii. A request letter from CoE to the selected members from the panel will be sent with all the supporting documents (as mentioned in the Examination Policy) required for Question Paper setting
- iii. In case, an external examiner expresses inability to set the question paper, the CoE will send to the other examiner in the list

- iv. The Examiner has to submit the Question paper within the stipulated time, the BoE chairperson has to ensure the same in coordination with the CoE
- v. Question paper setting is to be done for every semester and on need based

D. QUESTION PAPER

1. The question paper of SEE must
 - a. Cover all the sections of the course syllabus uniformly.
 - b. Be unambiguous and free from any defects/errors
 - c. Emphasize knowledge testing, problem solving and quantitative methods
 - d. Contain adequate data/other information on the problems assigned
 - e. Have clear and complete instruction to the candidates.
2. The question paper will be set as per the autonomy norms approved by the BoS/Academic Council
3. The questions in the SEE question papers can be of two types :
 - a) Multiple Choice Questions (MCQs)
 - b) Comprehensive Questions

E. QUESTION PAPER SCRUTINY

1. The schedule for the Question paper scrutiny shall be provided by the CoE as per the approved examination policy.
2. The question paper scrutiny will be done at Examination Cell by the respective BoEs.
3. The question papers approved by the BoE will be handed over to the CoE by the BoS chairperson in a sealed cover for the further processes.

F. ELIGIBILITY TO APPEAR FOR SEE

For a student to be eligible for appearing to the SEE,

- a. He/She should have registered for the course(s) at the beginning of the semester
- b. Satisfy the minimum attendance & CIA requirements in the respective course(s)
- c. Paid the prescribed fees
- d. No pending disciplinary cases/action against him/her

G. REGISTRATION FOR THE SEE

1. Registration is compulsory for writing SEE if the student(s) has satisfied the attendance and the CIA requirements of the ODD/EVEN/Summer semester.
2. In case, if a student fails to register for the SEE of the semester after satisfying the attendance and CIA requirements of that semester, such students will be considered as 'Absent' for the SEE and will be awarded with 'AB' grade. Such

students have to take up such course(s) as 'Backlog/Arrear Paper(s)' during the ensuing examinations.

3. In case, if a student fails to register for the SEE of the ODD Semester after satisfying the attendance and CIA requirements of that semester *with valid reason(s) informed to the concerned for awarding the Transitional Grade (I Grade)*, they shall be permitted to progress to the next even semester of that Academic Year. However, such students should register for the missed ODD semester examinations conducted at the end of the Academic Year for all semesters, duly approved by the AAC. Registration shall be considered for the first attempt.
4. The student shall be permitted to register for a total course(s) not exceeding 28 credits (or as notified by the VTU from time to time), which include the course(s) of the regular semester and Backlog/Arrear Paper course(s).
5. The students having a shortage of attendance and/or shortage of CIA requirements (i.e. courses awarded with 'DX' Grade), Dropped and/or Withdrawn (Courses awarded with 'W' grade) courses shall have to register for the Summer semesters for credits not exceeding 14 and will have to pay the prescribed fee as notified by the college from time to time.
6. The students having no backlog course(s) may not have more than one examination on the same day. However, the students having backlog course(s) may face a situation where they may have
 - a. Two examinations scheduled at the same time of the day
 - b. To take two examinations on the same day, one during the morning sessions and the other in the afternoon sessions or
 - c. Examinations on the consecutive days.
7. The students may seek advice from faculty advisors/HoD in case if there is overlap/clash in the examinations scheduled. The same maybe intimated to the Controller of Examinations for alternate arrangements in the schedule, if possible.

H. EXAMINATION SCHEDULE

The SEE shall be conducted as per the Timetable announced by the office of the CoE

I. PROVISIONAL/DRAFT TIMETABLE

- a. For every Semester End Examinations, CoE prepares the provisional/draft time table
- b. Both the time tables approved by the principal to be communicated to the student groups and also displayed on all the notice boards.

- c. Discrepancies, if any, in the provisional/draft time table should be reported to the CoE through the respective HoDs within two days of notification/ immediately under unavoidable circumstances.

II. FINAL TIMETABLE

- a. The provisional/draft timetable shall be considered as final timetable from the third day of notification with appropriate modifications, if any. The Examination Cell shall circulate the final timetable to all the stakeholders concerned.

III. TIMETABLE FOR PRACTICAL EXAMINATIONS

- a. The practical examinations will be conducted as per the date/schedule provided by the CoE.
- b. The respective HoDs will create the student batches for the practical examinations, display the time table and intimate the same to CoE.

I. INSTRUCTIONS TO THE CANDIDATES TAKING THE SEE

1. Only a single answer book will be issued. No additional Answer books are permitted.
2. The candidate should write their USN and other information like examination, semester, course, course code etc., against the space provided on the title page of the answer book.
3. The candidate shall not write their name / USN or put any identification mark inside any part of the answer book, which may disclose their identity. This will be treated as a malpractice case and is liable for disciplinary action as per Unfair Means Committee (UMC).
4. The candidate shall write answers on both sides of the sheets in the answer book. All the rough work must be done in the space provided at the end of the answer book. Answer must be written using black ball point pen. If there is change in ink, the same shall be attested by the Room Superintendent on the facing sheet of the answer scripts at the top.
5. Answer book should be handed over personally to Room Superintendent before leaving the examination hall.
6. No candidate shall be permitted to use the washroom during the period of Examination.
7. The candidate should not take any books /notes, log table, scribbling pads, watch, cell phones, programmable calculator or any kind of reference material into the examination hall.

