



RULES AND REGULATIONS GOVERNED BY UNIVERSITY:

Please find attached below Rules and Regulations governed by University for the following courses:

1. Undergraduate & Postgraduate Engineering Courses
2. Management Courses (MBA)
3. Master of Computer Application
4. Bachelor of Computer Application (BCA)
5. Bachelor of Business Administration (BBA)
6. Bachelor of Commerce (B.Com)
7. Bachelor of Science (B.Sc (FAD -Fashion Apparel & Design))
8. MS Engineering by Research
9. Ph.D

Regulations
Governing Undergraduate
Postgraduate Programmes of
KLE Technological University
2015



KLE Technological University
(Established under Karnataka Act No.22, 2013)

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**REGULATIONS GOVERNING UNDERGRADUATE AND POSTGRADUATE PROGRAMMES OF
KLE TECHNOLOGICAL UNIVERSITY - 2015
No. KLETU/Acad/Reg/2015/01 Date: 22/07/2015**

In exercise of the powers conferred by Section-37 of The KLE Technological University Act, 2012 (Karnataka Act 22 of 2013), the Board of Governors hereby approves the following "Regulations Governing Undergraduate and Postgraduate Programmes of KLE Technological University - 2015", framed and submitted by the Academic Council, as per the resolution no. BOG -2 of Board of Governors Meeting held on 25/07/2015.

Scope: These regulations will hold good for Bachelor of Engineering in different programmes, Bachelor of Architecture, Master of Technology in different programmes and Master of Computer Applications.

CHAPTER – I PRELIMINARY

Short title, extent and commencement	1	i	These regulations shall be called “Regulations Governing Undergraduate and Postgraduate Programmes of KLE Technological University - 2015”
		ii	They shall come into force from the date of their approval by the Executive Council.
		iii	These Regulations shall be read in conjunction with the Act, Statutes, Regulations Governing Research Programmes and other notifications of the University.
		iv	These Regulations shall be applicable to the students admitted to KLE Technological University from the academic year 2015-16 onwards. However, the students, who are on the rolls of BVB College of Engineering and Technology before the establishment of the University, shall continue to be governed by the erstwhile regulations of the BVB College of Engineering and Technology and the affiliating university.
Definitions	2		In these regulations, unless the context otherwise requires:
		i	“Act” means The KLE Technological University Act, 2012 (Karnataka Act No. 22 of 2013);
		ii	“Board of Governors”, “Executive Council”, “Academic Council”, and “Finance Council”, means respectively the Board of Governors, Executive Council, Academic Council, and Finance Council, of the University.
		iii	B.E means Bachelor of Engineering i.e name of the degree awarded after the completion of requirement of undergraduate studies in Engineering.

		iv	B.Arch means Bachelor of Architecture i.e name of the degree awarded after the completion of requirement of undergraduate studies in Architecture
		v	“Campus” means a campus established and maintained by the University.
		vi	“CGPA”, “SGPA” means respectively Cumulative Grade Point Average and Semester Grade Point Average.
		vii	“Chancellor”, “Pro Chancellor”, “Vice-Chancellor”, “Registrar”, “Controller of Examinations”, “Dean”, and “Departmental Chairperson” mean respectively the Chancellor, Pro Chancellor, Vice-Chancellor, Registrar, Controller of Examinations, Dean, and Departmental Chairperson of the University.
		viii	“ISA” and “ESA” means respectively the In-Semester Assessment, and End Semester Assessment of the University.
		ix	“Committees” means the committees formed by the various authorities and officers of the University.
		x	“Convocation” means the convocation of the University, where Degrees, Honorary Degrees, Diplomas, Academic Distinctions, and Certificates are awarded as per requirements of the University.
		xi	“Course” means one of the units (subject) which comprises a Programme of study.
		xii	“Credit” means credit earned by a student after a successful completion of a credited course.
		xiii	“Degree” means a degree awarded by the University with or without Specialization and/or Minor Program after completion of requirements as stipulated in this regulations.
		xiv	DUGC & DPGC shall mean the Department Undergraduate Committee and Department Post graduate Committee respectively of a department.
		xv	“Examination Hall” means both the hall where theory examinations are conducted or the laboratory or workshop where practical examinations are conducted.
		xvi	“Government” means the Government of Karnataka.

		xvii	M. Tech means Master of Engineering ie name of the degree awarded after the completion of requirement of Postgraduate studies in Engineering
		xviii	MCA means Master of Computer Applications i.e name of the degree awarded after the completion of requirement of post graduate studies in Master of Computer Application
		xix	"Notification" means the notification of the University.
		xx	"Prescribed" means prescribed by the rules made by the University under the Act, Statutes, Regulations, and Notifications.
		xxi	"Programme" or "Programme of study" means a higher education programme pursued for a degree awarded by the University as specified under Section-22(3) of the UGC Act.
		xxii	"Department or School" means an entity that offers programme(s) instituted by the University.
		xxiii	"Regulations" means the Regulations of the University, notified by the Executive Council.
		xxiv	"Statutes" means the Statutes of KLE Technological University, notified by the Board of Governors.
		xxv	"Student" means a person admitted to and pursuing a specified Programme of study in the University.
		xxvi	"Teacher", "Course Instructor" means respectively a faculty appointed for imparting instruction and research guidance to students in the University and the Teacher instructing a course.
		xxvii	"University" means the KLE Technological University, Hubballi, established and incorporated under the KLE Technological University Act, 2012 (Karnataka Act No. 22 of 2013).
CHAPTER II COMMITTEES AND DEPARTMENTAL CHAIRPERSON			
Departmental/ School/ Centre Chairperson(s)	3	3.1	The Vice-Chancellor shall appoint a whole-time senior Teacher as Departmental Chairperson/ School Chairperson/ Center Chairperson for each Department/School/Center.

		3.2	The terms and conditions of appointment shall be those contained in the contract of appointment.
		3.3	The Departmental/ School/ Center Chairperson shall oversee the day-to-day affairs of the Department/ School/ Center, function as the administrative head of the Department/ School/ Center and perform such other duties as assigned to him/her from time to time.
Admissions Committee	4	4.1	The Admissions Committee shall be constituted by the Vice-Chancellor consisting of:
		i	Registrar – Chairperson
		ii	Coordinator Admission Cell - Member Secretary
		iii	ONE Dean Nominated by the Vice-Chancellor
		iv	ONE nominee of the Executive Council – Member
		v	ONE nominee of the Academic Council – Member
		vi	ONE member from society at large, nominated by the Vice-Chancellor – Member; and
		4.2	The Committee shall meet as often as required, at least TWO times in a year.
		4.3	The Admissions Committee shall be responsible for the:
		i	notification of intake as approved by the Academic Council and Board of Governors from time to time following reservation policy as applicable.
		ii	conduction/coordination of the entrance test(s) if required
		iii	preparation of merit list(s) if required
		iv	arrangement of counseling for candidates if required
		v	establishment of equivalency for candidates migrating into the University as per regulation
		vi	issue of letter of admission; and
		vii	Such other tasks pertaining to admissions.
		4.4	Equivalence Committee
		i	Equivalence committee shall be constituted by the Dean Academic Affairs / the concerned Dean of Faculty

		ii	The Constitution of the equivalence committee shall be as given below: Dean (Academics) Chairperson First year co-ordinator Member Chairman, BOS of the department to which candidate is seeking Admission Member
		iii	Committee shall examine the courses already studied by the student, the syllabi thereof and the examinations passed.
		iv	Committee shall examine and permit admission to an appropriate semester of the relevant programme of study on the basis of equivalency.
		v	The committee may also, if deemed necessary, conduct a proficiency test to determine the transfer of credits and course(s) from which the student may be exempted
		vi	The committee may also recommend extra credit to be earned by the student
		vii	The committee shall meet as and when required.
		4.5	Central Steering Committee (CSC)
			The constitution of CSC shall be as follows: <ul style="list-style-type: none"> • Vice-Chancellor Chairman, • Deans, HoDs and Cell Coordinators will be the Members and • Senior faculty nominated by the Vice Chancellor shall be member coordinator.
			The CSC has the following functions <ol style="list-style-type: none"> 1. To formulate the strategic policies in the following areas: <ul style="list-style-type: none"> • Facilitating student success • Creation of learner-centered environment • Support services beyond curriculum • Requirements of Human resources • Institution image building • Value based administration • Infrastructure planning and management • Interaction with other departments, cells/committees and stakeholders 2. To prepare strategic plans to pursue the above referred policies

			<p>3. To guide all the school/department/cells/committees towards implementation of policies</p> <p>4. To conduct regular meetings to monitor the working of various school/department/cells/committees</p> <p>5. To evaluate performance of each school/department/cell/committee vis-à-vis stake holders expectations</p> <p>The committee shall meet as per the direction of Vice Chancellor.</p>
		4.5	<p>Department Undergraduate/ Postgraduate Committee (DUGC/DPGC)</p> <p>There shall be a Department Undergraduate/ Postgraduate Committee for each Department offering an undergraduate/postgraduate academic programs.</p>
			<p>It shall have the following members:</p> <ol style="list-style-type: none"> 1. Head of School/Department , Chairman 2. Two Professors (by rotation for one year) 3. Two Associate Professors (by rotation for one year) 4. Two Assistant Professors (by rotation for one year)
			<p>The DUGC/ DPGC shall perform the following functions:</p> <ol style="list-style-type: none"> 1. Monitor the conduct of courses offered by the department 2. Ensure academic standard and excellence of the courses offered by the department 3. Oversee the evaluation of each course offered by the department 4. Develop and revise the curriculum based on past experience and to recommend the same to the BoS 5. Review of examination results (ISA and ESA) and moderate (in consultation with the course coordinator) where necessary to ensure fair assessment.
Fee Fixation	5		<p>There shall be two types of seats in various programmes of study offered by the University, namely,</p>
		i	<p>Government Quota:</p> <p>Bachelor of Engineering Program in Engineering and Architecture</p> <p>For 40% of seats reserved for students of Karnataka under Section-9 of the Act, the fees shall be fixed by the Fee</p>

			<p>Regulation Committee constituted by the Government of Karnataka. The reservation policy of the Government shall be applicable only for these seats; however, may change as per the Government notification from time to time</p> <p>Post Graduate program in Engineering and Computer Application</p> <p>Percentage of seats and fees shall be as per the state government notification from time to time.</p>
		ii	<p>University Quota:</p> <p>Bachelor of Engineering Program in Engineering</p> <p>For the remaining 60% of seats, the process of admission shall be as per decision of the Board of Governors and fees shall be prescribed by the Finance Council with the approval of the Board of Governors.</p> <p>Post Graduate program in Engineering and Computer Applications.</p> <p>For the remaining seats of Post graduate programs, the process of admission shall be as per decision of Board of Governors and fees shall be prescribed by the Finance Council with the approval of the Board of Governors.</p>
		iii	<p>Lateral Entry: Lateral entry seats, if any, to a maximum of an additional 20% or as notified from time to time by the state government shall be applicable for admission to a higher semester of certain programmes of study. The university can also admit diploma candidates against the vacancies that exists during the first year. The Finance Council with the approval of the Board of Governors shall fix the fees for these seats.</p>
		iv	<p>There can be over and above quota i.e admissible seats as per central / state government orders / notification and the fees for such seats will be as per the norms declared.</p>
Departmental Curriculum Committee(s)	6		<p>The Dean Academic Affairs / The concerned Dean of Faculty may constitute the requisite number of Departmental Board of Studies with the approval of the Academic Council.</p>
		6.1	<p>A Departmental Board of Studies shall comprise of the following members:</p>

		i	Concerned Head of the Department/ School/ Center – Chairperson;
		ii	ONE Professor, ONE Associate Professor and ONE Assistant Professor from the Department, nominated by the Dean Academic Affairs/ the concerned Dean of Faculty – Members;
		iii	TWO Subject experts from outside the college nominated by the Vice-Chancellor
		iv	TWO representative from industry corporate sector/ allied area relating to placement nominated by the Vice-Chancellor
		v	ONE Post-graduate meritorious alumnus nominated by the Vice-Chancellor
		vi	ONE Student Member representing each of the program offered by the Department/ School/ Center and nominated by the Vice-Chancellor
		6.1.1	The concerned Chairman of Board of Studies may invite additional experts to the Departmental Board of Studies as deemed fit with permission from Dean(AA)
		6.2	A Departmental Board of Studies shall:
		i	Meet at least once a year, sufficiently before the commencement of odd semester
		ii	Approve the Programme Educational Objectives (PEOs) as and when felt required, which are prepared after following due process. Prepare detailed curricula and syllabi as per Program / Course outcomes of concerned Programmes and with evaluation scheme and submit to the Academic Council for approval and publication;
		iii	Revise the curricula and syllabi from time to time and submit to the Academic Council for approval and publication.
		6.3	The Dean Academic Affairs / The concerned Dean of Faculty, may in cases of urgency, obtain the opinion of a Departmental Board of Studies by circulation of any proposal among the members of the Committee. Such opinion, together with the action taken thereon, shall be communicated to all the members.

		6.4	The Dean Academic Affairs / The concerned Dean of Faculty shall reconstitute a Departmental Board of Studies once every THREE years under normal circumstances and under extenuating circumstances, if deemed fit, he/she may reconstitute the Departmental Board of Studies before the expiry of its term with the approval of the Academic Council.
Board of Appointment of Examiners and Board of Examiners	7		The Dean Academic Affairs / The concerned Dean of Faculty as chairman and the head of the School/ Department, one Senior Professor nominated by Dean Academic Affairs and Controller of Examination shall constitute Board of Appointment of Examiners (BOAE) and BOAE shall appoint the Chairman and the members of Board of Examiners (BOE) as stated below
		7.1	A Board of Examiners shall comprise of the following members:
		i	One Senior Professor/ Head of School/Department/Center shall be the Chairman of Board of Examiners (BoE)
		ii	ONE nominee from each programme of the concerned Departmental/ School/ Center Board of Studies - Member;
		iii	ONE external member from institutions of repute nominated by the Vice-Chancellor - Member;
		iv	ONE faculty nominated by Head of School/Department/ Center– Member Secretary; and
		v	ONE Senior Teacher nominated by Dean Academic Affairs/ The concerned Dean of Faculty - Member
		7.2	The Board of Examiners shall:
		i	Make arrangements for setting of the question papers for various courses for which examinations are being conducted at the University;
		ii	Make arrangements to scrutinize the question papers for quality, standard, appropriateness, syllabus coverage and marks distribution;
		iii	Make arrangements to scrutinize the evaluation scheme and solutions for completeness, accuracy, appropriateness, and marks distribution;
		iv	Recommend to the Controller of Examinations suitable persons for the appointment as examiners, question paper

			setters, evaluators and moderators. Question paper setters shall have taught the concerned subject at least once or be an expert in that field. However, in case of emergency, the Controller of Examinations may appoint suitable persons as examiners, question paper setters, evaluators and moderators with the approval of the Dean Academic Affairs / The concerned Dean of Faculty; and
		v	Meet before the commencement of every examination.
		7.3	BOAE shall reconstitute the Board of Examiners once every THREE years under normal circumstances and under extenuating circumstances, if deemed fit, Dean Academic Affairs / The concerned Dean of Faculty may reconstitute the Board of Examiners before the expiry of its term.
Examination Squad	8		The Controller of Examinations shall appoint an Examination Squad, if required, to ensure that the examinations are held as per the code of conduct. At least one member of the Squad shall be a woman. The Chief of the Squad shall submit a report to the Controller of Examinations on the conduct of examination on a daily basis, in addition to a consolidated report at the conclusion of examinations.
Results Scrutiny Panel	9		The Vice-Chancellor shall constitute a Results Scrutiny Panel for the finalization and approval of the results of examinations before announcement.
		9.1	The Results Scrutiny Panel shall consist of the following members:
		i	Vice-Chancellor or his/her nominee – Chairperson;
		ii	ONE nominee of the Academic Council - Member;
		iii	Registrar – Member;
		iv	Dean Academic Affairs/ The concerned Dean of Faculty– Members; and
		v	Chairpersons of Department/ School/ Center
		vi	Controller of Examinations – Member-Secretary.
		9.2	The Results Scrutiny Panel shall:
		i	Review the report of the Controller of Examinations pertaining to the results;

		ii	Validate the statistics of the results placed by the Controller of Examinations;
		iii	Scrutinize and finalize the results of every examination, with or without moderation;
		iv	Review the answer books in extreme cases (erratic valuation/ out of syllabus questions) based on complaints, if deemed necessary; and
		v	Meet before the announcement of results.
		9.3	The Vice-Chancellor shall reconstitute the Results Scrutiny Panel once every THREE years under normal circumstances and, if deemed fit, he/she may reconstitute the Results Scrutiny Panel before the expiry of its term.
Examinations Malpractice Review Committee	10		The Vice-Chancellor shall constitute an Examinations Malpractice Review Committee for reviewing and recommending suitable actions on the reported cases of malpractice.
		10.1	The composition of the committee shall be:
		i	The Vice-Chancellor or his/her nominee – Chairperson;
		ii	Dean Academic Affairs / The concerned Dean of Faculty-Member;
		iii	ONE Departmental Chairperson nominated by the Vice-Chancellor – Member;
		iv	Controller of Examinations – Member-Secretary;
		v	ONE member at the level of professor nominated by the Vice-Chancellor, a woman if no other woman member is present – Member.
		10.1.1	Chairperson of the Committee may invite the concerned Departmental Chairperson or any other Teacher as deemed necessary.
		10.2	The Examinations Malpractice Review Committee shall:
		i	Review and inquire into cases of malpractice or indiscipline during examinations reported by the Controller of Examinations and recommend suitable action and penalties, if any;

		ii	Meet after the conduct of every examination if there are cases of reported malpractice or indiscipline.
		10.3	The Vice-Chancellor shall reconstitute the Examinations Malpractice Review Committee once every THREE years under normal circumstances and under extenuating circumstances, if deemed fit, he/she may reconstitute the Examinations Malpractice Review Committee before the expiry of its term.
CHAPTER III ADMISSION			
			Admission to the University shall normally be made at the commencement of each academic year for various programmes of study. The dates for advertisement, entrance examination, if any, counseling, admission, registration, commencement of classes, and other details for the academic session shall be notified by the Registrar, from time to time.
Eligibility for Admission	11		The minimum qualification for admission to each programme of study shall be as prescribed by the Academic Council (in routine programs shall be as per notification from the state government / statutory bodies) from time to time, which shall be notified by the Registrar in the Admission Brochure. However, the following provisions shall be considered while specifying the eligibility for admission to various programmes:
		i	In case of SC / ST / OBC candidates, there shall be a relaxation of a specified percentage in the prescribed minimum marks or equivalent in the qualifying exam as per Government norms ;
		ii	The candidate shall have passed the qualifying examination as required for the programme on or before the date of admission which shall be duly supported by provisional certificate issued by competent authorities.
Admission Process	12		The admission process for various programmes shall be as follows:
		12.1	A candidate seeking admission under the Government Quota shall follow the procedures of the Common Entrance Examination as notified by the Government of Karnataka from time to time.
		12.2	A candidate seeking admission under the University Quota shall appear for the entrance test conducted by the

			University or by the recognized Entrance Examination authorities such as COMEDK/ KEA/ JEE/ NATA etc as per the requirement set by the University from time to time.
		12.2.1	University may conduct Counseling for admissions based on the rankings in the entrance test (if conducted) or directly admit the candidates allotted by the central counseling conducted by the Examination Authorities: COMEDK/ KEA/ JEE /NATA etc as per norms or any other as permitted from time to time.
		12.3	Candidates who have passed a qualifying examination not conducted by the Government of Karnataka or University shall submit the eligibility and migration certificate in original for admission to a programme of study. Candidates who have passed the qualifying examination through correspondence course shall not be eligible for admission to the University.
		12.4	NRI/PIO/FN seeking admission to a programme shall apply separately with equivalency/ eligibility/migration certificates along with passport/visa/clearance/NOC from concerned bodies to the Admissions Committee.
		12.5	Admission shall be subject to the candidate being certified medically fit by a registered medical practitioner recognized by the University for the purpose.
		12.6	Each applicant shall be required to submit a Character Certificate from the head of the institution last attended.
		12.7	The candidates admitted under over and above the quota of the intake permitted as per the directions of state / central government should have the qualifications and requirement as specified under the quota requirement by the state or Central Government.
		12.8	In case of admission through lateral entry to B E program the minimum qualification shall be passing of Diploma with 45% (in case of SC/ST students 40%) of aggregate marks or qualification as prescribed from time to time by Government of Karnataka. Any candidate who has passed diploma or equivalent degree from other recognized institution other than Director of Technical Education, Government of Karnataka shall produce the equivalence certificate from Equivalence Committee of the University. The equivalency of degree to Diploma degree and the

			program to which the candidate is qualified at B.E degree on the basis of specialization at Diploma Degree shall be decided by the Equivalence Committee.																								
Refusal and Revoking of Admission	13	13.1	A candidate may be refused admission if he/she is found to have indulged in acts of indiscipline or unlawful demonstrations and the like. Candidates who have been expelled/ rusticated/ debarred from other institutions shall not be admitted.																								
		13.2	The Vice-Chancellor reserves the right to refuse admission to a candidate whose admission, in his/her judgment, is not in the interest of the University by recording the reasons for such refusal.																								
		13.3	If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the letter of admission or has submitted forged or invalid documents, the Admissions Committee may revoke the admission of the candidate and report the matter to the Registrar.																								
Student Registration Number	14	<p>Each student shall be assigned a 12-character alphanumeric Student Registration Number (SRN) upon confirmation of admission as per the following scheme:</p> <table border="1" data-bbox="597 1031 1383 1360"> <thead> <tr> <th>Field</th> <th>Campus</th> <th>Full/Part time/Distance</th> <th>Faculty</th> <th>Year of admission</th> <th>Level of program</th> <th>Department</th> <th>Serial Number</th> </tr> </thead> <tbody> <tr> <td>Length</td> <td>2</td> <td>1</td> <td>1</td> <td>2</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>Code</td> <td>2-digit</td> <td>F/P/D</td> <td>1-letter</td> <td>2-digit</td> <td>1-letter</td> <td>2-letter</td> <td>3-digit</td> </tr> </tbody> </table> <p>For example, 01FE15BCS001 is the Student Registration Number of the student who joined campus 01, as a Full-time student, in Faculty of Engineering, in the year 2015, for Bachelor's Computer Science program of study with the serial number 001. The letter codes for various faculties and programmes of study shall be indicated in the corresponding guidelines approved by the Academic Council.</p>		Field	Campus	Full/Part time/Distance	Faculty	Year of admission	Level of program	Department	Serial Number	Length	2	1	1	2	1	2	3	Code	2-digit	F/P/D	1-letter	2-digit	1-letter	2-letter	3-digit
Field	Campus	Full/Part time/Distance	Faculty	Year of admission	Level of program	Department	Serial Number																				
Length	2	1	1	2	1	2	3																				
Code	2-digit	F/P/D	1-letter	2-digit	1-letter	2-letter	3-digit																				
Change of Major / Branch	15		A student admitted to a particular major / branch, at undergraduate degree in engineering shall normally continue to study that major / branch until the completion of the Degree. However, a student may apply for a change of major / branch at the end of the second semester of undergraduate study in the prescribed format to the Admissions Committee during the specified time period.																								

			The Admission Committee shall consider the change of major / branch based on: (i) vacancy with respect to first year admission; (ii) performance in the first year of study; and (iii) no “F” or “W” grades in any of the courses. In case of two students having the same CGPA, the normalized aggregate percentage marks in the qualifying examination shall be considered to decide the merit.
Transfer/ Migration of Students	16	16.1	Transfer/migration to a programme of study shall be possible for candidates from other recognized universities or institutions, as decided by the Admissions Committee, subject to availability of seats.
		16.2	A candidate may be admitted to an appropriate semester of the relevant programme of study on the basis of equivalency. To establish the equivalency or otherwise, a committee shall be constituted by the Dean Academic Affairs / the concerned Dean of Faculty to examine the courses already studied by the student, the syllabi thereof and the examinations passed. The committee may also, if deemed necessary, conduct a proficiency test to determine the transfer of credits and course(s) from which the student may be exempted.
		16.3	Such a candidate shall submit a “No Objection Certificate” from the previous university or institution
		16.4	The fee structure shall be decided by the Admissions Committee for transfer/migration of a candidate to the University at the time of transfer/migration and shall be binding for his/her remaining minimum duration of the programme.
		16.5	A student applying to migrate to another university or institution may be permitted to do so provided (i) the student submits a consent letter from the other university or institution; (ii) the student obtains a clearance from the Dean Academic Affairs / the concerned Dean of Faculty of the University; (iii) the student has no dues to the University; and (iv) the student pays the prescribed fees for his/her remaining minimum duration of the programme
		16.6	Any scholarship or financial assistance awarded to a student migrating out of the University shall automatically stand terminated with effect from the date of approval of migration. Further, the University reserves the right to

			recover any scholarship or financial assistance already given to such a student before approval of migration.
Temporary withdrawal from the programme	17	17.1	<p>A student may be permitted by the Registrar to withdraw from a programme for reasons of ill health or other valid reasons for a period of one academic year, after providing sufficient documentary evidence. Such a student seeking temporary withdrawal shall apply to the Registrar in the prescribed format.</p> <p>A student may also be permitted to withdraw temporarily from the program for a period of one year to do internship.</p> <p>Students who opt for 'Temporary Withdrawal' from the semester(s) are not allowed to register for Summer Semester.</p> <p>The maximum period as defined in para 19 shall include the period of withdrawal.</p>
		17.2	A student may be permitted only once during his/her programme of study to avail this provision.
		17.3	Any scholarship or financial assistance awarded to a student temporarily withdrawing from the University shall automatically stand terminated with effect from the date of approval of withdrawal. Further, upon rejoining, the eligibility of the student for the scholarship or financial assistance shall be re-evaluated with no guarantee of automatic renewal.
		17.4	A student who has temporarily withdrawn from the University may apply in the prescribed format for resumption of the programme of study. On approval, such a student shall be treated as a regular student for meeting the academic requirements and shall not be required to pay the fees for the period of withdrawal.
		17.5	A student who has temporarily withdrawn from the University and fails to apply for resumption of the programme of study, at the end of the approved period of temporary withdrawal, shall be deemed to have withdrawn permanently from the University. Such students are liable to pay the prescribed fees for the remaining minimum duration of the programme.
Permanent withdrawal from	18	18.1	The Registrar may permit a student to withdraw from a programme permanently. Such a student seeking

the programme / University			permanent withdrawal shall apply to the Registrar in the prescribed format.
		18.2	The student discontinuing from a programme shall pay the balance fees for his/her remainder minimum duration of the programme.
		18.3	Any scholarship or financial assistance awarded to a student permanently withdrawing from the University shall automatically stand terminated with effect from the date of approval of withdrawal. Further, the University reserves the right to recover any scholarship
CHAPTER IV PROGRAMMES OF STUDY AND STRUCTURE			
Programmes of Study and duration	19		The University shall offer a variety of programmes of study representing different Faculties, in accordance with the spirit of a university.
		19.1	<p>The programmes of study offered by the University shall be at different levels such as undergraduate, postgraduate, integrated, dual-degree, certificate, diploma and other non-degree programmes. The minimum duration of various programmes shall be as specified in the guidelines governing the respective programmes of study, from time to time.</p> <p>For Bachelor of Engineering the minimum period shall be four years with eight semesters while Bachelor of Architecture shall be five years with ten semesters. The Post graduate program in Engineering will have the minimum period of two years with four semesters while, the Master degree in computer Applications shall be for three years with six semesters.</p> <p>The maximum duration of the programme shall be twice the minimum duration, above which the candidate shall be discontinued from the programme.</p>
		19.2	The level of a programme of study is based on the qualification of a student at the entry level.
		19.3	A candidate shall be eligible for admission to an undergraduate engineering and Architecture programme after passing 10+2 while a candidate possessing either a Bachelor's degree or Master's degree in appropriate field shall be eligible for postgraduate and research programmes. The eligibility criteria for other programmes shall be as specified in the guidelines for the respective

			programmes of study, from time to time. Along with this the candidate needs to undertake the entrance examinations as stipulated by University/ State Government/ Central Government
		19.4	The University shall notify, from time to time, the list of programmes offered along with choices of Specialization and Minor, if any.
Structure of a programme	20	20.1	Each academic year shall consist of two regular semesters, odd semester and even semester, and a fast track summer semester.
		20.2	Activities in a semester shall include teaching, learning, examination and evaluation.
		20.3	The odd and even semesters shall be normally for a duration of TWENTY TWO weeks. However, the fast-track term shall be normally for a duration of EIGHT weeks. Odd semester normally shall be from August-December and even semester normally shall be from January-May each year. Fast-track term normally shall be during June-July each year.
		20.4	The calendar of events in respect of each programme shall be notified by the Registrar from time to time.
		20.5	A student shall register for all the courses offered in semester for the first time and a letter grade shall be awarded to each registered course at the end of the semester after following the prescribed evaluation process.
		20.6	The number of credits and grades a candidate has earned shall measure a student's progress and performance. Based on the course credits and grades obtained by the student, the grade point average shall be calculated. The student shall earn a specified minimum number of credits for the programme of study in order to qualify for the award of degree.
Credit system	21		Semester-wise credit-based system shall be followed in each programme of study except in the case of very-short non-degree programmes.
		21.1	Generally, credits shall be assigned to the each course in a programme of study based on the following pattern:

			<ul style="list-style-type: none"> a) Lectures: One lecture hour per week shall be assigned one credit b) Tutorials: Two tutorial hours per week shall be assigned one credit c) Practicals: Two laboratory hours per week shall be assigned one credit. Not more than three credits may be assigned to a practical course having only laboratory component. The courses having three hours of contact every alternate week shall have one credit only d) Drawing: Two drawing class hours per week shall be assigned one credit e) Mini-projects, Minor-projects, Seminars, Projects: Three contact and preparation hours per week shall be assigned one credit f) Studio : One studio Class hour per week shall be assigned one credit g) Dissertation : Three contact and preparation hours per week shall be assigned one credit h) Self Study: There can be a self-study component in the curriculum as decided by the DUGC/DPGC.
		21.2	<p>The course credits for each course shall be given as L-T-P. For example, 3-1-0 will mean that it is a lecture based course and has 3 lectures, 1 tutorial, and no practical assigned to it. Similarly, a course with 0-0-2 means that it is a practical course with 4 hours of class work. Credits will be assigned to seminar, dissertation, project etc. under the practical component.</p> <p>Example: Course 18EMEC301CAD Modeling; 4 credits (2-0-2). The hours for this course are computed as follows:</p> <p>2 credits = 2 hours/week lectures</p> <p>0 credit = 0 hours/week tutorial</p> <p>2 credits = $2 \times 2 = 4$ hours/week practicals</p> <p>Total = $2 + 0 + 4 = 6$ hours</p> <p>Total contact hours for the course = (2 h Lectures + 0 h Tutorial + 4 h Practical) per week = 6 contact hours per week for 16 weeks.</p>
		21.3	<p>The number of credits required to be earned for a degree programme shall be calculated at an average of TWENTY TWO credits per regular semester with a margin of + 2.5%. For example, a 4-year degree programme in engineering shall comprise of eight regular semesters and therefore require $22 \times 8 = 176$ credits, the minimum being 176 and the maximum being $176 \times 1.025 = 180$</p>

			<p>Notwithstanding what is said here the minimum number of credits a candidate need to complete for the award of degrees are as follows:</p> <p>Bachelor of Engineering: (BE) : 176</p> <p>Bachelor of Engineering (Lateral Entry) : (BE): 132</p> <p>Master of Engineering : (M. Tech) : 88</p> <p>Master of Computer Application: (MCA): 132</p> <p>Master of Computer Application (Lateral Entry) (MCA): 88</p>
		21.4	A full-time student shall normally register for TWENTY TWO credits in a regular semester. However, the minimum number of credits for which a student shall register is 16.
		21.5	A full-time student may be permitted to register for a maximum of TWENTY EIGHT credits during a regular semester.
		21.6	Every course in a programme of study normally runs for the full length of a semester.
Category of courses	22	22.1	Generally, various Courses to be offered in programmes of study shall be categorized into the following types, however on the recommendation and approval of appropriate bodies, the new type of courses may be introduced from time to time depending upon the requirement of program and innovations in teaching – learning process:
		22.1.1	<i>Humanities & Social Science Courses (HS):</i> Humanities & Social Science courses enable students by endowing them with skills essential to pursue a given programme of study. Generally, they comprise courses in linguistics, communication, professional aptitude, management, economics, environment, psychology, philosophy, history, law, political science, professional ethics, and so on. Humanities & Social Science courses shall be in the range of 9 – 15 credits.
		22.1.2	<i>Basic Science Courses (BS):</i> Basic Science courses Mathematics, Physics, Chemistry and Biology and they are common to all undergraduate programs except architecture. Basic Science courses shall be in the range of 20 – 30 credits.

		22.1.3	<i>Engineering Science Courses (ES):</i> Engineering Science courses give a broad spectrum of allied engineering disciplines that is needed to address real time engineering problems that are multi-disciplinary in nature. Engineering Science courses include Materials, Workshop, Drawing, Basics of Electrical/ Electronics/ Mechanical/ Computer Engineering/ Civil engineering and are common to all undergraduate programs except architecture. Engineering Science courses shall be in the range of 25 – 35 credits.
		22.1.4	<i>Professional Core Courses (PC):</i> Professional Core courses constitute the core of the programme of study. Core courses shall be in the range of 50 – 70 credits.
		22.1.5	<i>Elective Courses (EC):</i> Elective courses offer a choice of advanced or specialized courses related to the programme of study. They enable students to specialize in a domain of interest or tune their learning to suit career needs and current trends. Electives can be of following categories: <i>Programme electives (PE)</i> Open Elective (OE) Elective courses shall be in the range of 25 – 35 credits
		22.1.6	<i>Internship, Research or Project Work (PW):</i> These are intended to enhance the student's practical knowledge and exposure to research and industry. The credits for this category shall not exceed 25 credits. Project work shall normally be carried out in regular semesters.
		22.1.7	<i>Non-credit courses:</i> A few courses, such as Constitution of India, may not be assigned credits. Such courses shall be referred to as non-credit (NC) courses, and may be mandatory in a programme of study.
		22.2	Certain programmes of study may have additional requirements such as apprenticeship and residency.
Audit & Minor courses	23		A student shall have an opportunity for supplementing the learning experiences by crediting additional courses, either in the form of Audit course or Minor course, over and above the graduation requirements.
		23.1	A student may be permitted to take any number of audit courses over and above the graduation requirements for learning a subject.

		23.2	A student shall have an opportunity for supplementing the learning experiences by crediting additional courses, in diverse areas. These additional credits when they are in focused areas can earn the students credential like Minor.
		i.	<i>Minor</i> : Minor is an additional credential a student will earn if s/he does 15 credits worth additional learning in a discipline other than her/his major discipline. All academic departments/schools in the University can offer minors in their disciplines and prescribe a structure necessary for earning a minor in that discipline. It should be noted that these additional learning courses do not contribute in any way or are in no form a requirement for the major degree of the student. The Minor degree is awarded along with the Undergraduate degree and not in the interim period.
			To qualify for a Minor in the chosen area, which may be mentioned in the separate certificate, a student shall register and successfully complete the Five courses each of three credits in a Minor area outside her/his major discipline as specified by the concerned departmental/school board of studies.
			A student opting for a mix of electives courses not meeting the minimum course requirements shall not qualify for Minor.
CHAPTER V CURRICULA AND SYLLABI			
Curricula and Syllabi	24		The curriculum of every programme of study offered by the University shall be based on CBCS (Choice Based Credit System as prescribed by the UGC) and is intended to provide not only the right balance of broad-based and in-depth knowledge but also aptitude for life-long learning.
		24.1	Medium of instruction shall be English, except in those Faculties where other languages are permitted by the Academic Council.
		24.2	The detailed curriculum and syllabus for each programme of study shall be framed by the concerned Departmental/ School Board of Studies based on the 'Outcome-Based Education (OBE)' framework and feedback mechanism of stakeholders from time-to-time , with approval of the Academic Council and shall be notified from time to time.
Course code	25	25.1	Every course in a programme shall be assigned a course code, using nine alphanumeric characters as under:

Field	Year	Faculty	Programme of study	Type of Course	Level	Serial Number
	2	1	2	1	1	2
Code	2-digit	1-letter	2-Letter	1 - Letter	1-9	2 - digit
			<p>A letter shall be assigned for each course depending on the type of course as: HS category (Humanities) = H; BS category = B; ES category = F; PC category = C; EC category = E; PW category = W; Research = R; Internship = I; Seminar = S; Colloquium = V; Self-study = Y; Special-topic = T; Apprenticeship = A; Laboratory / Practical = P; Field Work = D; and Non-credit course = N. The Departmental Curriculum Committee shall assign a code to a course as and when a new course is introduced.</p>			
		25.2	<p>A digit shall be assigned for each course depending on the level of course as:</p>			
		i	<p>Levels 1-6 indicate the minimum number of years of education in a programme beyond qualifying examination through which admission is taken</p>			
		ii	<p>Levels 7-9 shall be reserved for research courses, Master's and Ph.D. research work, and the like.</p> <p>Example: 15EMEC201: is a course introduced or revised in 2015, in the faculty of Engineering, in Mechanical Engineering, which is a Core Course, in the second year, with a course number of 01</p>			
Teaching / Learning methods	26		<p>The majority of courses shall be in the form of assisted teaching/learning through direct contact or online or hybrid with the exception of Project Work and Internship. To enrich the student experience, the teaching / learning may include guest lectures, field trips, mini projects, self-study and so on. Teachers may use state-of-the-art knowledge dissemination tools.</p> <p>To enrich the student experience, the teaching / learning may include any of the following methods:</p> <p>1. Lectures with active learning</p>			

		<p>This method is used for large number of courses in the program. To make it more impactful several active learning practices are used by the faculty.</p> <p>2. Tutorials and group discussions Tutorials are used in the courses where students need more practicing of application of the concepts and also need practicing in the numerical problem solving in different contexts. Students also get an opportunity to clarify their doubts in the course.</p> <p>3. Laboratory work with cooperative learning The laboratory experience has been enhanced by categorizing the experiments as</p> <ol style="list-style-type: none"> a. Demo Experiments b. Exercise experiments c. Structured enquiry experiments d. Open-ended experiments <p>This categorization helps to achieve all the elements of outcome (b): Design of experiments, conduct of experiment, analysis and interpretation of data.</p> <p>4. Field work or relevant industry exposure In few of the courses, to give a better feel of the concepts or engineering practices fieldwork is assigned to the students</p> <p>5. Group projects with co-operative learning Group projects like course projects, mini projects and capstone projects create integrating experience for the students. They particularly give opportunity for the students to enhance professional competencies like team orientation, communication, lifelong learning etc., that are reflected in the outcomes. Projects challenge the students to work on complex engineering problems and take him through the whole process of problem solving.</p> <p>6. Course projects Course projects also help the students to understand the concepts learnt in a course and application of concepts in different contexts.</p> <p>7. Directed self learning tasks</p>
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			<p>Capstone project of 14 credits after withdrawing of 7th semester Phase-I project of 3 credits</p> <p>Internship Report of 6 credits</p> <p>11. Courses offered from different centers</p> <p>Students of B.E., B.Arch., M. Tech., M.C.A and M.B.A programs may be permitted to register for courses offered by CTIE/ Research clusters/ Centers of Excellences of the college as a regular / open elective for the regular requirement of award of degree. Such courses may be approved by the board of studies proposed by the head of centers and approved by the Chairman, Academic Council.</p> <p>12. Seminars</p> <p>The curriculum may contain a Seminar normally based on a review on a topic of the state of the art in a chosen field related to the branch in which the student is enrolled and shall consist of literature review, categorization of information collected, interpretation of presented information and presentation.</p> <p>Note : Faculty can adopt the above teaching learning methods along with others not listed above, however if methodologies involves evaluation of students, then students should be made aware of this at the start of semester in which it is being adopted with the approval of DUGC / DPGC.</p>
Course instructor / Course coordinator	27		A Teacher who is teaching a particular course shall be referred to as the course instructor for that course. If a course is taught by more than one Teacher in the same semester, it shall be coordinated by one of the Teachers designated as the course coordinator. He/she has the responsibility for framing the course policy, which includes lesson plan, coverage, assignments, quizzes, tests, practicals, and other evaluation processes.
CHAPTER VI			
REGISTRATION AND ATTENDANCE			
Registration for courses	28		In each semester, an eligible student shall register for the courses in a programme he/she intends to study. Only registered students shall be allowed to attend the classes of those courses.