8. It is mandatory for the candidate to carry Identity card, Hall ticket / Admission Ticket to the Examination Hall. The candidate should not write anything on the admission ticket, Identity card, calculator and question paper.
9. A warning bell will be given 20 minutes before the commencement of the examination when all the candidates should take possession of their seats, another bell will be given at the beginning of the examination when question papers are distributed and the students should start writing the answers. No candidates shall be admitted after 30 minutes of the commencement of the examination and shall be allowed to leave the examination hall after 60 minutes of the commencement of the examination. No candidate should leave his / her seat during the last 10 minutes. A warning bell will be given 10 minutes before the closing time and final bell is given at the end of the examination. The candidates should hand over the answer book to the Room-Superintendent at the end of the examination.
10. The Room Superintendent should verify the details entered by the candidate before signing the front page of the answer booklet.
11. Candidates are required to check the boxes against the answered questions only, compulsorily.
12. Drinking water will be supplied on request.
13. A candidate will be booked for malpractice cases under following circumstances:
 - a. In possession of any written material, portion of a book, a manuscript, programmable calculator, cell phone or any other material.
 - b. Disclosing identity in the answer book other than the facing sheet in the answer scripts.
 - c. Found copying from answer script of another candidate or showing answer script to another candidate.
 - d. Any form of communication with other candidates inside the examination hall.
 - e. Tearing off the answer script sheets, inserting written sheets or running away along with answer script from the examination hall.
 - f. Impersonating or allowing any other person to impersonate to answer in his /her place.
 - g. Unruly behaviour inside or near the examination hall.

J. ABSEENCE DURING SEE

- i. A student who remains absent to SEE without any valid reasons will be awarded an 'AB' Grade.

- ii. A student who remains absent to SEE due to valid reasons like serious illness/disaster in immediate family should immediately apply for the Award of 'I' Grade in that course(s). Applications received after the conduction of examination shall not be considered.

K. UNFAIR MEANS (UFM) ACTIVITIES

For a student to be eligible for appearing to the SEE,

- i. He/She should have registered for the course(s) at the beginning of the semester
- ii. Satisfy the minimum attendance & CIA requirements in the respective course(s)
- iii. Paid the prescribed fees
- iv. No pending disciplinary cases/action against him/her

L. EVALUATION PROCESS

I. FIRST EVALUATION

The coded answer scripts shall be evaluated by examiners nominated from the approved panel of examiners.

II. MODERATION

To ensure quality and accuracy of evaluation as per the scheme, at least 10% of the answer scripts are re-evaluated by a moderator (approved by BoE).

Final Marks Awarded After Moderation:

- a. If the difference between the evaluator and moderator marks is less than or equal to 15% of the maximum marks, then the marks awarded by the moderator will be final.
- b. If the difference between the evaluator and moderator marks is $> 15\%$ of the maximum marks, then such scripts will be sent to the third evaluation. During third evaluation, the average marks of the nearest two evaluated marks will be awarded as the final marks for the course.
- c. If the variation in marks awarded by the first evaluator and the moderator is more than 15% of maximum marks in 40% of the moderated scripts then all the scripts (evaluated by the first evaluator) are to be re-evaluated by the first evaluator itself.

III. DISCLOSURE OF ANSWER BOOKS (ANSWER BOOK SEEING)

To maintain transparency, the evaluated answer scripts shall be made available for viewing on a specified date and time, as notified by the Examination Cell to the students, prior to the announcement of results. However, viewing of answer scripts cannot be demanded as a matter of right by the students.

1. WHO CAN SEE?

- a. It is mandatory for all the students to be present for viewing of answer scripts on the specified date and time as notified by the examination cell.
- b. All the students will have to appear in person and produce proof of their identity to the concerned authorities before seeing answer books.
- c. The answer books will be disclosed to only the concerned student and no other person will be entitled for viewing of the answer scripts on behalf of the student.

2. WHO WILL SHOW THE ANSWER BOOKS?

The Examination Cell will facilitate the answer book viewing under the supervision of CoE.

3. WHEN WILL THE ANSWER BOOKS BE SHOWN?

The answer books shall be shown within a week, after the completion of the last SEE paper.

4. GRIEVANCES

- a. If a student has any grievance regarding totalling of marks or marks not being awarded to any question(s), they shall fill an 'Evaluation Grievances Form' and submit the same to the faculty in-charge for showing the answer script.
- b. The BoE chairperson will look into such grievances pertaining to the evaluation of the answer scripts and incorporate the appropriate corrective measures under the guidance of CoE.
- c. If students have any grievance regarding evaluation, then they may apply for 'Challenge Evaluation' by filling a 'Challenge Evaluation Form' and paying the prescribed fees (for UG students only).

IV. REVALUATION

The revaluation facility will not be provided to the students when a provision is made for viewing of answer scripts to account for the discrepancies in retotalling and non-evaluated answers. However, when there is no provision for viewing of answer scripts, then revaluation facility may be provided to the students.