		28.1	Students shall register for the courses to be studied in a particular semester before the end of the previous semester according to a schedule specified by the Dean Academic Affairs / the concerned Dean of Faculty, except for the courses in the first semester. Registration for the first semester of a programme shall be a part of admission process.
		28.2	Registration process, either online or offline, shall consist of the following steps:
		i	Meeting with the course coordinator, if required, to verify prerequisites;
		ii	Enrolment of students for different courses offered by particular Teachers;
		iii	Payment of prescribed tuition fees and other dues.
		28.3	A student who obtains “F” or “W” grade (as defined in section 63 later) in a course other than elective (EC category) shall re-register for the same course when offered next. A student who obtains “F” or “W” grade in an elective course shall have an option of repeating the same elective course when offered next or register for any other elective course in the EC category.
		28.4	If a student fails to register for course(s) during a semester without intimation to the Dean Academic Affairs / the concerned Dean of Faculty, his/her admission shall be liable to be cancelled.
		28.5	The Dean Academic Affairs / the concerned Dean of Faculty under exceptional circumstances may permit late registration.
		28.6	For re-registration, late registration, adding/dropping of courses, a fee may be charged as notified from time to time.
Registration record	29		The student shall ensure that the registration details are entered on the registration record which may be maintained on-line. Queries related to registration shall be considered only when accompanied by the original registration record. This record shall be preserved until the student receives the semester grade card.
Registration validation	30		Before the first day of classes, every student shall validate his registration either on-line or at the concerned department/School office. Students who do not validate

			their registration shall not be permitted to add/drop courses.
Minimum student enrollment in a course	31		A course shall be offered if a minimum number of students have registered for that course, as specified by the Dean Academic Affairs / the concerned Dean of Faculty. Under special circumstances, a course may be offered with fewer students, with the prior permission of the Vice-Chancellor. Courses without the minimum registrations on the last date for adding/dropping of courses shall not be offered. The students who registered for such courses shall be given additional time for registering for alternate courses.
Add/Drop, audit and withdrawal from courses	32	i	Add/Drop: A student may add or drop one or more course(s) before the deadline with the approval of the Dean Academic Affairs / the concerned Dean of Faculty, upon payment of additional fees, if any.
		ii	Withdrawal: A student may withdraw from a course before the deadline specified for the purpose, with the approval of the Dean Academic Affairs / the concerned Dean of Faculty. A withdrawal grade shall be awarded in such case(s).
		iii	Audit: A student may change a credit course to an audit one before the deadline specified for the purpose, with the approval of the concerned Dean of Faculty.
Registration for Summer Term	33	33.1	A student may be permitted to register for a maximum of 15 credits during a Summer Term.
		33.2	A student may register for courses in Summer Term without any additional fees provided he/she has not registered for the same courses earlier and there is vacancy in those courses. Such a student shall pay the prescribed fees for the minimum duration of the programme, notwithstanding the number of credits to be earned during the final year / semester.
		33.3	A student who registers for a course in the Summer Term on account of failure, withdrawal or any other form of discontinuance shall pay additional fees as prescribed from time to time.
Attendance	34		Attendance is the physical presence of the student in the class. Students shall make every effort to attend all classes, laboratory / practical and other sessions.

		34.1	Every Teacher handling a class or laboratory / practical session shall take attendance till the last instruction day in the semester. The students shall be informed about their attendance status periodically by the respective departments so that the students get advance notice to make up any shortage in attendance.
		34.2	A student shall maintain the prescribed minimum attendance in each individual course, as specified in the guidelines for the programme of study. Without the minimum attendance in a course, the student shall be ineligible to appear for the End Semester Assessment in that course. Such a student shall be awarded “FA” grade in that course and he/she shall register for and repeat the course when offered next.
		34.3	If a student is, absent from the University for more than SIX weeks without permission of the Dean Academic Affairs / the concerned Dean of Faculty, his/her registration is liable to be cancelled.
Condoning Attendance Shortage	35		In rare and genuine cases, the Vice-Chancellor may condone a shortage of attendance to a maximum extent of 10% on the recommendation of the Dean Academic Affairs / the concerned Dean of Faculty.
CHAPTER VII			
EXAMINATION SYSTEM			
Controller of Examinations	36		The Controller of Examinations shall be responsible for the conduct of examinations of all the courses of all the programmes of the University, and all other matters incidental thereto and ancillary therewith, under the supervision and monitoring by the Vice-Chancellor. The Controller of Examinations shall:
		i	Supervise the day-to-day activities concerning examinations of the University;
		ii	Convene the meetings of the Authorities of the University for which he/she is the Member-Secretary, on the approval of the Vice-Chancellor;
		iii	Arrange for the preparation and notification of examination time table from time to time;

		iv	Supervise the registration of students for End Semester Assessment, if applicable;
		v	Appoint the required number of officials and staff for the conduct of examinations, with the approval of the Vice-Chancellor;
		vi	Prepare detailed guidelines for the duties and responsibilities of various officials and staff connected with examinations;
		vii	Convene meetings of all the concerned officials and staff from time to time, to explain to them their duties and responsibilities pertaining to the examinations;
		viii	Obtain help from local authorities to maintain law and order for the conduct of examinations, if necessary;
		ix	Arrange for the issue of grade cards, transcripts, provisional degree certificates, degree certificates, migration certificates and so on to the students;
		x	Maintain utmost secrecy while preparing and maintaining the confidential materials, bills, and proceedings;
		xi	Recommend the remunerations, if any, connected with the examination work, to the Finance Council for consideration and further action;
		xii	Make arrangements for maintenance of stock, accounts, records, and statistics of the Office of the Controller of Examinations and for annual stock verification;
		xiii	Submit the infrastructural requirements of the Office of the Controller of Examinations as and when required to the Registrar for consideration and further action; and
		xiv	Prepare the budget for the Office of the Controller of Examinations and place it before the Finance Council for its consideration.
		xv	Apart from what is said here the Controller examination shall strictly implement what is stated in the examination process approved by appropriate authority and will take steps to maintain all secrecy and confidentiality of examinations
Deputy Controller of Examinations	37		Deputy Controller of Examinations, if any, shall assist the Controller of Examinations for the conduct of examinations

			and all other matters incidental thereto and ancillary therewith.
Chief Superintendent	38		The Controller of Examinations shall appoint a Chief Superintendent from amongst the senior Teachers of the University during each semester to assist him/her for the conduct of examinations, with the approval of the Vice Chancellor.
		38.1	One Chief Superintendent shall be appointed for each examination center.
		38.2	The Chief Superintendent shall:
		i	Arrange for the required materials (e.g. answer books, drawing cards, data handbooks and other stationery) for the conduct of examinations, and supply of the same to the students, as necessary;
		ii	Arrange for and appoint the required personnel for the conduct of examinations, with the approval of the Controller of Examinations;
		iii	Arrange for the seating of students and notify the seating arrangements;
		iv	Be available at the examination center during the examinations; and
		v	Discharge any other responsibility assigned by the Controller of Examinations from time to time.
Additional Chief Superintendent(s)	39		The Controller of Examinations shall appoint Additional Chief Superintendent(s), if necessitated by the number of students registered for the examination, from amongst the senior Teachers of the University, with the approval of the Vice Chancellor. The Additional Chief Superintendent(s) shall perform similar duties as those of the Chief Superintendent.
Deputy Chief Superintendent(s)	40		The Controller of Examinations shall appoint Deputy Chief Superintendent(s), from amongst the senior Teachers of the University, with the approval of the Vice Chancellor, if required. The Deputy Chief Superintendent(s) shall assist the Chief Superintendent in the conduct of examinations.
Invigilators	41		The Chief Superintendent shall appoint the required number of Invigilators for all blocks where examinations are held, as required.

Group Invigilators	42		The Chief Superintendent shall appoint the required number of Group Invigilators for the coordination and supervision of a group of invigilators, as needed. In case of emergency, a Group Invigilator may relieve an invigilator for short intervals.
Obligation to perform the examination work	43		Any person, who is entrusted with any kind of examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examinations, printing of question papers and answer books, tabulation, preparation of grade cards and all such activities incidental thereto and connected therewith, shall discharge such duties prudently and with utmost integrity for ensuring high academic standards.
		43.1	If any person who has been allotted any kind of examination work is found to be guilty of breach of duties or involves in any misbehavior and/or misconduct, disciplinary action shall be taken against him/her as per the rules of the University.
		43.2	No employee of the University shall accept the assignment of taking part in the conduction of examinations and all such activities incidental thereto and connected therewith, whenever his/her kith and kin are appearing for the examinations.
Errors committed by an examiner	44		Disciplinary action shall be initiated by the Controller of Examinations against an examiner, who has committed error(s) in the work pertaining to examinations, as per the rules of the University.
Remuneration	45		Remuneration for different assignments in the examination shall be proposed by the Controller of Examinations from time to time and recommended by the Finance Council for the approval by the Board of Governors. External examiners shall be entitled for TA/DA. All work relating to ISA, ESA and all other matters incidental thereto and ancillary therewith, with or without remuneration shall be deemed to be a part of normal duty of every employee of the University.
Assessment	46		The University shall follow a combination of In-Semester Assessment (ISA) and the End-Semester Assessment (ESA) for assessing the performance of a student in each course. The ISA and ESA components for each course shall be conducted as per the calendar of events and the time-table specified from time to time. The Teacher shall notify the

			<p>weights of ISA and ESA components in the total marks for a course in the lesson plans as per the approval of Board of Studies. A student shall be awarded a letter Grade for every course at the end of the semester, indicating the level of performance, considering the scores in both ISA and ESA.</p> <p>The assessment for theory courses carrying ISA and ESA components will be done on Relative Grading system. Other courses will be assessed by absolute grading system. List of courses assessed by Absolute Grading system is as follows:</p> <ul style="list-style-type: none"> • Laboratory Courses. • Courses with enrolment less than 30. • Industry Visit and Lecture / Industrial Training / Seminar. • Mini Project / Minor Project / Capstone Projects. • P.G Programs (M.Tech and MCA only)
Question papers	47		All question papers for written, online or hybrid examinations shall be set and answered in English, except in those Faculties where the Academic Council permits other languages. The question paper of each course shall cover entire syllabus with the distribution of marks considering the number of hours allocated for each unit/module/topic in the syllabus.
Make-up for ISA/ESA components	48		<p>Students who have remained absent at ISA/ESA in one or more courses due to valid reasons, may be given a make-up exam which can be held as per dates notified in the Academic Calendar immediately after the ISA/ESA. However, it would also be possible to hold a makeup exam at any other time in the semester with the permission of the Academic Council.</p> <p>Make up exam shall also be available to students awarded "X" grade and this make-up examination will be conducted along with summer examination at the end of the academic year in which the candidate is awarded "X" grade.</p> <p>Make up exams are not conducted for any courses, theory or practical, of summer semester.</p>
CHAPTER VIII			
IN-SEMESTER ASSESSMENT			
ISA	49		The ISA for courses may be carried out by the way of various components such as Mid Term Examinations,

			quizzes, tests, seminars, term papers, demonstrations, and award of marks for attendance. Practical components of courses may be evaluated by the way of experiments, demonstrations, field work, models, worksheets, practical record books, quizzes, tests, and award of marks for attendance. If a student misses a practical / laboratory session owing to genuine reasons, he/she shall complete the activity of that session before the end of the semester, with the approval of the concerned Departmental/ School Chairperson.
Conduct of ISA	50		The weightage and syllabus for each component of ISA for a course shall be notified by the concerned Teacher before the commencement of each semester through the lesson plans, adhering to the norms stipulated from time to time.
		50.1	The concerned Teacher in association with Head of the Department/ School/ Center shall be responsible for the conduct of different components of ISA.
		50.2	The concerned Head of the Department/ School/ Center shall arrange to notify the scheme of evaluation for various ISA components. After each event of ISA, the students shall have an opportunity to view his/her performance and bring the discrepancies or errors, if any, to the notice of the concerned Teacher, for addressing the same.
		50.3	The marks obtained by a student in each component of ISA shall be added and finalized for the total marks by the concerned Teacher, within the specified time as stipulated by the Controller of Examinations.
		50.4	The concerned department / Teacher shall maintain the records pertaining to each component of ISA for such period as specified by the Controller of Examinations from time to time.
ISA of Special Topics / Mini-Projects, Minor-Projects, REU (Research Experience for Undergraduates), Seminar, Internship-Projects, Major Project	51		Carrying out the ISA for Special Topics / Mini-Projects, Minor-Projects, REU, Seminar, Internship-Projects, Major Project may in the form of various components, such as oral presentations, demonstrations, technical / project report, and viva-voce. The concerned Head of the Department/ School/ Center shall arrange for the evaluation of such components. The concerned Head of the Department / School / Center shall notify the format for preparation of technical and project reports from time to time.

Announcement of ISA marks	52		The concerned Head of the Department/ School/ Center shall arrange for the announcement of ISA marks obtained by the students in various courses at the end of each semester. The students shall be given THREE working days for verification, redressal of discrepancies or errors, if any, and acknowledgement.
CHAPTER IX			
END SEMESTER ASSESSMENT			
Registration for ESA	53		A student, who has complied with the minimum specified attendance in a course, shall register for ESA for that course by paying the prescribed examination fees. The registration process for ESA may be online/off-line as notified from time to time by the Controller of Examinations. The registration of a student shall be liable to be cancelled by the Office of the Controller of Examinations where disciplinary issues are involved. Controller of Examination shall take disciplinary action only on the recommendation of committee constituted by Vice Chancellor.
Eligibility to attend ESA	54		To be eligible to attend the ESA in a specific course for which a student is registered, following requirements must be met:
		i	Attendance as mentioned in section 35.2
		ii	ISA marks: Not less than 40% of ISA marks in UG programs and 50% in case of PG programs (except in those cases where it is not specially mentioned in the scheme of evaluation)
		iii	Students not fulfilling attendance requirement or ISA requirement shall be assigned an 'FA" or "F" grade(as in section 63)respectively.
Student list for ESA	55		After the last date of registration for ESA, the Office of Controller of Examinations shall release the list of students along with their registered courses. A student shall verify the accuracy of his/her particulars in the list and discrepancies, if any, shall be reported to Office of the Controller of Examinations within THREE working days from the date of release.
Admit Card	56		The Controller of Examinations shall make arrangements for issuance of Admit Cards to eligible students, based on the ESA list. The Admit Card of a student shall be valid only for the ESA for which it is issued. The Admit Card of a

			student shall include (i) recent photograph of the student and (ii) registered courses for ESA with course codes.
Missing Names in Student list	57		With the specific approval of the Vice-Chancellor, under extra-ordinary circumstances, a student whose name does not find a place in the student list may be permitted to appear for ESA of a course. The results of such a student may be announced after due verification.
ESA and evaluation:	58	58.1	The Controller of Examinations shall make arrangements to conduct ESA for all courses, through the Chief Superintendent.
		58.2	The Controller of Examinations shall notify the evaluation procedure to be adopted for the evaluation of various courses, from time to time. The ESA for courses having a practical or laboratory component may be based on laboratory records, conduction of experiments, demonstrations, field work, models, worksheets, quizzes, and viva voce.
		58.3	The Office of the Controller of Examinations may code the answer books of ESA for the purpose of anonymous evaluation.
		59.4	Central valuation shall be conducted in the University premises only.
ESA for Mini and Major Projects	59		In case of B.E, B.Arch and MCA, the ESA for mini and major projects or similar courses as recommended by BoS shall be held in batches, which may span over several days. The evaluation may be based on various components such as writing of abstract, project or technical report, oral presentation, demonstration, and viva voce. The Controller of Examinations in consultation with the Dean Academic Affairs / the concerned Dean of Faculty shall notify the distribution of marks for various components from time to time. However, in case M.Tech programs the project evaluation shall happen on indivisible basis.
Appointment of Examiners	60		The Controller of Examinations from the panel recommended by the Board of Examiners may appoint the examiners. However, the Controller of Examinations may choose examiners outside the panel for valid reasons, with the approval of the Vice-Chancellor.

Tabulation of Marks	61		After the evaluation, the Office of the Controller of Examinations shall tabulate the marks either manually or via computerization.																								
Contingency arising from loss of answer books	62		In a contingency arising out of loss of answer books beyond the hope of retrieval, the Vice-Chancellor may exercise an option of ordering an additional examination.																								
CHAPTER X																											
GRADING SYSTEM																											
Grading system	63		<p>The University shall follow both the relative grading and absolute grading system depending on the type of course.</p> <p>However, for the purpose of reporting the performance of a student, letter grades and grade points will be awarded as per section 63 a.</p> <p>63 a. Relative Grading System</p> <p>In this system, the grades are awarded to the students based on their performance relative to others in Theory courses having In-Semester Assessment (ISA) and End Semester Assessment (ESA) components.</p> <p>Grades are assigned based on the Mean and Standard Deviation of the total marks scored on the respective course. (S, X, "NE" and "F" grades marks are omitted in Mean and Standard Deviation calculation)</p> <ul style="list-style-type: none"> • S shall be awarded if scored marks is greater than 90 • F shall be awarded if scored marks is less than 40 <p>Proposed Relative Grading System</p> <table border="1"> <thead> <tr> <th>Total Mark, M secured by the student (ISA + ESA)</th> <th>Grade</th> <th>Relative Grade Point</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>M > 90</td> <td>S</td> <td>10</td> <td>Outstanding</td> </tr> <tr> <td>Avg.+ 0.60 * SD ≤ M ≤ 90</td> <td>A</td> <td>9</td> <td>Excellent</td> </tr> <tr> <td>Avg.-0.25*SD ≤ M < Avg.+ 0.60 * SD</td> <td>B</td> <td>8</td> <td>Very Good</td> </tr> <tr> <td>Avg.-1.05 * SD ≤ M < Avg.- 0.25 * SD</td> <td>C</td> <td>7</td> <td>Good</td> </tr> <tr> <td>Avg.- 1.50 * SD ≤ M < Avg.- 1.05* SD</td> <td>D</td> <td>6</td> <td>Fair</td> </tr> </tbody> </table>	Total Mark, M secured by the student (ISA + ESA)	Grade	Relative Grade Point	Remarks	M > 90	S	10	Outstanding	Avg.+ 0.60 * SD ≤ M ≤ 90	A	9	Excellent	Avg.-0.25*SD ≤ M < Avg.+ 0.60 * SD	B	8	Very Good	Avg.-1.05 * SD ≤ M < Avg.- 0.25 * SD	C	7	Good	Avg.- 1.50 * SD ≤ M < Avg.- 1.05* SD	D	6	Fair
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<p>* "W", "X" and "I" grades shall be considered to be transitional grades.</p> <p>**40 marks mean: The students should score minimum 20 marks out of 50 in ISA and ESA examinations separately (i.e. 40 out of 100).</p> <p>NOTE: The Course Grading table generated for the first time based on the Average & Standard Deviation will be used strictly for awarding grades to all the re-evaluated courses and Summer semester Examinations.</p> <p style="text-align: center;">Absolute Grading System</p> <table border="1"> <thead> <tr> <th>#</th> <th>Marks</th> <th>Letter grade</th> <th>Absolute Grade points</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>91-100</td> <td>S</td> <td>10</td> <td>Outstanding</td> </tr> <tr> <td>2</td> <td>81-90</td> <td>A</td> <td>9</td> <td>Excellent</td> </tr> <tr> <td>3</td> <td>71-80</td> <td>B</td> <td>8</td> <td>Very Good</td> </tr> <tr> <td>4</td> <td>61-70</td> <td>C</td> <td>7</td> <td>Good</td> </tr> <tr> <td>5</td> <td>51-60</td> <td>D</td> <td>6</td> <td>Fair</td> </tr> <tr> <td>6</td> <td>40-50</td> <td>E</td> <td>5</td> <td>Satisfactory</td> </tr> <tr> <td>7</td> <td>< 40</td> <td>F</td> <td>0</td> <td>Fail</td> </tr> </tbody> </table>							#	Marks	Letter grade	Absolute Grade points	Remarks	1	91-100	S	10	Outstanding	2	81-90	A	9	Excellent	3	71-80	B	8	Very Good	4	61-70	C	7	Good	5	51-60	D	6	Fair	6	40-50	E	5	Satisfactory	7	< 40	F	0	Fail
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			8		I*	-	Absent for ESA due to calamity
			9		W*	-	Withdrawal
			10		X*	-	Incomplete
			11		AP	-	Audit Pass
			12		AF	-	Audit Fail
			13		FA	0	Fail due to attendance shortage
			<p>* "W", "X" and "I" grades shall be considered to be transitional grades.</p> <p>Result sheet shall contain the following</p> <ul style="list-style-type: none"> • Only Grades, Grade points, Credits, SGPA and CGPA. • Grading slab of each course. 				
		63.1	The normal percentage of students in a course to be awarded each letter grade shall be as per the policy set forth by the Dean Academic Affairs / the concerned Dean of Faculty with the approval of the Academic Council.				
		63.2	<p><i>'AP' and 'AF' grades:</i> A student shall be awarded either an AP (Audit Pass) or an AF (Audit Fail) grade for an audit course. The Audit Pass (AP) grade shall be awarded if the student satisfies the attendance and performance criteria specified for the course by the concerned Teacher. Otherwise, an AF grade shall be awarded.</p> <p>Students having qualified for ESA in mandatory non-credit courses/audit courses and obtained an 'AF' grade need not re-register for the course again but are required to pass the course to qualify for the degree.</p>				
		63.3	<p><i>'W' grade:</i> "W" grade shall be awarded to a student who has withdrawn from a course. Further, the "W" grade shall be recorded in the grade card. A student may withdraw from an audit course in which case there shall be no mention of the course in the grade card.</p> <p>A student with "W" grade must re-register for the course during the Summer semester of that academic year and the "W" grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled ESA of summer semester. If the student does not register or appear for the ESA of summer semester, the "W" grade shall be converted to an "F" grade.</p>				

			"W" grade is not awarded in summer semester.
		63.4	<p>'I' grade: "I" grade shall be awarded temporarily to a student who is unable to appear for ESA for one or more courses with the permission of the Dean Academic Affairs / the concerned Dean of Faculty in response to a written appeal by the student, due to valid reasons such as medical emergency, calamity in the family or any other valid reason. For such a student, the "I" grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled make-up ESA. If the student does not appear for the make-up ESA, the "I" grade shall be converted to an "F" grade.</p> <p>"I" grade is not awarded at Makeup exams or in summer semester.</p>
		63.5	<p>'X' grade: Awarded to a student having satisfactory attendance and greater than or equal to 40% of ISA marks in a course, but ESA performance observed to be poor, which could result in an overall F Grade in the Course and will be valid till immediate make up examination is conducted for the course within that academic year. For such a student, the "X" grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled make-up ESA. If the student does not appear for the make-up ESA, the "X" grade shall be converted to an "F" grade.</p> <p>"X" grade is not awarded at Makeup exams or in summer semester.</p>
		63.6	'F' grade: A student shall be awarded an "F" grade if he/she either fails in the course or is absent for the ESA of that course.
		63.6.1	A student who obtains "F" grade in a non-elective course shall re-register for the same course when offered next.
		63.6.2	A student who obtains "F" grade in an elective course shall have an option of repeating the same elective course when offered next or register for any other elective course.
		63.6.3	The 'FA' grade denotes poor attendance i.e. failure in a course due to attendance shortage (i.e. <75%) and the course instructor is supposed to take utmost care while awarding this double-letter grade. A student with "FA" grade must re-register for the course during the summer

			semester of that academic year and the “FA” grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled ESA of summer semester. If the student does not register or appear for the ESA of summer semester, the “FA” grade shall be converted to an “F” grade.
Passing Standards for a Course	64		<p>The minimum requirements to pass in a course for which a student is registered are as follows:</p> <p>For UG</p> <p>ISA: 40% of ISA marks</p> <p>ESA: 40% of ESA marks</p> <p>For PG</p> <p>ISA: 50% of ISA marks</p> <p>ESA: 40% of ESA marks</p> <p>A student is considered to have successfully completed a course and earned the credits assigned to that course if the student earns a letter grade S to E. “F” Grade implies failure and “I”, “W” and “X” grades are transitional grades and will be replaced by an appropriate letter grade once the student completes the course requirement.</p>
Passing Standards – Progression to Next Academic Year - Vertical Progression	65		The requirement to progress to the next academic year is only on the basis of number of courses and is as follows:
		65.1	Maximum number of F grades that can be carried at the end of any academic year is 04
		65.2	<p>To progress to higher odd semesters, the candidate shall have CGPA (as defined in section 65.2) of minimum of 5.0, after the results of summer examination in the previous academic year.</p> <p>However failure to secure a minimum CGPA = 5.0 at the end of any semester for the first time, shall attract a warning before approval of the student to continue in the following semester.</p>
		65.3	The failure grades of mandatory non-credit courses/audit course shall not be considered for vertical progression.

SGPA and CGPA	66		The overall performance of a student shall be indicated by two indices namely, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).															
		66.1	The SGPA is the weighted average of the grade points obtained in all courses registered by the student during a particular semester. The SGPA shall be calculated as: $SGPA = \frac{\sum C_i G_i}{\sum C_i}$, where C_i 's, are the number of credits for the courses registered for the semester, and G_i 's are the corresponding grade points secured by the student.															
		66.2	The CGPA is an indication of an up-to-date overall performance of a student and the weighted average of the grade points obtained in all the courses registered by the student since he/she is admitted to the University. It shall be calculated as: $CGPA = \frac{\sum C_i G_i}{\sum C_i}$, the summation is carried out for all courses to which the student has registered up to that point of time, excluding courses with "F" & "FA" grades and transitional grades.															
		66.3	If a student obtains an "F" grade in a course and registers for the same course in a subsequent semester, the new grade obtained shall replace the previous "F" grade in calculating the CGPA.															
		66.4	If a student obtains an "F" grade in an elective course and registers for the same or equivalent course in a subsequent semester, the new grade obtained shall replace the previous "F" grade in calculating the CGPA.															
		66.5	Grades obtained in audit courses and transitional grades shall not be considered in the calculations of CGPA and SGPA.															
Class / Division declaration	67		<p>The following classes of results shall be declared, for a student upon graduation, considering the below specified criteria. The class obtained by the student shall be inferred as per the table given below:</p> <table border="1"> <thead> <tr> <th>CGPA</th> <th>Equivalent</th> <th>Class/Division</th> </tr> </thead> <tbody> <tr> <td>5.00-5.74</td> <td></td> <td>Pass</td> </tr> <tr> <td>5.75-6.74</td> <td>≥50% and <60%</td> <td>Second</td> </tr> <tr> <td>6.75-7.74</td> <td>≥60% and <70%</td> <td>First</td> </tr> <tr> <td>7.75-9.49</td> <td>≥70% and <87.5%</td> <td>First class with Distinction</td> </tr> </tbody> </table>	CGPA	Equivalent	Class/Division	5.00-5.74		Pass	5.75-6.74	≥50% and <60%	Second	6.75-7.74	≥60% and <70%	First	7.75-9.49	≥70% and <87.5%	First class with Distinction
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		i	<i>First Class with Distinction:</i> A student completing a Programme of study within the specified minimum duration, securing a CGPA equal to or greater than 7.75 shall be declared to have passed in First class with Distinction.
		ii	<i>First Class:</i> A student completing a Programme of study by securing a CGPA between 6.75 and 7.74 (both inclusive) shall be declared to have passed in First Class.
		iii	<i>Second Class:</i> A student completing the programme of study by securing a CGPA between 5.75 and 6.74 shall be declared to have passed in second class.
		iv	<i>Pass Class:</i> A student completing the programme of study by securing a CGPA of less than 5.75 shall be declared to have passed in pass class.
Declaration of Ranks	68		Ranks shall be awarded to the graduating students in each programme of Study on the basis of CGPA. The ranks shall be awarded to top FIVE percent of students of the graduating class. However, the total number of ranks shall not exceed FIVE irrespective of the total number of graduating students in a programme of study. A student shall be eligible for a rank at the time of award of degree in the programme of Study, provided he/she has:
		i	Passed in all the courses of all semesters in FIRST attempt;
		ii	Not obtained any transitional grades;
		iii	Completed the Programme of study within the specified minimum duration;
		iv	Not rejected any of the semester results;
		v	Not taken re-admission;
		vi	Academic performance will be the sole criteria for awarding the Merit rank in each program and will be based only on CGPA to be calculated as mentioned in 66.1 and 66.2. The SGPA/CGPA shall be calculated to an accuracy of 2 decimal points and will be rounded up to the nearest value. In case more than one gets the same CGPA, all shall share the ranks. In case of B.E programs the CGPA of only III semester to VIII semesters and in case of MCA program the CGPA of III semester to VI semesters and in case B.Arch.

			program the CGPA of I semester to X semesters shall be taken into account to declare the ranks.
		vii	Not faced any disciplinary action.
		viii	The minimum number of registered candidates for a program during the final year shall be a minimum of 10 in that program to award the rank. In case the number is less than 10, then, no rank shall be awarded. However, if the minimum strength is 10 then minimum of two ranks shall be awarded.
Not Fit for Programme of Study (NFPS)	69	69.1	A student shall be declared as “Not Fit for Programme of Study” (NFPS) and terminated from the programme of study if he/she:
		i	fails to obtain a semester grade point average of at least 4.0 on a number of occasions numerically equal to the minimum duration of the programme in years. If the performance of a student at the end of a registered semester is below 4.0, he/she shall be issued a warning by the Controller of Examinations in the first two instances and a show cause notice in the third instance, each of which shall be intimated to the parents or guardians.
		ii	Failure to meet the standards of discipline prescribed by the College, which may change from time to time.
		iii	If a student fails to satisfy all the requirements for the award of the degree within the maximum duration as mentioned in section 19.1
		69.2	Such students, if interested, shall be eligible to apply for re-admission to the programme of study at the first year level or second year level as the case may be.
CHAPTER XI			
TRANSPARENCY IN EXAMINATION SYSTEM			
Re-Totaling	70		A student shall be eligible to apply for re-totaling, revaluation and/or obtaining photocopies of the answer books of ESA only for theory component of courses. Any delay in the announcement of re-totaling and/or revaluation results for any reason whatsoever shall not confer the right upon the student for admission to the subsequent semester and for any other kind of claim. There shall be no provision for re-totaling, obtaining the photocopy of answer books and revaluation of ESA for

			<p>practical components of courses, including drawing, seminar, mini project / special topics, and major project.</p> <p>A student shall be eligible to apply for re-totaling of marks of ESA for any number of theory components of courses. Such a student shall submit the application for re-totaling in the prescribed form, upon the payment of prescribed fee, to the Controller of Examinations, within THREE working days from the date of announcement of the results.</p>
		70.1	<p>The students who have applied for the re-totaling shall be called in batches to the office of Controller of Examinations, on the dates fixed for re-totaling of marks. Such students shall be accompanied by Faculty Advisor / Class Teacher / Parent / Guardian.</p>
		70.2	<p>A student, who has applied for re-totaling, shall be shown his/her answer books to verify the marks, totaling of the marks and to find out whether or not all the answers of the questions attempted were awarded marks. If such a student finds any discrepancy in totaling of marks, he / she shall bring the same to the notice of the concerned officials for incorporating the necessary corrections.</p>
Supply of photocopy	71		<p>A student may apply for obtaining the photocopies of his answer books of ESA to the Controller of Examinations, upon the payment of prescribed fee, within THREE working days from the date of the announcement of results. The photocopies of the answer books of theory component of courses shall be supplied within THREE working days after the receipt of the application at the Office of the Controller of Examinations.</p>
Revaluation	72		<p>A student may apply to the Controller of Examinations for revaluation of theory components of courses in ESA, within THREE working days after obtaining the photocopies of concerned answer books and upon payment of prescribed fee. The marks obtained in the revaluation valuation shall be considered for the re-computation of grade. However, if the new grade is found to be lower than the declared grade, the declared grade shall be retained. In the event of no change in the grade after revaluation, it shall be declared as "No Change".</p>

Refund of fee	73		A refund of 50% of re-totaling or revaluation fees shall be made to a student in the event of an improvement in the letter grade.
Rejection of whole semester results	74		A student may reject the results of a whole semester irrespective of performance in an individual course. However, there shall be no provision for the rejection of results of any individual course. Upon rejection, the results shall be considered as null and void. Such rejection may be permitted only once during the entire programme of study. A student, who has rejected the whole semester results, shall re-register for the courses of rejected semester upon payment of the prescribed fees.
Production of answer books	75		The answer books of the University examinations are confidential property of the University and shall not be subject to submission before any internal or external authority or any agent or person on behalf of a student.
CHAPTER XII ANNOUNCEMENT OF RESULTS			
Process of declaration of results	76		The draft results shall be processed through the following stages before its announcement:
		i	Draft results prepared by the Office of Controller of Examinations shall be placed before the Results Scrutiny Panel for review;
		ii	Subsequent to the review, the Controller of Examinations shall announce the provisional results after the approval by the Vice-Chancellor;
		iii	A student may appeal in writing to the Controller of Examinations if any discrepancies are found in the provisional results announced within the time specified; and
		iv	The Registrar shall place the provisional results before the Academic Council and Executive Council for information.
		v	Gracing rules shall be as follows: GMR1 : A student is eligible to get a maximum grace marks of 2% (2/100) in ESA per course provided the student gets the minimum prescribed passing marks in ESA for that course by such grace marks.

			<p>GMR2 : A student is eligible to get a maximum grace marks of 5% (5/100) in ESA for a course provided</p> <ul style="list-style-type: none"> i) The student has failed only that course and passed in all other registered courses of that examination. ii) Gets the minimum prescribed passing mark in that course by such gracing. <p>GMR3 : A student is eligible to get a maximum of 1 % of SGPA (0.1 out of 10) as grace if the student is falling short of the next higher Class provided, grace marks have not been awarded under one of GMR1 or GMR2.</p> <p>GMR4 : A student is eligible to get a maximum grace marks of 2% (2/100) in ISA per course provided the student gets the minimum prescribed passing marks in ISA for that course by such grace marks.</p> <p>GMR5 : The student is eligible to be graced under GMR2 only if grace marks have not been awarded under one of GMR1 or GMR4.</p> <p>GMR6 : Grace marks awarded under GMR1, GMR2 or GMR4 will be recorded in the marks ledger but not be so indicated in the grade card.</p> <p>GMR7 : Grace marks awarded under GMR3 will be recorded in the marks ledger and also indicated as such on the grade card.</p> <p>NOTE: All the above Grace Marks rules are applicable for Odd & Even Regular Semester examinations, where as GMR1 is applicable for Summer Examinations also.</p>
Issue of Grade Cards, Transcripts, and other Certificates:	77	78.1	Every student who has registered for ESA after paying the prescribed examination fees shall be issued a grade card in the prescribed format by the Office of the Controller of Examinations.
		78.2	On request and payment of prescribed fee, the academic transcript, in the prescribed format, shall be issued to a student by the Controller of Examinations.

		78.3	A student, on payment of prescribed fee, if any, may request the Controller of Examinations in prescribed format for any corrections to be incorporated in the Grade card and / or transcript. On verification, the Controller of Examinations shall issue a revised / corrected grade card / transcript.
		78.4	There shall be a provision to issue a duplicate grade card or duplicate degree certificate to a student in case of loss or mutilation, upon submission of application in prescribed format along with requisite documents and payment of fee as specified by the Office of the Controller of Examinations.
Procedure for Leaving the University	78		i A student shall leave the University on completion of his/her studies;
			ii It shall be the responsibility of the student to obtain “No Dues Certificate” from all concerned departments/sections and submit the same to the Registrar for obtaining the “clearance certificate”;
			iii Unless a student has obtained the “clearance certificate” from the Registrar, neither “transcript of academic record” or other documents shall be issued nor security deposit or any amount due shall be refunded;
			iv The refund of security deposit shall be permissible up to a period of ONE year from the date the student leaves the University, after which it shall stand credited to the Endowment Fund of the University; and
			v After successful completion of all the requirements for the award of degree, the Dean Academic Affairs / the concerned Dean of Faculty shall send the report to the Registrar for notification of result. The Controller of Examinations shall subsequently issue the Provisional Degree Certificate and transcript record to the student.
Other Certificates	79		A student shall be eligible to receive other certificates such as study certificate, academic transcripts, course completion certificate and migration certificate from the University on written request in prescribed format and payment of prescribed fee.
Eligibility for the Award of Degree	80		A candidate shall be declared to be eligible for the award of a degree if he/she has:

		i	Credits and grades compliance as prescribed by the concerned Faculty of Study within the stipulated maximum time duration, including Specialization and/or Minor, if any; In case of B.E., B.Arch, M.Tech, MBA and MCA programs a candidate shall earn a minimum of CGPA \geq 5.0 to become eligible for the award of the degree.
		ii	Successful completion of all non-credit mandatory courses;
		iii	Minimum duration requirement as specified by the concerned Faculty of Study;
		iv	No pending disciplinary action; and
		v	No dues of any kind to the University.
Award of Degree	81		After fulfilling the above requirements, the Controller of Examinations shall recommend to the Academic Council for the award of degree to the candidate. The candidate shall be given a Provisional Degree Certificate by the Controller of Examinations, upon successful completion of all requirements, submission of application in prescribed format and payment of prescribed fees. The candidate shall be given a Degree Certificate at the ensuing Convocation, upon successful completion of all requirements, submission of application in prescribed format and payment of prescribed fees.
Bar to claim damages for delay	82		No student shall be entitled to claim any damages, whatsoever from the University on the account of late declaration of result, delay in the issue of grade cards or any other certificates, delay in re-valuation, re-totaling or any other process associated with the examinations or evaluation, or other like cases.
CHAPTER XIII FELLOWSHIP / SCHOLARSHIP / FINANCIAL ASSISTANCE			
Merit Scholarship	83		The merit scholarship may be awarded on a year to year basis for students in various programmes.
		83.1	The BOG shall, on the recommendation of the Academic Council, determine from time to time the number and the value of merit scholarships, if any, to be awarded in each programme.
		83.2	The eligibility criteria for scholarship awards shall be as determined by the Academic Council from time to time.

			The merit scholarship may be awarded on such basis as grade point average. However, during the year of admission, the scholarships may be awarded on such basis as performance in entrance tests and qualifying examination.
		83.3	The Registrar shall make arrangements for the disbursement, maintenance of accounts and keeping of records of the merit scholarships.
Award of Fellowships, Scholarships and Stipends by External Agencies	84		All proposals regarding the offer of fellowships, scholarships and stipends by individuals or external organizations shall be addressed to the Registrar, who may formulate the terms and conditions with the concerned parties, with the approval of the Executive Council.
CHAPTER XIV MAINTENANCE OF ACADEMIC RECORDS			
Maintenance of Academic Records	85	85.1	The office of the Registrar shall maintain a file for each student comprising of the entrance test application (if applicable), copies of test results (if applicable), letter of admission, application for admission, copies of previous academic testimonials and such other relevant documents.
		85.2	The office of the Dean Academic Affairs / the concerned Dean of Faculty shall maintain a file for each student comprising of course registration details, up to date attendance, academic performance and achievements, and such other relevant documents. The Dean Academic Affairs / the concerned Dean of Faculty may choose to maintain such student files in the office of the concerned Departmental/ School Chairperson.
		85.3	The Office of the Controller of Examinations shall maintain a file for each student comprising of examination registration details, up to date academic performance, and such other relevant documents.
Maintenance of Answer Books	86		The answer books of University examinations shall be maintained securely for a period of ONE year from the last day of examinations after which they may be destroyed summarily with the approval of the Vice-Chancellor.
Weeding off of Academic Records	87	i	The admission form of the candidates not selected for admission shall be destroyed by shredding after a period of ONE year of the finalization of admissions, except in cases of disputes;

		ii	The records pertaining to the conduct of entrance examination such as question booklets, answer sheets, correspondence regarding paper setting, etc. shall be destroyed by way of shredding after a period of ONE year from the conduct of entrance test, except in cases of disputes;
		iii	The personal files of the students shall be retained as permanent records, either digitally or in hard copies;
		iv	Subject to any general or special rule or order in this behalf, no University records (including correspondence) connected with the academics shall be destroyed except in accordance with the provisions as given below:
			(a) No academic records (including correspondence) shall be destroyed which are under audit objection till audit objections are settled; (b) No academic records (including correspondence) shall be destroyed for which proceedings are going on in a Court of Law till the case is finalized; and
		v	A list of records proposed to be destroyed shall be prepared by the Dean Academic Affairs / the concerned Dean of Faculty and orders of the Vice-Chancellor shall invariably be obtained before they are destroyed. The academic records to be weeded out shall be destroyed by way of shredding under direct supervision of the Dean Academic Affairs / the concerned Dean of Faculty.
Clarification of Doubts	88		Any doubts arising in implementation of these regulations will be resolved as per the directions of the Vice-chancellor and the decision of the Vice-chancellor will be the final.
AMENDMENTS	89		The regulations listed herein, on approval by the Academic Council and Governing Council, shall be binding on all students enrolled for the Bachelor of Engineering Bachelor of Architecture/ Master of Technology/ Master of Computer Applications degree. The regulations listed herein may be amended, updated, changed through appropriate approval from the Academic Council from time to time and shall be binding on all parties concerned including students, faculty, staff, departments, college authorities.
JURISDICTION	90		All disputes arising from the regulations listed herein must be addressed to the Academic Council. The decision of the Academic

			Council is final and binding on all parties. Any legal issues arising from this set of regulations shall be limited to the legal jurisdiction determined by the location of the College and not that of any other parties.
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Regulations
Governing Master of Business Administration
Programme of
KLE Technological University
2020



KLE Technological University
(Established under Karnataka Act No.22, 2013)

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REGULATIONS GOVERNING MBA PROGRAMME OF KLE TECHNOLOGICAL UNIVERSITY - 2020			
In exercise of the powers conferred by Section-37 of The KLE Technological University Act, 2012 (Karnataka Act 22 of 2013), the Board of Governors hereby approves the following "Regulations Governing MASTER OF BUSINESS ADMINISTRATION of KLE Technological University - 2020", framed and submitted by the Academic Council, as per the resolution no. 12.4 of Board of Governors held on 19-09-2020.			
CHAPTER – I PRELIMINARY			
Short title, extent and commencement	1	i	These regulations shall be called as Regulations Governing Master of Business Administration –2020
		ii	They shall come into force from the date of their approval by the Board of Governors / assent of Chancellor
		iii	These Regulations shall be read in conjunction with the Act, Statutes, Regulations Governing Research Programmes and other notifications of the University.
		iv	These Regulations shall be applicable to the students admitted to KLE Technological University from the academic year 2020-21 onwards. However, the students, who are on the rolls of BVB College of Engineering and Technology before the establishment of the University, shall continue to be governed by the erstwhile regulations of the BVB College of Engineering and Technology and the affiliating university.
Definitions	2		In these regulations, unless the context otherwise requires:
		i.	“Act” means The KLE Technological University Act, 2012 (Karnataka Act No. 22 of 2013);
		ii.	“Board of Governors”, “Executive Council”, “Academic Council”, and “Finance Council”, means respectively the Board of Governors, Executive Council, Academic Council, and Finance Council, of the University.
		iii.	“Campus” means a campus established and maintained by the University.
		iv.	“CGPA”, “SGPA” means respectively Cumulative Grade Point Average and Semester Grade Point Average.
		v.	“Chancellor”, “Pro Chancellor”, “Vice-Chancellor”, “Registrar”, “Controller of Examinations”, “Dean”, and “Departmental Chairperson” mean respectively the

			Chancellor, Pro Chancellor, Vice-Chancellor, Registrar, Controller of Examinations, Dean, and Departmental Chairperson of the University.
		vi.	“ISA” and “ESA” means respectively the In Semester Assessment, and End Semester Assessment of the University.
		vii.	“Committees” means the committees formed by the various authorities and officers of the University.
		viii.	“Convocation” means the convocation of the University, where Degrees, Honorary Degrees, Diplomas, Academic Distinctions, and Certificates are awarded as per requirements of the University.
		ix.	“Course” means one of the units (subject) a Programme of study.
		x.	“Credit” means credit earned by a student after a successful completion of a credited course.
		xi.	“Degree” means a degree awarded by the University with or without Specialization and/or Minor after completion of requirement as stipulated in this regulations.
		xii.	DPGC shall mean the Department Post Graduate Committee of a department.
		xiii.	“Examination Hall” means both the hall where theory examinations are conducted or the laboratory or workshop where practical examinations are conducted.
		xiv.	“Government” means the Government of Karnataka.
		xv.	MBA means Master of Business Administration ie name of the degree awarded after the completion of requirement of post graduate studies in Master of Business Administration.
		xvi.	"Notification" means the notification of the University.
		xvii.	“Prescribed” means prescribed by the rules made by the University under the Act, Statutes, Regulations, and Notifications.
		xviii.	“Programme” or “Programme of study” means a higher education programme pursued for a degree awarded by the University as specified under Section-22(3) of the

			UGC Act.
		xix.	“Department or School” means an entity that offers programme(s) instituted by the University.
		xx.	“Regulations” means the Regulations of the University, notified by the Executive Council.
		xxi.	“Statutes” means the Statutes of KLE Technological University, notified by the Board of Governors.
		xxii.	“Student” means a person admitted to and pursuing a specified Programme of study in the University.
		xxiii.	“Teacher”, “Course Instructor” means respectively a faculty appointed for imparting instruction and research guidance to students in the University and the Teacher instructing a course.
		xxiv.	“University” means the KLE Technological University, Hubballi, established and incorporated under the KLE Technological University Act, 2012 (Karnataka Act No. 22 of 2013).

CHAPTER II COMMITTEES AND DEPARTMENTAL CHAIRPERSON

Departmental/ School/ Centre Chairperson(s)	3	3.1	The Vice-Chancellor shall appoint a whole-time senior Teacher as School Chairperson/ Center Chairperson for each Department/School/Center.
		3.2	The terms and conditions of appointment shall be those contained in the contract of appointment.
		3.3	The School/ Center Chairperson shall oversee the day-to-day affairs of the School/ Center, function as the administrative head of the Department/ School/ Center and perform such other duties as assigned to him/her from time to time.
Admissions Committee	4	4.1	The Admissions Committee shall be constituted by the Vice-Chancellor consisting of:
		i	Registrar – Chairperson
		ii	Coordinator Admission Cell - Member Secretary
		iii	ONE Dean Nominated by the Vice-Chancellor
		iv	ONE nominee of the Executive Council – Member
		v	ONE nominee of the Academic Council – Member

		vi	ONE member from society at large, nominated by the Vice-Chancellor – Member; and
		4.2	The Committee shall meet as often as required, at least TWO times in a year.
		4.3	The Admissions Committee shall be responsible for the:
		i.	notification of intake following reservation policy as applicable
		ii.	conduction/coordination of the entrance test(s), if required
		iii.	preparation of merit list(s),if required
		iv.	arrangement of counseling for candidates, if required
		v.	establishment of equivalency for candidates migrating into the University as per regulation
		vi.	issue of letter of admission; and
		vii.	Such other tasks pertaining to admissions.
		4.4	Equivalence Committee
		i.	Equivalence committee shall be constituted by the Dean Academic Affairs / the concerned Dean of Faculty
		ii.	The Constitution of the equivalence committee shall be as given below: Dean (Academic) Chairperson First year co-ordinator Member Chairman, BOS of the department to which candidate is seeking Admission Member
		iii.	Committee shall examine the courses already studied by the student, the syllabi thereof and the examinations passed
		iv.	Committee shall examine and permit admission to an appropriate Semester of the relevant programme of study on the basis of equivalency.
		v.	The committee may also, if deemed necessary, conduct a proficiency test to determine the transfer of credits and course(s) from which the student may be exempted
		vi.	The committee may also recommend extra credit to be

			earned by the student
		vii.	The committee shall meet as and when required.
		4.5	Central Steering Committee (CSC)
		i.	The constitution of CSC shall be Vice-Chancellor Chairman, Deans, HoDs and Cell Coordinators will be Members and Senior faculty nominated by the Vice Chancellor shall be member coordinator.
		ii.	<p>The CSC has the following functions</p> <ol style="list-style-type: none"> 1. To formulate the strategic policies in the following areas: <ul style="list-style-type: none"> • Facilitating highest student success • Creation of learner-centered environment • Support services beyond curriculum • Requirements of Human resources • Institution image building • Value based administration • Infrastructure planning and management • Interaction with other departments, cells/committees and stakeholders 2. To prepare strategic plans to pursue the above referred policies 3. To guide all the cells/committees towards implementation of policies 4. To conduct regular meetings to monitor the working of various cells/committees 5. To evaluate performance of each cell/committee vis-à-vis customer expectations <p>The committee shall meet once as per direction of Vice Chancellor</p>
		4.6	Department Postgraduate Committee (DPGC) There shall be a Department Postgraduate Committee for each Department offering a postgraduate academic programs.
		i.	<p>It shall have the following members:</p> <ol style="list-style-type: none"> 1. Head of Department , Chairman 2. Two Professors (by rotation for one year) 3. Two Associate Professors (by rotation for one year) 4. Two Assistant Professors (by rotation for one year)

			<p>The DPGC shall perform the following functions:</p> <ol style="list-style-type: none"> 1. Monitor the conduct of courses offered by the department 2. Ensure academic standard and excellence of the courses offered by the department 3. Oversee the evaluation of each course offered by the department 4. Develop and revise the curriculum based on past experience and to recommend the same to the BoS 5. Review of examination results (CIE and SEE) and moderate (in consultation with the course instructor) where necessary to ensure fair assessment.
Fee Fixation	5		There shall be two types of seats programme of study offered by the University, namely,
		i	Government Quota: For 40% of seats reserved for students of Karnataka under Section-9 of the Act, the fees shall be fixed by the Fee Regulation Committee constituted by the Government of Karnataka. The reservation policy of the Government shall be applicable only for these seats;
		ii	University Quota: For the remaining 60% of seats, the fees shall be prescribed by the Finance Council with the approval of the Board of Governors;
Departmental Curriculum Committee(s)	6		The Dean Academic Affairs / The concerned Dean of Faculty shall constitute Departmental Board of Studies with the approval of the Academic Council.
		6.1	A Departmental Board of Studies shall comprise of the following members:
		i	Concerned Head of the Department/ School/ Center – Chairperson;
		ii	ONE Professor, ONE Associate Professor and ONE Assistant Professor from the Department, nominated by the Dean Academic Affairs/ the concerned Dean of Faculty – Members
		iii	TWO Subject experts from outside the University nominated by the Vice-Chancellor
		iv	TWO representative from industry corporate sector/ allied area relating to placement nominated by the Vice-

			Chancellor
		v	ONE Post-graduate meritorious alumnus nominated by the Vice-Chancellor
		vi	ONE Student Member representing each of the program offered by the Department/ School/ Center and nominated by the Vice-Chancellor
		6.1.1	The concerned Chairman of Board of Studies may invite additional experts to the Departmental Board of Studies as deemed fit with permission from Dean(AA)
		6.2	A Departmental Board of Studies shall:
		i	Meet at least once a year, sufficiently before the commencement of academic year
		ii	Approve the Programme Educational Objectives (PEOs) as and when felt required, which are prepared after following due process. Prepare detailed curricula and syllabi as per Program / Course outcomes of concerned Programmes and with evaluation scheme and submit to the Academic Council for approval and publication;
		iii	Revise the curricula and syllabi from time to time and submit to the Academic Council for approval and publication.
		6.3	The Dean Academic Affairs / The concerned Dean of Faculty, may in cases of urgency, obtain the opinion of a Departmental Board of Studies by circulation of any proposal among the members of the Committee. Such opinion, together with the action taken thereon, shall be communicated to all the members.
		6.4	The Dean Academic Affairs / The concerned Dean of Faculty shall reconstitute a Departmental Board of Studies once every THREE years under normal circumstances and under extenuating circumstances, if deemed fit, he/she may reconstitute the Departmental Board of Studies before the expiry of its term with the approval of the Academic Council.
Board of Appointment of Examiners and Board of Examiners	7		The Dean Academic Affairs / The concerned Dean of Faculty as chairman and the head of the Scholl/ Department, one Senior Professor nominated by Dean Academic Affairs and Controller of Examination shall constitute Board of Appointment of Examiners (BOAE)

			and BOAE shall appoint the Chairman and the members of Board of Examiners (BOE) as stated below
		7.1	A Board of Examiners shall comprise of the following members:
		i	One Senior Professor shall be the Chairman of Board of Examiners (BoE)
		ii	ONE nominee from each programme of the concerned Departmental/ School/ Center Board of Studies - Member;
		iii	ONE external member from institutions of repute nominated by the Vice-Chancellor - Member;
		iv	Departmental/ School/ Center Chairperson – Member Secretary; and
		v	ONE Senior Teacher nominated by Dean Academic Affairs/ The concerned Dean of Faculty.
		7.2	The Board of Examiners shall:
		i	Make arrangements for setting of the question papers for various courses for which examinations are being conducted at the University;
		ii	Make arrangements to scrutinize the question papers for quality, standard, appropriateness, syllabus coverage and marks distribution;
		iii	Make arrangements to scrutinize the evaluation scheme and solutions for completeness, accuracy, appropriateness, and marks distribution;
		iv	Recommend to the Controller of Examinations suitable persons for the appointment as examiners, question paper setters, evaluators and moderators. Question paper setters shall have taught the concerned subject at least once or be an expert in that field. However, in case of emergency, the Controller of Examinations may appoint suitable persons as examiners, question paper setters, evaluators and moderators with the approval of the Dean Academic Affairs / The concerned Dean of Faculty; and
		v	Meet before the commencement of every examination.
		7.3	BOAE shall reconstitute the Board of Examiners once every THREE years under normal circumstances and under

			extenuating circumstances, if deemed fit, Dean Academic Affairs / The concerned Dean of Faculty may reconstitute the Board of Examiners before the expiry of its term.
Examination Squad	8		The Controller of Examinations shall appoint an Examination Squad, if required, to ensure that the examinations are held as per the code of conduct. At least one member of the Squad shall be a woman. The Chief of the Squad shall submit a report to the Controller of Examinations on the conduct of examination on a daily basis, in addition to a consolidated report at the conclusion of examinations.
Results Scrutiny Panel	9		The Vice-Chancellor shall constitute a Results Scrutiny Panel for the finalization and approval of the results of examinations before announcement.
		9.1	The Results Scrutiny Panel shall consist of the following members:
		i	Vice-Chancellor or his/her nominee – Chairperson;
		ii	ONE nominee of the Academic Council - Member;
		iii	Registrar – Member;
		iv	Dean Academic Affairs/ The concerned Dean of Faculty– Members; and
		v	Chairpersons of Department/ School/ Center
		vi	Controller of Examinations – Member-Secretary.
		9.2	The Results Scrutiny Panel shall:
		i	Review the report of the Controller of Examinations pertaining to the results;
		ii	Validate the statistics of the results placed by the Controller of Examinations;
		iii	Scrutinize and finalize the results of every examination, with or without moderation;
		iv	Review the answer books in extreme cases (erratic valuation/ out of syllabus questions) based on complaints, if deemed necessary; and
		v	Meet before the announcement of results.

		9.3	The Vice-Chancellor shall reconstitute the Results Scrutiny Panel once every THREE years under normal circumstances and, if deemed fit, he/she may reconstitute the Results Scrutiny Panel before the expiry of its term.
Examinations Malpractice Review Committee	10		The Vice-Chancellor shall constitute an Examinations Malpractice Review Committee for reviewing and recommending suitable actions on the reported cases of malpractice.
		10.1	The composition of the committee shall be:
		i	The Vice-Chancellor or his/her nominee – Chairperson;
		ii	Dean Academic Affairs / The concerned Dean of Faculty-Member;
		iii	ONE Departmental Chairperson nominated by the Vice-Chancellor – Member;
		iv	Controller of Examinations – Member-Secretary;
		v	ONE member at the level of professor nominated by the Vice-Chancellor, a woman if no other woman member is present – Member.
		10.1.1	Chairperson of the Committee may invite the concerned Departmental Chairperson or any other Teacher as deemed necessary.
		10.2	The Examinations Malpractice Review Committee shall:
		i	Review and inquire into cases of malpractice or indiscipline during examinations reported by the Controller of Examinations and recommend suitable action and penalties, if any;
		ii	Meet after the conduct of every examination if there are cases of reported malpractice or indiscipline.
		10.3	The Vice-Chancellor shall reconstitute the Examinations Malpractice Review Committee once every THREE years under normal circumstances and under extenuating circumstances, if deemed fit, he/she may reconstitute the Examinations Malpractice Review Committee before the expiry of its term.

CHAPTER III ADMISSION			
			Admission to the University shall normally be made at the commencement of each academic year for various programmes of study except in research programmes. The dates for advertisement, entrance examination, if any, counseling, the Registrar shall notify admission, registration, commencement of classes, and other details for the academic session, from time to time.
Eligibility for Admission	11		The minimum qualification for admission to each programme of study shall be as prescribed by the Academic Council (In routine programs shall be as per notification from the state government / statutory bodies from time to time, which shall be notified by the Registrar in the Admission Brochure. However, the following provisions shall be considered while specifying the eligibility for admission to various programmes:
		i	In case of SC / ST / OBC candidates, there shall be a relaxation of a specified percentage in the prescribed minimum marks or equivalent in the qualifying exam as per Government norms;
		ii	The candidate shall have passed the qualifying examination as required for the programme on or before the date of admission which shall be duly supported by provisional certificate issued by competent authorities.
Admission Process	12		The admission process for various programmes shall be as follows:
		12.1	A candidate seeking admission under the Government Quota shall follow the procedures of the Post Graduate Common Entrance Examination as notified by the Government of Karnataka from time to time.
		12.2	A candidate seeking admission under the University Quota shall appear for the entrance test conducted by the University or by the recognized Entrance Examination authorities such as KEA/CMAT/MAT/CAT.
		12.2.1	University may conduct Counseling for admissions based on the rankings in the entrance test (if conducted) or directly admit the candidates allotted by the central counseling conducted by the Examination Authorities: such as KEA/CMAT/MAT/CAT as per norms or any other as permitted from time to time.

		12.3	Candidates who have passed a qualifying examination not conducted by the Government of Karnataka or University shall submit the eligibility and migration certificate in original for admission to a programme of study.																												
		12.4	NRI/PIO/FN seeking admission to a programme shall apply separately with equivalency/ eligibility/migration certificates along with passport/visa/clearance/NOC from concerned bodies to the Admissions Committee.																												
		12.5	Admission shall be subject to the candidate being certified medically fit by a registered medical practitioner recognized by the University for the purpose.																												
		12.6	Each applicant shall be required to submit a Character Certificate from the head of the institution last attended.																												
Refusal and Revoking of Admission	13	13.1	A candidate may be refused admission if he/she is found to have indulged in acts of indiscipline or unlawful demonstrations and the like. Candidates who have been expelled/ rusticated/ debarred from other institutions shall not be admitted.																												
		13.2	The Vice-Chancellor reserves the right to refuse admission to a candidate whose admission, in his/her judgment, is not in the interest of the University by recording the reasons for such refusal.																												
		13.3	If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the letter of admission or has submitted forged or invalid documents, the Admissions Committee may revoke the admission of the candidate and report the matter to the Registrar.																												
Intake	14	14.1	Intake shall be as recommended by the Academic Council and approved by Board of governors																												
Student Registration Number	15	Each student shall be assigned a 12-character alphanumeric Student Registration Number (SRN) upon confirmation of admission as per the following scheme:																													
		<table border="1"> <thead> <tr> <th>Field</th> <th>Campus</th> <th>Full/Part time/ Distance</th> <th>Faculty</th> <th>Year of admission</th> <th>Level of programme</th> <th>Department</th> <th>Serial Number</th> </tr> </thead> <tbody> <tr> <td>Length</td> <td>2</td> <td>1</td> <td>1</td> <td>2</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>Code</td> <td>2-digit</td> <td>F/P/D</td> <td>1-letter</td> <td>2- digit</td> <td>1- letter</td> <td>2- letter</td> <td>3- digit</td> </tr> </tbody> </table>						Field	Campus	Full/Part time/ Distance	Faculty	Year of admission	Level of programme	Department	Serial Number	Length	2	1	1	2	1	2	3	Code	2-digit	F/P/D	1-letter	2- digit	1- letter	2- letter	3- digit
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			For example, 01FM20MBA001 is the Student Registration Number of the student who joined campus 01, as a Full-time student, in Faculty of Management, in the year 2020, for Master of Business Administration program of study with the serial number 001. The letter codes for various faculties and programmes of study shall be indicated in the corresponding guidelines approved by the Academic Council.
Transfer/ Migration of Students	16	16.1	Transfer/migration to a programme of study shall be possible for candidates from other recognized universities or institutions, as decided by the Admissions Committee, subject to availability of seats.
		16.2	A candidate may be admitted to an appropriate Semester of the relevant programme of study on the basis of equivalency. To establish the equivalency or otherwise, a committee shall be constituted by the Dean Academic Affairs / the concerned Dean of Faculty to examine the courses already studied by the student, the syllabi thereof and the examinations passed. The committee may also, if deemed necessary, conduct a proficiency test to determine the transfer of credits and course(s) from which the student may be exempted.
		16.3	Such a candidate shall submit a “No Objection Certificate” from the previous university or institution
		16.4	The fee structure shall be decided by the Admissions Committee for transfer/migration of a candidate to the University at the time of transfer/migration and shall be binding for his/her remaining minimum duration of the programme.
		16.5	A student applying to migrate to another university or institution may be permitted to do so provided (i) the student submits a consent letter from the other university or institution; (ii) the student obtains a clearance from the Dean Academic Affairs / the concerned Dean of Faculty of the University; (iii) the student has no dues to the University; and (iv) the student pays the prescribed fees for his/her remaining minimum duration of the programme
		16.6	Any scholarship or financial assistance awarded to a student migrating out of the University shall automatically stand terminated with effect from the date of approval of

			<p>migration. Further, the University reserves the right to recover any scholarship or financial assistance already given to such a student before approval of migration.</p>
Temporary withdrawal from the programme	17	17.1	<p>A student may be permitted by the Registrar to withdraw from a programme for reasons of ill health or other valid reasons for a period of one academic year, after providing sufficient documentary evidence. Such a student seeking temporary withdrawal shall apply to the Registrar in the prescribed format.</p> <p>A student may also be permitted to withdraw temporarily from the program for a period of one year to do internship.</p> <p>Students who opt for 'Temporary Withdrawal' from the Semester(s) are not allowed to register for Summer Semester.</p> <p>The maximum period as defined in para 19 shall include the period of withdrawal.</p>
		17.2	<p>A student may be permitted only once during his/her programme of study to avail this provision.</p>
		17.3	<p>Any scholarship or financial assistance awarded to a student temporarily withdrawing from the University shall automatically stand terminated with effect from the date of approval of withdrawal. Further, upon rejoining, the eligibility of the student for the scholarship or financial assistance shall be re-evaluated with no guarantee of automatic renewal.</p>
		17.4	<p>A student who has temporarily withdrawn from the University may apply in the prescribed format for resumption of the programme of study. On approval, such a student shall be treated as a regular student for meeting the academic requirements and shall not be required to pay the fees for the period of withdrawal.</p>
		17.5	<p>A student who has temporarily withdrawn from the University and fails to apply for resumption of the programme of study, at the end of the approved period of temporary withdrawal, shall be deemed to have withdrawn permanently from the University. Such students are liable to pay the prescribed fees for the remaining minimum duration of the programme.</p>

Permanent withdrawal from the programme / University	18	18.1	The Registrar may permit a student to withdraw from a programme permanently. Such a student seeking permanent withdrawal shall apply to the Registrar in the prescribed format.
		18.2	The student discontinuing from a programme shall pay the balance fees for his/her remainder minimum duration of the programme.
		18.3	Any scholarship or financial assistance awarded to a student permanently withdrawing from the University shall automatically stand terminated with effect from the date of approval of withdrawal. Further, the University reserves the right to recover any scholarship.
CHAPTER IV PROGRAMMES OF STUDY AND STRUCTURE			
Programmes of Study and duration	19		The University shall offer this programme of study representing different specializations, in accordance with the spirit of a university.
		19.1	The minimum duration of Management programme shall be two years and the maximum duration shall be twice the minimum duration. The maximum duration of the programme shall be twice the minimum duration above which the candidate shall deemed to be discontinued from the programme.
		19.2	The level of a programme of study is based on the qualification of a student at the entry level.
		19..3	A candidate shall be eligible for admission to a MBA programme after passing any Bachelor's degree (10+2+3), KMAT compulsory.
		19.4	The University shall notify, from time to time, the list of Specializations offered.
Structure of a programme	20	20.1	Each academic year shall consist of two regular semesters, Semester I and II, Semester III and IV and a fast track (Summer) Semester.
		20.2	Activities in a term shall include teaching, learning, examination and evaluation.
		20.3	The duration of each regular semester will be around sixteen weeks. However, the fast-track semester shall be normally for duration of EIGHT weeks. Semester I/III normally shall be from August-October, Semester II/IV

			<p>normally shall be from November-January each year. Fast-track semester normally shall be during June-July each year. Sometimes due to delay in admission formalities, if the First semester (for fresh students) is delayed by few days, the subsequent Second and Third semester may be correspondingly delayed.</p> <p>It would be desirable to have 90 teaching days per semester excluding examinations.</p>
		20.4	The Registrar shall notify the calendar of events of programme from time to time.
		20.5	<p>A student shall register for all the courses offered in semester for the first time</p> <p>A letter grade shall be awarded to each registered course at the end of the Semester after following the prescribed evaluation process.</p>
		20.6	The number of credits and grades a candidate has earned shall measure a student's progress and performance. Based on the course credits and grades obtained by the student, the grade point average shall be calculated. The student shall earn a specified minimum number of credits for the programme of study in order to qualify for the award of degree.
Credit system	21		Semester-wise credit-based system shall be followed in MBA programme of study.
		21.1	<p>Generally, credits shall be assigned to each course in a programme of study based on the following pattern:</p> <ul style="list-style-type: none"> a) Lectures: One lecture hour per week shall be assigned one credit b) Tutorials: Two tutorial hours per week shall be assigned one credit c) Practicals: Two laboratory hours per week shall be assigned one credit. Not more than three credits may be assigned to a practical course having only laboratory component. The courses having three hours of contact every alternate week shall have one credit only d) Mini-projects, Minor-projects, Seminars, Projects (If any): Three contact and preparation hours per week shall be assigned one credit e) Dissertation : Three contact and preparation hours per week shall be assigned one credit

			<p>f) Self Study: 4 student hours/ week/ Semester shall be assigned one credit. Total of Self study credits shall not exceed 12% of the total credits required for completion of a program. This shall be part of core courses including lab and program electives only. The assessment of self-study component shall be through continuous internal evaluation only and schemes of evaluation shall be decided by DPGC.</p>
		21.2	<p>The course credits for each course shall be given as L-T-P. For example, 3-1-0 will mean that it is a lecture based course and has 3 lectures, 1 tutorial, and no practical assigned to it. Similarly, a course with 0-0-2 means that it is a practical course with 4 hours of class work. Credits will be assigned to seminar, dissertation, project etc. under the practical component.</p> <p>Example: Course 20MBAE823 Modeling; 4 credits (2-0-2). The hours for this course are computed as follows:</p> <p>2 credits = 2 hours/week lectures 0 credit = 0 hours/week tutorial 2 credits = $2 \times 2 = 4$ hours/week practicals Total = $2 + 0 + 4 = 6$ hours</p> <p>Total contact hours for the course = (2 h Lectures + 0 h Tutorial + 4 h Practical) per week = 6 contact hours per week for 16 weeks.</p> <p>For each lecture or tutorial credit, the self-study component is 1-2 hours /week (for 100-300 level courses) and 3 hours /week (for 400-600 level courses). The self-study component for practicals is 1 hour for every two hours of practicals per week. In the above example, the student is expected to devote a minimum of $2 + 2 = 4$ hours per week on self-study in addition to class contact hours.</p>
		21.3	<p>The number of credits required to be earned for a MBA programme shall be calculated at an average of TWENTY/TWENTY FOUR credits per regular Semester with a margin of + 2.5%. For example, a 2-year MBA programme shall comprise of four regular semesters and therefore require $22 \times 4 = 88$ credits, the minimum being 88 and the maximum being $88 \times 1.025 = 90$ credits.</p> <p>Minimum credits to be earned for the award of degree shall be 88.</p>
		21.4	<p>A full-time student shall normally register for TWENTY TWO credits in a regular Semester. However, the minimum number of credits for which a student shall</p>

			register is 20.
		21.5	A full-time student may be permitted to register for a maximum of TWENTY FOUR credits during a regular Semester.
		21.6	Every course of study normally runs for the full length of a Semester.
Category of courses	22	22.1	Generally, various Courses to be offered in programmes of study shall be categorized into the following types, however on the recommendation and approval of appropriate bodies the new type of courses may be introduced from time to time depending upon the requirement of program and innovations in teaching – learning process:
		22.1.1	<i>Professional Core Courses (PC):</i> Professional Core courses constitute the core of the programme of study. Core courses shall be in the range 55-60 credits.
		22.1.2	<i>Elective Courses (EC):</i> Elective courses offer a choice of advanced or specialized courses related to the programme of study. They enable students to specialize in a domain of interest or tune their learning to suit career needs and current trends.
		22.1.3	<i>Internship, Research or Project Work (PW):</i> These are intended to enhance the student’s practical knowledge and exposure to research and industry. The credits for this category may be around 25 credits. Project work shall normally be carried out in regular Semesters.
		22.1.4	<i>Non-credit courses:</i> A few courses, may not be assigned credits. Such courses shall be referred to as non-credit (NC) courses, and may be mandatory in a study.
		22.1.5	Programme of study may have additional requirements such as internship and residency.
Audit courses	23		A student may be permitted to take any number of audit courses over and above the graduation requirements for learning a subject.
CHAPTER V CURRICULA AND SYLLABI			
Curricula and Syllabi	24		The curriculum of every programme of study offered by the University is intended to provide not only the right balance of broad-based and in-depth knowledge but also

			aptitude for life-long learning.																								
		24.1	Medium of instruction shall be English, except in those Faculties where other languages are permitted by the Academic Council.																								
		24.2	The detailed curriculum and syllabus for the programme of study shall be framed by the Departmental/ School Board of Studies with approval of the Academic Council and shall be notified from time to time.																								
Course code	25	25.1	Every course shall be assigned a course code, using nine alphanumeric characters as under:																								
			<table border="1"> <thead> <tr> <th>Field</th> <th>Year</th> <th>Faculty</th> <th>Programme of study</th> <th>Type of Course</th> <th>Level</th> <th>Serial Number</th> </tr> </thead> <tbody> <tr> <td></td> <td>2</td> <td>1</td> <td>2</td> <td>1</td> <td>1</td> <td>2</td> </tr> <tr> <td>Code</td> <td>2-digit</td> <td>1-letter</td> <td>2-Letter</td> <td>1 - Letter</td> <td>1-9</td> <td>2 - digit</td> </tr> </tbody> </table>				Field	Year	Faculty	Programme of study	Type of Course	Level	Serial Number		2	1	2	1	1	2	Code	2-digit	1-letter	2-Letter	1 - Letter	1-9	2 - digit
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Code	2-digit	1-letter	2-Letter	1 - Letter	1-9	2 - digit																					
		25.2	A digit shall be assigned for each course depending on the level of course as:																								
		i	<p>Levels 7-9 shall be reserved for research courses, Master's and Ph.D. research work, and the like.</p> <p>Example 20MBAC801: is a course introduced or revised in 2020, in the faculty of Management, in Business Administration, which is a Core Course, in the second year, with a course number of 01</p>																								
Teaching / Learning methods	26		<p>The majority of courses shall be in the form of assisted teaching/learning through direct contact or online or hybrid with the exception of Project Work and Internship. To enrich the student experience, the teaching / learning may include guest lectures, field trips, mini projects, self-study and so on. Teachers may use state-of-the-art knowledge dissemination tools.</p> <p>To enrich the student experience, the teaching / learning may include any of the following methods:</p> <p>1. Lectures with active learning</p> <p>This method is used for large number of courses in the program. To make it more impactful several active learning practices are used by the faculty.</p> <p>2. Tutorials and group discussions</p> <p>Tutorials are used in the courses where students need more practicing of application of the concepts and also</p>																								

		<p>need practicing in the numerical problem solving in different contexts. Students also get an opportunity to clarify their doubts in the course.</p> <p>3. Laboratory work with cooperative learning The laboratory experience has been enhanced by categorizing the experiments as</p> <ol style="list-style-type: none"> a. Demo Experiments b. Exercise experiments c. Structured enquiry experiments d. Open-ended experiments <p>This categorization helps to achieve all the elements of outcome (b): Design of experiments, conduct of experiment, analysis and interpretation of data.</p> <p>4. Field work or relevant industry exposure In few of the courses, to give a better feel of the concepts or engineering practices fieldwork is assigned to the students</p> <p>5. Group projects with co-operative learning Group projects like course projects, mini projects and capstone projects create integrating experience for the students. They particularly give opportunity for the students to enhance professional competencies like team orientation, communication, lifelong learning etc., that are reflected in the outcomes. Projects challenge the students to work on complex engineering problems and take him through the whole process of problem solving.</p> <p>6. Course projects Course projects also help the students to understand the concepts learnt in a course and application of concepts in different contexts.</p> <p>7. Directed self learning tasks The activities like Semester paper writing, seminars give the student capability to develop lifelong learning skills</p> <p>8. Online or MOOC courses Selected online / MOOC courses either independent or as part of project work give the</p>
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			<p>students exposure to international best practices and help in developing self-confidence.</p> <p>Apart from this the programme may offer</p> <ol style="list-style-type: none"> 1. Internship Project 2. Courses offered from different centers 3. Seminars 4. Rural immersion <p>Note : Faculty can adopt the above teaching learning methods along with others not listed above, however if methodologies involves evaluation of students, then students should be made aware of this at the start of Semester in which it is being adopted with the approval of DPGC.</p>
Course instructor / Course coordinator	27		<p>A Teacher who is teaching a particular course shall be referred to as the course instructor for that course. If a course is taught by more than one Teacher in the same Semester, it shall be coordinated by one of the Teachers designated as the course coordinator. He/she has the responsibility for framing the course policy, which includes lesson plan, coverage, assignments, quizzes, tests, practicals, and other evaluation processes.</p>
CHAPTER VI			
REGISTRATION AND ATTENDANCE			
Registration for courses	28		<p>In each Semester, an eligible student shall register for the courses he/she intends to study. Only registered students shall be allowed to attend the classes of those courses.</p>
		28.1	<p>Students shall register for the courses to be studied in a particular Semester as per schedule specified by the Dean Academic Affairs / the concerned Dean of Faculty, except for the courses in the first Semester. Registration for the first Semester of a programme shall be a part of admission process.</p>
		28.2	<p>Registration process, either online or offline, shall consist of the following steps:</p>
		i	<p>Meeting with the course coordinator, if required, to verify prerequisites;</p>
		ii	<p>Enrolment of students for different courses offered by particular Teachers;</p>

		iii	Payment of prescribed tuition fees and other dues.
		28.3	A student who obtains “F” or “W” grade(as defined in section 63 later) in a course other than elective (EC category) shall re-register for the same course when offered next. A student who obtains “F” or “W” grade in an elective course shall have an option of repeating the same elective course when offered next or register for any other elective course in the EC category.
		28.4	If a student fails to register for course(s) during a Semester without intimation to the Dean Academic Affairs / the concerned Dean of Faculty, his/her admission shall be liable to be cancelled.
		28.5	The Dean Academic Affairs / the concerned Dean of Faculty under exceptional circumstances may permit late registration.
		28.6	For re-registration, late registration, adding/dropping of courses, a fee may be charged as notified from time to time.
Registration record	29		The student shall ensure that the registration details are entered on the registration record which may be maintained on-line. Queries related to registration shall be considered only when accompanied by the original registration record. This record shall be preserved until the student receives the Semester grade card.
Registration validation	30		Before the first day of classes, every student shall validate his registration either on-line or at the department/School office. Students who do not validate their registration shall not be permitted to add/drop courses.
Minimum student enrollment in a course	31		A course shall be offered if a minimum number of students have registered for that course, as specified by the Dean Academic Affairs / the concerned Dean of Faculty. Under special circumstances, a course may be offered with fewer students, with the prior permission of the Vice-Chancellor. Courses without the minimum registrations on the last date for adding/dropping of courses shall not be offered. The students who registered for such courses shall be given additional time for registering for alternate courses.
Add/Drop, audit	32	i	Add/Drop: A student may add or drop one or more

and withdrawal from courses			course(s) before the deadline with the approval of the Dean Academic Affairs / the concerned Dean of Faculty, upon payment of additional fees, if any.
		ii	Withdrawal: A student may withdraw from a course before the deadline specified for the purpose, with the approval of the Dean Academic Affairs / the concerned Dean of Faculty. A withdrawal grade shall be awarded in such case(s).
		iii	Audit: A student may change a credit course to an audit one before the deadline specified for the purpose, with the approval of the concerned Dean of Faculty.
Registration for Summer Semester	33	33.1	A student may be permitted to register for a maximum of 28 credits during a Summer Semester.
		33.2	A student may register for courses in Summer Semester without any additional fees provided he/she has not registered for the same courses earlier and there is vacancy in those courses. Such a student shall pay the prescribed fees for the minimum duration of the programme, notwithstanding the number of credits to be earned during the final year / Semester.
		33.3	A student who registers for a course in the Summer Semester on account of failure, withdrawal or any other form of discontinuance shall pay additional fees as prescribed from time to time.
Attendance	34		Attendance is the physical presence of the student in the class. Students shall make every effort to attend all classes, laboratory / practical and other sessions.
		34.1	Every Teacher handling a class or tutorials or laboratory / practical session shall take attendance till the last instruction day in the Semester. The students shall be informed about their attendance status periodically by the department so that the students get advance notice to make up any shortage in attendance.
		34.2	A student shall maintain the prescribed minimum attendance in each individual course, as specified in the guidelines for the programme of study. Without the minimum attendance in a course, the student shall be ineligible to appear for the End Semester Assessment in that course. Such a student shall be awarded "FA" grade in that course and he/she shall register for and repeat the

			course when offered next.
		34.3	If a student is, absent from the University for more than SIX weeks without permission of the Dean Academic Affairs / the concerned Dean of Faculty, his/her registration is liable to be cancelled.
Condoning Attendance Shortage	35		In rare and genuine cases, the Vice-Chancellor may condone a shortage of attendance to a maximum extent of 10% on the recommendation of the Dean Academic Affairs / the concerned Dean of Faculty.
CHAPTER VII			
EXAMINATION SYSTEM			
Controller of Examinations	36		The Controller of Examinations shall be responsible for the conduct of examinations of all the courses of all the programmes of the University, and all other matters incidental thereto and ancillary therewith, under the supervision and monitoring by the Vice-Chancellor. The Controller of Examinations shall:
		i	Supervise the day-to-day activities concerning examinations of the University;
		ii	Convene the meetings of the Authorities of the University for which he/she is the Member-Secretary, on the approval of the Vice-Chancellor;
		iii	Arrange for the preparation and notification of examination time table from time to time;
		iv	Supervise the registration of students for End Semester Assessment, if applicable;
		v	Appoint the required number of officials and staff for the conduct of examinations, with the approval of the Vice-Chancellor;
		vi	Prepare detailed guidelines for the duties and responsibilities of various officials and staff connected with examinations;
		vii	Convene meetings of all the concerned officials and staff from time to time, to explain to them their duties and responsibilities pertaining to the examinations;
		viii	Obtain help from local authorities to maintain law and

			order for the conduct of examinations, if necessary;
		ix	Arrange for the issue of grade cards, transcripts, provisional degree certificates, degree certificates, migration certificates and so on to the students;
		x	Maintain utmost secrecy while preparing and maintaining the confidential materials, bills, and proceedings;
		xi	Recommend the remunerations, if any, connected with the examination work, to the Finance Council for consideration and further action;
		xii	Make arrangements for maintenance of stock, accounts, records, and statistics of the Office of the Controller of Examinations and for annual stock verification;
		xiii	Submit the infrastructural requirements of the Office of the Controller of Examinations as and when required to the Registrar for consideration and further action; and
		xiv	Prepare the budget for the Office of the Controller of Examinations and place it before the Finance Council for its consideration.
		xv	Apart from what is said here the Controller examination shall strictly implement what is stated in the examination process approved by appropriate authority and will take steps to maintain all secrecy and confidentiality of examinations.
Deputy Controller of Examinations	37		Deputy Controller of Examinations, if any, shall assist the Controller of Examinations for the conduct of examinations and all other matters incidental thereto and ancillary therewith.
Chief Superintendent	38		The Controller of Examinations shall appoint a Chief Superintendent from amongst the senior Teachers of the University during each Semester to assist him/her for the conduct of examinations, with the approval of the Vice Chancellor.
		38.1	One Chief Superintendent shall be appointed for each examination center.
		38.2	The Chief Superintendent shall:
		i	Arrange for the required materials (e.g. answer books, drawing cards, data handbooks and other stationery) for the conduct of examinations, and supply of the same to

			the students, as necessary;
		ii	Arrange for and appoint the required personnel for the conduct of examinations, with the approval of the Controller of Examinations;
		iii	Arrange for the seating of students and notify the seating arrangements;
		iv	Be available at the examination center during the examinations; and
		v	Discharge any other responsibility assigned by the Controller of Examinations from time to time.
Additional Chief Superintendent(s)	39		The Controller of Examinations shall appoint Additional Chief Superintendent(s), if necessitated by the number of students registered for the examination, from amongst the senior Teachers of the University, with the approval of the Vice Chancellor. The Additional Chief Superintendent(s) shall perform similar duties as those of the Chief Superintendent.
Deputy Chief Superintendent(s)	40		The Controller of Examinations shall appoint Deputy Chief Superintendent(s), from amongst the senior Teachers of the University, with the approval of the Vice Chancellor, if required. The Deputy Chief Superintendent(s) shall assist the Chief Superintendent in the conduct of examinations.
Invigilators	41		The Chief Superintendent shall appoint the required number of Invigilators for all blocks where examinations are held, as required.
Group Invigilators	42		The Chief Superintendent shall appoint the required number of Group Invigilators for the coordination and supervision of a group of invigilators, as needed. In case of emergency, a Group Invigilator may relieve an invigilator for short intervals.
Obligation to perform the examination work	43		Any person, who is entrusted with any kind of examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examinations, printing of question papers and answer books, tabulation, preparation of grade cards and all such activities incidental thereto and connected therewith, shall discharge such duties prudently and with utmost integrity for ensuring high academic standards.