- a. A student may apply for revaluation of the answer scripts of SEE for Theory courses only, as notified by the Examination Cell.
- b. A student can apply for revaluation of the answer script(s), in the prescribed form along with the requisite fees within the specified time.

- c. If the increase in the revaluation marks is less than or equal to 15% of the maximum, then the revaluation marks is awarded to the student
- d. If the difference in the revaluation marks is more than 15% of the maximum, then the answer script will be sent for third evaluation and the average of the best two marks shall be awarded.
- e. In case of the third evaluation being done, then
 - The average marks of the nearest two evaluation marks are taken as final marks.
 - If one of the three evaluation marks falls halfway between the other two, then the average of the higher two evaluation marks are awarded as the final marks.
 - In all cases, if there is a decrease in the revaluation marks, then the student's original marks corresponding to the first evaluation marks are awarded.

V. CHALLENGE EVALUATION

- a. Any student who has a grievance can apply for challenge evaluation.
- b. Students must pay the prescribed fee, fill the 'Challenge Evaluation Form' along with the fee paid receipt to the Examination Cell, before the last date.
- c. Applications received after the last date and applications not duly signed and submitted by the candidate seeking challenge evaluation will not be considered.
- d. Challenge evaluation will be done jointly by two examiners appointed by the CoE.
- e. The examiner who has evaluated the same answer book earlier will not be called for challenge evaluation.
- f. The previous evaluation marks will not be disclosed during challenge evaluation.
- g. The marks awarded in the Challenge Evaluation will be the final SEE marks, irrespective of the variation in the marks obtained in the previous evaluations.
- h. There will be no further scope for any review or appeal.
- i. If the increase in the marks is greater than 15% of maximum in challenge evaluation, then 75% of the amount paid shall be refunded to the student.

M. AMANUENSIS (SCRIBE) FOR DISABLED CANDIDATES APPEARING FOR THE SEE

I. PROVISION FOR AMANUENSIS

- i. In case of candidates who are visually impaired or whose writing speed is adversely affected permanently/temporarily may seek assistance from another person who is called as AMANUENSIS (SCRIBE).
- ii. The candidate will have to arrange his/her own scribe at his/her own cost.
- iii. A person acting as an Amanuensis for one candidate cannot be an Amanuensis for another candidate.

The provision for Amanuensis is subjected to approval from the principal

II. GUIDELINES FOR APPROVAL OF AMANUENSIS

- i. An Amanuensis provided must be of lower grade education than the candidate and should not be studying in the same/allied field.
- ii. A candidate seeking the assistance of an Amanuensis shall submit an application to the Principal's office through the HoD, with the following documents:
 - a. A Certificate from Government Medical Officer or higher- grade hospital stating the inability to write the exam
 - b. An undertaking by the student and the Amanuensis declaring that there is no relation between them
 - c. Any Government approved Identity card with photograph of the Amanuensis
 - d. Proof of education of the Amanuensis
 - e. One A4 size document, hand written by the Amanuensis.
 - f. Three recent Passport size photos of the Amanuensis attested by the HoD.
- iii. The Chief superintendent shall make arrangements for a separate room for the candidate & the amanuensis and appoint a room superintendent.
- iv. A candidate with benchmark disabilities (with/without amanuensis) with all requisite documents approved by principal may be provided an additional time of 20 minutes per hour.
- v. The permission granted in the case of permanently disabled students shall be valid for the entire period of their study in the program, whereas, in the case of temporary disability, the facility extended shall be for the specific exam/period only, as decided by the Principal.

N. MAKE UP EXAMINATION

- i. The college at its discretion may offer Make-up examination for the students who have been awarded with X Grade or I Grade in the SEE. The student cannot demand it as a matter of right.
- ii. In such cases, the CIA marks and the Attendance obtained by the student during the regular semester shall be retained.
- iii. Makeup examinations shall be conducted as per the schedule announced by the office of the CoE.
- iv. It is mandatory for the students with X grade or I grade to appear for makeup examinations. If any student is absent for makeup examination, without any valid reason, then the X or I grade awarded for such course(s) will be converted into 'F'grade.

- v. In the event of the college not offering the make-up examination, the students awarded with X-grade or I grade shall appear for such course(s) during the immediate ensuing examination. Based on the performance of the students in the SEE, the X-grade or I grade shall be converted into one of the Letter Grades.

O. GRACING POLICY

If a student (Both UG and PG) has passed in all the subjects in a regular semester and falls short of 2 marks of passing in one subject then he/she is eligible for grace marks required for passing. However, the gracing policy will not be applicable for the summer semester.

11.5 PASSING STANDARDS FOR THE AWARD OF CREDIT/GRADE

Table 11.8: Passing Standards for the Award of Credit/Grade

Program	Course	Passing Standards (%)
B.E.	All Theory Courses, NCMC (theory, if any)	Min. 40% of the Total Course Marks
	Laboratory Work, Project works, Internship, Seminar, NCMC (if any)	Min. 50% of the Total Course Marks

- i. Courses for which SEE is not conducted, CIA marks shall be the Total Marks for that course.
- ii. Only those students meeting the passing standards in a course as per the Table 11.8 shall earn the prescribed credits for the course and shall be eligible to be awarded a corresponding Passing Letter Grade based on their performance.