		43.1	If any person who has been allotted any kind of examination work is found to be guilty of breach of duties or involves in any misbehavior and/or misconduct, disciplinary action shall be taken against him/her as per the rules of the University.
		43.2	No employee of the University shall accept the assignment of taking part in the conduction of examinations and all such activities incidental thereto and connected therewith, whenever his/her kith and kin are appearing for the examinations.
Errors committed by an examiner	44		Disciplinary action shall be initiated by the Controller of Examinations against an examiner, who has committed error(s) in the work pertaining to examinations, as per the rules of the University.
Remuneration	45		Remuneration for different assignments in the examination shall be proposed by the Controller of Examinations from time to time and recommended by the Finance Council for the approval by the Board of Governors. External examiners shall be entitled for TA/DA. All work relating to ISA, ESA and all other matters incidental thereto and ancillary therewith, with or without remuneration shall be deemed to be a part of normal duty of every employee of the University.
Assessment	46		<p>The University shall follow a combination of In-Semester Assessment (ISA) and the End-Semester Assessment (ESA) for assessing the performance of a student in each course. The ISA and ESA components for each course shall be conducted as per the calendar of events and the time-table specified from time to time. The Teacher shall notify the weights of ISA and ESA components in the total marks for a course in the lesson plans as per the approval of Board of Studies. A student shall be awarded a letter Grade for every course at the end of the Semester, indicating the level of performance, considering the scores in both ISA and ESA.</p> <p>The assessment for theory courses carrying ISA and ESA components will be done on Relative Grading system. Other courses will be assessed by absolute grading system. List of courses assessed by Absolute Grading system is as follows:</p> <ul style="list-style-type: none"> • Laboratory Courses. • Courses with enrolment less than 30. • Industry Visit and Lecture / Industrial Training /

			<p>Seminar.</p> <ul style="list-style-type: none"> • Mini Project / Minor Project / Capstone Projects. • Rural Immersion
Question papers	47		All question papers for written, online or hybrid examinations shall be set and answered in English, except in those Faculties where the Academic Council permits other languages. The question paper of each course shall cover entire syllabus with the distribution of marks considering the number of hours allocated for each unit/module/topic in the syllabus.
Make-up for ISA/ESA components	48		<p>Students who have remained absent at ISA/ESA in one or more courses due to valid reasons, may be given a make-up exam which can be held as per dates notified in the Academic Calendar immediately after the ISA/ESA. However, it would also be possible to hold a makeup exam at any other time in the Semester with the permission of the Academic Council.</p> <p>Make up exam shall also be available to students awarded "X" grade and this make-up examination will be conducted along with Summer examination at the end of the academic year in which the candidate is awarded "X" grade.</p> <p>Make up exams are not conducted for any courses, theory or practical, of Summer Semester.</p>
CHAPTER VIII			
IN-SEMESTER ASSESSMENT			
ISA	49		The ISA for courses may be carried out by the way of various components such as Mid Semester Examinations, quizzes, tests, seminars, Semester papers, demonstrations, and award of marks for attendance. Practical components of courses may be evaluated by the way of experiments, demonstrations, field work, models, worksheets, practical record books, quizzes, tests, and award of marks for attendance. If a student misses a practical / laboratory session owing to genuine reasons, he/she shall complete the activity of that session before the end of the Semester, with the approval of the concerned Departmental/ School Chairperson.
Conduct of ISA	50		The weightage and syllabus for each component of ISA for

			a course shall be notified by the concerned Teacher before the commencement of each Semester through the lesson plans, adhering to the norms stipulated from time to time.
		50.1	The concerned Teacher in association with Head of the Department/ School/ Center shall be responsible for the conduct of different components of ISA.
		50.2	The Head of the Department/ School/ Center shall arrange to notify the scheme of evaluation for various ISA components. After each event of ISA, the students shall have an opportunity to view his/her performance and bring the discrepancies or errors, if any, to the notice of the concerned Teacher, for addressing the same.
		50.3	The marks obtained by a student in each component of ISA shall be added and finalized for the total marks by the concerned Teacher, within the specified time as stipulated by the Controller of Examinations.
		50.4	The department /concerned Teacher shall maintain the records pertaining to each component of ISA for such period as specified by the Controller of Examinations from time to time.
ISA of Special Topics / Mini-Projects, Minor-Projects, REPG (Research Experience for Postgraduates), Seminar, Internship-Projects, Major Project	51		Carrying out the ISA for Special Topics, REPG, Seminar, Internship-Projects, Major Project/ Dissertation may be carried out in the form of various components, such as oral presentations, demonstrations, technical / project report, and viva-voce. The Head of the Department/ School/ Center shall make arrangements for the evaluation of such components. The format for preparation of technical and project reports shall be notified by the Head of the Department/ School/ Center from time to time.
Announcement of ISA marks	52		The Head of the Department/ School/ Center shall arrange for the announcement of ISA marks obtained by the students in various courses at the end of each Semester. The students shall be given THREE working days for verification, redressal of discrepancies or errors, if any, and acknowledgement.
CHAPTER IX			
END SEMESTER ASSESSMENT			

Registration for ESA	53		A student, who has complied with the minimum specified attendance in a course, shall register for ESA for that course by paying the prescribed examination fees. The registration process for ESA may be online/off-line as notified from time to time by the Controller of Examinations. The registration of a student shall be liable to be cancelled by the Office of the Controller of Examinations where disciplinary issues are involved. Controller of Examination shall take disciplinary action only on the recommendation of committee constituted by vice Chancellor.
Eligibility to attend ESA	54		To be eligible to attend the ESA in a specific course for which a student is registered, following requirements must be met:
		i	Attendance as mentioned in section 35.2
		ii	ISA marks: Not less than 40% of ISA marks (except in those cases where it is not specially mentioned in the scheme of evaluation)
		iii	Students not fulfilling attendance requirement or ISA requirement shall be assigned an 'FA' or 'F' grade (as in section 63) respectively.
Student list for ESA	55		After the last date of registration for ESA, the Office of Controller of Examinations shall release the list of students along with their registered courses. A student shall verify the accuracy of his/her particulars in the list and discrepancies, if any, shall be reported to Office of the Controller of Examinations within THREE working days from the date of release.
Admit Card	56		The Controller of Examinations shall make arrangements for issuance of Admit Cards to eligible students, based on the ESA list. The Admit Card of a student shall be valid only for the ESA for which it is issued. The Admit Card of a student shall include (i) recent photograph of the student and (ii) registered courses for ESA with course codes.
Missing Names in Student list	57		With the specific approval of the Vice-Chancellor, under extra-ordinary circumstances, a student whose name does not find a place in the student list may be permitted to appear for ESA of a course. The results of such a student may be announced after due verification.
ESA and	58	58.1	The Controller of Examinations shall make arrangements

evaluation:			to conduct ESA for all courses, through the Chief Superintendent.
		58.2	The Controller of Examinations shall notify the evaluation procedure to be adopted for the evaluation of various courses, from time to time. The ESA for courses having a practical or laboratory component may be based on laboratory records, conduction of experiments, demonstrations, field work, models, worksheets, quizzes, and viva voce.
		58.3	The Office of the Controller of Examinations may code the answer books of ESA for the purpose of anonymous evaluation.
		59.4	Central valuation shall be conducted in the University premises only.
ESA for Mini and Major Projects	59		In case the ESA for some courses as recommended by BoS may be held in batches, which may span over several days. The evaluation may be based on various components such as writing of abstract, project or technical report, oral presentation, demonstration, and viva voce. The Controller of Examinations in consultation with the Dean Academic Affairs / the concerned Dean of Faculty shall notify the distribution of marks for various components from time to time.
Appointment of Examiners	60		The Controller of Examinations from the panel recommended by the Board of Examiners may appoint the examiners. However, the Controller of Examinations may choose examiners outside the panel for valid reasons, with the approval of the Vice-Chancellor.
Tabulation of Marks	61		After the evaluation, the Office of the Controller of Examinations shall tabulate the marks either manually or via computerization.
Contingency arising from loss of answer books	62		In a contingency arising out of loss of answer books beyond the hope of retrieval, the Vice-Chancellor may exercise an option of ordering an additional examination.
CHAPTER X			
GRADING SYSTEM			
Grading system	63		The University shall follow both the relative grading and absolute grading system depending on the type of course.

However, for the purpose of reporting the performance of a student, letter grades and grade points will be awarded as per section 63 a.

63 a. Relative Grading System

In this system, the grades are awarded to the students based on their performance relative to others in Theory courses having In-Semester Assessment (ISA) and End Semester Assessment (ESA) components.

Grades are assigned based on the Mean and Standard Deviation of the total marks scored on the respective course. (S, X, "NE" and "F" grades marks are omitted in Mean and Standard Deviation calculation)

- S shall be awarded if scored marks is greater than 90
- F shall be awarded if scored marks is less than 40

Proposed Relative Grading System

Total Mark, M secured by the student (ISA + ESA)	Grade	Relative Grade Point	Remarks
$M > 90$	S	10	Outstanding
$Avg. + 0.60 * SD \leq M \leq 90$	A	9	Excellent
$Avg. - 0.25 * SD \leq M < Avg. + 0.60 * SD$	B	8	Very Good
$Avg. - 1.05 * SD \leq M < Avg. - 0.25 * SD$	C	7	Good
$Avg. - 1.50 * SD \leq M < Avg. - 1.05 * SD$	D	6	Fair
$**40 \leq M < Avg. - 1.50 * SD$	E	5	Satisfactory
$M < 40^*$	F	0	Fail
I*	-	Absent for ESA due to calamity	Absent for ESA due to calamity
W*	-	Withdrawal	Withdrawal
X*	-	Incomplete	Incomplete
AP	-	Audit Pass	Audit Pass
AF	-	Audit Fail	Audit Fail
FA	0	Fail due to attendance shortage	Fail due to attendance shortage

* "W", "X" and "I" grades shall be considered to be

			<p>transitional grades.</p> <p>**40 marks mean: The students should score minimum 20 marks out of 50 in ISA and ESA examinations separately (i.e. 40 out of 100).</p> <p>NOTE: The Course Grading table generated for the first time based on the Average & Standard Deviation will be used strictly for awarding grades to all the re-evaluated courses and Summer Semester Examinations.</p> <p style="text-align: center;">Absolute Grading System</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Marks</th> <th>Letter grade</th> <th>Absolute Grade points</th> <th>Remarks</th> </tr> </thead> <tbody> <tr><td>1</td><td>91-100</td><td>S</td><td>10</td><td>Outstanding</td></tr> <tr><td>2</td><td>81-90</td><td>A</td><td>9</td><td>Excellent</td></tr> <tr><td>3</td><td>71-80</td><td>B</td><td>8</td><td>Very Good</td></tr> <tr><td>4</td><td>61-70</td><td>C</td><td>7</td><td>Good</td></tr> <tr><td>5</td><td>51-60</td><td>D</td><td>6</td><td>Fair</td></tr> <tr><td>6</td><td>40-50</td><td>E</td><td>5</td><td>Satisfactory</td></tr> <tr><td>7</td><td>< 40</td><td>F</td><td>0</td><td>Fail</td></tr> <tr><td>8</td><td></td><td>I*</td><td>-</td><td>Absent for ESA due to calamity</td></tr> <tr><td>9</td><td></td><td>W*</td><td>-</td><td>Withdrawal</td></tr> <tr><td>10</td><td></td><td>X*</td><td>-</td><td>Incomplete</td></tr> <tr><td>11</td><td></td><td>AP</td><td>-</td><td>Audit Pass</td></tr> <tr><td>12</td><td></td><td>AF</td><td>-</td><td>Audit Fail</td></tr> <tr><td>13</td><td></td><td>FA</td><td>0</td><td>Fail due to attendance shortage</td></tr> </tbody> </table> <p>* "W", "X" and "I" grades shall be considered to be transitional grades.</p> <p>Result sheet shall contain the following</p> <ul style="list-style-type: none"> • Only Grades, Grade points, Credits, SGPA and CGPA. • Grading slab of each course. 	#	Marks	Letter grade	Absolute Grade points	Remarks	1	91-100	S	10	Outstanding	2	81-90	A	9	Excellent	3	71-80	B	8	Very Good	4	61-70	C	7	Good	5	51-60	D	6	Fair	6	40-50	E	5	Satisfactory	7	< 40	F	0	Fail	8		I*	-	Absent for ESA due to calamity	9		W*	-	Withdrawal	10		X*	-	Incomplete	11		AP	-	Audit Pass	12		AF	-	Audit Fail	13		FA	0	Fail due to attendance shortage
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		63.1	The normal percentage of students in a course to be awarded each letter grade shall be as per the policy set forth by the Dean Academic Affairs / the concerned Dean of Faculty with the approval of the Academic Council.																																																																						
		63.2	<i>'AP' and 'AF' grades:</i> A student shall be awarded either an AP (Audit Pass) or an AF (Audit Fail) grade for an audit course. The Audit Pass (AP) grade shall be awarded if the student satisfies the attendance and performance criteria																																																																						

			<p>specified for the course by the concerned Teacher. Otherwise, an AF grade shall be awarded.</p> <p>Students having qualified for ESA in mandatory non-credit courses/audit courses and obtained an 'AF' grade need not re-register for the course again but are required to pass the course to qualify for the degree.</p>
		63.3	<p><i>'W' grade:</i> "W" grade shall be awarded to a student who has withdrawn from a course. Further, the "W" grade shall be recorded in the grade card. A student may withdraw from an audit course in which case there shall be no mention of the course in the grade card.</p> <p>A student with "W" grade must re-register for the course during the Summer Semester of that academic year and the "W" grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled ESA of Summer Semester. If the student does not register or appear for the ESA of Summer Semester, the "W" grade shall be converted to an "F" grade.</p> <p>"W" grade is not awarded in Summer Semester.</p>
		63.4	<p><i>'I' grade:</i> "I" grade shall be awarded temporarily to a student who is unable to appear for ESA for one or more courses with the permission of the Dean Academic Affairs / the concerned Dean of Faculty in response to a written appeal by the student, due to valid reasons such as medical emergency, calamity in the family or any other valid reason. For such a student, the "I" grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled make-up ESA. If the student does not appear for the make-up ESA, the "I" grade shall be converted to an "F" grade.</p> <p>"I" grade is not awarded at Makeup exams or in Summer Semester.</p>
		63.5	<p><i>'X' grade:</i> Awarded to a student having satisfactory attendance and greater than or equal to 40% of ISA marks in a course, but ESA performance observed to be poor, which could result in an overall F Grade in the Course and will be valid till immediate make up examination is conducted for the course within that academic year. For such a student, the "X" grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled make-up ESA. If the student does not appear</p>

			for the make-up ESA, the "X" grade shall be converted to an "F" grade. "X" grade is not awarded at Makeup exams or in Summer Semester.
		63.6	'F' grade: A student shall be awarded an "F" grade if he/she either fails in the course or is absent for the ESA of that course.
		63.6.1	A student who obtains "F" grade in a non-elective course shall re-register for the same course when offered next.
		63.6.2	A student who obtains "F" grade in an elective course shall have an option of repeating the same elective course when offered next or register for any other elective course.
		63.6.3	The 'FA' grade denotes poor attendance i.e. failure in a course due to attendance shortage (i.e. <75%) and the course instructor is supposed to take utmost care while awarding this double-letter grade. A student with "FA" grade must re-register for the course during the Summer Semester of that academic year and the "FA" grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled ESA of Summer Semester. If the student does not register or appear for the ESA of Summer Semester, the "FA" grade shall be converted to an "F" grade.
Passing Standards for a Course	64		The minimum requirements to pass in a course for which a student is registered are as follows: ISA: 40% of ISA marks ESA: 40% of ESA marks A student is considered to have successfully completed a course and earned the credits assigned to that course if the student earns a letter grade S to E. "F" Grade implies failure and "I", "W" and "X" grades are transitional grades and will be replaced by an appropriate letter grade once the student completes the course requirement.
Passing Standards – Progression to Next Academic Year - Vertical Progression	65		The requirement to progress to the next academic year is only on the basis of number of courses and is as follows:

		65.1	Maximum number of F grades that can be carried at the end of any academic year is 04
		65.2	To progress to higher odd Semesters, the candidate shall have CGPA (as defined in section 65.2) of minimum of 5.0, after the results of Summer examination in the previous academic year. However failure to secure a minimum CGPA = 5.0 at the end of any Semester for the first time, shall attract a warning before approval of the student to continue in the following Semester.
		65.3	The failure grades of mandatory non-credit courses/audit course shall not be considered for vertical progression.
SGPA and CGPA	66		The overall performance of a student shall be indicated by two indices namely, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).
		66.1	The SGPA is the weighted average of the grade points obtained in all courses registered by the student during a particular Semester. The SGPA shall be calculated as: $SGPA = \frac{\sum C_i G_i}{\sum C_i}$, where C_i 's, are the number of credits for the courses registered for the Semester, and G_i 's are the corresponding grade points secured by the student.
		66.2	The CGPA is an indication of an up-to-date overall performance of a student and the weighted average of the grade points obtained in all the courses registered by the student since he/she is admitted to the University. It shall be calculated as: $CGPA = \frac{\sum C_i G_i}{\sum C_i}$, the summation is carried out for all courses to which the student has registered up to that point of time, excluding courses with "F" & "FA" grades and transitional grades.
		66.3	If a student obtains an "F" grade in a course and registers for the same course in a subsequent Semester, the new grade obtained shall replace the previous "F" grade in calculating the CGPA.
		66.4	If a student obtains an "F" grade in an elective course and registers for the same or equivalent course in a subsequent Semester, the new grade obtained shall replace the previous "F" grade in calculating the CGPA.
		66.5	Grades obtained in audit courses and transitional grades shall not be considered in the calculations of CGPA and

			SGPA.															
Class / Division declaration	67		<p>The following classes of results shall be declared, for a student upon graduation, considering the below specified criteria. The class obtained by the student shall be inferred as per the table given below:</p> <table border="1"> <thead> <tr> <th>CGPA</th> <th>Equivalent</th> <th>Class/Division</th> </tr> </thead> <tbody> <tr> <td>5.00-5.74</td> <td></td> <td>Pass</td> </tr> <tr> <td>5.75-6.74</td> <td>≥50% and <60%</td> <td>Second</td> </tr> <tr> <td>6.75-7.74</td> <td>≥60% and <70%</td> <td>First</td> </tr> <tr> <td>7.75-9.49</td> <td>≥70% and <87.5%</td> <td>First class with Distinction</td> </tr> </tbody> </table>	CGPA	Equivalent	Class/Division	5.00-5.74		Pass	5.75-6.74	≥50% and <60%	Second	6.75-7.74	≥60% and <70%	First	7.75-9.49	≥70% and <87.5%	First class with Distinction
CGPA	Equivalent	Class/Division																
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7.75-9.49	≥70% and <87.5%	First class with Distinction																
		i	<i>First Class with Distinction:</i> A student completing a Programme of study within the specified minimum duration, securing a CGPA equal to or greater than 7.75 shall be declared to have passed in First class with Distinction.															
		ii	<i>First Class:</i> A student completing a Programme of study by securing a CGPA between 6.75 and 7.74 (both inclusive) shall be declared to have passed in First Class.															
		iii	<i>Second Class:</i> A student completing the programme of study by securing a CGPA between 5.75 and 6.74 shall be declared to have passed in second class.															
		iv	<i>Pass Class:</i> A student completing the programme of study by securing a CGPA of less than 5.75 shall be declared to have passed in pass class.															
Declaration of Ranks	68		Ranks shall be awarded to the graduating students in each programme of Study on the basis of CGPA. The ranks shall be awarded to top FIVE percent of students of the graduating class. However, the total number of ranks shall not exceed FIVE irrespective of the total number of graduating students of study. A student shall be eligible for a rank at the time of award of degree in the programme of Study, provided he/she has:															
		i	Passed in all the courses of all Semesters in FIRST attempt;															
		ii	Not obtained any transitional grades;															
		iii	Completed the Programme of study within the specified minimum duration;															
		iv	Not rejected any of the Semester results;															

		v	Not taken re-admission;
		vi	Academic performance will be the sole criteria for awarding the Merit rank in each program and will be based only on CGPA to be calculated as mentioned in 66.1 and 66.2. The SGPA/CGPA shall be calculated to an accuracy of 2 decimal points and will be rounded up to the nearest value. In case more than one gets the same CGPA, all shall share the ranks.
		vii	Not faced any disciplinary action.
		viii	The minimum number of registered candidates for a program during the final year shall be a minimum of 10 in that program to award the rank. In case the number is less than 10, then, no rank shall be awarded. However, if the minimum strength is 10 then minimum of two ranks shall be awarded.
Not Fit for Programme of Study (NFPS)	69	69.1	A student shall be declared as “Not Fit for Programme of Study” (NFPS) and terminated from the programme of study if he/she:
		i	fails to obtain a Semester grade point average of at least 4.0 on a number of occasions numerically equal to the minimum duration of the programme in years. If the performance of a student at the end of a registered Semester is below 4.0, he/she shall be issued a warning by the Controller of Examinations in the first two instances and a show cause notice in the third instance, each of which shall be intimated to the parents or guardians.
		ii	Failure to meet the standards of discipline prescribed by the University, which may change from time to time
		iii	If a student fails to satisfy all the requirements for the award of the degree within the maximum duration as mentioned in section 19.1
		69.2	Such students, if interested, shall be eligible to apply for re-admission to the programme of study at the first year level or second year level as the case may be.
CHAPTER XI			
TRANSPARENCY IN EXAMINATION SYSTEM			
			A student shall be eligible to apply for re-totaling,

			<p>reevaluation and/or obtaining photocopies of the answer books of ESA only for theory component of courses. Any delay in the announcement of re-totaling and/or reevaluation results for any reason whatsoever shall not confer the right upon the student for admission to the subsequent Semester and for any other kind of claim. There shall be no provision for re-totaling, obtaining the photocopy of answer books and reevaluation of ESA for practical components of courses, including drawing, seminar, mini project / special topics, and major project.</p>
Re-Totaling	70		<p>A student shall be eligible to apply for re-totaling of marks of ESA for any number of theory components of courses. Such a student shall submit the application for re-totaling in the prescribed form, upon the payment of prescribed fee, to the Controller of Examinations, within THREE working days from the date of announcement of the results.</p>
		71.1	<p>The students who have applied for the re-totaling shall be called in batches to the office of Controller of Examinations, on the dates fixed for re-totaling of marks. Such students shall be accompanied by Faculty Advisor / Class Teacher / Parent / Guardian.</p>
		71.2	<p>A student, who has applied for re-totaling, shall be shown his/her answer books to verify the marks, totaling of the marks and to find out whether or not all the answers of the questions attempted were awarded marks. If such a student finds any discrepancy in totaling of marks, he / she shall bring the same to the notice of the concerned officials for incorporating the necessary corrections.</p>
Supply of photocopy	71		<p>A student may apply for obtaining the photocopies of his answer books of ESA to the Controller of Examinations, upon the payment of prescribed fee, within THREE working days from the date of the announcement of results. The photocopies of the answer books of theory component of courses shall be supplied within THREE working days after the receipt of the application at the Office of the Controller of Examinations.</p>
Reevaluation	72		<p>A student may apply to the Controller of Examinations for reevaluation of theory components of courses in ESA, within THREE working days after obtaining the photocopies of concerned answer books and upon payment of prescribed fee. The marks obtained in the</p>

			reevaluation valuation shall be considered for the re-computation of grade. However, if the new grade is found to be lower than the declared grade, the declared grade shall be retained. In the event of no change in the grade after reevaluation, it shall be declared as “No Change”.
Refund of fee	73		A refund of 50% of re-totaling or reevaluation fees shall be made to a student in the event of an improvement in the letter grade.
Rejection of whole Semester results	74		A student may reject the results of a whole Semester irrespective of performance in an individual course. However, there shall be no provision for the rejection of results of any individual course. Upon rejection, the results shall be considered as null and void. Such rejection may be permitted only once during the entire programme of study. A student, who has rejected the whole Semester results, shall re-register for the courses of rejected Semester upon payment of the prescribed fees.
Production of answer books	75		The answer books of the University examinations are confidential property of the University and shall not be subject to submission before any internal or external authority or any agent or person on behalf of a student.
CHAPTER XII ANNOUNCEMENT OF RESULTS			
Process of declaration of results	76		The draft results shall be processed through the following stages before its announcement:
		i	Draft results prepared by the Office of Controller of Examinations shall be placed before the Results Scrutiny Panel for review;
		ii	Subsequent to the review, the Controller of Examinations shall announce the provisional results after the approval by the Vice-Chancellor;
		iii	A student may appeal in writing to the Controller of Examinations if any discrepancies are found in the provisional results announced within the time specified; and
		iv	The Registrar shall place the provisional results before the Academic Council and Executive Council for information.
		v	Gracing rules shall be as follows

			<p>GMR1 : A student is eligible to get a maximum grace marks of 2% (2/100) in ESA per course provided the student gets the minimum prescribed passing marks in ESA for that course by such grace marks.</p> <p>GMR2 : A student is eligible to get a maximum grace marks of 5% (5/100) in ESA for a course provided</p> <ul style="list-style-type: none"> i) The student has failed only that course and passed in all other registered courses of that examination. ii) Gets the minimum prescribed passing mark in that course by such gracing. <p>GMR3 : A student is eligible to get a maximum of 1 % of SGPA (0.1 out of 10) as grace if the student is falling short of the next higher Class provided, grace marks have not been awarded under one of GMR1 or GMR2.</p> <p>GMR4 : A student is eligible to get a maximum grace marks of 2% (2/100) in ISA per course provided the student gets the minimum prescribed passing marks in ISA for that course by such grace marks.</p> <p>GMR5 : The student is eligible to be graced under GMR2 only if grace marks have not been awarded under one of GMR1 or GMR4.</p> <p>GMR6 : Grace marks awarded under GMR1, GMR2 or GMR4 will be recorded in the marks ledger but not be so indicated in the grade card.</p> <p>GMR7 : Grace marks awarded under GMR3 will be recorded in the marks ledger and also indicated as such on the grade card.</p> <p>NOTE: All the above Grace Marks rules are applicable for Odd & Even Regular Semester examinations, where as GMR1 is applicable for Summer Examinations also.</p>
Issue of Grade Cards, Transcripts, and other Certificates:	77	78.1	Every student who has registered for ESA after paying the prescribed examination fees shall be issued a grade card in the prescribed format by the Office of the Controller of Examinations.

		78.2	On request and payment of prescribed fee, the academic transcript, in the prescribed format, shall be issued to a student by the Controller of Examinations.
		78.3	A student, on payment of prescribed fee, if any, may request the Controller of Examinations in prescribed format for any corrections to be incorporated in the Grade card and / or transcript. On verification, the Controller of Examinations shall issue a revised / corrected grade card / transcript.
		78.4	There shall be a provision to issue a duplicate grade card or duplicate degree certificate to a student in case of loss or mutilation, upon submission of application in prescribed format along with requisite documents and payment of fee as specified by the Office of the Controller of Examinations.
Procedure for Leaving the University	78	i	A student shall leave the University on completion of his/her studies;
		ii	It shall be the responsibility of the student to obtain “No Dues Certificate” from all concerned departments/sections and submit the same to the Registrar for obtaining the “clearance certificate”;
		iii	Unless a student has obtained the “clearance certificate” from the Registrar, neither “transcript of academic record” or other documents shall be issued nor security deposit or any amount due shall be refunded;
		iv	The refund of security deposit shall be permissible up to a period of ONE year from the date the student leaves the University, after which it shall stand credited to the Endowment Fund of the University; and
		v	After successful completion of all the requirements for the award of degree, the Dean Academic Affairs / the concerned Dean of Faculty shall send the report to the Registrar for notification of result. The Controller of Examinations shall subsequently issue the Provisional Degree Certificate and transcript record to the student.
Other Certificates	79		A student shall be eligible to receive other certificates such as study certificate, academic transcripts, course completion certificate and migration certificate from the University on written request in prescribed format and

			payment of prescribed fee.
Eligibility for the Award of Degree	80		A candidate shall be declared to be eligible for the award of a degree if he/she has:
		i	Credits and grades compliance as prescribed by the concerned Faculty of Study within the stipulated maximum time duration, including Specialization and/or Minor, if any; In case of MBA program a candidate shall earn a minimum of CGPA \geq 5.0 to become eligible for the award of the degree.
		ii	Successful completion of all non-credit mandatory courses;
		iii	Minimum duration requirement as specified by the concerned Faculty of Study;
		iv	No pending disciplinary action; and
		v	No dues of any kind to the University.
Award of Degree	81		After fulfilling the above requirements, the Controller of Examinations shall recommend to the Academic Council for the award of degree to the candidate. The candidate shall be given a Provisional Degree Certificate by the Controller of Examinations, upon successful completion of all requirements, submission of application in prescribed format and payment of prescribed fees. The candidate shall be given a Degree Certificate at the ensuing Convocation, upon successful completion of all requirements, submission of application in prescribed format and payment of prescribed fees.
Bar to claim damages for delay	82		No student shall be entitled to claim any damages, whatsoever from the University on the account of late declaration of result, delay in the issue of grade cards or any other certificates, delay in re-valuation, re-totaling or any other process associated with the examinations or evaluation, or other like cases.
CHAPTER XIII FELLOWSHIP / SCHOLARSHIP / FINANCIAL ASSISTANCE			
Merit Scholarship	83		The merit scholarship may be awarded on a year to year basis for students in various programmes.
		84.1	The Executive Council shall, on the recommendation of the Academic Council, determine from time to time the

			number and the value of merit scholarships to be awarded in each programme.
		84.2	The eligibility criteria for scholarship awards shall be as determined by the Academic Council from time to time. The merit scholarship may be awarded on such basis as grade point average. However, during the year of admission, the scholarships may be awarded on such basis as performance in entrance tests and qualifying examination.
		84.3	The Registrar shall make arrangements for the disbursement, maintenance of accounts and keeping of records of the merit scholarships.
Award of Fellowships, Scholarships and Stipends by External Agencies	84		All proposals regarding the offer of fellowships, scholarships and stipends by individuals or external organizations shall be addressed to the Registrar, who may formulate the terms and conditions with the concerned parties, with the approval of the Executive Council.
CHAPTER XIV MAINTENANCE OF ACADEMIC RECORDS			
Maintenance of Academic Records	85	86.1	The office of the Registrar shall maintain a file for each student comprising of the entrance test application (if applicable), copies of test results (if applicable), letter of admission, application for admission, copies of previous academic testimonials and such other relevant documents.
		86.2	The office of the Dean Academic Affairs / the concerned Dean of Faculty shall maintain a file for each student comprising of course registration details, up to date attendance, academic performance and achievements, and such other relevant documents. The Dean Academic Affairs / the concerned Dean of Faculty may choose to maintain such student files in the office of the concerned Departmental/ School Chairperson.
		86.3	The Office of the Controller of Examinations shall maintain a file for each student comprising of examination registration details, up to date academic performance, and such other relevant documents.
Maintenance of Answer Books	86		The answer books of University examinations shall be maintained securely for a period of ONE year from the last day of examinations after which they may be

			destroyed summarily with the approval of the Vice-Chancellor.
Weeding off of Academic Records	87	i	The admission form of the candidates not selected for admission shall be destroyed by shredding after a period of ONE year of the finalization of admissions, except in cases of disputes;
		ii	The records pertaining to the conduct of entrance examination such as question booklets, answer sheets, correspondence regarding paper setting, etc. shall be destroyed by way of shredding after a period of ONE year from the conduct of entrance test, except in cases of disputes;
		iii	The personal files of the students shall be retained as permanent records, either digitally or in hard copies;
		iv	Subject to any general or special rule or order in this behalf, no University records (including correspondence) connected with the academics shall be destroyed except in accordance with the provisions as given below: (a) No academic records (including correspondence) shall be destroyed which are under audit objection till audit objections are settled; (b) No academic records (including correspondence) shall be destroyed for which proceedings are going on in a Court of Law till the case is finalized; and
		v	A list of records proposed to be destroyed shall be prepared by the Dean Academic Affairs / the concerned Dean of Faculty and orders of the Vice-Chancellor shall invariably be obtained before they are destroyed. The academic records to be weeded out shall be destroyed by way of shredding under direct supervision of the Dean Academic Affairs / the concerned Dean of Faculty.
Clarification of Doubts	88		Any doubts arising in implementation of these regulations will be resolved as per the directions of the Vice-chancellor and the decision of the Vice-chancellor will be the final.
Amendments	89		The regulations listed herein, on approval by the Academic Council and Governing Council, shall be binding on all students enrolled for the Bachelor of Engineering Bachelor of Architecture/ Master of Technology/ Master

			<p>of Computer Applications degree.</p> <p>The regulations listed herein may be amended, updated, changed through appropriate approval from the Academic Council from time to time and shall be binding on all parties concerned including students, faculty, staff, departments, college authorities.</p>
Jurisdiction	90		<p>All disputes arising from the regulations listed herein must be addressed to the Academic Council. The decision of the Academic Council is final and binding on all parties. Any legal issues arising from this set of regulations shall be limited to the legal jurisdiction determined by the location of the College and not that of any other parties.</p>

Regulations Governing Master of Computer
Applications-MCA
(02 Years) Programme
of
KLE Technological University
2020
(Established under Karnataka Act No.22, 2013)



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REGULATIONS GOVERNING POSTGRADUATE PROGRAMME – MASTER OF COMPUTER APPLICATIONS(MCA) 02 YEARS PROGRAMME OF KLE TECHNOLOGICALUNIVERSITY - 2020

In exercise of the powers conferred by Section-37 of The KLE Technological University Act, 2012 (Karnataka Act 22 of 2013), the Board of Governors hereby approves the following "Regulations Governing Master of Computer Applications (MCA) 02 Years Programme of KLE Technological University - 2017", framed and submitted by the Academic Council, as per the resolution no. 12.4 of Board of Governors held on 19-09-2020.