11.6 REJECTION OF THE RESULT

- i. A student has the privilege to reject the total performance of a semester.
- ii. The rejection of the total performance of a semester is permitted only once during the entire program of study.
- iii. Rejection of the performance of the VIII semester shall not be permitted.
- iv. Readmission is allowed as per the VTU norms.

11.7 PREPARATION OF GRADE CARDS

1. Grade card is an authentic document indicating the student's performance in a specified semester.
2. Grade cards will be issued to all the students who have registered during odd/even/summer semesters including makeup examinations.

3. Grade card will carry information related to the student such as the name of the candidate, USN, Father's name, Mother's Name, Academic Year, Semester, Course Code, Course Name, Credits, Letter Grade, Grade Points, total Credits Enrolled, total Credits Earned, SGPA, CGPA, Additional Credits earned (if any) and date of issue.
4. The grade card will contain all the credits and letter grades earned including the transitional grades. However, the Course(s) Dropped shall not be printed in the Grade Card.
5. The grade card will contain a unique security feature like barcode / QR code.

11.8 PROVISION FOR ISSUE OF CONSOLIDATED GRADE CARD/OFFICIAL TRANSCRIPT

1. Consolidated Grade Card (CGC) is a summarized report indicating the courses the candidate has passed, course credits, grade obtained, month and year of passing along with the final CGPA.
2. Fail grade and Transitional grades will not be indicated in the CGC.
3. CGC will be issued only once after the completion of degree on request by the candidate.
4. Candidate who is in need of CGC will apply in a prescribed format with a fee paid receipt to the principal's office.
5. CoE will prepare CGC upon approval from principal and the same will be sent to the university/institution seeking information through postal means. The CGC may be handed over to the student upon submitting an undertaking by stating the purpose.

11.9 DUPLICATE GRADE CARDS/PROVISIONAL DEGREE CERTIFICATES/ CGCs

A duplicate grade card/ PDC / CGC may be issued to a student who has lost the original document upon the completion of the following the procedure:

1. Candidate has to file a complaint at the police station for having lost the said document and an acknowledgement of FIR in original has to be submitted.
2. An affidavit on e-stamp paper giving the details of name of the candidate, USN, semester, month and year of examination of the grade card / PDC / CGC to be printed.
3. Fee paid receipt in original.
4. Such documents will be printed as "DUPLICATE GRADE CARD / DUPLICATE PDC / DUPLICATE CGC".

12. GRADING SYSTEM

12.1 OVERVIEW

Absolute grading system is adopted for the award of letter grades. SGPA is calculated considering the performance of the student in the current semester including backlog courses/arrear papers. The CGPA will be calculated at the end of every semester, except for the first semester.

12.2 LETTER GRADES

The Letter Grade for course(s) is awarded based on the sum total of marks obtained both in the CIA and SEE. However, a student failing to satisfy the minimum passing marks of SEE will be awarded 'F' grade.

I. LETTER GRADES FOR UG THEORY COURSE(S)

Table 12.1: Letter Grade for UG Courses – Theory Course(s)

Nature of Grades	Letter Grades	Grade Points	Marks Range	Level
Pass Grades	O	10	90 – 100	Outstanding
	A+	9	80 – 89	Excellent
	A	8	70 – 79	Very Good
	B+	7	60 – 69	Good
	B	6	55– 59	Above Average
	C	5	50 – 54	Average
	P	4	40 – 49	Pass
	PP*	-	40 – 100	Pass
Fail Grades	F	0	00 – 39	Fail
	NP*	-	00 – 39	Not Pass
	AB	0	0	Absent to SEE
Non-Eligibility	DX	-	-	Not Eligible
Transitional Grades	I	0	0	Incomplete
	W	0	0	Withdraw
	X	0	0	X-Grade
Audit	AU	0	-	Satisfactory performance in an Audit course
<i>*Awarded for NCMC Course</i>				

II. LETTER GRADES FOR UG LABORATORY/SEMINAR/INTERNSHIP/MINI AND MAJOR PROJECT WORK/ COURSE(S)

Table 12.2: Letter Grade for UG Courses – Laboratory/Seminar/Internship/Mini and Major Project Work/ Course(s)

Nature of Grades	Letter Grades	Grade Points	Marks Range	Level
Pass Grades	O	10	90 – 100	Outstanding
	A+	9	80 – 89	Excellent
	A	8	70 – 79	Very Good
	B+	7	60 – 69	Good
	B	6	55 – 59	Above Average

	C	5	50 – 54	Average
Fail Grades	F	0	00 – 49	Fail
	AB	0	0	Absent to SEE
Non-Eligibility	DX	-	-	Not Eligible
Transitional Grades	I	0	0	Incomplete
Note: Withdraw (W) option is not provided				

Note: If the student obtains 'F' grade in an elective course, he/she will either repeat the same elective course when offered in the subsequent semester or can register for any other elective course having equivalent or higher credit.