CHAPTER–I PRELIMINARY

Short title, extent and commencement	1.	i.	These regulations shall be called as Regulations Governing Master of Computer Applications (MCA) –2020
		ii.	They shall come into force from the date of their approval by the Board of Governors / assent of Chancellor
		iii.	These Regulations shall be read in conjunction with the Act, Statutes, Regulations Governing Research Programmes and other notifications of the University.
		iv.	These Regulations shall be applicable to the students admitted to KLE Technological University from the academic year 2020-21 onwards. However, the students, who are on the rolls of BVB College of Engineering and Technology before the establishment of the University, shall continue to be governed by the erstwhile regulations of the BVB College of Engineering and Technology and the affiliating university.
Definitions	2.		In these regulations, unless the context otherwise requires:
		i.	“Act” means The KLE Technological University Act, 2012 (Karnataka Act No. 22 of 2013);
		ii.	“Board of Governors”, “Executive Council”, “Academic Council”, and “Finance Council”, means respectively the Board of Governors, Executive Council, Academic Council, and Finance Council, of the University.
		iii.	“Campus” means a campus established and maintained by the University.
		iv.	“CGPA”, “SGPA” means respectively Cumulative Grade Point Average and Semester Grade Point Average.
		v.	“Chancellor”, “Pro Chancellor”, “Vice-Chancellor”, “Registrar”, “Controller of Examinations”, “Dean”, and “Departmental

			Chairperson” mean respectively the Chancellor, Pro Chancellor, Vice-Chancellor, Registrar, Controller of Examinations, Dean, and Departmental Chairperson of the University.
		vi.	“ISA” and “ESA” means respectively the In Semester Assessment, and End Semester Assessment of the University.
		vii.	“Committees” means the committees formed by the various authorities and officers of the University.
		viii.	“Convocation” means the convocation of the University, where Degrees, Honorary Degrees, Diplomas, Academic Distinctions, and Certificates are awarded as per requirements of the University.
		ix.	“Course” means one of the units (subject) which comprises a Programme of study.
		x.	“Credit” means credit earned by a student after a successful completion of a credited course.
		xi.	“Degree” means a degree awarded by the University with or without Specialization and/or Minor after completion of requirement as stipulated in this regulations.
		xii.	DPGC shall mean the Department Post Graduate Committee of a department.
		xiii.	“Examination Hall” means both the hall where theory examinations the laboratory or workshop where practical examinations are conducted.
		xiv.	“Government” means the Government of Karnataka.
		xv.	MCA means Master of Computer Applications i.e., name of the degree awarded after the completion of requirement of post graduate studies in Computer Applications.
		xvi.	"Notification" means the notification of the University.
		xvii.	“Prescribed” means prescribed by the rules made by the University under the Act, Statutes, Regulations, and Notifications.

		xviii.	“Programme” or “Programme of study” means a higher education programme pursued for a degree awarded by the University as specified under Section-22(3) of the UGC Act.
		xix.	“Department or School” means an entity that offers programme(s) instituted by the University.
		xx.	“Regulations” means the Regulations of the University, notified by the Executive Council.
		xxi.	“Statutes” means the Statutes of KLE Technological University, notified by the Board of Governors.
		xxii.	“Student” means a person admitted to and pursuing a specified Programme of study in the University.
		xxiii.	“Teacher” or “Course Instructor” means respectively a faculty appointed for imparting instruction and research guidance to students in the University and the Teacher instructing a course.
		xxiv.	“University” means the KLE Technological University, Hubballi, established and incorporated under the KLE Technological University Act, 2012 (Karnataka Act No. 22 of 2013).
CHAPTER II COMMITTEES AND DEPARTMENTAL CHAIRPERSON			
Departmental/ School/ Centre Chairperson(s)	3.	3.1	The Vice-Chancellor shall appoint a whole-time senior Teacher as School Chairperson/ Center Chairperson for Department/School/Center.
		3.2	The terms and conditions of appointment shall be those contained in the contract of appointment.
		3.3	The School/ Center Chairperson shall oversee the day-to-day affairs of the School/ Center, function as the administrative head of the Department/ School/ Center and perform such other duties as assigned to him/her from time to time.
Admissions Committee	4	4.1	The Admissions Committee shall be constituted by the Vice-Chancellor consisting of:
		i	Registrar – Chairperson
		ii	Coordinator Admission Cell - Member Secretary
		iii	ONE Dean Nominated by the Vice-Chancellor

		iv	ONE nominee of the Executive Council – Member
		v	ONE nominee of the Academic Council – Member
		vi	ONE member from society at large, nominated by the Vice-Chancellor – Member; and
		4.2	The Committee shall meet as often as required, at least TWO times in a year.
		4.3	The Admissions Committee shall be responsible for the:
		i	Notification of intake following reservation policy as applicable.
		ii	Conduction/coordination of the entrance test(s), if required.
		iii	Preparation of merit list(s), if required.
		iv	Arrangement of counseling for candidates, if required.
		v	Establishment of equivalency for candidates migrating into the University as per regulation.
		vi	Issue of letter of admission; and
		vii	Such other tasks pertaining to admissions.
		4.4	Equivalence Committee
		i	Equivalence committee shall be constituted by the Dean Academic Affairs / the concerned Dean of Faculty
		ii	The Constitution of the equivalence committee shall be as given below: Dean (Academic) Chairperson First year co-ordinator Member Chairman, BOS of the department to which candidate is seeking Admission Member
		iii	Committee shall examine the courses already studied by the student, the syllabi thereof and the examinations passed.
		iv	Committee shall examine and permit admission to an appropriate term of the relevant programme of study on the basis of equivalency.

		v	The committee may also, if deemed necessary, conduct a proficiency test to determine the transfer of credits and course(s) from which the student may be exempted
		vi	The committee may also recommend extra credit to be earned by the student.
		vii	The committee shall meet as and when required.
		4.5	Central Steering Committee (CSC)
			The constitution of CSC shall be Vice-Chancellor Chairman, Deans, HoDs and Cell Coordinators will be Members and Senior faculty nominated by the Vice Chancellor shall be member coordinator.
			<p>The CSC has the following functions</p> <ul style="list-style-type: none"> • To formulate the strategic policies in the following areas: • Facilitating highest student success • Creation of learner-centered environment • Support services beyond curriculum • Requirements of Human resources • Institution image building • Value based administration • Infrastructure planning and management • Interaction with other departments, cells/committees and stakeholders <p>2. To prepare strategic plans to pursue the above referred policies</p> <p>3. To guide all the cells/committees towards implementation of policies</p> <p>4. To conduct regular meetings to monitor the working of various cells/committees</p> <p>5. To evaluate performance of each cell/committee vis-à-vis customer expectations</p> <p>The committee shall meet once as per direction of Vice Chancellor</p>

		4.5	Department Postgraduate Committee (DPGC) There shall be a Department Postgraduate Committee for each Department offering a postgraduate academic programs.
			It shall have the following members: Head of Department , Chairman Two Professors (by rotation for one year) Two Associate Professors (by rotation for one year) Two Assistant Professors (by rotation for one year)
			The DPGC shall perform the following functions: <ul style="list-style-type: none"> • Monitor the conduct of courses offered by the department • Ensure academic standard and excellence of the courses offered by the department • Oversee the evaluation of each course offered by the department • Develop and revise the curriculum based on past experience and to recommend the same to the BoS • Review of examination results (ISA and ESA) and moderate (in consultation with the course instructor) where necessary to ensure fair assessment.
Fee Fixation	5		There shall be two types of seats programme of study offered by the University, namely,
		i	Government Quota: For 40% of seats reserved for students of Karnataka under Section-9 of the Act, the fees shall be fixed by the Fee Regulation Committee constituted by the Government of Karnataka. The reservation policy of the Government shall be applicable only for these seats;
		ii	University Quota: For the remaining 60% of seats, the fees shall be prescribed by the Finance Council with the approval of the Board of Governors;
Departmental Curriculum Committee(s)	6		The Dean Academic Affairs / The concerned Dean of Faculty Shall constitute Departmental Board of Studies (BoS) with the approval of the Academic Council.
		6.1	A Departmental Board of Studies (BoS) shall comprise of the following members:

		i	Concerned Head of the Department/ School/ Center – Chairperson;
		ii	ONE Professor, ONE Associate Professor and ONE Assistant Professor from the Department, nominated by the Dean Academic Affairs/ the concerned Dean of Faculty – Members
		iii	TWO Subject experts from outside the University nominated by the Vice-Chancellor
		iv	TWO representative from industry corporate sector/ allied area relating to placement nominated by the Vice-Chancellor
		v	ONE Post-graduate meritorious alumnus nominated by the Vice-Chancellor
		vi	ONE Student Member representing each of the program offered by the Department/ School/ Center and nominated by the Vice-Chancellor.
		6.1.1	The concerned Chairman of Board of Studies may invite additional experts to the Departmental Board of Studies as deemed fit with permission from Dean(AA)
		6.2	A Departmental Board of Studies (BoS) shall:
		i	Meet at least once a year, sufficiently before the commencement of academic year
		ii	Approve the Programme Educational Objectives (PEOs) as and when felt required, which are prepared after following due process. Prepare detailed curricula and syllabi as per Program / Course outcomes of concerned Programmes and with evaluation scheme and submit to the Academic Council for approval and publication;
		iii	Revise the curricula and syllabi from time to time and submit to the Academic Council for approval and publication.
		6.3	The Dean Academic Affairs / The concerned Dean of Faculty, may in cases of urgency, obtain the opinion of a Departmental Board of Studies by circulation of any proposal among the members of the Committee. Such opinion, together with the

			action taken thereon, shall be communicated to all the members.
		6.4	The Dean Academic Affairs / The concerned Dean of Faculty shall reconstitute a Departmental Board of Studies once every THREE years under normal circumstances and under extenuating circumstances, if deemed fit, he/she may reconstitute the Departmental Board of Studies before the expiry of its term with the approval of the Academic Council.
Board of Appointment of Examiners and Board of Examiners	7		The Dean Academic Affairs / The concerned Dean of Faculty as chairman and the head of the School/ Department, one Senior Professor nominated by Dean Academic Affairs and Controller of Examination shall constitute Board of Appointment of Examiners (BoAE) and BoAE shall appoint the Chairman and the members of Board of Examiners (BOE) as stated below
		7.1	A Board of Examiners shall comprise of the following members:
		i	One Senior Professor shall be the Chairman of Board of Examiners (BoE)
		ii	ONE nominee from each programme of the concerned Departmental/ School/ Center Board of Studies - Member;
		iii	ONE external member from institutions of repute nominated by the Vice-Chancellor - Member;
		iv	Departmental/ School/ Center Chairperson – Member Secretary; and
		v	ONE Senior Teacher nominated by Dean Academic Affairs/ The concerned Dean of Faculty.
		7.2	The Board of Examiners (BoE) shall:
		i	Make arrangements for setting of the question papers for various courses for which examinations are being conducted at the University;

		ii	Make arrangements to scrutinize the question papers for quality, standard, appropriateness, syllabus coverage and marks distribution;
		iii	Make arrangements to scrutinize the evaluation scheme and solutions for completeness, accuracy, appropriateness, and marks distribution;
		iv	Recommend to the Controller of Examinations suitable persons for the appointment as examiners, question paper setters, evaluators and moderators. Question paper setters shall have taught the concerned subject at least once or be an expert in that field. However, in case of emergency, the Controller of Examinations may appoint suitable persons as examiners, question paper setters, evaluators and moderators with the approval of the Dean Academic Affairs / The concerned Dean of Faculty; and
		v	BoE shall meet before the commencement of every examination.
		7.3	BOAE shall reconstitute the Board of Examiners once every THREE years under normal circumstances and under extenuating circumstances, if deemed fit, Dean Academic Affairs / The concerned Dean of Faculty may reconstitute the Board of Examiners before the expiry of its term.
Examination Squad	8		The Controller of Examinations shall appoint an Examination Squad, if required, to ensure that the examinations are held as per the code of conduct. At least one member of the Squad shall be a woman. The Chief of the Squad shall submit a report to the Controller of Examinations on the conduct of examination on a daily basis, in addition to a consolidated report at the conclusion of examinations.
Results Scrutiny Panel	9		The Vice-Chancellor shall constitute a Results Scrutiny Panel for the finalization and approval of the results of examinations before announcement.
		9.1	The Results Scrutiny Panel shall consist of the following members:
		i	Vice-Chancellor or his/her nominee – Chairperson;

		ii	ONE nominee of the Academic Council - Member;
		iii	Registrar – Member;
		iv	Dean Academic Affairs/ The concerned Dean of Faculty– Members; and
		v	Chairpersons of Department/ School/ Center
		vi	Controller of Examinations – Member-Secretary.
		9.2	The Results Scrutiny Panel shall:
		i	Review the report of the Controller of Examinations pertaining to the results;
		ii	Validate the statistics of the results placed by the Controller of Examinations;
		iii	Scrutinize and finalize the results of every examination, with or without moderation;
		iv	Review the answer books in extreme cases (erratic valuation/ out of syllabus questions) based on complaints, if deemed necessary; and
		v	Meet before the announcement of results.
		9.3	The Vice-Chancellor shall reconstitute the Results Scrutiny Panel once every THREE years under normal circumstances and, if deemed fit, he/she may reconstitute the Results Scrutiny Panel before the expiry of its term.
Examinations Malpractice Review Committee	10		The Vice-Chancellor shall constitute an Examinations Malpractice Review Committee for reviewing and recommending suitable actions on the reported cases of malpractice.
		10.1	The composition of the committee shall be:
		i	The Vice-Chancellor or his/her nominee – Chairperson;
		ii	Dean Academic Affairs / The concerned Dean of Faculty-Member;

		iii	ONE Departmental Chairperson nominated by the Vice-Chancellor – Member;
		iv	Controller of Examinations – Member-Secretary;
		v	ONE member at the level of professor nominated by the Vice-Chancellor, a woman if no other woman member is present – Member.
		10.1.1	Chairperson of the Committee may invite the concerned Departmental Chairperson or any other Teacher as deemed necessary.
		10.2	The Examinations Malpractice Review Committee shall:
		i	Review and inquire into cases of malpractice or indiscipline during examinations reported by the Controller of Examinations and recommend suitable action and penalties, if any;
		ii	Meet after the conduct of every examination if there are cases of reported malpractice or indiscipline.
		10.3	The Vice-Chancellor shall reconstitute the Examinations Malpractice Review Committee once every THREE years under normal circumstances and under extenuating circumstances, if deemed fit, he/she may reconstitute the Examinations Malpractice Review Committee before the expiry of its term.
CHAPTER III ADMISSION			
Admission	11		Admission to the University shall normally be made at the commencement of each academic year for various programmes of study except in research programmes. The dates for advertisement, entrance examination, if any, counseling, the Registrar shall notify admission, registration, commencement of classes, and other details for the academic session, from time to time.
Eligibility for Admission	11	11.1	The minimum qualification for admission to each programme of study shall be as prescribed by the Academic Council (In routine programs shall be as per notification from the state government / statutory bodies from time to time, which shall be notified by the Registrar in the Admission Brochure.

			However, the following provisions shall be considered while specifying the eligibility for admission to various programmes:
		i	In case of SC / ST / OBC candidates, there shall be a relaxation of a specified percentage in the prescribed minimum marks or equivalent in the qualifying exam as per Government norms;
		ii	The candidate shall have passed the qualifying examination as required for the programme on or before the date of admission which shall be duly supported by provisional certificate issued by competent authorities.
Admission Process	12		The admission process for various programmes shall be as follows:
		12.1	A candidate seeking admission under the Government Quota shall follow the procedures of the Post Graduate Common Entrance Test as notified by the Government of Karnataka from time to time.
		12.2	A candidate seeking admission under the University Quota shall appear for the entrance test conducted by the University or by the recognized Entrance Examination authorities such as KEA/CMAT/MAT/CAT.
		12.2.1	University may conduct Counseling for admissions based on the rankings in the entrance test (if conducted) or directly admit the candidates allotted by the central counseling conducted by the Examination Authorities: such as KEA/CMAT/MAT/CAT as per norms or any other as permitted from time to time.
		12.3	Candidates who have passed a qualifying examination not conducted by the Government of Karnataka or University shall submit the eligibility and migration certificate in original for admission to a programme of study. Candidates who have passed the qualifying examination through correspondence course shall not be eligible for admission to the University.
		12.4	NRI/PIO/FN seeking admission to a programme shall apply separately with equivalency/ eligibility/migration certificates

			along with passport/visa/clearance/NOC from concerned bodies to the Admissions Committee.																								
		12.5	Admission shall be subject to the candidate being certified medically fit by a registered medical practitioner recognized by the University for the purpose.																								
		12.6	Each applicant shall be required to submit a Character Certificate from the head of the institution last attended.																								
Refusal and Revoking of Admission	13	13.1	A candidate may be refused admission if he/she is found to have indulged in acts of indiscipline or unlawful demonstrations and the like. Candidates who have been expelled/ rusticated/ debarred from other institutions shall not be admitted.																								
		13.2	The Vice-Chancellor reserves the right to refuse admission to a candidate whose admission, in his/her judgment, is not in the interest of the University by recording the reasons for such refusal.																								
		13.3	If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the letter of admission or has submitted forged or invalid documents, the Admissions Committee may revoke the admission of the candidate and report the matter to the Registrar.																								
Intake	14		Intake shall be as recommended by the Academic Council and approved by Board of governors																								
Student Registration Number	15		<p>Each student shall be assigned a 12-character alphanumeric Student Registration Number (SRN) upon confirmation of admission as per the following scheme:</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Campus</th> <th>Full/Part time/ Distance</th> <th>Faculty</th> <th>Year of admission</th> <th>Level of programme</th> <th>Department</th> <th>Serial Number</th> </tr> </thead> <tbody> <tr> <td>Length</td> <td>2</td> <td>1</td> <td>1</td> <td>2</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>Code</td> <td>2-digit</td> <td>F/P/D</td> <td>1-letter</td> <td>2- digit</td> <td>1- letter</td> <td>2-letter</td> <td>3- digit</td> </tr> </tbody> </table> <p>For example, 01FM20MCA001 is the Student Registration Number of the student who joined campus 01, as a Full-time student, in Faculty of Management, in the year 2020, for Master of Business Administration program of study with the serial number 001. The letter codes for various faculties and programmes of study shall be</p>	Field	Campus	Full/Part time/ Distance	Faculty	Year of admission	Level of programme	Department	Serial Number	Length	2	1	1	2	1	2	3	Code	2-digit	F/P/D	1-letter	2- digit	1- letter	2-letter	3- digit
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Length	2	1	1	2	1	2	3																				
Code	2-digit	F/P/D	1-letter	2- digit	1- letter	2-letter	3- digit																				

		indicated in the corresponding guidelines approved by the Academic Council.
Transfer/ Migration of Students	16	16.1 Transfer/migration to a programme of study shall be possible for candidates from other recognized universities or institutions, as decided by the Admissions Committee, subject to availability of seats.
		16.2 A candidate may be admitted to an appropriate term of the relevant programme of study on the basis of equivalency. To establish the equivalency or otherwise, a committee shall be constituted by the Dean Academic Affairs / the concerned Dean of Faculty to examine the courses already studied by the student, the syllabi thereof and the examinations passed. The committee may also, if deemed necessary, conduct a proficiency test to determine the transfer of credits and course(s) from which the student may be exempted.
		16.3 Such a candidate shall submit a “No Objection Certificate” from the previous university or institution
		16.4 The fee structure shall be decided by the Admissions Committee for transfer/migration of a candidate to the University at the time of transfer/migration and shall be binding for his/her remaining minimum duration of the programme.
		16.5 A student applying to migrate to another university or institution may be permitted to do so provided (i) the student submits a consent letter from the other university or institution; (ii) the student obtains a clearance from the Dean Academic Affairs / the concerned Dean of Faculty of the University; (iii) the student has no dues to the University; and (iv) the student pays the prescribed fees for his/her remaining minimum duration of the programme.
		16.6 Any scholarship or financial assistance awarded to a student migrating out of the University shall automatically stand terminated with effect from the date of approval of migration. Further, the University reserves the right to recover any scholarship or financial assistance already given to such a student before approval of migration.

Temporary withdrawal from the programme	17	17.1	<p>A student may be permitted by the Registrar to withdraw from a programme for reasons of ill health or other valid reasons for a period of one academic year, after providing sufficient documentary evidence. Such a student seeking temporary withdrawal shall apply to the Registrar in the prescribed format.</p> <p>A student may also be permitted to withdraw temporarily from the program for a period of one year to do internship.</p> <p>Students who opt for 'Temporary Withdrawal' from the term(s) are not allowed to register for Summer Semester.</p> <p>The maximum period as defined in para 19 shall include the period of withdrawal.</p>
		17.2	A student may be permitted only once during his/her programme of study to avail this provision.
		17.3	Any scholarship or financial assistance awarded to a student temporarily withdrawing from the University shall automatically stand terminated with effect from the date of approval of withdrawal. Further, upon rejoining, the eligibility of the student for the scholarship or financial assistance shall be re-evaluated with no guarantee of automatic renewal.
		17.4	A student who has temporarily withdrawn from the University may apply in the prescribed format for resumption of the programme of study. On approval, such a student shall be treated as a regular student for meeting the academic requirements and shall not be required to pay the fees for the period of withdrawal.
		17.5	A student who has temporarily withdrawn from the University and fails to apply for resumption of the programme of study, at the end of the approved period of temporary withdrawal, shall be deemed to have withdrawn permanently from the University. Such students are liable to pay the prescribed fees for the remaining minimum duration of the programme.
Permanent withdrawal from	18	18.1	The Registrar may permit a student to withdraw from a programme permanently. Such a student seeking permanent

the programme / University			withdrawal shall apply to the Registrar in the prescribed format.
		18.2	The student discontinuing from a programme shall pay the balance fees for his/her remainder minimum duration of the programme.
		18.3	Any scholarship or financial assistance awarded to a student permanently withdrawing from the University shall automatically stand terminated with effect from the date of approval of withdrawal. Further, the University reserves the right to recover any scholarship.
CHAPTER IV PROGRAMMES OF STUDY AND STRUCTURE			
Programmes of Study and duration	19		The University shall offer this programme of study representing different specializations, in accordance with the spirit of a university.
		19.1	The minimum duration of MCA programme shall be two years. The maximum duration of the programme shall be twice the minimum duration above which the candidate shall deemed to be discontinued from the programme.
		19.2	The level of a programme of study is based on the qualification of a student at the entry level.
		19.3	A candidate shall be eligible for admission to a MCA programme after passing any Bachelor's degree (10+2+3), KMAT compulsory.(PGCET)
		19.4	The University shall notify, from time to time, the list of Specializations offered.
Structure of a programme	20	20.1	Each academic year shall consist of two semesters and a fast track (Summer) semester.
		20.2	Activities in a semester shall include teaching, learning, examination and evaluation.
		20.3	The duration of each regular term (semester) will be around sixteen weeks which includes the examinations also.
		20.4	The Registrar shall notify the calendar of events of programme from time to time.

		20.5	A student shall register for courses offered in semester for the first time. A letter grade shall be awarded to each registered course at the end of the term after following the prescribed evaluation process.
		20.6	The number of credits and grades a candidate has earned shall measure a student's progress and performance. Based on the course credits and grades obtained by the student, the grade point average shall be calculated. The student shall earn a specified minimum number of credits for the programme of study in order to qualify for the award of degree.
Credit system	21		Semester-wise credit-based system shall be followed in MCA programme of study.
		21.1	<p>Generally, credits shall be assigned to the each course in a programme of study based on the following pattern:</p> <ul style="list-style-type: none"> a) Lectures: One lecture hour per week shall be assigned one credit. b) Tutorials: Two tutorial hours per week shall be assigned one credit c) Practicals: Two laboratory hours per week shall be assigned one credit. Not more than three credits may be assigned to a practical course having only laboratory component. The courses having three hours of contact every alternate week shall have one credit only d) Mini-projects, Minor-projects, Seminars, Projects (If any): Three contact and preparation hours per week shall be assigned one credit e) Dissertation : Three contact and preparation hours per week shall be assigned one credit f) Self Study: 4 student hours/ week/ term shall be assigned one credit. Total of Self study credits shall not exceed 12% of the total credits required for completion of a program. This shall be part of core courses including lab and program electives only. The assessment of self-study component shall be through continuous internal evaluation only and schemes of evaluation shall be decided by DPGC.

		21.2	<p>The course credits for each course shall be given as L-T-P. For example, 3-1-0 will mean that it is a lecture based course and has 3 lectures, 1 tutorial, and no practical assigned to it. Similarly, a course with 0-0-2 means that it is a practical course with 4 hours of class work. Credits will be assigned to seminar, dissertation, project etc. under the practical component.</p> <p>Example: Course 20ECAC701 Data Structures using C; 6 credits (4-0-2). The hours for this course are computed as follows:</p> <p>4 credits = 4 hours/week lectures 0 credit = 0 hours/week tutorial 2 credits = 2 × 2 = 4 hours/week practicals Total = 4 + 0 + 4 = 8 hours</p> <p>Total contact hours for the course = (4 h Lectures + 0 h Tutorial + 4 h Practical) per week = 8 contact hours per week for 16 weeks.</p> <p>For each lecture or tutorial credit, the self-study component is 1-2 hours /week (for 100-300 level courses) and 3 hours /week (for 400-600 level courses). The self-study component for practicals is 1 hour for every two hours of practicals per week. In the above example, the student is expected to devote a minimum of 2 hours per week on self-study in addition to class contact hours.</p>
		21.3	<p>The number of credits required to be earned for a MCA programme shall be calculated at an average of Twenty credits per regular semester with a margin of + 2.5%. For example, a 2-year MCA programme shall comprise of four regular semesters and therefore require 22 x 4= 88 credits, the minimum being 88 and the maximum being 88 x 1.025 = 90 credits.</p> <p>Minimum credits to be earned for the award of degree shall be 88.</p>
		21.4	<p>A full-time student shall normally register for TWENTY SIX credits in a regular Semester. However, the minimum number of credits for which a student shall register is 15.</p>

		21.5	A full-time student may be permitted to register for a maximum of TWENTY SIX credits during a regular Semester.
		21.6	Every course of study normally runs for the full length of a semester.
Category of courses	22	22.1	Generally, various Courses to be offered in programmes of , study shall be categorized into the following types: however on the recommendation and approval of appropriate bodies the new type of courses may be introduced from time to time depending upon the requirement of program and innovations in teaching –learning process:
		22.1.1	Professional Core Courses (PC): Professional Core courses constitute the core of the programme of study.
		22.1.2	Elective Courses (EC): Elective courses offer a choice of advanced or specialized courses related to the programme of study. They enable students to specialize in a domain of interest or tune their learning to suit career needs and current trends.
		22.1.3	Internship, Research or Project Work (PW): These are intended to enhance the student’s practical knowledge and exposure to research and industry. Project work shall normally be carried out in regular terms.
		22.1.4	Non-credit courses: A few courses, may not be assigned credits. Such courses shall be referred to as non-credit (NC) courses, and may be mandatory in a study.
		22.1.5	Programme of study may have additional requirements such as internship and residency.
Audit courses	23		A student may be permitted to take any number of audit courses over and above the graduation requirements for learning a subject.
CHAPTER V CURRICULA AND SYLLABI			
Curricula and Syllabi	24		The curriculum of every programme of study offered by the University is intended to provide not only the right balance

			of broad-based and in-depth knowledge but also aptitude for life-long learning.																					
		24.1	Medium of instruction shall be English, except in those Faculties where other languages are permitted by the Academic Council.																					
		24.2	The detailed curriculum and syllabus for the programme of study shall be framed by the Departmental/ School Board of Studies with approval of the Academic Council and shall be notified from time to time.																					
Course code	25	25.1	Every course shall be assigned a course code, using nine alphanumeric characters as under: <table border="1" data-bbox="727 747 1464 953"> <thead> <tr> <th>Field</th> <th>Year</th> <th>Faculty</th> <th>Programme of study</th> <th>Type of Course</th> <th>Level</th> <th>Serial Number</th> </tr> </thead> <tbody> <tr> <td></td> <td>2</td> <td>1</td> <td>2</td> <td>1</td> <td>1</td> <td>2</td> </tr> <tr> <td>Code</td> <td>2-digit</td> <td>1-letter</td> <td>2-Letter</td> <td>1 - Letter</td> <td>1-9</td> <td>2 –digit</td> </tr> </tbody> </table>	Field	Year	Faculty	Programme of study	Type of Course	Level	Serial Number		2	1	2	1	1	2	Code	2-digit	1-letter	2-Letter	1 - Letter	1-9	2 –digit
Field	Year	Faculty	Programme of study	Type of Course	Level	Serial Number																		
	2	1	2	1	1	2																		
Code	2-digit	1-letter	2-Letter	1 - Letter	1-9	2 –digit																		
		25.2	A digit shall be assigned for each course depending on the level of course as:																					
		i	Levels 7-9 shall be reserved for research courses, Master’s and Ph.D. research work, and the like. Example. 20ECAC701 is a course introduced or revised in 2020, in the faculty of MCA , which is a Core Course, in the first year, with a course number of 701																					
Teaching / Learning methods	26		The majority of courses shall be in the form of assisted teaching/learning through direct contact or online or hybrid with the exception of Project Work and Internship. To enrich the student experience, the teaching / learning may include guest lectures, field trips, mini projects, self-study and so on. Teachers may use state-of-the-art knowledge dissemination tools. To enrich the student experience, the teaching / learning may include any of the following methods: <ol style="list-style-type: none"> 1. Lectures with active learning 																					

		<p>This method is used for large number of courses in the program. To make it more impactful several active learning practices are used by the faculty.</p> <p>2. Tutorials and group discussions Tutorials are used in the courses where students need more practicing of application of the concepts and also need practicing in the numerical problem solving in different contexts. Students also get an opportunity to clarify their doubts in the course.</p> <p>3. Laboratory work with cooperative learning The laboratory experience has been enhanced by categorizing the experiments as</p> <ol style="list-style-type: none"> a. Demo Experiments b. Exercise experiments c. Structured enquiry experiments d. Open-ended experiments <p>This categorization helps to achieve all the elements of outcome (b): Design of experiments, conduct of experiment, analysis and interpretation of data.</p> <p>4. Field work or relevant industry exposure In few of the courses, to give a better feel of the concepts or engineering practices fieldwork is assigned to the students</p> <p>5. Group projects with co-operative learning Group projects like course projects, mini projects and capstone projects create integrating experience for the students. They particularly give opportunity for the students to enhance professional competencies like team orientation, communication, lifelong learning etc., that are reflected in the outcomes. Projects challenge the students to work on complex engineering problems and take him through the whole process of problem solving.</p> <p>6. Course projects</p>
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			<p>Course projects also help the students to understand the concepts learnt in a course and application of concepts in different contexts.</p> <p>7. Directed self learning tasks The activities like term paper writing, seminars give the student capability to develop lifelong learning skills</p> <p>8. Online or MOOC courses Selected online / MOOC courses either independent or as part of project work give the students exposure to international best practices and help in developing self-confidence.</p>
Course instructor / Course coordinator	27		A Teacher who is teaching a particular course shall be referred to as the course instructor for that course. If a course is taught by more than one Teacher in the same term, it shall be coordinated by one of the Teachers designated as the course coordinator. He/she has the responsibility for framing the course policy, which includes lesson plan, coverage, assignments, quizzes, tests, practicals, and other evaluation processes.
CHAPTER VI REGISTRATION AND ATTENDANCE			
Registration for courses	28		In each term, an eligible student shall register for the courses he / she intends to study. Only registered students shall be allowed to attend the classes of those courses.
		28.1	Students shall register for the courses to be studied in a particular semester as per schedule specified by the Dean Academic Affairs / the concerned Dean of Faculty, except for the courses in the first term. Registration for the first term of a programme shall be a part of admission process.
		28.2	Registration process, either online or offline, shall consist of the following steps:
		i	Meeting with the course coordinator, if required, to verify prerequisites;

		ii	Enrolment of students for different courses offered by particular Teachers;
		iii	Payment of prescribed tuition fees and other dues.
		28.3	A student who obtains “F” or “W” grade (as defined in section 63 later) in a course other than elective (EC category) shall re-register for the same course when offered next. A student who obtains “F” or “W” grade in an elective course shall have an option of repeating the same elective course when offered next or register for any other elective course in the EC category.
		28.4	If a student fails to register for course(s) during a term without intimation to the Dean Academic Affairs / the concerned Dean of Faculty, his/her admission shall be liable to be cancelled.
		28.5	For re-registration, late registration, adding/dropping of courses, a fee may be charged as notified from time to time.
Registration record	29		The student shall ensure that the registration details are entered on the registration record which may be maintained on-line. Queries related to registration shall be considered only when accompanied by the original registration record. This record shall be preserved until the student receives the term grade card.
Registration validation	30		Before the first day of classes, every student shall validate his registration either on-line or at the Department / School office. Students who do not validate their registration shall not be permitted to add/drop courses.
Minimum student enrollment in a course	31		A course shall be offered if a minimum number of students have registered for that course, as specified by the Dean Academic Affairs / the concerned Dean of Faculty. Under special circumstances, a course may be offered with fewer students, with the prior permission of the Vice-Chancellor. Courses without the minimum registrations on the last date for adding/dropping of courses shall not be offered. The students who registered for such courses shall be given additional time for registering for alternate courses.

Add/Drop, audit and withdrawal from courses	32	i	Add/Drop: A student may add or drop one or more course(s) before the deadline with the approval of the Dean Academic Affairs / the concerned Dean of Faculty, upon payment of additional fees, if any.
		ii	Withdrawal: A student may withdraw from a course before the deadline specified for the purpose, with the approval of the Dean Academic Affairs / the concerned Dean of Faculty. A withdrawal grade shall be awarded in such case(s).
		iii	Audit: A student may change a credit course to an audit one before the deadline specified for the purpose, with the approval of the concerned Dean of Faculty.
Registration for Summer Semester	33	i	A student may be permitted to register for a maximum of 15 credits during a Summer Semester.
		ii	A student may register for courses in Summer Semester without any additional fees provided he/she has not registered for the same courses earlier and there is vacancy in those courses. Such a student shall pay the prescribed fees for the minimum duration of the programme, notwithstanding the number of credits to be earned during the final year / term.
		iii	A student who registers for a course in the Summer Semester on account of failure, withdrawal or any other form of discontinuance shall pay additional fees as prescribed from time to time.
Attendance	34		Attendance is the physical presence of the student in the class/online class. Students shall make every effort to attend all classes, laboratory / practical and other sessions.
		i	Every Teacher handling a class or tutorials or laboratory / practical session shall take attendance till the last instruction day in the term. The students shall be informed about their attendance status periodically by the department so that the students get advance notice to make up any shortage in attendance.

		ii	A student shall maintain the prescribed minimum attendance in each individual course, as specified in the guidelines for the programme of study. Without the minimum attendance in a course, the student shall be ineligible to appear for the End Semester Assessment (ESA) in that course. Such a student shall be awarded “FA” grade in that course and he/she shall register for and repeat the course when offered next.
		iii	If a student is, absent from the University for more than SIX weeks without permission of the Dean Academic Affairs / the concerned Dean of Faculty, his/her registration is liable to be cancelled.
Condoning Attendance Shortage	35		In rare and genuine cases, the Vice-Chancellor may condone a shortage of attendance to a maximum extent of 10% on the recommendation of the Dean Academic Affairs / the concerned Dean of Faculty.
CHAPTER VII EXAMINATION SYSTEM			
Controller of Examinations	36		The Controller of Examinations shall be responsible for the conduct of examinations of all the courses of all the programmes of the University, and all other matters incidental thereto and ancillary therewith, under the supervision and monitoring by the Vice-Chancellor. The Controller of Examinations shall:
		i	Supervise the day-to-day activities concerning examinations of the University;
		ii	Convene the meetings of the Authorities of the University for which he/she is the Member-Secretary, on the approval of the Vice-Chancellor;
		iii	Arrange for the preparation and notification of examination time table from time to time;
		iv	Supervise the registration of students for End Term Assessment, if applicable;

		v	Appoint the required number of officials and staff for the conduct of examinations, with the approval of the Vice-Chancellor;
		vi	Prepare detailed guidelines for the duties and responsibilities of various officials and staff connected with examinations;
		vii	Convene meetings of all the concerned officials and staff from time to time, to explain to them their duties and responsibilities pertaining to the examinations;
		viii	Obtain help from local authorities to maintain law and order for the conduct of examinations, if necessary;
		ix	Arrange for the issue of grade cards, transcripts, provisional degree certificates, degree certificates, migration certificates and so on to the students;
		x	Maintain utmost secrecy while preparing and maintaining the confidential materials, bills, and proceedings;
		xi	Recommend the remunerations, if any assignment connected with the examination work, to the Finance Council for consideration and further action;
		xii	Make arrangements for maintenance of stock, accounts, records, and statistics of the office of the Controller of Examinations and for annual stock verification;
		xiii	Submit the infrastructural requirements of the office of the Controller of Examinations as and when required to the Registrar for consideration and further action; and
		xiv	Prepare the budget for the office of the Controller of Examinations and place it before the Finance Council for its consideration.
		xv	Apart from what is said here the Controller examination shall strictly implement what is stated in the examination process approved by appropriate authority and will take steps to maintain all secrecy and confidentiality of examinations.

Deputy Controller of Examinations	37		Deputy Controller of Examinations, if any, shall assist the Controller of Examinations for the conduct of examinations and all other matters incidental thereto and ancillary therewith.
Chief Superintendent	38		The Controller of Examinations shall appoint a Chief Superintendent from amongst the senior teachers of the University during each term to assist him/her for the conduct of examinations, with the approval of the Vice Chancellor.
		38.1	One Chief Superintendent shall be appointed for each examination center.
		38.2	The Chief Superintendent shall:
		i	Arrange for the required materials (e.g. answer books, drawing cards, data handbooks and other stationery) for the conduct of examinations, and supply of the same to the students, as necessary;
		ii	Arrange for and appoint the required personnel for the conduct of examinations, with the approval of the Controller of Examinations;
		iii	Arrange for the seating of students and notify the seating arrangements;
		iv	Be available at the examination center during the examinations; and
		v	Discharge any other responsibility assigned by the Controller of Examinations from time to time.
Additional Chief Superintendent(s)	39		The Controller of Examinations shall appoint Additional Chief Superintendent(s), if necessitated by the number of students registered for the examination, from amongst the senior teachers of the University, with the approval of the Vice Chancellor. The Additional Chief Superintendent(s) shall perform similar duties as those of the Chief Superintendent.
Deputy Chief Superintendent(s)	40		The Controller of Examinations shall appoint Deputy Chief Superintendent(s), from amongst the senior teachers of the University, with the approval of the Vice Chancellor, if

			required. The Deputy Chief Superintendent(s) shall assist the Chief Superintendent in the conduct of examinations.
Invigilators	41		The Chief Superintendent shall appoint the required number of Invigilators for all blocks where examinations are held, as required.
Group Invigilators	42		The Chief Superintendent shall appoint the required number of Group Invigilators for the coordination and supervision of a group of invigilators, as needed. In case of emergency, a Group Invigilator may relieve an invigilator for short intervals.
Obligation to perform the examination work	43		Any person, who is entrusted with any kind of examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examinations, printing of question papers and answer books, tabulation, preparation of grade cards and all such activities incidental thereto and connected therewith, shall discharge such duties prudently and with utmost integrity for ensuring high academic standards.
		43.1	If any person who has been allotted any kind of examination work is found to be guilty of breach of duties or involves in any misbehavior and/or misconduct, disciplinary action shall be taken against him/her as per the rules of the University.
		43.2	No employee of the University shall accept the assignment of taking part in the conduction of examinations and all such activities incidental thereto and connected therewith, whenever his/her kith and kin are appearing for the examinations.
Errors committed by an examiner	44		Disciplinary action shall be initiated by the Controller of Examinations against an examiner, who has committed error(s) in the work pertaining to examinations, as per the rules of the University.
Remuneration	45		Remuneration for different assignments in the examination shall be proposed by the Controller of Examinations from time to time and recommended by the Finance Council for the approval by the Board of Governors. External examiners shall be entitled for TA/DA. All work relating to ISA, ESA and

		all other matters incidental thereto and ancillary therewith, with or without remuneration shall be deemed to be a part of normal duty of every employee of the University.
Assessment	46	<p>The University shall follow a combination of In-Semester Assessment (ISA) and the End-Semester Assessment (ESA) for assessing the performance of a student in each course. The ISA and ESA components for each course shall be conducted as per the calendar of events and the time-table specified from time to time. The Teacher shall notify the weights of ISA and ESA components in the total marks for a course in the lesson plans as per the approval of Board of Studies. A student shall be awarded a letter Grade for every course at the end of the term, indicating the level of performance, considering the scores in both ISA and ESA.</p> <p>The assessment for theory courses carrying ISA and ESA components will be done on Relative Grading system. Other courses will be assessed by absolute grading system. List of courses assessed by Absolute Grading system is as follows:</p> <ul style="list-style-type: none"> • Laboratory Courses. • Courses with enrolment less than 30. • Industry Visit and Lecture / Industrial Training / Seminar / Certifications / MOOC • Mini Project / Minor Project / Capstone Projects
Question papers	47	All question papers for written, online or hybrid examinations shall be set and answered in English, except in those Faculties where the Academic Council permits other languages. The question paper of each course shall cover entire syllabus with the distribution of marks considering the number of hours allocated for each unit/module/topic in the syllabus.
Make-up for ISA/ESA components	48	Students who have remained absent at ISA/ESA in one or more courses due to valid reasons, may be given a make-up exam which can be held as per dates notified in the Academic Calendar immediately after the ISA/ESA. However, it would also be possible to hold a makeup exam at any other time in the term with the permission of the Academic Council.

			<p>Make up exam shall also be available to students awarded “X” grade and this make-up examination will be conducted along with Summer examination at the end of the academic year in which the candidate is awarded “X” grade.</p> <p>Make up exams are not conducted for any courses, theory or practical, of Summer term.</p>
CHAPTER VIII IN-SEMESTER ASSESSMENT			
ISA	49		The ISA for courses may be carried out by the way of various components such as Mid Term Examinations, quizzes, tests, seminars, term papers, demonstrations, and award of marks for attendance. Practical components of courses may be evaluated by the way of experiments, demonstrations, field work, models, worksheets, practical record books, quizzes, tests, and award of marks for attendance. If a student misses a practical / laboratory session owing to genuine reasons, he/she shall complete the activity of that session before the end of the term, with the approval of the concerned Departmental/ School Chairperson.
Conduct of ISA	50		The weightage and syllabus for each component of ISA for a course shall be notified by the concerned Teacher before the commencement of each term through the lesson plans, adhering to the norms stipulated from time to time.
		50.1	The concerned Teacher in association with Head of the Department/ School/ Center shall be responsible for the conduct of different components of ISA.
		50.2	The Head of the Department/ School/ Center shall arrange to notify the scheme of evaluation for various ISA components. After each event of ISA, the students shall have an opportunity to view his/her performance and bring the discrepancies or errors, if any, to the notice of the concerned Teacher, for addressing the same.
		50.3	The marks obtained by a student in each component of ISA shall be added and finalized for the total marks by the concerned Teacher, within the specified time as stipulated by the Controller of Examinations.

		50.4	The department /concerned Teacher shall maintain the records pertaining to each component of ISA for such period as specified by the Controller of Examinations from time to time.
ISA of Special Topics / Mini-Projects, Minor-Projects, REPG (Research Experience for Postgraduates), Seminar, Internship-Projects, Major Project	51		Carrying out the ISA for Special Topics, Seminar, Internship-Projects, Major Project/ Dissertation may be carried out in the form of various components, such as oral presentations, demonstrations, technical / project report, and viva-voce. The Head of the Department/ School/ Center shall make arrangements for the evaluation of such components. The format for preparation of technical and project reports shall be notified by the Head of the Department/ School/ Center from time to time.
Announcement of ISA marks	52		The Head of the Department/ School/ Center shall arrange for the announcement of ISA marks obtained by the students in various courses at the end of each term. The students shall be given THREE working days for verification, readdressal of discrepancies or errors, if any, and acknowledgement.
CHAPTER IX END SEMESTER ASSESSMENT			
Registration for ESA	53		A student, who has complied with the minimum specified attendance in a course, shall register for ESA for that course by paying the prescribed examination fees. The registration process for ESA may be online/off-line as notified from time to time by the Controller of Examinations. The registration of a student shall be liable to be cancelled by the Office of the Controller of Examinations where disciplinary issues are involved. Controller of Examination shall take disciplinary action only on the recommendation of committee constituted by vice Chancellor.
Eligibility to attend ESA	54		To be eligible to attend the ESA in a specific course for which a student is registered, following requirements must be met:
		i	Attendance as mentioned in section 35.2

		ii	ISA marks: Not less than 40% of ISA marks (except in those cases where it is not specially mentioned in the scheme of evaluation)
		iii	Students not fulfilling attendance requirement or ISA requirement shall be assigned an 'FA" or "F" grade (as in section 63) respectively.
Student list for ESA	55		After the last date of registration for ESA, the Office of Controller of Examinations shall release the list of students along with their registered courses. A student shall verify the accuracy of his/her particulars in the list and discrepancies, if any, shall be reported to Office of the Controller of Examinations within THREE working days from the date of release.
Admit Card	56		The Controller of Examinations shall make arrangements for issuance of Admit Cards to eligible students, based on the ESA list. The Admit Card of a student shall be valid only for the ESA for which it is issued. The Admit Card of a student shall include (i) recent photograph of the student and (ii) registered courses for ESA with course codes.
Missing Names in Student list	57		With the specific approval of the Vice-Chancellor, under extra-ordinary circumstances, a student whose name does not find a place in the student list may be permitted to appear for ESA of a course. The results of such a student may be announced after due verification.
ESA and evaluation:	58	58.1	The Controller of Examinations shall make arrangements to conduct ESA for all courses, through the Chief Superintendent.
		58.2	The Controller of Examinations shall notify the evaluation procedure to be adopted for the evaluation of various courses, from time to time. The ESA for courses having a practical or laboratory component may be based on laboratory records, conduction of experiments, demonstrations, field work, models, worksheets, quizzes, and viva voce.