12.3 LETTER GRADES FOR NON-CREDIT MANDATORY COURSE(S)

- In Non- Credit Mandatory Courses (NMC), the student will be provided with only 'PASS (PP)' or 'NOT PASS (NP)' Grade.
- 'PP' refers to the Pass Grade in NMC, which is awarded to the student satisfying both the Attendance and CIA marks requirements. The student has to satisfy the SEE requirements, when conducted. However, not satisfying the requirements will lead to the award of 'NP' grade.
- The students obtaining 'NP' grade shall re-register to the course, when offered by the department subsequently and qualify. However, in case of a student having requisite attendance and unable to meet the CIA requirements, he/she has to satisfy the CIA and SEE norms for securing PP grade.

12.4 TRANSITIONAL GRADES

- Transitional grades (W/I/X) are awarded to the students to indicate the failure of the student to meet the course requirements.
- The transitional grades shall be converted to appropriate letter grades upon satisfying the requirements for the award of grades.
- The Transitional Grades along with their Letter symbols, are indicated in the Table 12.3

Table 12.3: Transitional Grades

Transitional Clauses	Letter Grades
Withdraw	W
Incomplete	I
X-Grade	X

12.4.1 WITHDRAW (W)

- 'W' Grade is awarded only to theory courses. A maximum of two courses can be withdrawn in a semester.
- 'W' grade will not be awarded to the same course more than once.

- c. For the award of 'W' grade, the student has to satisfy the attendance criteria.
- d. In order to withdraw a course, the student has to obtain permission from the respective course instructor and approved by HoD.

12.4.2 'I' GRADE

- a. 'I' Grade is temporarily awarded to the student meeting the prescribed attendance ($\geq 85\%$) and CIA requirements, but remain absent for the SEE for valid and convincing reasons, like
 - i. Accident/Illness leading to the hospitalisation of the candidate
 - ii. A calamity in the immediate family at the time of SEE
 - iii. Any other verifiable exigency
- b. In the event of the reasons mentioned in (1) above, the same is to be informed to the Examination Cell of the CoE immediately through faculty mentor/HoD.
- c. The candidate has to apply for the award of 'I' grade and the applications received after the conduction of examination will not be considered.
- d. The candidate needs to submit all the relevant documentary evidence to the HoD (hospital reports, police reports (if any), certificates from competent authorities, etc.) to support their claim. The HoD shall submit the same to CoE.
- e. A committee set up by Principal shall verify the documents for the award of 'I' Grade.
- f. On non-conferment of the 'I' grade to the student, then 'AB' grade will be awarded.
- g. The student who is awarded with 'I' grade in a course is permitted to attend the ensuing Make-up examination. The 'I' grade shall be converted into one of the other letter grades (O to F) based on the performance.
- h. When the student is awarded with 'I' grade and remains absent for the ensuing examination, then the 'I' grade will be converted to 'AB' grade.

12.4.3 X GRADE

- a. X grade is awarded to a student with satisfactory attendance requirements ($\geq 85\%$) and a CIA marks ($\geq 90\%$) in a course, but has obtained less than 40% marks in SEE of the main semester (odd/even).
- b. X Grade can be awarded to the Theory Course(s).
- c. The student who is awarded 'X' Grade in a course is permitted to attend the Makeup examinations in that academic year. After completing the Makeup examinations, 'X' Grade shall be converted to one of the other letter grades (O to F) based on the performance.
- d. if the student does not appear for such courses in the ensuing examinations, then 'X' Grade shall be converted to an 'AB' Grade and has to repeat such course(s) as

'Backlog/Arrear Paper(s)', when offered.

- e. The immediate successive attempt made by the student obtaining 'X' Grade will be considered as the second attempt and the previously obtained X-grade shall be replaced by a suitable Letter Grade.
- f. If the student obtains 'F'/'AB' Grade in the successive attempt, then they have to attempt the course(s) in the subsequent semesters as Backlog/Arrear Paper(s).
- g. 'X' Grade is not awarded in subsequent examinations and summer SEE.
- h. Students awarded with 'X' Grade in any course(s) will not be eligible for the Award of Ranks

12.4.4 NOT ELIGIBLE ('DX')

- a. The students who do not satisfy either the prescribed attendance requirements (85%) or the CIA requirements or both will not be eligible to appear for the Semester End Examinations (SEE) and will be awarded with the DX Grade.
- b. The students awarded with DX grade have to re-register for the course(s) when offered in the summer/subsequent semester and satisfy attendance and CIA requirements.
- c. The attendance/CIA marks obtained during the regular semester will be nullified.

12.4.5 ABSENT ('AB')

- a. The students who do not appear for the Semester End Examinations (SEE) will be awarded with the 'AB' Grade.
- b. The students awarded with 'AB' grade have to appear for Backlog examinations along with students who have been awarded with 'F' Grade.

12.5 GRADE POINTS

The credit index can be used further for calculating the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA), both being important academic performance indices of the student.

I. SEMESTER GRADE POINT AVERAGE (SGPA)

- a. The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during a particular semester.
- b. SGPA equals the credit index for a semester divided by the total number of credits registered by the student in that semester and is calculated as:

$$\text{SGPA} = \frac{\sum (\text{Course Credit} * \text{Grade point of the letter grade}) \text{ for all courses registered during the semester excluding transitional grades}}{\sum (\text{Course Credit}) \text{ for all the courses registered during the semester excluding transitional grades}}$$

Note: SGPA will be rounded off to two decimal places

- c. While computing SGPA, the Dropped Course(s) and Withdrawn Course(s) are treated as NOT REGISTERED.

II. CUMULATIVE GRADE POINT AVERAGE (CGPA)

- The CGPA is the weighted average of the grade points obtained in all the courses registered by the student from the II semester up to the current semester thus indicating cumulative performance of the student.
- The transitional grades, on their conversion to one of the letter grades (O to F), will be taken into consideration for calculation of CGPA.
- The NCMC course will not be accounted for the computation of CGPA.
- CGPA is computed by considering the latest grade obtained by the student in the courses repeated.
- The CGPA is computed using the following formula

$$CGPA = \frac{\sum (Course Credit \times Grade points of the letter grades of passed courses) \text{ till the current semester}}{\sum (Course Credit) \text{ for all the passed courses till the current semester}}$$

The sample calculation of SGPA and CGPA is tabulated below

Semester	Course Code	Credits	Grade	Grade Points	Credit Points	SGPA/CGPA
I	21MAT11	3	A	8	24	SGPA = 110/17* SGPA = 6.47 (Excluding 3 credit course for which 'W' Grade is awarded)
	21CEH12	3*	W	-	-	
	21CPS13	3	A+	9	27	
	21ELN14	3^	F	0	0	
	21ME15	3	B	6	18	
	21CHEL16	1	C	5	5	
	21CPL17	1	B+	7	7	
	21EGH18	2	O	10	20	
	21DT19	1	A+	9	9	
	Total	20 (17*, 14^)			110	

Semester	Course Code	Credits	Grade	Grade Points	Credit Points	SGPA/CGPA
II	21MAT21	3	B+	7	21	SGPA = 120/17 SGPA = 7.05 (Excluding 3 credit course for which 'W' Grade is awarded)
	21PHY22	3	A	8	24	
	21ELE23	3*	W	-	-	
	21CIV24	3	P	4	12	
	21EGDL25	3	A+	9	27	
	21PHYL26	1^	F	0	0	
	21EEL27	1	A	8	8	
	21EGH28	2	A+	9	18	
	21SFH29	1	O	10	10	
	Total	20 (17*, 16^)			120	
CGPA at the end of II Semester (Considering Grades P and above and excluding F & W Grades)						CGPA = (110 + 120) / (14^ + 16^) CGPA = 230/30 = 7.66

Semester	Course Code	Credits	Grade	Grade Points	Credit Points	SGPA/CGPA
Summer/ Supplementary	21CEH12	3	P	4	12	SGPA = 40/10 SGPA = 4.00
	21ELN14	3	P	4	12	
	21ELE23	3	P	4	08	
	21PHYL26	1	A	8	08	
	Total	10			40	
CGPA at the end of I Year (Considering Grades of first & Second Semester)						CGPA = $[(110 + 12 + 12) + (120 + 8 + 8)] /$ $(14 + 16 + 10)$ CGPA = 6.75

12.6 AWARDING OF CLASSES

Conversion of the CGPA (10-point scale) into the percentage of marks (M) is given by:

$$\text{Percentage of marks secured, } M = \text{CGPA Earned} \times 10$$

Class awarded and range of SGPA/CGPA is shown in Table 12.5 given below

Table 12.4: Award of Classes (Avoiding Rounding, considering only 2 decimal places)

SGPA/CGPA Range	% Equivalence	Class Awarded
7.00 to 10.0	$70 \leq M$	First Class with Distinction (FCD)
6.00 to 6.99	$60 \leq M < 70$	First Class (FC)
5.00 to 5.99	$50 \leq M < 60$	Second Class (SC)
4 to 4.99	$40 \leq M \leq 50$	Pass Class (PC)

Table 12.5: Percentage to CGPA Calculation

Percentage to CGPA Calculation: (Percentage/10)				
PERCENTAGE	50	67.40	77.40	79.50
CGPA	5	6.74	7.74	7.95
CLASS	PC	SC	FC	FCD

Table 12.6: CGPA to Percentage Calculation

CGPA to Percentage Calculation: (CGPA) * 10				
CGPA	5	6.74	7.74	7.95
PERCENTAGE	50	67.40	77.40	79.50
CLASS	PC	SC	FC	FCD

Note:

- i. *The candidates who have temporarily discontinued the Program of Study or Changed the scheme of study from one to another due to various reasons or transferred with the credits from non-autonomous college of VTU/ other university to autonomous college of VTU, shall be eligible for the award of degree provided the credits earned at that stage are equal to or greater than the credits offered by the College in the individual cases.*
- ii. *In all other cases, the candidate shall register for course(s) not studied earlier and make for the deficit credits which are equal to or greater than the credits prescribed by the College.*
- iii. *The Principal's decision will be final for defining the equivalence of courses.*

13. SUMMER SEMESTER/ SUPPLEMENTARY SEMESTER/ FAST TRACK SEMESTER

13.1 OVERVIEW

- i. The Summer semester is a special/fast-track semester conducted for the benefit of students to avoid losing an Academic Year and cannot be demanded as a matter of right by the students.
- ii. The Summer semester shall be conducted towards the end of the Academic Year / as notified by the college from time to time.
- iii. The department may offer the course(s) based on the availability of resources and a student can register for course(s) totalling to a maximum of 16 credits.
- iv. For course(s) registered under the summer semester, the CIA marks and the attendance obtained during the regular semester will not be carried forward.
- v. Students appearing for the summer semester should gain prescribed attendance and CIA marks for the registered courses, for them to be eligible for SEE.
- vi. There will be no provision for Dropping/Withdrawal from a course(s).