		58.3	The Office of the Controller of Examinations may code the answer books of ESA for the purpose of anonymous evaluation.
		58.4	Central valuation shall be conducted in the University premises only.
ESA for Mini and Major Projects	59		In case the ESA for some courses as recommended by BoS may be held in batches, which may span over several days. The evaluation may be based on various components such as writing of abstract, project or technical report, oral presentation, demonstration, and viva voce. The Controller of Examinations in consultation with the Dean Academic Affairs / the concerned Dean of Faculty shall notify the distribution of marks for various components from time to time.
Appointment of Examiners	60		The Controller of Examinations from the panel recommended by the Board of Examiners may appoint the examiners. However, the Controller of Examinations may choose examiners outside the panel for valid reasons, with the approval of the Vice-Chancellor.
Tabulation of Marks	61		After the evaluation, the Office of the Controller of Examinations shall tabulate the marks either manually or via computerization.
Contingency arising from loss of answer books	62		In a contingency arising out of loss of answer books beyond the hope of retrieval, the Vice-Chancellor may exercise an option of ordering an additional examination.
CHAPTER X GRADING SYSTEM			
Grading system	63		<p>The University shall follow both the relative grading and absolute grading system depending on the type of course.</p> <p>However, for the purpose of reporting the performance of a student, letter grades and grade points will be awarded as per section 63 a.</p> <p>63 a. Relative Grading System</p> <p>In this system, the grades are awarded to the students based on their performance relative to others in Theory courses</p>

having In-Semester Assessment (ITA) and End Semester Assessment (ESA) components.

Grades are assigned based on the Mean and Standard Deviation of the total marks scored on the respective course. (S, X, "NE" and "F" grades marks are omitted in Mean and Standard Deviation calculation)

- S shall be awarded if scored marks is greater than 90
- F shall be awarded if scored marks is less than 40

Proposed Relative Grading System

Total Mark, M secured by the student (ISA + ESA)	Grade	Relative Grade Point	Remarks
$M > 90$	S	10	Outstanding
$Avg. + 0.60 * SD \leq M \leq 90$	A	9	Excellent
$Avg. - 0.25 * SD \leq M < Avg. + 0.60 * SD$	B	8	Very Good
$Avg. - 1.05 * SD \leq M < Avg. - 0.25 * SD$	C	7	Good
$Avg. - 1.50 * SD \leq M < Avg. - 1.05 * SD$	D	6	Fair
$**40 \leq M < Avg. - 1.50 * SD$	E	5	Satisfactory
$M < 40*$	F	0	Fail
I*	-	Absent for ESA due to calamity	Absent for ESA due to calamity
W*	-	Withdrawal	Withdrawal
X*	-	Incomplete	Incomplete
AP	-	Audit Pass	Audit Pass
AF	-	Audit Fail	Audit Fail
FA	0	Fail due to attendance shortage	Fail due to attendance shortage

* "W", "X" and "I" grades shall be considered to be transitional grades.

****40 marks mean:** The students should score minimum 20 marks out of 50 in ISA and ESA examinations separately (i.e. 40 out of 100).

NOTE: The Course Grading table generated for the first time based on the Average & Standard Deviation will be used strictly for awarding grades to all the re-evaluated courses and Summer term Examinations.

Absolute Grading System

#	Marks	Letter grade	Absolute Grade points	Remarks
1	91-100	S	10	Outstanding
2	81-90	A	9	Excellent
3	71-80	B	8	Very Good
4	61-70	C	7	Good
5	51-60	D	6	Fair
6	40-50	E	5	Satisfactory
7	< 40	F	0	Fail
8		I*	-	Absent for ESA due to calamity
9		W*	-	Withdrawal
10		X*	-	Incomplete
11		AP	-	Audit Pass
12		AF	-	Audit Fail
13		FA	0	Fail due to attendance shortage

* "W", "X" and "I" grades shall be considered to be transitional grades.

Result sheet shall contain the following

- Only Grades, Grade points, Credits, SGPA and CGPA.
- Grading slab of each course.

63.1

The normal percentage of students in a course to be awarded each letter grade shall be as per the policy set forth by the Dean Academic Affairs / the concerned Dean of Faculty with the approval of the Academic Council.

63.2

'AP' and 'AF' grades: A student shall be awarded either an AP (Audit Pass) or an AF (Audit Fail) grade for an audit course. The Audit Pass (AP) grade shall be awarded if the student satisfies the attendance and performance criteria specified

		<p>for the course by the concerned Teacher. Otherwise, an AF grade shall be awarded.</p> <p>Students having qualified for ESA in mandatory non-credit courses/audit courses and obtained an 'AF' grade need not re-register for the course again but are required to pass the course to qualify for the degree.</p>
		<p>63.3 '<i>W</i>' grade: "W" grade shall be awarded to a student who has withdrawn from a course. Further, the "W" grade shall be recorded in the grade card. A student may withdraw from an audit course in which case there shall be no mention of the course in the grade card.</p> <p>A student with "W" grade must re-register for the course during the Summer term of that academic year and the "W" grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled ESA of Summer Semester. If the student does not register or appear for the ESA of Summer Semester, the "W" grade shall be converted to an "F" grade.</p> <p>"W" grade is not awarded in Summer term.</p>
		<p>63.4 '<i>I</i>' grade: "I" grade shall be awarded temporarily to a student who is unable to appear for ESA for one or more courses with the permission of the Dean Academic Affairs / the concerned Dean of Faculty in response to a written appeal by the student, due to valid reasons such as medical emergency, calamity in the family or any other valid reason. For such a student, the "I" grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled make-up ESA. If the student does not appear for the make-up ESA, the "I" grade shall be converted to an "F" grade.</p> <p>"I" grade is not awarded at Makeup exams or in Summer term.</p>
		<p>63.5 '<i>X</i>' grade: Awarded to a student having satisfactory attendance and greater than or equal to 40% of ISA marks in a course, but ESA performance observed to be poor, which could result in an overall F Grade in the Course and will be valid till immediate make up examination is conducted for the course within that academic year. For such a student, the</p>

		<p>"X" grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled make-up ESA. If the student does not appear for the make-up ESA, the "X" grade shall be converted to an "F" grade.</p> <p>"X" grade is not awarded at Makeup exams or in Summer term.</p>
	63.6	<p>'F' grade: A student shall be awarded an "F" grade if he/she either fails in the course or is absent for the ESA of that course.</p>
	63.6.1	<p>A student who obtains "F" grade in a non-elective course shall re-register for the same course when offered next.</p>
	63.6.2	<p>A student who obtains "F" grade in an elective course shall have an option of repeating the same elective course when offered next or register for any other elective course.</p>
	63.6.3	<p>The 'FA' grade denotes poor attendance i.e. failure in a course due to attendance shortage (i.e. <75%) and the course instructor is supposed to take utmost care while awarding this double-letter grade. A student with "FA" grade must re-register for the course during the Summer term of that academic year and the "FA" grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled ESA of Summer term. If the student does not register or appear for the ESA of Summer term, the "FA" grade shall be converted to an "F" grade.</p>
Passing Standards for a Course	64	<p>The minimum requirements to pass in a course for which a student is registered are as follows:</p> <p>ISA: 40% of ISA marks</p> <p>ESA: 40% of ESA marks</p> <p>A student is considered to have successfully completed a course and earned the credits assigned to that course if the student earns a letter grade S to E. "F" Grade implies failure and "I", "W" and "X" grades are transitional grades and will be replaced by an appropriate letter grade once the student completes the course requirement.</p>

Passing Standards – Progression to Next Academic Year -Vertical Progression	65		The requirement to progress to the next academic year is only on the basis of number of courses and is as follows:
		65.1	Maximum number of F grades that can be carried at the end of any academic year is 04.
		65.2	To progress to higher odd terms, the candidate shall have CGPA (as defined in section 65.2) of minimum of 5.0, after the results of Summer examination in the previous academic year. However failure to secure a minimum CGPA = 5.0 at the end of any term for the first time, shall attract a warning before approval of the student to continue in the following term.
		65.3	The failure grades of mandatory non-credit courses/audit course shall not be considered for vertical progression.
SGPA and CGPA	66		The overall performance of a student shall be indicated by two indices namely, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).
		66.1	The SGPA is the weighted average of the grade points obtained in all courses registered by the student during a particular term. The SGPA shall be calculated as: $SGPA = \frac{\sum C_i G_i}{\sum C_i}$, where C_i 's, are the number of credits for the courses registered for the term, and G_i 's are the corresponding grade points secured by the student.
		66.2	The SGPA is an indication of an up-to-date overall performance of a student and the weighted average of the grade points obtained in all the courses registered by the student since he/she is admitted to the University. It shall be calculated as: $CGPA = \frac{\sum C_i G_i}{\sum C_i}$, the summation is carried out for all courses to which the student has registered up to that point of time, excluding courses with "F" & "FA" grades and transitional grades.

		66.3	If a student obtains an “F” grade in a course and registers for the same course in a subsequent term, the new grade obtained shall replace the previous “F” grade in calculating the CGPA.															
		66.4	If a student obtains an “F” grade in an elective course and registers for the same or equivalent course in a subsequent term, the new grade obtained shall replace the previous “F” grade in calculating the CGPA.															
		66.5	Grades obtained in audit courses and transitional grades shall not be considered in the calculations of CGPA and SGPA.															
Class / Division declaration	67		<p>The following classes of results shall be declared, for a student upon graduation, considering the below specified criteria. The class obtained by the student shall be inferred as per the table given below:</p> <table border="1" data-bbox="727 873 1386 1215"> <thead> <tr> <th>CGPA</th> <th>Equivalent</th> <th>Class/Division</th> </tr> </thead> <tbody> <tr> <td>5.00-5.74</td> <td></td> <td>Pass</td> </tr> <tr> <td>5.75-6.74</td> <td>≥50% and <60%</td> <td>Second</td> </tr> <tr> <td>6.75-7.74</td> <td>≥60% and <70%</td> <td>First</td> </tr> <tr> <td>7.75-9.49</td> <td>≥70% and <87.5%</td> <td>First class with Distinction</td> </tr> </tbody> </table>	CGPA	Equivalent	Class/Division	5.00-5.74		Pass	5.75-6.74	≥50% and <60%	Second	6.75-7.74	≥60% and <70%	First	7.75-9.49	≥70% and <87.5%	First class with Distinction
CGPA	Equivalent	Class/Division																
5.00-5.74		Pass																
5.75-6.74	≥50% and <60%	Second																
6.75-7.74	≥60% and <70%	First																
7.75-9.49	≥70% and <87.5%	First class with Distinction																
		i	First Class with Distinction: A student completing a Programme of study within the specified minimum duration, securing a CGPA equal to or greater than 7.75 shall be declared to have passed in First class with Distinction.															
		ii	First Class: A student completing a Programme of study by securing a CGPA between 6.75 and 7.74 (both inclusive) shall be declared to have passed in First Class.															
		iii	Second Class: A student completing the programme of study by securing a CGPA between 5.75 and 6.74 shall be declared to have passed in second class.															

		iv	Pass Class: A student completing the programme of study by securing a CGPA of less than 5.75 shall be declared to have passed in pass class.
Declaration of Ranks	68		Ranks shall be awarded to the graduating students in each programme of Study on the basis of CGPA. The ranks shall be awarded to top FIVE percent of students of the graduating class. However, the total number of ranks shall not exceed FIVE irrespective of the total number of graduating students of study. A student shall be eligible for a rank at the time of award of degree in the programme of Study, provided he/she has:
		i	Passed in all the courses of all terms in FIRST attempt;
		ii	Not obtained any transitional grades;
		iii	Completed the Programme of study within the specified minimum duration;
		iv	Not rejected any of the term results;
		v	Not taken re-admission;
		vi	Academic performance will be the sole criteria for awarding the Merit rank in each program and will be based only on CGPA to be calculated as mentioned in 66.1 and 66.2. The SGPA/CGPA shall be calculated to an accuracy of 2 decimal points and will be rounded up to the nearest value. In case more than one gets the same CGPA, all shall share the ranks. In case of MCA program the CGPA of I Semester to IV semester shall be taken into account to declare the ranks.
		vii	Not faced any disciplinary action.
		viii	The minimum number of registered candidates for a program during the final year shall be a minimum of 10 in that program to award the rank. In case the number is less than 10, then, no rank shall be awarded. However, if the

			minimum strength is 10 then minimum of two ranks shall be awarded.
Not Fit for Programme of Study (NFPS)	69	69.1	A student shall be declared as “Not Fit for Programme of Study” (NFPS) and terminated from the programme of study if he/she:
		i	Fails to obtain a term grade point average of at least 4.0 on a number of occasions numerically equal to the minimum duration of the programme in years. If the performance of a student at the end of a registered term is below 4.0, he/she shall be issued a warning by the Controller of Examinations in the first two instances and a show cause notice in the third instance, each of which shall be intimated to the parents or guardians.
		ii	Failure to meet the standards of discipline prescribed by the University, which may change from time to time.
		iii	If a student fails to satisfy all the requirements for the award of the degree within the maximum duration as mentioned in section 19.1.
		69.2	Such students, if interested, shall be eligible to apply for re-admission to the programme of study at the first year level or second year level as the case may be.
CHAPTER XI TRANSPARENCY IN EXAMINATION SYSTEM			
	70		A student shall be eligible to apply for revaluation of the answer books of ESA only for theory component of courses. Any delay in the announcement of revaluation results for any reason whatsoever shall not confer the right upon the student for admission to the subsequent term and for any other kind of claim. There shall be no provision for re-totaling, obtaining the photocopy of answer books and revaluation of ESA for practical components of courses, including seminar, mini project / special topics, and major project.
Revaluation	71		A student may apply to the Controller of Examinations for revaluation of theory components of courses in ESA, within THREE working days after obtaining the photocopies of

			concerned answer books and upon payment of prescribed fee. The marks obtained in the revaluation valuation shall be considered for the re-computation of grade. However, if the new grade is found to be lower than the declared grade, the declared grade shall be retained. In the event of no change in the grade after revaluation, it shall be declared as “No Change”.
Refund of fee	72		A refund of 50% of revaluation fees shall be made to a student in the event of an improvement in the letter grade.
Rejection of whole term results	73		A student may reject the results of a whole term irrespective of performance in an individual course. However, there shall be no provision for the rejection of results of any individual course. Upon rejection, the results shall be considered as null and void. Such rejection may be permitted only once during the entire programme of study. A student, who has rejected the whole term results, shall re-register for the courses of rejected term upon payment of the prescribed fees.
Production of answer books	74		The answer books of the University examinations are confidential property of the University and shall not be subject to submission before any internal or external authority or any agent or person on behalf of a student.
CHAPTER XII ANNOUNCEMENT OF RESULTS			
Process of declaration of results	75		The draft results shall be processed through the following stages before its announcement:
		i	Draft results prepared by the Office of Controller of Examinations shall be placed before the Results Scrutiny Panel for review;
		ii	Subsequent to the review, the Controller of Examinations shall announce the provisional results after the approval by the Vice-Chancellor;
		iii	A student may appeal in writing to the Controller of Examinations if any discrepancies are found in the provisional results announced within the time specified; and

		iv	The Registrar shall place the provisional results before the Academic Council and Executive Council for information.
		v	<p>Gracing rules shall be as follows</p> <p>GMR1 : A student is eligible to get a maximum grace marks of 2% (2/100) in ESA per course provided the student gets the minimum prescribed passing marks in ESA for that course by such grace marks.</p> <p>GMR2 : A student is eligible to get a maximum grace marks of 5% (5/100) in ESA for a course provided</p> <ul style="list-style-type: none"> i) The student has failed only that course and passed in all other registered courses of that examination. ii) Gets the minimum prescribed passing mark in that course by such gracing. <p>GMR3 : A student is eligible to get a maximum of 1 % of SGPA (0.1 out of 10) as grace if the student is falling short of the next higher Class provided, grace marks have not been awarded under one of GMR1 or GMR2.</p> <p>GMR4 : A student is eligible to get a maximum grace marks of 2% (2/100) in ISA per course provided the student gets the minimum prescribed passing marks in ISA for that course by such grace marks.</p> <p>GMR5 : The student is eligible to be graced under GMR2 only if grace marks have not been awarded under one of GMR1 or GMR4.</p> <p>GMR6 : Grace marks awarded under GMR1, GMR2 or GMR4 will be recorded in the marks ledger but not be so indicated in the grade card.</p> <p>GMR7 : Grace marks awarded under GMR3 will be recorded in the marks ledger and also indicated as such on the grade card.</p> <p>NOTE: All the above Grace Marks rules are applicable for Odd & Even Regular Term examinations, where as GMR1 is applicable for Summer Examinations also.</p>

Issue of Grade Cards, Transcripts, and other Certificates:	76	76.1	Every student who has registered for ESA after paying the prescribed examination fees shall be issued a grade card in the prescribed format by the Office of the Controller of Examinations.
		76.2	On request and payment of prescribed fee, the academic transcript, in the prescribed format, shall be issued to a student by the Controller of Examinations.
		76.3	A student, on payment of prescribed fee, if any, may request the Controller of Examinations in prescribed format for any corrections to be incorporated in the Grade card and / or transcript. On verification, the Controller of Examinations shall issue a revised / corrected grade card / transcript.
		76.4	There shall be a provision to issue a duplicate grade card or duplicate degree certificate to a student in case of loss or mutilation, upon submission of application in prescribed format along with requisite documents and payment of fee as specified by the Office of the Controller of Examinations.
Procedure for Leaving the University	77	i	A student shall leave the University on completion of his/her studies;
		ii	It shall be the responsibility of the student to obtain “No Dues Certificate” from all concerned departments/sections and submit the same to the Registrar for obtaining the “clearance certificate”;
		iii	Unless a student has obtained the “Clearance Certificate” from the Registrar, neither “transcript of academic record” or other documents shall be issued nor security deposit or any amount due shall be refunded;
		iv	The refund of security deposit shall be permissible up to a period of ONE year from the date the student leaves the University, after which it shall stand credited to the Endowment Fund of the University; and
		v	After successful completion of all the requirements for the award of degree, the Dean Academic Affairs / the concerned Dean of Faculty shall send the report to the Registrar for

			notification of result. The Controller of Examinations shall subsequently issue the Provisional Degree Certificate and transcript record to the student.
Other Certificates	78		A student shall be eligible to receive other certificates such as study certificate, academic transcripts, course completion certificate and migration certificate from the University on written request in prescribed format and payment of prescribed fee.
Eligibility for the Award of Degree	79		A candidate shall be declared to be eligible for the award of a degree if he/she has:
		i	Credits and grades compliance as prescribed by the concerned Faculty of Study within the stipulated maximum time duration, including Specialization and/or Minor, if any; In case of MCA program a candidate shall earn a minimum of CGPA \geq 5.0 to become eligible for the award of the degree.
		ii	Successful completion of all non-credit mandatory courses;
		iii	Minimum duration requirement as specified by the concerned Faculty of Study;
		iv	No pending disciplinary action; and
		v	No dues of any kind to the University.
Award of Degree	80		After fulfilling the above requirements, the Controller of Examinations shall recommend to the Academic Council for the award of degree to the candidate. The candidate shall be given a Provisional Degree Certificate by the Controller of Examinations, upon successful completion of all requirements, submission of application in prescribed format and payment of prescribed fees. The candidate shall be given a Degree Certificate at the ensuing Convocation, upon successful completion of all requirements, submission of application in prescribed format and payment of prescribed fees.

Bar to claim damages for delay	81		No student shall be entitled to claim any damages, whatsoever from the University on the account of late declaration of result, delay in the issue of grade cards or any other certificates, delay in re-valuation, re-totaling or any other process associated with the examinations or evaluation, or other like cases.
CHAPTER XIII FELLOWSHIP / SCHOLARSHIP / FINANCIAL ASSISTANCE			
Merit Scholarship	82		The merit scholarship may be awarded on a year to year basis for students in various programmes.
		82.1	The Executive Council shall, on the recommendation of the Academic Council, determine from time to time the number and the value of merit scholarships to be awarded in each programme.
		82.2	The eligibility criteria for scholarship awards shall be as determined by the Academic Council from time to time. The merit scholarship may be awarded on such basis as grade point average. However, during the year of admission, the scholarships may be awarded on such basis as performance in entrance tests and qualifying examination.
		82.3	The Registrar shall make arrangements for the disbursement, maintenance of accounts and keeping of records of the merit scholarships.
Award of Fellowships, Scholarships and Stipends by External Agencies	83		All proposals regarding the offer of fellowships, scholarships and stipends by individuals or external organizations shall be addressed to the Registrar, who may formulate the terms and conditions with the concerned parties, with the approval of the Executive Council.
CHAPTER XIV MAINTENANCE OF ACADEMIC RECORDS			
Maintenance of Academic Records	84	84.1	The office of the Registrar shall maintain a file for each student comprising of the entrance test application (if applicable), copies of test results (if applicable), letter of admission, application for admission, copies of previous academic testimonials and such other relevant documents.

		84.2	The office of the Dean Academic Affairs / the concerned Dean of Faculty shall maintain a file for each student comprising of course registration details, up to date attendance, academic performance and achievements, and such other relevant documents. The Dean Academic Affairs / the concerned Dean of Faculty may choose to maintain such student files in the office of the concerned Departmental/ School Chairperson.
		84.3	The Office of the Controller of Examinations shall maintain a file for each student comprising of examination registration details, up to date academic performance, and such other relevant documents.
Maintenance of Answer Books	85		The answer books of University examinations shall be maintained securely for a period of ONE year from the last day of examinations after which they may be destroyed summarily with the approval of the Vice-Chancellor.
Weeding off of Academic Records	86	i	The admission form of the candidates not selected for admission shall be destroyed by shredding after a period of ONE year of the finalization of admissions, except in cases of disputes;
		ii	The records pertaining to the conduct of entrance examination such as question booklets, answer sheets, correspondence regarding paper setting, etc. shall be destroyed by way of shredding after a period of ONE year from the conduct of entrance test, except in cases of disputes;
		iii	The personal files of the students shall be retained as permanent records, either digitally or in hard copies;
		iv	Subject to any general or special rule or order in this behalf, no University records (including correspondence) connected with the academics shall be destroyed except in accordance with the provisions as given below:
			(a) No academic records (including correspondence) shall be destroyed which are under audit objection till audit objections are settled;

			(b) No academic records (including correspondence) shall be destroyed for which proceedings are going on in a Court of Law till the case is finalized; and
		v	A list of records proposed to be destroyed shall be prepared by the Dean Academic Affairs / the concerned Dean of Faculty and orders of the Vice-Chancellor shall invariably be obtained before they are destroyed. The academic records to be weeded out shall be destroyed by way of shredding under direct supervision of the Dean Academic Affairs / the concerned Dean of Faculty.
Clarification of Doubts	87		Any doubts arising in implementation of these regulations will be resolved as per the directions of the Vice-chancellor and the decision of the Vice-chancellor will be the final.
AMENDMENTS	88		<p>The regulations listed herein, on approval by the Academic Council and Governing Council, shall be binding on all students enrolled for Master of Computer Applications degree.</p> <p>The regulations listed herein may be amended, updated, changed through appropriate approval from the Academic Council from time to time and shall be binding on all parties concerned including students, faculty, staff, departments, college authorities.</p>
JURISDICTION	89		All disputes arising from the regulations listed herein must be addressed to the Academic Council. The decision of the Academic Council is final and binding on all parties. Any legal issues arising from this set of regulations shall be limited to the legal jurisdiction determined by the location of the College and not that of any other parties.

Regulations
Governing Bachelor of Computer Applications
Programme
of
KLE Technological University
2022



KLE Technological University
(Established under Karnataka Act No.22, 2013)

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**REGULATIONS GOVERNING UNDERGRADUATE PROGRAMME in COMPUTER APPLICATIONS OF KLE
TECHNOLOGICAL UNIVERSITY - 2022
No. KLETU/Acad/Reg/2022/BCA Date: 17/06/2022**

In exercise of the powers conferred by Section-37 of The KLE Technological University Act, 2012 (Karnataka Act 22 of 2013), the Board of Governors hereby approves the following "Regulations Governing BACHELOR OF COMPUTER APPLICATIONS of KLE Technological University - 2020", as per the resolution no. 16.5 of Board of Governors held on 17-06-2022.

CHAPTER – I PRELIMINARY

Short title, extent and commencement	1	I	These regulations shall be called as Regulations Governing Bachelor of Computer Applications –2022
		ii	They shall come into force from the date of their approval by the Board of Governors / assent of Chancellor
		iii	These Regulations shall be read in conjunction with the Act, Statutes, Regulations Governing Research Programmes and other notifications of the University.
		iv	These Regulations shall be applicable to the students admitted to KLE Technological University from the academic year 2022-23 onwards.
Definitions	2		In these regulations, unless the context otherwise required are as below. Anything not defined will be in line with the definitions as defined by the relevant statutory bodies:
		i.	“Act” means The KLE Technological University Act, 2012 (Karnataka Act No. 22 of 2013);
		ii.	“Board of Governors”, “Executive Council”, “Academic Council”, and “Finance Council”, means respectively the Board of Governors, Executive Council, Academic Council, and Finance Council, of the University.
		iii.	“Campus” means a campus established and maintained by the University.
		iv.	“CGPA”, “SGPA” means respectively Cumulative Grade Point Average and Semester Grade Point Average.
		v.	“Chancellor”, “Pro Chancellor”, “Vice-Chancellor”, “Registrar”, “Controller of Examinations”, “Dean”, and “Departmental Chairperson” mean respectively the Chancellor, Pro Chancellor, Vice-Chancellor, Registrar, Controller of Examinations, Dean, and Departmental Chairperson of the University.

		vi. "ISA" and "ESA" means respectively the In Semester Assessment, and End Semester Assessment of the University.
		vii. "Committees" means the committees formed by the various authorities and officers of the University.
		viii. "Convocation" means the convocation of the University, where Degrees, Honorary Degrees, Diplomas, Academic Distinctions, and Certificates are awarded as per requirements of the University.
		ix. "Course" means one of the units (subject) a Programme of study.
		x. "Credit" means credit earned by a student after a successful completion of a credited course.
		xi. "Degree" means a degree awarded by the University with or without Specialization and/or Minor after completion of requirement as stipulated in this regulations.
		xii. DUGC shall mean the Department Undergraduate Graduate Committee of a department.
		xiii. "Examination Hall" means both the hall where theory examinations are conducted or the laboratory or workshop where practical examinations are conducted.
		xiv. "Government" means the Government of Karnataka.
		xv. BCA means Bachelor of Computer Applications i.e., name of the degree awarded after the completion of requirement of under graduate studies in Bachelor of Computer Applications.
		xvi. "Notification" means the notification of the University.
		xvii. "Prescribed" means prescribed by the rules made by the University under the Act, Statutes, Regulations, and Notifications.
		xviii. "Programme" or "Programme of study" means a under graduate education programme pursued for a degree awarded by the University as specified under Section-22(3) of the UGC Act.
		xix. "Department or School" means an entity that offers programme(s) instituted by the University.
		xx. "Regulations" means the Regulations of the University, notified by the Executive Council.
		xxi. "Statutes" means the Statutes of KLE Technological University, notified by the Board of Governors.

		xxii.	“Student” means a person admitted to and pursuing a specified Programme of study in the University.
		xxiii.	“Teacher”, “Course Instructor” means respectively a faculty appointed for imparting instruction and research guidance to students in the University and the Teacher instructing a course.
		xxiv.	“University” means the KLE Technological University, Hubballi, established and incorporated under the KLE Technological University Act, 2012 (Karnataka Act No. 22 of 2013).
		xxv.	<p>“NEP-2020” means the National Education Policy 2020.</p> <p>As per NEP-2020, the undergraduate BCA degree will be of either 3 or 4-year duration, with multiple exit options.</p> <p>Within this period a candidate may opt for a certificate after completing 1 year of study and exit, or a diploma after 2 years of study and exit, or a Bachelor’s degree after a 3-years of study and exit or a honors degree with research after a 4-years of study, if the candidate completes a rigorous research project in the major area of study as prescribed by the University.</p>

CHAPTER II COMMITTEES AND DEPARTMENTAL CHAIRPERSON

Departmental/ School/ Centre Chairperson(s)	3	3.1	The Vice-Chancellor shall appoint a whole-time senior Teacher as School Chairperson/ Center Chairperson for each Department/School/Center.
		3.2	The terms and conditions of appointment shall be those contained in the contract of appointment.
		3.3	The School/ Center Chairperson shall oversee the day-to-day affairs of the School/ Center, function as the administrative head of the Department/ School/ Center and perform such other duties as assigned to him/her from time to time.
Admissions Committee	4	4.1	The Admissions Committee shall be constituted by the Vice-Chancellor consisting of:
		i	Registrar – Chairperson
		ii	Coordinator Admission Cell - Member Secretary
		iii	ONE Dean Nominated by the Vice-Chancellor
		iv	ONE nominee of the Executive Council – Member
		v	ONE nominee of the Academic Council – Member

		4.5	Central Steering Committee (CSC)
		i.	The constitution of CSC shall be Vice-Chancellor Chairman, Deans, HoDs and Cell Coordinators will be Members and Senior faculty nominated by the Vice Chancellor shall be member coordinator.
		ii.	<p>The CSC has the following functions</p> <ol style="list-style-type: none"> 1. To formulate the strategic policies in the following areas: <ul style="list-style-type: none"> • Facilitating highest student success • Creation of learner-centered environment • Support services beyond curriculum • Requirements of Human resources • Institution image building • Value based administration • Infrastructure planning and management • Interaction with other departments, cells/committees and stakeholders 2. To prepare strategic plans to pursue the above referred policies 3. To guide all the cells/committees towards implementation of policies 4. To conduct regular meetings to monitor the working of various cells/committees 5. To evaluate performance of each cell/committee vis-à-vis customer expectations <p>The committee shall meet once as per direction of Vice Chancellor</p>
		4.6	Department Under Graduate Committee (DUGC) There shall be a Department Under Graduate Committee for each Department offering a under graduate academic programs.
		i.	<p>It shall have the following members:</p> <ol style="list-style-type: none"> 1. Head of Department , Chairman 2. Two Professors (by rotation for one year) 3. Two Associate Professors (by rotation for one year) 4. Two Assistant Professors (by rotation for one year)
			<ol style="list-style-type: none"> 1. The DUGC shall perform the following functions: 2. Monitor the conduct of courses offered by the department 3. Ensure academic standard and excellence of the courses offered by the department

			<p>4. Oversee the evaluation of each course offered by the department</p> <p>5. Develop and revise the curriculum based on past experience and to recommend the same to the BoS</p> <p>6. Review of examination results (ISA and ESA) and moderate (in consultation with the course instructor) where necessary to ensure fair assessment.</p>
Fee Fixation	5		<p>There shall be only one type of seats for the programme of study offered by the University, namely,</p> <p>University Quota: For 100% of seats, the fees shall be prescribed by the Finance Council with the approval of the Board of Governors.</p>
Departmental Curriculum Committee(s)	6		The Dean Academic Affairs / The concerned Dean of Faculty shall constitute Departmental Board of Studies with the approval of the Academic Council.
		6.1	A Departmental Board of Studies shall comprise of the following members:
		i	Concerned Head of the Department/ School/ Center – Chairperson;
		ii	ONE Professor, ONE Associate Professor and ONE Assistant Professor from the Department, nominated by the Dean Academic Affairs/ the concerned Dean of Faculty – Members
		iii	TWO Subject experts from outside the University nominated by the Vice-Chancellor
		iv	TWO representative from industry corporate sector/ allied area relating to placement nominated by the Vice-Chancellor
		v	ONE Post-graduate meritorious alumnus nominated by the Vice-Chancellor
		vi	ONE Student Member representing each of the program offered by the Department/ School/ Center and nominated by the Vice-Chancellor
		6.1.1	The concerned Chairman of Board of Studies may invite additional experts to the Departmental Board of Studies as deemed fit with permission from Dean(AA)
		6.2	A Departmental Board of Studies shall:
		i	Meet at least once a year, sufficiently before the commencement of academic year

		ii	Approve the Programme Educational Objectives (PEOs) as and when felt required, which are prepared after following due process. Prepare detailed curricula and syllabi as per Program / Course outcomes of concerned Programmes and with evaluation scheme and submit to the Academic Council for approval and publication;
		iii	Revise the curricula and syllabi from time to time and submit to the Academic Council for approval and publication.
		6.3	The Dean Academic Affairs / The concerned Dean of Faculty, may in cases of urgency, obtain the opinion of a Departmental Board of Studies by circulation of any proposal among the members of the Committee. Such opinion, together with the action taken thereon, shall be communicated to all the members.
		6.4	The Dean Academic Affairs / The concerned Dean of Faculty shall reconstitute a Departmental Board of Studies once every THREE years under normal circumstances and under extenuating circumstances, if deemed fit, he/she may reconstitute the Departmental Board of Studies before the expiry of its term with the approval of the Academic Council.
Board of Appointment of Examiners and Board of Examiners	7		The Dean Academic Affairs / The concerned Dean of Faculty as chairman and the head of the School/ Department, one Senior Professor nominated by Dean Academic Affairs and Controller of Examination shall constitute Board of Appointment of Examiners (BOAE) and BOAE shall appoint the Chairman and the members of Board of Examiners (BOE) as stated below
		7.1	A Board of Examiners shall comprise of the following members:
		i	One Senior Professor shall be the Chairman of Board of Examiners (BoE)
		ii	ONE nominee from each programme of the concerned Departmental/ School/ Center Board of Studies - Member;
		iii	ONE external member from institutions of repute nominated by the Vice-Chancellor - Member;
		iv	ONE faculty nominated by Head of School/Department/ Center-Member Secretary; and
		v	ONE Senior Teacher nominated by Dean Academic Affairs/ The concerned Dean of Faculty.
		7.2	The Board of Examiners shall:
		i	Make arrangements for setting of the question papers for various courses for which examinations are being conducted at the University;

		ii	Make arrangements to scrutinize the question papers for quality, standard, appropriateness, syllabus coverage and marks distribution;
		iii	Make arrangements to scrutinize the evaluation scheme and solutions for completeness, accuracy, appropriateness, and marks distribution;
		iv	Recommend to the Controller of Examinations suitable persons for the appointment as examiners, question paper setters, evaluators and moderators. Question paper setters shall have taught the concerned subject at least once or be an expert in that field. However, in case of emergency, the Controller of Examinations may appoint suitable persons as examiners, question paper setters, evaluators and moderators with the approval of the Dean Academic Affairs / The concerned Dean of Faculty; and meet before the commencement of every examination.
		7.3	BOAE shall reconstitute the Board of Examiners every year under normal circumstances and under extenuating circumstances, if deemed fit, Dean Academic Affairs / The concerned Dean of Faculty may reconstitute the Board of Examiners before the expiry of its term.
Examination Squad	8		The Controller of Examinations shall appoint an Examination Squad, if required, to ensure that the examinations are held as per the code of conduct. At least one member of the Squad shall be a woman. The Chief of the Squad shall submit a report to the Controller of Examinations on the conduct of examination on a daily basis, in addition to a consolidated report at the conclusion of examinations.
Results Scrutiny Panel	9		The Vice-Chancellor shall constitute a Results Scrutiny Panel for the finalization and approval of the results of examinations before announcement.
		9.1	The Results Scrutiny Panel shall consist of the following members:
		i	Vice-Chancellor or his/her nominee – Chairperson;
		ii	ONE nominee of the Academic Council - Member;
		iii	Registrar – Member;
		iv	Dean Academic Affairs/ The concerned Dean of Faculty– Members; and
		v	Chairpersons of Department/ School/ Center
		vi	Controller of Examinations – Member-Secretary.
		9.2	The Results Scrutiny Panel shall:
		i	Review the report of the Controller of Examinations pertaining to the results;

		ii	Validate the statistics of the results placed by the Controller of Examinations;
		iii	Scrutinize and finalize the results of every examination, with or without moderation;
		iv	Review the answer books in extreme cases (erratic valuation/ out of syllabus questions) based on complaints, if deemed necessary; and
		v	Meet before the announcement of results.
		9.3	The Vice-Chancellor shall reconstitute the Results Scrutiny Panel once every THREE years under normal circumstances and, if deemed fit, he/she may reconstitute the Results Scrutiny Panel before the expiry of its term.
Examinations Malpractice Review Committee	10		The Vice-Chancellor shall constitute an Examinations Malpractice Review Committee for reviewing and recommending suitable actions on the reported cases of malpractice.
		10.1	The composition of the committee shall be:
		i	The Vice-Chancellor or his/her nominee – Chairperson;
		ii	Dean Academic Affairs / The concerned Dean of Faculty- Member;
		iii	ONE Departmental Chairperson nominated by the Vice-Chancellor – Member;
		iv	Controller of Examinations – Member-Secretary;
		v	ONE member at the level of professor nominated by the Vice-Chancellor, a woman if no other woman member is present – Member.
		10.1.1	Chairperson of the Committee may invite the concerned Departmental Chairperson or any other Teacher as deemed necessary.
		10.2	The Examinations Malpractice Review Committee shall:
		i	Review and inquire into cases of malpractice or indiscipline during examinations reported by the Controller of Examinations and recommend suitable action and penalties, if any;
		ii	Meet after the conduct of every examination if there are cases of reported malpractice or indiscipline.
		10.3	The Vice-Chancellor shall reconstitute the Examinations Malpractice Review Committee once every THREE years under normal circumstances and under extenuating circumstances, if deemed fit,

			he/she may reconstitute the Examinations Malpractice Review Committee before the expiry of its term.
CHAPTER III ADMISSION			
			Admission to the University shall normally be made at the commencement of each academic year for the programme of study. The dates for advertisement, entrance examination, if any, counseling, the Registrar shall notify admission, registration, commencement of classes, and other details for the academic session, from time to time.
Eligibility for Admission	11		<p>A candidate who has passed two years Pre-University Course (PUC) Examination conducted by Pre-University Board, Government of Karnataka, Bengaluru or 10+2 Examination conducted by CBSE or equivalent examinations by other states or any other UGC/GOI recognized Boards / Departments shall be eligible for admission to first semester BCA Programme.</p> <p>(a) Further, a candidate of Diploma course (not less than 2 years) with any subjects or 2 years JOC of any subjects or 2 years ITI shall be eligible as defined by the Government of Karnataka.</p> <p>(b) The eligibility for admission to BCA Programme shall be as per the norms of the University from time to time.</p> <p>(c) The candidates should have studied mathematics as one of the subjects in the qualifying exams.</p>
		i	In case of SC / ST / OBC candidates, there shall be a relaxation in the qualifying exam as per Government norms ;
		ii	The candidate shall have passed the qualifying examination as required for the programme on or before the date of admission which shall be duly supported by provisional certificate issued by competent authorities.
Admission Process	12		The admission process for BCA programme shall be as follows:
		12.1	A candidate seeking admission as per the University rules & regulations shall make an application in the prescribed form to the administrative office of the University.
		12.2	All or shortlisted candidates may have to undergo the University entrance examination as declared by the University, if required, from time to time.

		12.3	University may conduct Counseling for admissions based on the rankings in the entrance test (if conducted) or directly admit the candidates.
		12.4	Candidates who have passed a qualifying examination not conducted by the Government of Karnataka shall submit the eligibility and migration certificate in original for admission to BCA programme.
		12.5	NRI/PIO/FN seeking admission to BCA programme shall apply separately with equivalency/ eligibility/migration certificates along with passport/visa/clearance/NOC from concerned bodies to the Admissions Committee.
		12.6	Admission shall be subject to the candidate being certified medically fit by a registered medical practitioner recognized by the University for the purpose.
		12.7	Each applicant shall be required to submit a Character Certificate from the head of the institution last attended.
		12.8	Each applicant shall be required to submit the list of certificates including SSLC, PUC, Date of Birth certificate etc. as mentioned by the University from time to time.
		12.9	The candidates admitted under over and above the quota of the intake permitted as per the directions of state / central government should have the qualifications and requirement as specified under the quota requirement by the state or Central Government.
Refusal and Revoking of Admission	13	13.1	A candidate may be refused admission if he/she is found to have indulged in acts of indiscipline or unlawful demonstrations and the like. Candidates who have been expelled/ rusticated/ debarred from other institutions shall not be admitted.
		13.2	The Vice-Chancellor reserves the right to refuse admission to a candidate whose admission, in his/her judgment, is not in the interest of the University by recording the reasons for such refusal.
		13.3	If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the letter of admission or has submitted forged or invalid documents, the Admissions Committee may revoke the admission of the candidate and report the matter to the Registrar.
Intake	14	14.1	Intake shall be as recommended by the Academic Council and approved by Board of governors

Student Registration Number	15	<p>Each student shall be assigned a 12-character alphanumeric Student Registration Number (SRN) upon confirmation of admission as per the following scheme:</p> <table border="1" data-bbox="591 302 1510 453"> <thead> <tr> <th>Field</th> <th>Campus</th> <th>Full/Part time/ Distance</th> <th>Faculty</th> <th>Year of admission</th> <th>Level of programme</th> <th>Department</th> <th>Serial Number</th> </tr> </thead> <tbody> <tr> <td>Length</td> <td>2</td> <td>1</td> <td>1</td> <td>2</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>Code</td> <td>2-digit</td> <td>F/P/D</td> <td>1-letter</td> <td>2- digit</td> <td>1- letter</td> <td>2-letter</td> <td>3- digit</td> </tr> </tbody> </table> <p>For example, 01FM22BCA001 is the Student Registration Number of the student who joined campus 01, as a Full-time student, in Faculty of Management, in the year 2022, for Bachelor of Computer Applications program of study with the serial number 001. The letter codes for various faculties and programmes of study shall be indicated in the corresponding guidelines approved by the Academic Council.</p>		Field	Campus	Full/Part time/ Distance	Faculty	Year of admission	Level of programme	Department	Serial Number	Length	2	1	1	2	1	2	3	Code	2-digit	F/P/D	1-letter	2- digit	1- letter	2-letter	3- digit
Field	Campus	Full/Part time/ Distance	Faculty	Year of admission	Level of programme	Department	Serial Number																				
Length	2	1	1	2	1	2	3																				
Code	2-digit	F/P/D	1-letter	2- digit	1- letter	2-letter	3- digit																				
Transfer/ Migration of Students	16	16.1	Transfer/migration to a programme of study shall be possible for candidates from other recognized universities or institutions, as decided by the Admissions Committee, subject to availability of seats.																								
		16.2	A candidate may be admitted to an appropriate Semester of the relevant programme of study on the basis of equivalency. To establish the equivalency or otherwise, a committee shall be constituted by the Dean Academic Affairs / the concerned Dean of Faculty to examine the courses already studied by the student, the syllabi thereof and the examinations passed. The committee may also, if deemed necessary, conduct a proficiency test to determine the transfer of credits and course(s) from which the student may be exempted.																								
		16.3	Such a candidate shall submit a “No Objection Certificate” from the previous university or institution																								
		16.4	The fee structure shall be decided by the Admissions Committee for transfer/migration of a candidate to the University at the time of transfer/migration and shall be binding for his/her remaining minimum duration of the programme.																								
		16.5	A student applying to migrate to another university or institution may be permitted to do so provided (i) the student submits a consent letter from the other university or institution; (ii) the student obtains a clearance from the Dean Academic Affairs / the concerned Dean of Faculty of the University; (iii) the student has no dues to the University; and (iv) the student pays the prescribed fees for his/her remaining minimum duration of the programme																								
		16.6	Any scholarship or financial assistance awarded to a student migrating out of the University shall automatically stand terminated with effect from the date of approval of migration. Further, the University reserves																								

			the right to recover any scholarship or financial assistance already given to such a student before approval of migration.
Temporary withdrawal from the programme	17	17.1	<p>A student may be permitted by the Registrar to withdraw from a programme for reasons of ill health or other valid reasons for a period of one academic year, after providing sufficient documentary evidence. Such a student seeking temporary withdrawal shall apply to the Registrar in the prescribed format.</p> <p>A student may also be permitted to withdraw temporarily from the program for a period of one year to do internship.</p> <p>Students who opt for 'Temporary Withdrawal' from the Semester(s) are not allowed to register for Summer Semester.</p> <p>The maximum period as defined in para 19 shall include the period of withdrawal.</p> <p>The student who has withdrawn temporarily will not be issued certificate as under the NEP norms.</p>
		17.2	A student may be permitted only once during his/her programme of study to avail this provision.
		17.3	Any scholarship or financial assistance awarded to a student temporarily withdrawing from the University shall automatically stand terminated with effect from the date of approval of withdrawal. Further, upon rejoining, the eligibility of the student for the scholarship or financial assistance shall be re-evaluated with no guarantee of automatic renewal.
		17.4	A student who has temporarily withdrawn from the University may apply in the prescribed format for resumption of the programme of study. On approval, such a student shall be treated as a regular student for meeting the academic requirements and shall not be required to pay the fees for the period of withdrawal.
		17.5	A student who has temporarily withdrawn from the University and fails to apply for resumption of the programme of study, at the end of the approved period of temporary withdrawal, shall be deemed to have withdrawn permanently from the University. Such students are liable to pay the prescribed fees for the remaining minimum duration of the programme.
Permanent withdrawal from	18	18.1	The Registrar may permit a student to withdraw from a programme permanently without completing the required at various levels. Such a student seeking permanent withdrawal shall apply to the Registrar in

the programme / University			the prescribed format. However, such student will be issued a certificate for which he is eligible as per NEP-2020.
		18.2	The student discontinuing from a programme shall pay the balance fees for his/her remainder minimum duration of the completion of the academic year.
		18.3	Any scholarship or financial assistance awarded to a student permanently withdrawing from the University shall automatically stand terminated with effect from the date of approval of withdrawal. Further, the University reserves the right to recover any scholarship.
CHAPTER IV PROGRAMMES OF STUDY AND STRUCTURE			
Programmes of Study and duration	19		The University shall offer this programme of study representing different specializations, in accordance with the spirit of a university and NEP-2020.
		19.1	The minimum duration of BCA certificate, BCA diploma, BCA degree and BCA honors programmes shall be respectively for one, two three and four years. The maximum duration of the programme shall be twice the minimum duration above which the candidate shall deemed to be discontinued from the programme.
		19.2	The level of a programme of study is based on the qualification of a student at the entry level.
		19.3	Each semester shall have 16 weeks (06 days per week system) with 90 working days (excluding Sundays and other holidays).
		19.4	The Programme shall have multiple exit option at the end of TWO / FOUR/ SIX semesters (ONE, TWO or THREE academic years respectively) with the award of Certificate, Diploma and General Degree.
		19.5	The candidate availing exit option shall reenter the programme at the beginning of any academic year (ODD Semester) to complete the higher level certification with the then prevailing syllabi.
		19.6	All candidates shall be awarded Bachelor's degree with Honors on successful completion of EIGHT semesters (FOUR academic years) BCA programme.
		19.7	The University shall notify, from time to time, the list of Specializations offered.
Structure of a programme	20	20.1	Each academic year shall consist of two regular semesters, Semester I and II and a fast track (Summer) Semester.
		20.2	Activities in a semester shall include teaching, learning, field work/internship, examination and evaluation.

		20.3	<p>The duration of each regular semester will be around sixteen weeks. However, the fast-track semester shall be normally for duration of EIGHT weeks. Semester I/III/V/VII normally shall be from August-December, Semester II/IV/VI/VIII normally shall be from January-May each year. Fast-track semester normally shall be during June-July each year. Sometimes due to delay in admission formalities, if the First semester (for fresh students) is delayed by few days, the subsequent Second and Third semester may be correspondingly delayed.</p> <p>It would be desirable to have 90 teaching days per semester excluding examinations.</p>
		20.4	The Registrar shall notify the calendar of events of programme from time to time.
		20.5	<p>A student shall register for all the courses offered in semester for the first time</p> <p>A letter grade shall be awarded to each registered course at the end of the Semester after following the prescribed evaluation process.</p>
		20.6	The number of credits and grades a candidate has earned shall measure a student's progress and performance. Based on the course credits and grades obtained by the student, the grade point average shall be calculated. The student shall earn a specified minimum number of credits for the programme of study in order to qualify for the award of degree.
		20.7	<p>Each programme shall have three components, Viz., i) Discipline Specific Core Courses ii) Elective Courses and iii) Ability Enhancement Courses.</p> <p>The respective BoS shall decide the programme structure.</p>
Credit system	21		Semester-wise credit-based choice system (CBCS) shall be followed in BCA programme of study.
		21.1	<p>Generally, credits shall be assigned to each course in a programme of study based on the following pattern:</p> <ul style="list-style-type: none"> a) Lectures: One lecture hour per week shall be assigned one credit b) Tutorials: Two tutorial hours per week shall be assigned one credit c) Practicals: Two laboratory hours per week shall be assigned one credit. Not more than three credits may be assigned to a practical course having only laboratory component. The courses having three hours of contact every alternate week shall have one credit only

			<p>d) Mini-projects, Minor-projects, Seminars, Projects (If any): Three contact and preparation hours per week shall be assigned one credit</p> <p>e) Dissertation : Three contact and preparation hours per week shall be assigned one credit</p> <p>f) Self Study: 4 student hours/ week/ Semester shall be assigned one credit. Total of Self study credits shall not exceed 12% of the total credits required for completion of a program. This shall be part of core courses including lab and program electives only. The assessment of self-study component shall be through continuous internal evaluation only and schemes of evaluation shall be decided by DUGC.</p> <p>g) Field work: Some courses may include field studies.</p> <p>h) Internship, Research or Project Work (PW): These are intended to enhance the student’s practical knowledge and exposure to research and industry. Project work shall normally be carried out in regular Semesters.</p>
		21.2	<p>The course credits for each course shall be given as L-T-P. For example, 3-1-0 will mean that it is a lecture based course and has 3 lectures, 1 tutorial, and no practical assigned to it. Similarly, a course with 0-0-2 means that it is a practical course with 4 hours of class work. Credits will be assigned to seminar, dissertation, project etc. under the practical component.</p> <p>Example: Course 22EBCC101, Mathematical Techniques for Computer Applications; 4 credits (4-0-0). The hours for this course are computed as follows:</p> <p>4 credits = 4 hours/week lectures</p> <p>0 credit = 0 hours/week tutorial</p> <p>0 credits = $0 \times 2 = 0$ hours/week practicals</p> <p>Total = $4 + 0 + 0 = 5$ hours</p> <p>Total contact hours for the course = (4 h Lectures + 0 h Tutorial + 0 h Practical) per week = 4 contact hours per week for 16 weeks.</p>
		21.3	<p>The number of credits required to be earned for a certificate of this BCA programme shall be calculated at an average of TWENTY TWO credits per regular Semester with a margin of + 2.5%.</p> <p>For example, a 3-year BCA programme shall comprise of six regular semesters and therefore require $22 \times 6 = 132$ credits, the minimum being 132 and the maximum being $132 \times 1.025 = 135$ credits.</p> <p>To accommodate skill based courses, as per NEP-2020, additional credits may be included may be included not exceeding 10% of the total credits at that level.</p>

		21.4	A full-time student shall normally register for TWENTY TWO credits in a regular Semester. However, the minimum number of credits for which a student shall register is 16.
		21.5	A full-time student may be permitted to register for a maximum of TWENTY EIGHT credits during a regular Semester.
		21.6	Every course of study normally runs for the full length of a Semester.
Category of courses	22	22.1	Generally, various Courses to be offered in programmes of study shall be categorized into the following types, however on the recommendation and approval of appropriate bodies the new type of courses may be introduced from time to time depending upon the requirement of program and innovations in teaching–learning process:
		22.1.1	Discipline Specific Core Courses (DSCC): DSCC are core courses, which should be compulsorily studied by a student as the core requirement of the programme in terms of BCA main programme and specializations defined.
		22.1.2	<p>Elective Courses (EC): EC can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/ domain or nurtures the candidate’s proficiency/skill. EC shall have three categories, viz., Discipline Specific Elective Courses, Open Elective Course and Dissertation/ Research Project.</p> <ul style="list-style-type: none"> • Open Elective Course (OEC): Is an elective course chosen from any other discipline/ subject, with an intention to seek exposure beyond core discipline. The student shall select any one OEC in the given semester, other than his / her DSCC. • Discipline Specific Elective (DSE): Is a course offered under the main discipline/subject of study or a Project/Dissertation work. • Dissertation / Research Project: Is a special course involving application of knowledge in solving / analyzing / exploring a real life situation problem. A Project/Dissertation work would be of 4 to 6 credits carried out under the guidance of supervisor/guide. The credit pattern, number of candidates and methodology for the selection of the candidate shall be decided by the respective BoS.
		22.1.3	<p>Ability Enhancement Courses (AEC): The Ability Enhancement Courses (AEC) shall be of two kinds: i) Ability Enhancement Compulsory Courses (AECC) and ii) Skill Enhancement Courses (SEC)</p> <ul style="list-style-type: none"> • Ability Enhancement Compulsory Courses (AECC): Environmental Study, Indian Constitution, Kannada, and Modern Indian languages (MIL) / Modern European Languages (MEL) are AECCs. Environmental Study and Indian Constitution are mandatory. A Student shall study Kannada/any other languages in line with the policy of the Government of Karnataka.

		22.1.4	<p>Skill Enhancement Courses (SEC):</p> <ul style="list-style-type: none"> • Skill Based Courses (SBC): These courses shall be chosen from a pool of courses designed to provide skill -based knowledge and should contain lab/ hands-on training/ fieldwork. • Value Based Course (VBC): A student shall opt any one of the activities offered by the college under VBC. 																					
		22.1.5	Special provision for independent learners: Apart from the above mentioned structure of the programme, a student can study any number of courses from Open Elective Courses (OEC) / SEC through SWAYAM or similar platforms recognized by the University with the approval of the Head of the Department. In such additional courses the performance will be taken from the ISA and ESA conducted by the department.																					
Audit courses	23		A student may be permitted to take any number of audit courses over and above the graduation requirements for learning a subject.																					
CHAPTER V CURRICULA AND SYLLABI																								
Curricula and Syllabi	24		The curriculum of every programme of study offered by the University is intended to provide not only the right balance of broad-based and in-depth knowledge but also aptitude for life-long learning.																					
		24.1	Medium of instruction shall be English, except in those Faculties where other languages are permitted by the Academic Council.																					
		24.2	The detailed curriculum and syllabus for the programme of study shall be framed by the Departmental/ School Board of Studies with approval of the Academic Council and shall be notified from time to time.																					
Course code	25	25.1	<p>Every course shall be assigned a course code, using nine alphanumeric characters as under:</p> <table border="1" data-bbox="716 1440 1373 1654"> <thead> <tr> <th>Field</th> <th>Year</th> <th>Faculty</th> <th>Programme of study</th> <th>Type of Course</th> <th>Level</th> <th>Serial Number</th> </tr> </thead> <tbody> <tr> <td></td> <td>2</td> <td>1</td> <td>2</td> <td>1</td> <td>1</td> <td>2</td> </tr> <tr> <td>Code</td> <td>2-digit</td> <td>1-letter</td> <td>2-Letter</td> <td>1 - Letter</td> <td>1-9</td> <td>2 – digit</td> </tr> </tbody> </table>	Field	Year	Faculty	Programme of study	Type of Course	Level	Serial Number		2	1	2	1	1	2	Code	2-digit	1-letter	2-Letter	1 - Letter	1-9	2 – digit
Field	Year	Faculty	Programme of study	Type of Course	Level	Serial Number																		
	2	1	2	1	1	2																		
Code	2-digit	1-letter	2-Letter	1 - Letter	1-9	2 – digit																		
		25.2	A digit shall be assigned for each course depending on the level of course as:																					
		i	Levels 1-6 indicate the minimum number of years of education in a programme beyond 10+2 as specified in the eligibility criteria for admission;																					

			Example 22EBCC101 : is a course introduced or revised in 2022, in the faculty of Engineering, in Bachelor of Computer Applications, which is a Core Course, in the first year, with a course number of 01.
		ii	Levels 7-9 shall be reserved for research courses, Master's and Ph.D. research work, and the like.
Teaching / Learning methods	26		<p>The majority of courses shall be in the form of assisted teaching/learning through direct contact or online or hybrid with the exception of Project Work and Internship. To enrich the student experience, the teaching / learning may include guest lectures, field trips, mini projects and so on. Teachers may use state-of-the-art knowledge dissemination tools.</p> <p>To enrich the student experience, the teaching / learning may include any of the following methods:</p> <ol style="list-style-type: none"> 1. Lectures with active learning This method is used for large number of courses in the program. To make it more impactful several active learning practices are used by the faculty. 2. Tutorials and group discussions Tutorials are used in the courses where students need more practicing of application of the concepts and also need practicing in the numerical problem solving in different contexts. Students also get an opportunity to clarify their doubts in the course. 3. Laboratory work with cooperative learning The laboratory experience has been enhanced by categorizing the experiments as <ol style="list-style-type: none"> a. Demo Experiments b. Exercise experiments c. Structured enquiry experiments d. Open-ended experiments <p>This categorization helps to achieve all the elements of outcome (b): Design of experiments, conduct of experiment, analysis and interpretation of data.</p> 4. Field work or relevant industry exposure In few of the courses, to give a better feel of the concepts or engineering practices fieldwork is assigned to the students 5. Group projects with co-operative learning Group projects like course projects, mini projects and capstone projects create integrating experience for the students. They particularly give opportunity for the students

			<p>to enhance professional competencies like team orientation, communication, lifelong learning etc., that are reflected in the outcomes.</p> <p>6. Course projects Course projects also help the students to understand the concepts learnt in a course and application of concepts in different contexts.</p> <p>7. Directed self learning tasks The activities like Semester paper writing, seminars give the student capability to develop lifelong learning skills</p> <p>8. Online or MOOC courses Selected online / MOOC courses either independent or as part of project work give the students exposure to international best practices and help in developing self-confidence.</p> <p>9. Skill enhancement courses Skill enhancement courses help the students to equip them with the skill sets, which are in demand by the industries.</p> <p>Apart from this the programme may offer</p> <ol style="list-style-type: none"> 1. Internship Project 2. Courses offered from different centers 3. Seminars <p>Note : Faculty can adopt the above teaching learning methods along with others not listed above, however if methodologies involves evaluation of students, then students should be made aware of this at the start of Semester in which it is being adopted with the approval of DUGC.</p>
Course instructor / Course coordinator	27		A Teacher who is teaching a particular course shall be referred to as the course instructor for that course. If a course is taught by more than one Teacher in the same Semester, it shall be coordinated by one of the Teachers designated as the course coordinator. He/she has the responsibility for framing the course policy, which includes lesson plan, coverage, assignments, quizzes, tests, practicals, and other evaluation processes.
CHAPTER VI			
REGISTRATION AND ATTENDANCE			
Registration for courses	28		In each Semester, an eligible student shall register for the courses he/she intends to study. Only registered students shall be allowed to attend the classes of those courses.

		28.1	Students shall register for the courses to be studied in a particular Semester as per schedule specified by the Dean Academic Affairs / the concerned Dean of Faculty, except for the courses in the first Semester. Registration for the first Semester of a programme shall be a part of admission process.
		28.2	Registration process, either online or offline, shall consist of the following steps:
		i	Meeting with the course coordinator, if required, to verify prerequisites;
		ii	Enrolment of students for different courses offered by particular Teachers;
		iii	Payment of prescribed tuition fees and other dues.
		28.3	A student who obtains “F” or “W” grade(as defined in section 63 later) in a course other than elective (EC category) shall re-register for the same course when offered next. A student who obtains “F” or “W” grade in an elective course shall have an option of repeating the same elective course when offered next or register for any other elective course in the EC category.
		28.4	If a student fails to register for course(s) during a Semester without intimation to the Dean Academic Affairs / the concerned Dean of Faculty, his/her admission shall be liable to be cancelled.
		28.5	The Dean Academic Affairs / the concerned Dean of Faculty under exceptional circumstances may permit late registration.
		28.6	For re-registration, late registration, adding/dropping of courses, a fee may be charged as notified from time to time.
Registration record	29		The student shall ensure that the registration details are entered on the registration record which may be maintained on-line. Queries related to registration shall be considered only when accompanied by the original registration record. This record shall be preserved until the student receives the Semester grade card.
Registration validation	30		Before the first day of classes, every student shall validate his registration either on-line or at the department/School office. Students who do not validate their registration shall not be permitted to add/drop courses.
Minimum student enrollment in a course	31		A course shall be offered if a minimum number of students have registered for that course, as specified by the Dean Academic Affairs / the concerned Dean of Faculty. Under special circumstances, a course may be offered with fewer students, with the prior permission of the Vice-Chancellor. Courses without the minimum registrations on the last

			date for adding/dropping of courses shall not be offered. The students who registered for such courses shall be given additional time for registering for alternate courses.
Add/Drop, audit and withdrawal from courses	32	i	Add/Drop: A student may add or drop one or more course(s) before the deadline with the approval of the Dean Academic Affairs / the concerned Dean of Faculty, upon payment of additional fees, if any.
		ii	Withdrawal: A student may withdraw from a course before the deadline specified for the purpose, with the approval of the Dean Academic Affairs / the concerned Dean of Faculty. A withdrawal grade shall be awarded in such case(s).
		iii	Audit: A student may change a credit course to an audit one before the deadline specified for the purpose, with the approval of the concerned Dean of Faculty.
Registration for Summer Semester	33	33.1	A student may be permitted to register for a maximum of 15 credits during a Summer Semester.
		33.2	A student may register for courses in Summer Semester without any additional fees provided he/she has not registered for the same courses earlier and there is vacancy in those courses. Such a student shall pay the prescribed fees for the minimum duration of the programme, notwithstanding the number of credits to be earned during the final year / Semester.
		33.3	A student who registers for a course in the Summer Semester on account of failure, withdrawal or any other form of discontinuance shall pay additional fees as prescribed from time to time.
Attendance	34		Attendance is the physical presence of the student in the class. Students shall make every effort to attend all classes, laboratory / practical and other sessions.
		34.1	Every Teacher handling a class or tutorials or laboratory / practical session shall take attendance till the last instruction day in the Semester. The students shall be informed about their attendance status periodically by the department so that the students get advance notice to make up any shortage in attendance.
		34.2	A student shall maintain the prescribed minimum attendance of 75% in each individual course, as specified in the guidelines for the programme of study. Without the minimum attendance in a course, the student shall be ineligible to appear for the End Semester Assessment in that course. Such a student shall be awarded "FA" grade in that course and he/she shall register for and repeat the course when offered next.

		34.3	If a student is, absent from the University for more than SIX weeks without permission of the Dean Academic Affairs / the concerned Dean of Faculty, his/her registration is liable to be cancelled.
Condoning Attendance Shortage	35		In rare and genuine cases, the Vice-Chancellor may condone a shortage of attendance to a maximum extent of 10% on the recommendation of the Dean Academic Affairs / the concerned Dean of Faculty.
CHAPTER VII			
EXAMINATION SYSTEM			
Controller of Examinations	36		The Controller of Examinations shall be responsible for the conduct of examinations of all the courses of all the programmes of the University, and all other matters incidental thereto and ancillary therewith, under the supervision and monitoring by the Vice-Chancellor. The Controller of Examinations shall:
		i	Supervise the day-to-day activities concerning examinations of the University;
		ii	Convene the meetings of the Authorities of the University for which he/she is the Member-Secretary, on the approval of the Vice-Chancellor;
		iii	Arrange for the preparation and notification of examination time table from time to time;
		iv	Supervise the registration of students for End Semester Assessment, if applicable;
		v	Appoint the required number of officials and staff for the conduct of examinations, with the approval of the Vice-Chancellor;
		vi	Prepare detailed guidelines for the duties and responsibilities of various officials and staff connected with examinations;
		vii	Convene meetings of all the concerned officials and staff from time to time, to explain to them their duties and responsibilities pertaining to the examinations;
		viii	Obtain help from local authorities to maintain law and order for the conduct of examinations, if necessary;
		ix	Arrange for the issue of grade cards, transcripts, provisional degree certificates, degree certificates, migration certificates and so on to the students;
		x	Maintain utmost secrecy while preparing and maintaining the confidential materials, bills, and proceedings;

		xi	Recommend the remunerations, if any, connected with the examination work, to the Finance Council for consideration and further action;
		xii	Make arrangements for maintenance of stock, accounts, records, and statistics of the Office of the Controller of Examinations and for annual stock verification;
		xiii	Submit the infrastructural requirements of the Office of the Controller of Examinations as and when required to the Registrar for consideration and further action; and
		xiv	Prepare the budget for the Office of the Controller of Examinations and place it before the Finance Council for its consideration.
		xv	Apart from what is said here the Controller examination shall strictly implement what is stated in the examination process approved by appropriate authority and will take steps to maintain all secrecy and confidentiality of examinations.
Deputy Controller of Examinations	37		Deputy Controller of Examinations, if any, shall assist the Controller of Examinations for the conduct of examinations and all other matters incidental thereto and ancillary therewith.
Chief Superintendent	38		The Controller of Examinations shall appoint a Chief Superintendent from amongst the senior Teachers of the University during each Semester to assist him/her for the conduct of examinations, with the approval of the Vice Chancellor.
		38.1	One Chief Superintendent shall be appointed for each examination center.
		38.2	The Chief Superintendent shall:
		i	Arrange for the required materials (e.g. answer books, drawing cards, data handbooks and other stationery) for the conduct of examinations, and supply of the same to the students, as necessary;
		ii	Arrange for and appoint the required personnel for the conduct of examinations, with the approval of the Controller of Examinations;
		iii	Arrange for the seating of students and notify the seating arrangements;
		iv	Be available at the examination center during the examinations; and
		v	Discharge any other responsibility assigned by the Controller of Examinations from time to time.

Additional Chief Superintendent(s)	39		The Controller of Examinations shall appoint Additional Chief Superintendent(s), if necessitated by the number of students registered for the examination, from amongst the senior Teachers of the University, with the approval of the Vice Chancellor. The Additional Chief Superintendent(s) shall perform similar duties as those of the Chief Superintendent.
Deputy Chief Superintendent(s)	40		The Controller of Examinations shall appoint Deputy Chief Superintendent(s), from amongst the senior Teachers of the University, with the approval of the Vice Chancellor, if required. The Deputy Chief Superintendent(s) shall assist the Chief Superintendent in the conduct of examinations.
Invigilators	41		The Chief Superintendent shall appoint the required number of Invigilators for all blocks where examinations are held, as required.
Group Invigilators	42		The Chief Superintendent shall appoint the required number of Group Invigilators for the coordination and supervision of a group of invigilators, as needed. In case of emergency, a Group Invigilator may relieve an invigilator for short intervals.
Obligation to perform the examination work	43		Any person, who is entrusted with any kind of examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examinations, printing of question papers and answer books, tabulation, preparation of grade cards and all such activities incidental thereto and connected therewith, shall discharge such duties prudently and with utmost integrity for ensuring high academic standards.
		43.1	If any person who has been allotted any kind of examination work is found to be guilty of breach of duties or involves in any misbehavior and/or misconduct, disciplinary action shall be taken against him/her as per the rules of the University.
		43.2	No employee of the University shall accept the assignment of taking part in the conduction of examinations and all such activities incidental thereto and connected therewith, whenever his/her kith and kin are appearing for the examinations.
Errors committed by an examiner	44		Disciplinary action shall be initiated by the Controller of Examinations against an examiner, who has committed error(s) in the work pertaining to examinations, as per the rules of the University.
Remuneration	45		Remuneration for different assignments in the examination shall be proposed by the Controller of Examinations from time to time and recommended by the Finance Council for the approval by the Board of Governors. External examiners shall be entitled for TA/DA. All work

			relating to ISA, ESA and all other matters incidental thereto and ancillary therewith, with or without remuneration shall be deemed to be a part of normal duty of every employee of the University.
Assessment	46		<p>The University shall follow a combination of In-Semester Assessment (ISA) and the End-Semester Assessment (ESA) for assessing the performance of a student in each course. The ISA and ESA components for each course shall be conducted as per the calendar of events and the time-table specified from time to time. The Teacher shall notify the weights of ISA and ESA components in the total marks for a course in the lesson plans as per the approval of Board of Studies. A student shall be awarded a letter Grade for every course at the end of the Semester, indicating the level of performance, considering the scores in both ISA and ESA.</p> <p>The assessment for theory courses carrying ISA and ESA components will be done on Relative Grading system. Other courses will be assessed by absolute grading system. List of courses assessed by Absolute Grading system is as follows:</p> <ul style="list-style-type: none"> • Practical Courses. • Courses with enrolment less than 30. • Industry Visit and Lecture / Industrial Training / Seminar. • Projects. • Field study. • Internships.
Question papers	47		All question papers for written, online or hybrid examinations shall be set and answered in English, except in those Faculties where the Academic Council permits other languages. The question paper of each course shall cover entire syllabus with the distribution of marks considering the number of hours allocated for each unit/module/topic in the syllabus.
Make-up for ISA/ESA components	48		<p>Students who have remained absent at ISA/ESA in one or more courses due to valid reasons, may be given a make-up exam which can be held as per dates notified in the Academic Calendar immediately after the ISA/ESA. However, it would also be possible to hold a makeup exam at any other time in the Semester with the permission of the Academic Council.</p> <p>Make up exam shall also be available to students awarded "X" grade and this make-up examination will be conducted along with Summer examination at the end of the academic year in which the candidate is awarded "X" grade.</p> <p>Make up exams are not conducted for any courses, theory or practical, of Summer Semester.</p>

CHAPTER VIII			
IN-SEMESTER ASSESSMENT			
ISA	49		The ISA for courses may be carried out by the way of various components such as Mid Semester Examinations, quizzes, tests, seminars, Semester papers, demonstrations, and award of marks for attendance. Practical components of courses may be evaluated by the way of experiments, demonstrations, field work, models, worksheets, practical record books, quizzes, tests, and award of marks for attendance. If a student misses a practical / laboratory session owing to genuine reasons, he/she shall complete the activity of that session before the end of the Semester, with the approval of the concerned Departmental/ School Chairperson.
Conduct of ISA	50		The weightage and syllabus for each component of ISA for a course shall be notified by the concerned Teacher before the commencement of each Semester through the lesson plans, adhering to the norms stipulated from time to time.
		50.1	The concerned Teacher in association with Head of the Department/ School/ Center shall be responsible for the conduct of different components of ISA.
		50.2	The Head of the Department/ School/ Center shall arrange to notify the scheme of evaluation for various ISA components. After each event of ISA, the students shall have an opportunity to view his/her performance and bring the discrepancies or errors, if any, to the notice of the concerned Teacher, for addressing the same.
		50.3	The marks obtained by a student in each component of ISA shall be added and finalized for the total marks by the concerned Teacher, within the specified time as stipulated by the Controller of Examinations.
		50.4	The department /concerned Teacher shall maintain the records pertaining to each component of ISA for such period as specified by the Controller of Examinations from time to time.
ISA of Special Topics / Mini-Projects, Minor-Projects, REUG (Research Experience for Under graduates), Seminar,	51		Carrying out the ISA for Special Topics, REUG, Seminar, Internship-Projects, Major Project/ Dissertation may be carried out in the form of various components, such as oral presentations, demonstrations, technical / project report, and viva-voce. The Head of the Department/ School/ Center shall make arrangements for the evaluation of such components. The format for preparation of technical and project

Internship-Projects, Major Project			reports shall be notified by the Head of the Department/ School/ Center from time to time.
Announcement of ISA marks	52		The Head of the Department/ School/ Center shall arrange for the announcement of ISA marks obtained by the students in various courses at the end of each Semester. The students shall be given THREE working days for verification, redressal of discrepancies or errors, if any, and acknowledgement.
CHAPTER IX			
END SEMESTER ASSESSMENT			
Registration for ESA	53		A student, who has complied with the minimum specified attendance in a course, shall register for ESA for that course by paying the prescribed examination fees. The registration process for ESA may be online/off-line as notified from time to time by the Controller of Examinations. The registration of a student shall be liable to be cancelled by the Office of the Controller of Examinations where disciplinary issues are involved. Controller of Examination shall take disciplinary action only on the recommendation of committee constituted by vice Chancellor.
Eligibility to attend ESA	54		To be eligible to attend the ESA in a specific course for which a student is registered, following requirements must be met:
		i	Attendance as mentioned in section 34.2
		ii	ISA marks: Not less than 40% of ISA marks (except in those cases where it is not specially mentioned in the scheme of evaluation)
		iii	Students not fulfilling attendance requirement or ISA requirement shall be assigned an 'FA' or 'F' grade (as in section 63) respectively.
Student list for ESA	55		After the last date of registration for ESA, the Office of Controller of Examinations shall release the list of students along with their registered courses. A student shall verify the accuracy of his/her particulars in the list and discrepancies, if any, shall be reported to Office of the Controller of Examinations within THREE working days from the date of release.
Admit Card	56		The Controller of Examinations shall make arrangements for issuance of Admit Cards to eligible students, based on the ESA list. The Admit Card of a student shall be valid only for the ESA for which it is issued. The Admit Card of a student shall include (i) recent photograph of the student and (ii) registered courses for ESA with course codes.

Missing Names in Student list	57		With the specific approval of the Vice-Chancellor, under extra-ordinary circumstances, a student whose name does not find a place in the student list may be permitted to appear for ESA of a course. The results of such a student may be announced after due verification.
ESA and evaluation:	58	58.1	The Controller of Examinations shall make arrangements to conduct ESA for all courses, through the Chief Superintendent.
		58.2	The Controller of Examinations shall notify the evaluation procedure to be adopted for the evaluation of various courses, from time to time. The ESA for courses having a practical or laboratory component may be based on laboratory records, conduction of experiments, demonstrations, field work, models, worksheets, quizzes, and viva voce.
		58.3	The Office of the Controller of Examinations may code the answer books of ESA for the purpose of anonymous evaluation.
		58.4	Central valuation shall be conducted in the University premises only.
ESA for Mini and Major Projects	59		In case the ESA for some courses as recommended by BoS may be held in batches, which may span over several days. The evaluation may be based on various components such as writing of abstract, project or technical report, oral presentation, demonstration, and viva voce. The Controller of Examinations in consultation with the Dean Academic Affairs / the concerned Dean of Faculty shall notify the distribution of marks for various components from time to time.
Appointment of Examiners	60		The Controller of Examinations from the panel recommended by the Board of Examiners may appoint the examiners. However, the Controller of Examinations may choose examiners outside the panel for valid reasons, with the approval of the Vice-Chancellor.
Tabulation of Marks	61		After the evaluation, the Office of the Controller of Examinations shall tabulate the marks either manually or via computerization.
Contingency arising from loss of answer books	62		In a contingency arising out of loss of answer books beyond the hope of retrieval, the Vice-Chancellor may exercise an option of ordering an additional examination.
CHAPTER X			
GRADING SYSTEM			
Grading system	63		The University shall follow both the relative grading and absolute grading system depending on the type of course. However, for the purpose of reporting the performance of a student, letter grades and grade points will be awarded as per section 63 a.

63 a. Relative Grading System

In this system, the grades are awarded to the students based on their performance relative to others in Theory courses having In-Semester Assessment (ISA) and End Semester Assessment (ESA) components.

Grades are assigned based on the Mean and Standard Deviation of the total marks scored on the respective course. (S, X, "NE" and "F" grades marks are omitted in Mean and Standard Deviation calculation)

- S shall be awarded if scored marks is greater than 90
- F shall be awarded if scored marks is less than 40

Proposed Relative Grading System

Total Mark, M secured by the student (ISA + ESA)	Grade	Relative Grade Point	Remarks
$M > 90$	S	10	Outstanding
$Avg. + 0.60 * SD \leq M \leq 90$	A	9	Excellent
$Avg. - 0.25 * SD \leq M < Avg. + 0.60 * SD$	B	8	Very Good
$Avg. - 1.05 * SD \leq M < Avg. - 0.25 * SD$	C	7	Good
$Avg. - 1.50 * SD \leq M < Avg. - 1.05 * SD$	D	6	Fair
$**40 \leq M < Avg. - 1.50 * SD$	E	5	Satisfactory
$M < 40^*$	F	0	Fail
I*	-	Absent for ESA due to calamity	Absent for ESA due to calamity
W*	-	Withdrawal	Withdrawal
X*	-	Incomplete	Incomplete
AP	-	Audit Pass	Audit Pass
AF	-	Audit Fail	Audit Fail
FA	0	Fail due to attendance shortage	Fail due to attendance shortage

* "W", "X" and "I" grades shall be considered to be transitional grades.

**40 marks mean: The students should score minimum 20 marks out of 50 in ISA and ESA examinations separately (i.e. 40 out of 100).

NOTE: The Course Grading table generated for the first time based on the Average & Standard Deviation will be used strictly for awarding

grades to all the re-evaluated courses and Summer Semester Examinations.

Absolute Grading System

#	Marks	Letter grade	Absolute Grade points	Remarks
1	91-100	S	10	Outstanding
2	81-90	A	9	Excellent
3	71-80	B	8	Very Good
4	61-70	C	7	Good
5	51-60	D	6	Fair
6	40-50	E	5	Satisfactory
7	< 40	F	0	Fail
8		I*	-	Absent for ESA due to calamity
9		W*	-	Withdrawal
10		X*	-	Incomplete
11		AP	-	Audit Pass
12		AF	-	Audit Fail
13		FA	0	Fail due to attendance shortage

* "W", "X" and "I" grades shall be considered to be transitional grades.

Result sheet shall contain the following

- Only Grades, Grade points, Credits, SGPA and CGPA.
- Grading slab of each course.

		63.1	The normal percentage of students in a course to be awarded each letter grade shall be as per the policy set forth by the Dean Academic Affairs / the concerned Dean of Faculty with the approval of the Academic Council.
		63.2	<p><i>'AP' and 'AF' grades:</i> A student shall be awarded either an AP (Audit Pass) or an AF (Audit Fail) grade for an audit course. The Audit Pass (AP) grade shall be awarded if the student satisfies the attendance and performance criteria specified for the course by the concerned Teacher. Otherwise, an AF grade shall be awarded.</p> <p>Students having qualified for ESA in mandatory non-credit courses/audit courses and obtained an 'AF' grade need not re-register for the course again but are required to pass the course to qualify for the degree.</p>
		63.3	<i>'W' grade:</i> "W" grade shall be awarded to a student who has withdrawn from a course. Further, the "W" grade shall be recorded in the grade

			<p>card. A student may withdraw from an audit course in which case there shall be no mention of the course in the grade card.</p> <p>A student with “W” grade must re-register for the course during the Summer Semester of that academic year and the “W” grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled ESA of Summer Semester. If the student does not register or appear for the ESA of Summer Semester, the “W” grade shall be converted to an “F” grade.</p> <p>“W” grade is not awarded in Summer Semester.</p>
		63.4	<p>‘I’ grade: “I” grade shall be awarded temporarily to a student who is unable to appear for ESA for one or more courses with the permission of the Dean Academic Affairs / the concerned Dean of Faculty in response to a written appeal by the student, due to valid reasons such as medical emergency, calamity in the family or any other valid reason. For such a student, the “I” grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled make-up ESA. If the student does not appear for the make-up ESA, the “I” grade shall be converted to an “F” grade.</p> <p>“I” grade is not awarded at Makeup exams or in Summer Semester.</p>
		63.5	<p>‘X’ grade: Awarded to a student having satisfactory attendance and greater than or equal to 40% of ISA marks in a course, but ESA performance observed to be poor, which could result in an overall F Grade in the Course and will be valid till immediate make up examination is conducted for the course within that academic year. For such a student, the “X” grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled make-up ESA. If the student does not appear for the make-up ESA, the “X” grade shall be converted to an “F” grade.</p> <p>“X” grade is not awarded at Makeup exams or in Summer Semester.</p>
		63.6	<p>‘F’ grade: A student shall be awarded an “F” grade if he/she either fails in the course or is absent for the ESA of that course.</p>
		63.6.1	<p>A student who obtains “F” grade in a non-elective course shall re-register for the same course when offered next.</p>
		63.6.2	<p>A student who obtains “F” grade in an elective course shall have an option of repeating the same elective course when offered next or register for any other elective course.</p>
		63.6.3	<p>The ‘FA’ grade denotes poor attendance i.e. failure in a course due to attendance shortage (i.e. <75%) and the course instructor is supposed to take utmost care while awarding this double-letter grade. A student</p>

			with “FA” grade must re-register for the course during the Summer Semester of that academic year and the “FA” grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled ESA of Summer Semester. If the student does not register or appear for the ESA of Summer Semester, the “FA” grade shall be converted to an “F” grade.
Passing Standards for a Course	64		<p>The minimum requirements to pass in a course for which a student is registered are as follows:</p> <p>ISA: 40% of ISA marks</p> <p>ESA: 40% of ESA marks</p> <p>A student is considered to have successfully completed a course and earned the credits assigned to that course if the student earns a letter grade S to E. “F” Grade implies failure and “I”, “W” and “X” grades are transitional grades and will be replaced by an appropriate letter grade once the student completes the course requirement.</p>
Passing Standards – Progression to Next Academic Year -Vertical Progression	65		The requirement to progress to the next academic year is only on the basis of number of courses and is as follows:
		65.1	Maximum number of F grades that can be carried at the end of any academic year is 04
		65.2	<p>To progress to higher odd Semesters, the candidate shall have CGPA of minimum of 5.0, after the results of Summer examination in the previous academic year.</p> <p>However failure to secure a minimum CGPA = 5.0 at the end of any Semester for the first time, shall attract a warning before approval of the student to continue in the following Semester.</p>
		65.3	The failure grades of mandatory non-credit courses/audit course shall not be considered for vertical progression.
SGPA and CGPA	66		The overall performance of a student shall be indicated by two indices namely, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).
		66.1	The SGPA is the weighted average of the grade points obtained in all courses registered by the student during a particular Semester. The SGPA shall be calculated as: $SGPA = \frac{\sum C_i G_i}{\sum C_i}$, where C_i 's, are the number of credits for the courses registered for the Semester, and G_i 's are the corresponding grade points secured by the student.