13.2 Purpose of Conducting Summer Semester

- i. To enable students to complete courses having 'DX'/'NP' grades or to complete dropped/withdrawn courses or to do additional courses or to do higher semester courses for extraordinary learners or to help slow learners to pace their studies/learning based on their individual abilities.
- ii. To enable students who wish to undertake a one-year research/industry internship (leading to a project/start up)/ placement training (leading to job assurance) at the final year level, to complete higher semester courses by registering in summer semester
- iii. To enable readmitted/ change of branch/ scheme/ college students to progress to higher semesters by offering backlog/ equivalent courses during summer semester.
- iv. To offer Internship/ apprenticeship/ work-based vocational education and training especially by students who wish to exit after 6 semesters of study.

13.3 BENEFICIARIES

- a. The students eligible for summer semester will be for those who have
 - i. Dropped Course(s)
 - ii. Withdrawn course(s)
 - iii. Secured DX Grade
 - iv. Secured 'F'/'AB' Grade or want to improve their CIA marks.
 - v. Students in the extraordinary category (with a CGPA of ≥ 9.0)
 - vi. Slow learners
- b. A student who have been awarded with 'DX' grade during the regular semester, secures the minimum prescribed attendance and/or CIA marks during the summer semester, but fails in the summer semester SEE, then the 'DX' grade obtained will be converted to 'F' grade. In

such cases, such students shall appear to the SEE of such course(s) as 'Backlog/Arrear Paper(s)'. The student need not re-register for such course(s) and the previously obtained CIA marks and Attendance (during summer semester) shall be carried forward.

- c. A student who has obtained 'F' grade in any course(s) during the regular semester and appear for the SEE of such course(s) during the summer semester as 'Backlog/Arrear Paper(s)', the 'F' grade obtained earlier shall be converted into an appropriate Letter grade. However, in case, if such students are absent for the SEE, then 'F' grade shall be retained.
- d. If the student with 'W' grade in a course(s) in the main semester (ODD/EVEN) does not register during the summer semester or register, but not obtain the minimum prescribed attendance and/or CIA marks, then the 'W' grade shall be converted to 'DX' Grade. The student shall repeat such course(s) in the subsequent semester(s) when offered.
- e. If the student who had dropped a course(s) in the main semester (ODD/EVEN) does not register in the summer semester or register, but not obtain the minimum prescribed attendance/CIA marks, then student will be awarded with 'DX' Grade for such course(s). The student shall repeat such course(s) in the subsequent semester(s) when offered.
- f. Slow learners may opt not to register/Drop a few courses in the regular Odd/Even semesters and register those courses in the summer semester. This shall be done under the guidance of the Faculty Mentors subject to the condition that the course load in every semester shall not fall below the minimum limit.
- g. Students in the extraordinary category (with a CGPA of ≥ 9.0) who wish to complete the programme in 3.5 years, may register for additional subjects from higher semester's regular courses during the SEE, if offered by the HEI.
- h. If the student who has obtained 'DX' Grade in the main semester (ODD/EVEN) does not register for such course(s) in the summer semester, then the 'DX' grade shall be retained. The student shall repeat such course(s) in the subsequent semester(s) when offered.
- i. A student who has been awarded with 'DX' grade and secures the minimum prescribed attendance/CIA marks during the summer semester, but does not register for the summer SEE then the 'DX' grade obtained will be retained. The student shall repeat such course(s) in the subsequent semester(s) when offered and the eligibility obtained during the previous summer semester shall be nullified.

Note: The students falling under the cases mentioned from Section 11.2 (4) to 11.2 (7) shall have to repeat the course(s) in its entirety when offered.

13.4 DURATION

The summer semester will be for 6-8 weeks' duration, including the examinations and is offered at the end of Even semester.

13.5 REGISTRATION

- a. Students shall register for the summer semester courses in the respective department, by paying the prescribed fees in the Accounts section.
- b. Registration should be completed on or before the last date specified in the notification.
- c. The list of courses offered during the summer semester will be announced by the department/Academic Section.
- d. A student can register for courses to a maximum of 16 Credits.

13.6 ATTENDANCE REQUIREMENTS

The attendance requirements shall be the same as in a regular semester. However, there shall be no provision of condoning the attendance.

13.7 CIA FOR SUMMER SEMESTER

CIA of the summer semester will be conducted as notified by the Examination Cell and the standard of the CIA shall be as mentioned in Section 10.3

13.8 SEE IN SUMMER SEMESTER

- a. SEE of the summer semester will be conducted as notified by the Examination Cell and the standard of the Supplementary/Summer SEE shall be the same as that of the main SEE.
- b. The student(s) registering for the summer semester and satisfying the attendance/CIA criteria, however does not apply for the SEE (or applies for SEE but remains absent) will be awarded 'AB' grade.
- c. In case, the student does not satisfy CIA/Attendance criteria, 'DX' Grade will be retained.

13.9 GRADES AWARDED

A letter grade shall be awarded to the student on becoming eligible based on the performance. However, no transitional grades will be awarded during the summer semester.

14. VERTICAL PROGRESSION

14.1 OVERVIEW

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

A. For students admitted to the First Year: The students will not be permitted to seek admission to third semester, if there are no more than 16 credits from 'F'/'DX'/'W'/'I'/'X'/'AB' grades.

B. For students admitted to 2nd year onwards:

- i. The students shall move to the next academic year irrespective of the number of credits as backlogs.
- ii. The student is permitted to seek admission to the IV Year (7th semester) provided he/she passes in all the courses of 1st and 2nd Semesters (including the course(s) with 'F', 'DX', 'W', 'AB' and 'I' grade).

C. Successive Failures:

- i. A student shall choose an open/professional elective course from the pool of course(s)/NPTEL courses offered by the department (BoS approved), if he/she fails to pass in a course even after four attempts.
- ii. The students availing the option under 14.1 (C)(i), shall complete the chosen online course(s) and submit the certificate to the HoD for the award of credits and the same will be reflected in the grade card of the respective semester.
- iii. This provision is only for two courses (one at a time) during the entire duration of the program.

D. Readmission:

- i. Students who are temporarily discontinuing the program and getting readmitted/re-joining the program are subject to a maximum duration of 8 (Regular) / 6 (lateral Entry) years as applicable.
- ii. The permission for readmission is only on request through the Principal, and subjected to approval from the affiliating University. Such students will not claim any benefits based on the readmission.
- iii. Students seeking re-admission to the program to any semester of the existing scheme from another scheme, as a repeater/fresher, shall:
 - a. Complete all the remaining semester/s of the Program adhering to the regulations of the prevailing scheme and
 - b. Complete additional Course/s, if any, as per the decision of equivalence committee in concurrence with BoS.

- iv. These students shall not be eligible for the award of rank.
- v. For readmitted students, the same USN will be valid.
- vi. Readmission to 2nd year i. 3rd / 4th semester is permitted only if the student has at least three academic years within the maximum permitted period of eight years.
- vii. Readmission to 3rd year i. 5th / 6th semester is permitted only if the student has at least two academic years within the maximum permitted period of eight years.
- viii. In case of temporary discontinuation of the program or change of college (from other universities/autonomous/affiliated colleges) leading to the change in scheme has to comply with the equivalence committee norms.
- ix. In case, if the earned credits are less than that of the credits prescribed by the college at that stage, the candidate shall register for course(s) not studied earlier and make up for the deficit credits as defined by the equivalence committee.
- x. All the above-mentioned clauses are subjected to maximum duration of the Program.
- xi. The decision of the principal shall be final and binding on students.

15. MULTIPLE ENTRY MULTIPLE EXIT

Multiple Entry and Multiple Exit option is provided only for the UG program, as per the VTU norms/notifications issued from time to time.

16. AICTE 100 POINT ACTIVITY

AICTE 100 Point Activity guidelines are provided as per the VTU norms/notifications issued from time to time.

17. AWARD OF DEGREE

17.1 REGISTRATION AND REPORTING PROCESS

- i. A student shall be eligible for the award of B.E./ M.Tech./ MBA degree provided he/she has:
 - a. Earned a minimum of 160/120 credits for B.E. (regular/lateral entry students), 88 credits for M.Tech. and 100 credits for MBA programs within the stipulated time period
 - b. Earned a CGPA of ≥ 4.0
 - c. Satisfactorily completed AICTE 100-point activities
 - d. Successfully completed all the course work /mini and major project work/ internship/ NCMCs and
 - e. Satisfied the requisite norms prescribed for the program, defined by the college/university from time to time.
- ii. Paid all the dues of the college/university.
- iii. No legal case(s) or disciplinary action(s) is pending.

17.2 REQUIREMENT FOR THE AWARD OF THE MINOR DEGREE AND HONOURS DEGREE

Minor and Honours degree is provided only for the UG program, and shall be as per the VTU norms/notifications issued from time to time.

17.3 APPROVAL FROM AFFILIATING UNIVERSITY

The examination section shall prepare the eligibility list and the same verified by the departments for the award of degree. The eligibility list shall be notified on the notice board by the academic section with approval from Principal and the same submitted to the Visvesvaraya Technological University (VTU), Belagavi for the award of degree.

The list of gold medallists and rank holders shall be prepared by the examination section, as per the norms and the same shall be scrutinised by a committee constituted by the Principal. The degree will be awarded to the eligible students during the graduation day.

18. GRADUATION CEREMONY

- a. The college will hold the Graduation Day ceremony for the award of degrees to eligible students approved by the affiliating university. Prior to the graduation ceremony, the approved list of students from university shall be approved in the Academic Council.
- b. The college awards ranks and medals to the meritorious students during the Graduation Day Ceremony

19. INTERPRETATION

- a. Any question as to the interpretation of these Rules and Regulations shall be decided by the college authorities, whose decision shall be final and binding on the student.
- b. The college shall address the anomalies, which may arise during the implementation of these Rules and Regulations
- c. Any legal disputes shall be entertained only in the Mangaluru jurisdiction.

***NOTE: These Regulations may be changed/amended by the Academic Council (AC) of SCEM from time to time.
Failure to read and understand the regulations will not be treated as an excuse for any lapses.***

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COLLEGE OF ENGINEERING & MANAGEMENT
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MANGALURU

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