		66.2	The CGPA is an indication of an up-to-date overall performance of a student and the weighted average of the grade points obtained in all the courses registered by the student since he/she is admitted to the University. It shall be calculated as: $CGPA = \frac{\sum CiGi}{\sum Ci}$, the summation is carried out for all courses to which the student has registered up to that point of time, excluding courses with "F" & "FA" grades and transitional grades.															
		66.3	If a student obtains an "F" grade in a course and registers for the same course in a subsequent Semester, the new grade obtained shall replace the previous "F" grade in calculating the CGPA.															
		66.4	If a student obtains an "F" grade in an elective course and registers for the same or equivalent course in a subsequent Semester, the new grade obtained shall replace the previous "F" grade in calculating the CGPA.															
		66.5	Grades obtained in audit courses and transitional grades shall not be considered in the calculations of CGPA and SGPA.															
Class / Division declaration	67		<p>The following classes of results shall be declared, for a student upon graduation, considering the below specified criteria. The class obtained by the student shall be inferred as per the table given below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>CGPA</th> <th>Equivalent</th> <th>Class/Division</th> </tr> </thead> <tbody> <tr> <td>5.00-5.74</td> <td></td> <td>Pass</td> </tr> <tr> <td>5.75-6.74</td> <td>≥50% and <60%</td> <td>Second</td> </tr> <tr> <td>6.75-7.74</td> <td>≥60% and <70%</td> <td>First</td> </tr> <tr> <td>7.75-10.00</td> <td>≥70% and <92.5%</td> <td>First class with Distinction</td> </tr> </tbody> </table>	CGPA	Equivalent	Class/Division	5.00-5.74		Pass	5.75-6.74	≥50% and <60%	Second	6.75-7.74	≥60% and <70%	First	7.75-10.00	≥70% and <92.5%	First class with Distinction
CGPA	Equivalent	Class/Division																
5.00-5.74		Pass																
5.75-6.74	≥50% and <60%	Second																
6.75-7.74	≥60% and <70%	First																
7.75-10.00	≥70% and <92.5%	First class with Distinction																
		i	<i>First Class with Distinction:</i> A student completing a Programme of study within the specified minimum duration, securing a CGPA equal to or greater than 7.75 shall be declared to have passed in First class with Distinction.															
		ii	<i>First Class:</i> A student completing a Programme of study by securing a CGPA between 6.75 and 7.74 (both inclusive) shall be declared to have passed in First Class.															
		iii	<i>Second Class:</i> A student completing the programme of study by securing a CGPA between 5.75 and 6.74 shall be declared to have passed in second class.															
		iv	<i>Pass Class:</i> A student completing the programme of study by securing a CGPA of less than 5.75 shall be declared to have passed in pass class.															
Declaration of Ranks	68		Ranks shall be awarded to the graduating students separately for BCA and BCA honors on the basis of CGPA. The ranks shall be awarded to top FIVE percent of students of the graduating class. However, the total															

			number of ranks shall not exceed FIVE irrespective of the total number of graduating students of study. A student shall be eligible for a rank at the time of award of degree in the programme of Study, provided he/she has:
		i	Passed in all the courses of all Semesters in FIRST attempt;
		ii	Not obtained any transitional grades;
		iii	Completed the Programme of study within the specified minimum duration;
		iv	Not rejected any of the Semester results;
		v	Not taken re-admission;
		Vi	Academic performance will be the sole criteria for awarding the Merit rank in each program and will be based only on CGPA to be calculated as mentioned in 66.1 and 66.2. The SGPA/CGPA shall be calculated to an accuracy of 2 decimal points and will be rounded up to the nearest value. In case more than one gets the same CGPA, all shall share the ranks.
		vii	Not faced any disciplinary action.
		viii	The minimum number of registered candidates for a program during the final year shall be a minimum of 10 in that program to award the rank. In case the number is less than 10, then, no rank shall be awarded. However, if the minimum strength is 10 then minimum of two ranks shall be awarded.
Not Fit for Programme of Study (NFPS)	69	69.1	A student shall be declared as “Not Fit for Programme of Study” (NFPS) and terminated from the programme of study if he/she:
		i	fails to obtain a Semester grade point average of at least 4.0 on a number of occasions numerically equal to the minimum duration of the programme in years. If the performance of a student at the end of a registered Semester is below 4.0, he/she shall be issued a warning by the Controller of Examinations in the first two instances and a show cause notice in the third instance, each of which shall be intimated to the parents or guardians.
		ii	Failure to meet the standards of discipline prescribed by the University, which may change from time to time
		iii	If a student fails to satisfy all the requirements for the award of the degree within the maximum duration as mentioned in section 19.1

		69.2	Such students, if interested, shall be eligible to apply for re-admission to the programme of study at the first year level or second year level as the case may be.
<p>CHAPTER XI</p> <p>TRANSPARENCY IN EXAMINATION SYSTEM</p>			
			A student shall be eligible to apply for re-totaling, revaluation and/or obtaining photocopies of the answer books of ESA only for theory component of courses. Any delay in the announcement of re-totaling and/or revaluation results for any reason whatsoever shall not confer the right upon the student for admission to the subsequent Semester and for any other kind of claim. There shall be no provision for re-totaling, obtaining the photocopy of answer books and revaluation of ESA for practical components of courses, including drawing, seminar, mini project / special topics, and major project.
Re-Totaling	70		A student shall be eligible to apply for re-totaling of marks of ESA for any number of theory components of courses. Such a student shall submit the application for re-totaling in the prescribed form, upon the payment of prescribed fee, to the Controller of Examinations, within THREE working days from the date of announcement of the results.
		70.1	The students who have applied for the re-totaling shall be called in batches to the office of Controller of Examinations, on the dates fixed for re-totaling of marks. Such students shall be accompanied by Faculty Advisor / Class Teacher / Parent / Guardian.
		70.2	A student, who has applied for re-totaling, shall be shown his/her answer books to verify the marks, totaling of the marks and to find out whether or not all the answers of the questions attempted were awarded marks. If such a student finds any discrepancy in totaling of marks, he / she shall bring the same to the notice of the concerned officials for incorporating the necessary corrections.
Supply of photocopy	71		A student may apply for obtaining the photocopies of his answer books of ESA to the Controller of Examinations, upon the payment of prescribed fee, within THREE working days from the date of the announcement of results. The photocopies of the answer books of theory component of courses shall be supplied within THREE working days after the receipt of the application at the Office of the Controller of Examinations.
Revaluation	72		A student may apply to the Controller of Examinations for revaluation of theory components of courses in ESA, within THREE working days after obtaining the photocopies of concerned answer books and upon

			payment of prescribed fee. The marks obtained in the revaluation valuation shall be considered for the re-computation of grade. However, if the new grade is found to be lower than the declared grade, the declared grade shall be retained. In the event of no change in the grade after revaluation, it shall be declared as “No Change”.
Refund of fee	73		A refund of 50% of re-totaling or revaluation fees shall be made to a student in the event of an improvement in the letter grade.
Rejection of whole Semester results	74		A student may reject the results of a whole Semester irrespective of performance in an individual course. However, there shall be no provision for the rejection of results of any individual course. Upon rejection, the results shall be considered as null and void. Such rejection may be permitted only once during the entire programme of study. A student, who has rejected the whole Semester results, shall re-register for the courses of rejected Semester upon payment of the prescribed fees.
Production of answer books	75		The answer books of the University examinations are confidential property of the University and shall not be subject to submission before any internal or external authority or any agent or person on behalf of a student.
CHAPTER XII ANNOUNCEMENT OF RESULTS			
Process of declaration of results	76		The draft results shall be processed through the following stages before its announcement:
		i	Draft results prepared by the Office of Controller of Examinations shall be placed before the Results Scrutiny Panel for review;
		ii	Subsequent to the review, the Controller of Examinations shall announce the provisional results after the approval by the Vice-Chancellor;
		iii	A student may appeal in writing to the Controller of Examinations if any discrepancies are found in the provisional results announced within the time specified; and
		iv	The Registrar shall place the provisional results before the Academic Council and Executive Council for information.
		v	Gracing rules shall be as follows GMR1 : A student is eligible to get a maximum grace marks of 2% (2/100) in ESA per course provided the student gets the

			<p>minimum prescribed passing marks in ESA for that course by such grace marks.</p> <p>GMR2 : A student is eligible to get a maximum grace marks of 5% (5/100) in ESA for a course provided</p> <ul style="list-style-type: none"> i) The student has failed only that course and passed in all other registered courses of that examination. ii) Gets the minimum prescribed passing mark in that course by such gracing. <p>GMR3 : A student is eligible to get a maximum of 1 % of SGPA (0.1 out of 10) as grace if the student is falling short of the next higher Class provided, grace marks have not been awarded under one of GMR1 or GMR2.</p> <p>GMR4 : A student is eligible to get a maximum grace marks of 2% (2/100) in ISA per course provided the student gets the minimum prescribed passing marks in ISA for that course by such grace marks.</p> <p>GMR5 : The student is eligible to be graced under GMR2 only if grace marks have not been awarded under one of GMR1 or GMR4.</p> <p>GMR6 : Grace marks awarded under GMR1, GMR2 or GMR4 will be recorded in the marks ledger but not be so indicated in the grade card.</p> <p>GMR7 : Grace marks awarded under GMR3 will be recorded in the marks ledger and also indicated as such on the grade card.</p> <p>NOTE: All the above Grace Marks rules are applicable for Odd & Even Regular Semester examinations, where as GMR1 is applicable for Summer Examinations also.</p>
Issue of Grade Cards, Transcripts, and other Certificates:	77	77.1	Every student who has registered for ESA after paying the prescribed examination fees shall be issued a grade card in the prescribed format by the Office of the Controller of Examinations.
		77.2	On request and payment of prescribed fee, the academic transcript, in the prescribed format, shall be issued to a student by the Controller of Examinations.
		77.3	A student, on payment of prescribed fee, if any, may request the Controller of Examinations in prescribed format for any corrections to be incorporated in the Grade card and / or transcript. On verification,

			the Controller of Examinations shall issue a revised / corrected grade card / transcript.
		77.4	There shall be a provision to issue a duplicate grade card or duplicate degree certificate to a student in case of loss or mutilation, upon submission of application in prescribed format along with requisite documents and payment of fee as specified by the Office of the Controller of Examinations.
Procedure for Leaving the University	78	i	A student shall leave the University on completion of his/her studies;
		ii	It shall be the responsibility of the student to obtain “No Dues Certificate” from all concerned departments/sections and submit the same to the Registrar for obtaining the “clearance certificate”;
		iii	Unless a student has obtained the “clearance certificate” from the Registrar, neither “transcript of academic record” or other documents shall be issued nor security deposit or any amount due shall be refunded;
		iv	The refund of security deposit shall be permissible up to a period of ONE year from the date the student leaves the University, after which it shall stand credited to the Endowment Fund of the University; and
		v	After successful completion of all the requirements for the award of degree, the Dean Academic Affairs / the concerned Dean of Faculty shall send the report to the Registrar for notification of result. The Controller of Examinations shall subsequently issue the Provisional Degree Certificate and transcript record to the student.
Other Certificates	79		A student shall be eligible to receive other certificates such as study certificate, academic transcripts, course completion certificate and migration certificate from the University on written request in prescribed format and payment of prescribed fee.
Eligibility for the Award of Degree	80		A candidate shall be declared to be eligible for the award of a degree if he/she has:
		i	Credits and grades compliance as prescribed by the concerned Faculty of Study within the stipulated maximum time duration, including Specialization and/or Minor, if any; In case of BCA/BCA honors programmes a candidate shall earn a minimum of CGPA ≥ 5.0 to become eligible for the award of the degree.
		ii	Successful completion of all non-credit mandatory courses;

		iii	Minimum duration requirement as specified by the concerned Faculty of Study;
		iv	No pending disciplinary action; and
		v	No dues of any kind to the University.
Award of Degree	81		<p>After fulfilling the requirements, the Controller of Examinations shall recommend to the Academic Council for the award of degree to the candidate. The candidate shall be given a Provisional Degree Certificate by the Controller of Examinations, upon successful completion of all requirements, submission of application in prescribed format and payment of prescribed fees.</p> <p>The candidate shall be given a Degree Certificate at the ensuing Convocation, upon successful completion of all requirements, submission of application in prescribed format and payment of prescribed fees.</p> <p>The candidates shall be given appropriate certificates by the Controller Examinations who exits after completion of first year and second year.</p>
Bar to claim damages for delay	82		No student shall be entitled to claim any damages, whatsoever from the University on the account of late declaration of result, delay in the issue of grade cards or any other certificates, delay in re-valuation, re-totaling or any other process associated with the examinations or evaluation, or other like cases.
CHAPTER XIII FELLOWSHIP / SCHOLARSHIP / FINANCIAL ASSISTANCE			
Merit Scholarship	83		The merit scholarship may be awarded on a year to year basis for students in various programmes.
		83.1	The Executive Council shall, on the recommendation of the Academic Council, determine from time to time the number and the value of merit scholarships to be awarded in each programme.
		83.2	The eligibility criteria for scholarship awards shall be as determined by the Academic Council from time to time. The merit scholarship may be awarded on such basis as grade point average. However, during the year of admission, the scholarships may be awarded on such basis as performance in entrance tests and qualifying examination.
		83.3	The Registrar shall make arrangements for the disbursement, maintenance of accounts and keeping of records of the merit scholarships.
Award of Fellowships, Scholarships and	84		All proposals regarding the offer of fellowships, scholarships and stipends by individuals or external organizations shall be addressed to

Stipends by External Agencies			the Registrar, who may formulate the terms and conditions with the concerned parties, with the approval of the Executive Council.
CHAPTER XIV MAINTENANCE OF ACADEMIC RECORDS			
Maintenance of Academic Records	85	85.1	The office of the Registrar shall maintain a file for each student comprising of the entrance test application (if applicable), copies of test results (if applicable), letter of admission, application for admission, copies of previous academic testimonials and such other relevant documents.
		85.2	The office of the Dean Academic Affairs / the concerned Dean of Faculty shall maintain a file for each student comprising of course registration details, up to date attendance, academic performance and achievements, and such other relevant documents. The Dean Academic Affairs / the concerned Dean of Faculty may choose to maintain such student files in the office of the concerned Departmental/ School Chairperson.
		85.3	The Office of the Controller of Examinations shall maintain a file for each student comprising of examination registration details, up to date academic performance, and such other relevant documents.
Maintenance of Answer Books	86		The answer books of University examinations shall be maintained securely for a period of ONE year from the last day of examinations after which they may be destroyed summarily with the approval of the Vice-Chancellor.
Weeding off of Academic Records	87	i	The admission form of the candidates not selected for admission shall be destroyed by shredding after a period of ONE year of the finalization of admissions, except in cases of disputes;
		ii	The records pertaining to the conduct of entrance examination such as question booklets, answer sheets, correspondence regarding paper setting, etc. shall be destroyed by way of shredding after a period of ONE year from the conduct of entrance test, except in cases of disputes;
		iii	The personal files of the students shall be retained as permanent records, either digitally or in hard copies;
		iv	Subject to any general or special rule or order in this behalf, no University records (including correspondence) connected with the academics shall be destroyed except in accordance with the provisions as given below: (a) No academic records (including correspondence) shall be destroyed which are under audit objection till audit objections are settled;

			(b) No academic records (including correspondence) shall be destroyed for which proceedings are going on in a Court of Law till the case is finalized; and
		v	A list of records proposed to be destroyed shall be prepared by the Dean Academic Affairs / the concerned Dean of Faculty and orders of the Vice-Chancellor shall invariably be obtained before they are destroyed. The academic records to be weeded out shall be destroyed by way of shredding under direct supervision of the Dean Academic Affairs / the concerned Dean of Faculty.
Clarification of Doubts	88		Any doubts arising in implementation of these regulations will be resolved as per the directions of the Vice-chancellor and the decision of the Vice-chancellor will be the final.
Amendments	89		The regulations listed herein, on approval by the Academic Council and Board of Governors, shall be binding on all students enrolled for the Bachelor of Computer Applications degree. The regulations listed herein may be amended, updated, changed through appropriate approval from the Academic Council from time to time and shall be binding on all parties concerned including students, faculty, staff, departments, college authorities.
Jurisdiction	90		All disputes arising from the regulations listed herein must be addressed to the Academic Council. The decision of the Academic Council is final and binding on all parties. Any legal issues arising from this set of regulations shall be limited to the legal jurisdiction determined by the location of the College and not that of any other parties.

Regulations
Governing Bachelor of Business Administration
Programme as per NEP – 2020 of
KLE Technological University
2021



KLE Technological University
(Established under Karnataka Act No.22, 2013)

Preamble

The new National Education Policy (NEP) - 2020 which was initiated and developed by Ministry of Human Resource Development (MHRD), Govt. of India, has brought several reforms in Indian education system. The vision of the NEP-2020 is to develop good human beings capable of rational thought and action, possessing compassion and empathy, courage and resilience, scientific temper and creative imagination, with sound ethical moorings and values. It aims at producing engaged, productive, and contributing citizens for building an equitable, inclusive, and plural society as envisaged by our Constitution. This initiative recommends the Multi-disciplinary Undergraduate Programme with multiple exit and entry options with certificate/Diploma/Degrees at respective exit.

The University Grants Commission UGC, New Delhi directed all States and the respective Central and State Universities to implement the NEP – 2020. The Department of Higher Education, Govt. of Karnataka has mandated for the implementation of NEP-2020 for UG & PG Programmes from the academic year 2021-22. The NEP-2020 envisages a student centric educational system with an opportunity to learn multiple courses and Programmes and provides a comparable and globally competitive educational system. It transforms the existing Higher Educational System into creative, innovative and research oriented system. In addition to the traditional and time-tested system of continuing with the 3-year educational Programme, the NEP provides an opportunity to the young minds to move up the ladder of knowledge stream by entering into the Honors and Research qualifications. The under -graduate four-year Programme create a better avenue for higher-degree study at Master's / Ph.D. level and also demonstrate to prospective employers a higher capacity for independent learning and research, along with enhanced problem-solving, critical thinking, independent learning and communication.

The Salient Features of the Four Years Bachelor of Business Administration Programme, which is in line with NEP-2020 are as below:

- a. It is a Choice Based Credit System under Semester Scheme.
- b. The Programme comprise of about 50% Discipline Specific Core Courses as Major subjects, 20% Discipline Specific Elective Courses / Multi-Discipline Specific Courses as Minor courses, and remaining 30% Ability Enhancement Compulsory Courses, Skill Enhancement Courses along with Open Elective Courses.
- c. The relative importance of Courses of the study is measured in terms of credits.
- d. The Programme permits horizontal mobility in course selections and vertical growth in the core courses.
- e. The students shall take part in value-based activities.
- f. The declaration of result is based on Aggregate Percentage of marks obtained and Cumulative Grade Point Average (CGPA) earned.
- g. The candidate has an option to exit after TWO, FOUR and SIX semesters of the Programme and shall be awarded Certificate, Diploma, and General Degree, respectively with a provision to reenter and complete the degree.
- h. There is a provision to transfer the credits earned by the candidate during transfer from one institution to other.
- i. The Programme permits the consideration of credits earned from SWAYAM and other platforms recognized by the College.
- j. The Programme has special provisions for independent learners to earn additional credits from inter / intra disciplinary subjects apart from mandatory credits.

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REGULATIONS GOVERNING UNDERGRADUATE AND POSTGRADUATE PROGRAMMES OF KLE TECHNOLOGICAL UNIVERSITY - 2015

No. KLETU/Acad/Reg/2015/01 Date: 22/07/2015

In exercise of the powers conferred by Section-37 of The KLE Technological University Act, 2012 (Karnataka Act 22 of 2013), the Board of Governors hereby approves the following "Regulations Governing BACHELOR OF BUSINESS ADMINISTRATION of KLE Technological University - 2020", framed in line with NEP-2020 and submitted by the Academic Council, as per the resolution no. 14.5 of Board of Governors held on 11-09-2021.

CHAPTER – I PRELIMINARY

Short title, extent and commencement	1	i	These regulations shall be called as Regulations Governing Bachelor of Business Administration –2021
		ii	They shall come into force from the date of their approval by the Board of Governors / assent of Chancellor
		iii	These Regulations shall be read in conjunction with the Act, Statutes, Regulations Governing Research Programmes and other notifications of the University.
		iv	These Regulations shall be applicable to the students admitted to KLE Technological University from the academic year 2021-22 onwards.
Definitions	2		In these regulations, unless the context otherwise required are as below. Anything not defined will be in line with the definitions as defined by the relevant statutory bodies:
		i.	“Act” means The KLE Technological University Act, 2012 (Karnataka Act No. 22 of 2013);
		ii.	“Board of Governors”, “Executive Council”, “Academic Council”, and “Finance Council”, means respectively the Board of Governors, Executive Council, Academic Council, and Finance Council, of the University.
		iii.	“Campus” means a campus established and maintained by the University.
		iv.	“CGPA”, “SGPA” means respectively Cumulative Grade Point Average and Semester Grade Point Average.
		v.	“Chancellor”, “Pro Chancellor”, “Vice-Chancellor”, “Registrar”, “Controller of Examinations”, “Dean”, and “Departmental Chairperson” mean respectively the Chancellor, Pro Chancellor, Vice-Chancellor, Registrar, Controller of Examinations, Dean, and Departmental Chairperson of the University.

		vi.	“ISA” and “ESA” means respectively the In Semester Assessment, and End Semester Assessment of the University.
		vii.	“Committees” means the committees formed by the various authorities and officers of the University.
		viii.	“Convocation” means the convocation of the University, where Degrees, Honorary Degrees, Diplomas, Academic Distinctions, and Certificates are awarded as per requirements of the University.
		ix.	“Course” means one of the units (subject) a Programme of study.
		x.	“Credit” means credit earned by a student after a successful completion of a credited course.
		xi.	“Degree” means a degree awarded by the University with or without Specialization and/or Minor after completion of requirement as stipulated in this regulations.
		xii.	DUGC shall mean the Department Undergraduate Graduate Committee of a department.
		xiii.	“Examination Hall” means both the hall where theory examinations are conducted or the laboratory or workshop where practical examinations are conducted.
		xiv.	“Government” means the Government of Karnataka.
		xv.	BBA means Bachelor of Business Administration i.e., name of the degree awarded after the completion of requirement of under graduate studies in Bachelor of Business Administration.
		xvi.	"Notification" means the notification of the University.
		xvii.	“Prescribed” means prescribed by the rules made by the University under the Act, Statutes, Regulations, and Notifications.
		xviii.	“Programme” or “Programme of study” means a under graduate education programme pursued for a degree awarded by the University as specified under Section-22(3) of the UGC Act.
		xix.	“Department or School” means an entity that offers programme(s) instituted by the University.
		xx.	“Regulations” means the Regulations of the University, notified by the Executive Council.
		xxi.	“Statutes” means the Statutes of KLE Technological University, notified by the Board of Governors.

		xxii.	“Student” means a person admitted to and pursuing a specified Programme of study in the University.
		xxiii.	“Teacher”, “Course Instructor” means respectively a faculty appointed for imparting instruction and research guidance to students in the University and the Teacher instructing a course.
		xxiv.	“University” means the KLE Technological University, Hubballi, established and incorporated under the KLE Technological University Act, 2012 (Karnataka Act No. 22 of 2013).
		xxv.	<p>“NEP-2020” means the National Education Policy 2020.</p> <p>As per NEP-2020, the undergraduate BBA degree will be of either 3 or 4-year duration, with multiple exit options.</p> <p>Within this period a candidate may opt for a certificate after completing 1 year of study and exit, or a diploma after 2 years of study and exit, or a Bachelor’s degree after a 3-years of study and exit or a honors degree with research after a 4-years of study, if the candidate completes a rigorous research project in the major area of study as prescribed by the University.</p>
CHAPTER II COMMITTEES AND DEPARTMENTAL CHAIRPERSON			
Departmental/ School/ Centre Chairperson(s)	3	3.1	The Vice-Chancellor shall appoint a whole-time senior Teacher as School Chairperson/ Center Chairperson for each Department/School/Center.
		3.2	The terms and conditions of appointment shall be those contained in the contract of appointment.
		3.3	The School/ Center Chairperson shall oversee the day-to-day affairs of the School/ Center, function as the administrative head of the Department/ School/ Center and perform such other duties as assigned to him/her from time to time.
Admissions Committee	4	4.1	The Admissions Committee shall be constituted by the Vice-Chancellor consisting of:
		i	Registrar – Chairperson
		ii	Coordinator Admission Cell - Member Secretary
		iii	ONE Dean Nominated by the Vice-Chancellor
		iv	ONE nominee of the Executive Council – Member
		v	ONE nominee of the Academic Council – Member

		4.5	Central Steering Committee (CSC)
		i.	The constitution of CSC shall be Vice-Chancellor Chairman, Deans, HoDs and Cell Coordinators will be Members and Senior faculty nominated by the Vice Chancellor shall be member coordinator.
		ii.	<p>The CSC has the following functions</p> <ol style="list-style-type: none"> 1. To formulate the strategic policies in the following areas: <ul style="list-style-type: none"> • Facilitating highest student success • Creation of learner-centered environment • Support services beyond curriculum • Requirements of Human resources • Institution image building • Value based administration • Infrastructure planning and management • Interaction with other departments, cells/committees and stakeholders 2. To prepare strategic plans to pursue the above referred policies 3. To guide all the cells/committees towards implementation of policies 4. To conduct regular meetings to monitor the working of various cells/committees 5. To evaluate performance of each cell/committee vis-à-vis customer expectations <p>The committee shall meet once as per direction of Vice Chancellor</p>
		4.6	Department Under Graduate Committee (DUGC) There shall be a Department Under Graduate Committee for each Department offering a under graduate academic programs.
		i.	<p>It shall have the following members:</p> <ol style="list-style-type: none"> 1. Head of Department , Chairman 2. Two Professors (by rotation for one year) 3. Two Associate Professors (by rotation for one year) 4. Two Assistant Professors (by rotation for one year)
			<ol style="list-style-type: none"> 1. The DUGC shall perform the following functions: 2. Monitor the conduct of courses offered by the department 3. Ensure academic standard and excellence of the courses offered by the department

			<p>4. Oversee the evaluation of each course offered by the department</p> <p>5. Develop and revise the curriculum based on past experience and to recommend the same to the BoS</p> <p>6. Review of examination results (ISA and ESA) and moderate (in consultation with the course instructor) where necessary to ensure fair assessment.</p>
Fee Fixation	5		<p>There shall be only one type of seats programme of study offered by the University, namely,</p> <p>University Quota: For 100% of seats, the fees shall be prescribed by the Finance Council with the approval of the Board of Governors.</p>
Departmental Curriculum Committee(s)	6		The Dean Academic Affairs / The concerned Dean of Faculty shall constitute Departmental Board of Studies with the approval of the Academic Council.
		6.1	A Departmental Board of Studies shall comprise of the following members:
		i	Concerned Head of the Department/ School/ Center – Chairperson;
		ii	ONE Professor, ONE Associate Professor and ONE Assistant Professor from the Department, nominated by the Dean Academic Affairs/ the concerned Dean of Faculty – Members
		iii	TWO Subject experts from outside the University nominated by the Vice-Chancellor
		iv	TWO representative from industry corporate sector/ allied area relating to placement nominated by the Vice-Chancellor
		v	ONE Post-graduate meritorious alumnus nominated by the Vice-Chancellor
		vi	ONE Student Member representing each of the program offered by the Department/ School/ Center and nominated by the Vice-Chancellor
		6.1.1	The concerned Chairman of Board of Studies may invite additional experts to the Departmental Board of Studies as deemed fit with permission from Dean(AA)
		6.2	A Departmental Board of Studies shall:
		i	Meet at least once a year, sufficiently before the commencement of academic year

		ii	Approve the Programme Educational Objectives (PEOs) as and when felt required, which are prepared after following due process. Prepare detailed curricula and syllabi as per Program / Course outcomes of concerned Programmes and with evaluation scheme and submit to the Academic Council for approval and publication;
		iii	Revise the curricula and syllabi from time to time and submit to the Academic Council for approval and publication.
		6.3	The Dean Academic Affairs / The concerned Dean of Faculty, may in cases of urgency, obtain the opinion of a Departmental Board of Studies by circulation of any proposal among the members of the Committee. Such opinion, together with the action taken thereon, shall be communicated to all the members.
		6.4	The Dean Academic Affairs / The concerned Dean of Faculty shall reconstitute a Departmental Board of Studies once every THREE years under normal circumstances and under extenuating circumstances, if deemed fit, he/she may reconstitute the Departmental Board of Studies before the expiry of its term with the approval of the Academic Council.
Board of Appointment of Examiners and Board of Examiners	7		The Dean Academic Affairs / The concerned Dean of Faculty as chairman and the head of the School/ Department, one Senior Professor nominated by Dean Academic Affairs and Controller of Examination shall constitute Board of Appointment of Examiners (BOAE) and BOAE shall appoint the Chairman and the members of Board of Examiners (BOE) as stated below
		7.1	A Board of Examiners shall comprise of the following members:
		i	One Senior Professor shall be the Chairman of Board of Examiners (BoE)
		ii	ONE nominee from each programme of the concerned Departmental/ School/ Center Board of Studies - Member;
		iii	ONE external member from institutions of repute nominated by the Vice-Chancellor - Member;
		iv	ONE faculty nominated by Head of School/Department/ Center- Member Secretary; and
		v	ONE Senior Teacher nominated by Dean Academic Affairs/ The concerned Dean of Faculty.
		7.2	The Board of Examiners shall:
		i	Make arrangements for setting of the question papers for various courses for which examinations are being conducted at the University;

		ii	Make arrangements to scrutinize the question papers for quality, standard, appropriateness, syllabus coverage and marks distribution;
		iii	Make arrangements to scrutinize the evaluation scheme and solutions for completeness, accuracy, appropriateness, and marks distribution;
		iv	Recommend to the Controller of Examinations suitable persons for the appointment as examiners, question paper setters, evaluators and moderators. Question paper setters shall have taught the concerned subject at least once or be an expert in that field. However, in case of emergency, the Controller of Examinations may appoint suitable persons as examiners, question paper setters, evaluators and moderators with the approval of the Dean Academic Affairs / The concerned Dean of Faculty; and meet before the commencement of every examination.
		7.3	BOAE shall reconstitute the Board of Examiners every year under normal circumstances and under extenuating circumstances, if deemed fit, Dean Academic Affairs / The concerned Dean of Faculty may reconstitute the Board of Examiners before the expiry of its term.
Examination Squad	8		The Controller of Examinations shall appoint an Examination Squad, if required, to ensure that the examinations are held as per the code of conduct. At least one member of the Squad shall be a woman. The Chief of the Squad shall submit a report to the Controller of Examinations on the conduct of examination on a daily basis, in addition to a consolidated report at the conclusion of examinations.
Results Scrutiny Panel	9		The Vice-Chancellor shall constitute a Results Scrutiny Panel for the finalization and approval of the results of examinations before announcement.
		9.1	The Results Scrutiny Panel shall consist of the following members:
		i	Vice-Chancellor or his/her nominee – Chairperson;
		ii	ONE nominee of the Academic Council - Member;
		iii	Registrar – Member;
		iv	Dean Academic Affairs/ The concerned Dean of Faculty– Members; and
		v	Chairpersons of Department/ School/ Center
		vi	Controller of Examinations – Member-Secretary.
		9.2	The Results Scrutiny Panel shall:
		i	Review the report of the Controller of Examinations pertaining to the results;

		ii	Validate the statistics of the results placed by the Controller of Examinations;
		iii	Scrutinize and finalize the results of every examination, with or without moderation;
		iv	Review the answer books in extreme cases (erratic valuation/ out of syllabus questions) based on complaints, if deemed necessary; and
		v	Meet before the announcement of results.
		9.3	The Vice-Chancellor shall reconstitute the Results Scrutiny Panel once every THREE years under normal circumstances and, if deemed fit, he/she may reconstitute the Results Scrutiny Panel before the expiry of its term.
Examinations Malpractice Review Committee	10		The Vice-Chancellor shall constitute an Examinations Malpractice Review Committee for reviewing and recommending suitable actions on the reported cases of malpractice.
		10.1	The composition of the committee shall be:
		i	The Vice-Chancellor or his/her nominee – Chairperson;
		ii	Dean Academic Affairs / The concerned Dean of Faculty- Member;
		iii	ONE Departmental Chairperson nominated by the Vice-Chancellor – Member;
		iv	Controller of Examinations – Member-Secretary;
		v	ONE member at the level of professor nominated by the Vice-Chancellor, a woman if no other woman member is present – Member.
		10.1.1	Chairperson of the Committee may invite the concerned Departmental Chairperson or any other Teacher as deemed necessary.
		10.2	The Examinations Malpractice Review Committee shall:
		i	Review and inquire into cases of malpractice or indiscipline during examinations reported by the Controller of Examinations and recommend suitable action and penalties, if any;
		ii	Meet after the conduct of every examination if there are cases of reported malpractice or indiscipline.
		10.3	The Vice-Chancellor shall reconstitute the Examinations Malpractice Review Committee once every THREE years under normal circumstances and under extenuating circumstances, if deemed fit,

			he/she may reconstitute the Examinations Malpractice Review Committee before the expiry of its term.
CHAPTER III ADMISSION			
			Admission to the University shall normally be made at the commencement of each academic year for various programmes of study. The dates for advertisement, entrance examination, if any, counseling, the Registrar shall notify admission, registration, commencement of classes, and other details for the academic session, from time to time.
Eligibility for Admission	11		<p>A candidate who has passed two years Pre-University Course (PUC) Examination conducted by Pre-University Board, Government of Karnataka, Bengaluru or 10+2 Examination conducted by CBSE or equivalent examinations by other states or any other UGC/GOI recognized Boards / Departments shall be eligible for admission to first semester BBA Programme.</p> <p>(a) Further, a candidate of Diploma course (not less than 2 years) with any subjects or 2 years JOC of any subjects or 2 years ITI shall be eligible.</p> <p>(b) The eligibility for admission to BBA Programme shall be as per the norms of the University from time to time.</p>
		i	In case of SC / ST / OBC candidates, there shall be a relaxation in the qualifying exam as per Government norms ;
		ii	The candidate shall have passed the qualifying examination as required for the programme on or before the date of admission which shall be duly supported by provisional certificate issued by competent authorities.
Admission Process	12		The admission process for BBA programme shall be as follows:
		12.1	A candidate seeking admission as per the University rules & regulations shall make an application in the prescribed form to the administrative office of the University.
		12.2	All or shortlisted candidates may have to undergo the University entrance examination as declared by the University, if required, from time to time.
		12.3	University may conduct Counseling for admissions based on the rankings in the entrance test (if conducted) or directly admit the candidates.

		12.4	Candidates who have passed a qualifying examination not conducted by the Government of Karnataka shall submit the eligibility and migration certificate in original for admission to BBA programme.
		12.5	NRI/PIO/FN seeking admission to BBA programme shall apply separately with equivalency/ eligibility/migration certificates along with passport/visa/clearance/NOC from concerned bodies to the Admissions Committee.
		12.6	Admission shall be subject to the candidate being certified medically fit by a registered medical practitioner recognized by the University for the purpose.
		12.7	Each applicant shall be required to submit a Character Certificate from the head of the institution last attended.
		12.8	Each applicant shall be required to submit the list of certificates including SSLC, PUC, Date of Birth certificate etc. as mentioned by the University from time to time.
		12.9	The candidates admitted under over and above the quota of the intake permitted as per the directions of state / central government should have the qualifications and requirement as specified under the quota requirement by the state or Central Government.
Refusal and Revoking of Admission	13	13.1	A candidate may be refused admission if he/she is found to have indulged in acts of indiscipline or unlawful demonstrations and the like. Candidates who have been expelled/ rusticated/ debarred from other institutions shall not be admitted.
		13.2	The Vice-Chancellor reserves the right to refuse admission to a candidate whose admission, in his/her judgment, is not in the interest of the University by recording the reasons for such refusal.
		13.3	If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the letter of admission or has submitted forged or invalid documents, the Admissions Committee may revoke the admission of the candidate and report the matter to the Registrar.
Intake	14	14.1	Intake shall be as recommended by the Academic Council and approved by Board of governors
Student Registration Number	15		Each student shall be assigned a 12-character alphanumeric Student Registration Number (SRN) upon confirmation of admission as per the following scheme:

Field	Campus	Full/Part time/ Distance	Faculty	Year of admission	Level of programme	Department	Serial Number
Length	2	1	1	2	1	2	3
Code	2-digit	F/P/D	1-letter	2- digit	1- letter	2-letter	3- digit
<p>For example, 01FM21BBA001 is the Student Registration Number of the student who joined campus 01, as a Full-time student, in Faculty of Management, in the year 2021, for Bachelor of Business Administration program of study with the serial number 001. The letter codes for various faculties and programmes of study shall be indicated in the corresponding guidelines approved by the Academic Council.</p>							
Transfer/ Migration of Students	16	16.1	Transfer/migration to a programme of study shall be possible for candidates from other recognized universities or institutions, as decided by the Admissions Committee, subject to availability of seats.				
		16.2	A candidate may be admitted to an appropriate Semester of the relevant programme of study on the basis of equivalency. To establish the equivalency or otherwise, a committee shall be constituted by the Dean Academic Affairs / the concerned Dean of Faculty to examine the courses already studied by the student, the syllabi thereof and the examinations passed. The committee may also, if deemed necessary, conduct a proficiency test to determine the transfer of credits and course(s) from which the student may be exempted.				
		16.3	Such a candidate shall submit a “No Objection Certificate” from the previous university or institution				
		16.4	The fee structure shall be decided by the Admissions Committee for transfer/migration of a candidate to the University at the time of transfer/migration and shall be binding for his/her remaining minimum duration of the programme.				
		16.5	A student applying to migrate to another university or institution may be permitted to do so provided (i) the student submits a consent letter from the other university or institution; (ii) the student obtains a clearance from the Dean Academic Affairs / the concerned Dean of Faculty of the University; (iii) the student has no dues to the University; and (iv) the student pays the prescribed fees for his/her remaining minimum duration of the programme				
		16.6	Any scholarship or financial assistance awarded to a student migrating out of the University shall automatically stand terminated with effect from the date of approval of migration. Further, the University reserves the right to recover any scholarship or financial assistance already given to such a student before approval of migration.				

Temporary withdrawal from the programme	17	17.1	<p>A student may be permitted by the Registrar to withdraw from a programme for reasons of ill health or other valid reasons for a period of one academic year, after providing sufficient documentary evidence. Such a student seeking temporary withdrawal shall apply to the Registrar in the prescribed format.</p> <p>A student may also be permitted to withdraw temporarily from the program for a period of one year to do internship.</p> <p>Students who opt for 'Temporary Withdrawal' from the Semester(s) are not allowed to register for Summer Semester.</p> <p>The maximum period as defined in para 19 shall include the period of withdrawal.</p> <p>The student who has withdrawn temporarily will not be issued certificate as under the NEP norms.</p>
		17.2	A student may be permitted only once during his/her programme of study to avail this provision.
		17.3	Any scholarship or financial assistance awarded to a student temporarily withdrawing from the University shall automatically stand terminated with effect from the date of approval of withdrawal. Further, upon rejoining, the eligibility of the student for the scholarship or financial assistance shall be re-evaluated with no guarantee of automatic renewal.
		17.4	A student who has temporarily withdrawn from the University may apply in the prescribed format for resumption of the programme of study. On approval, such a student shall be treated as a regular student for meeting the academic requirements and shall not be required to pay the fees for the period of withdrawal.
		17.5	A student who has temporarily withdrawn from the University and fails to apply for resumption of the programme of study, at the end of the approved period of temporary withdrawal, shall be deemed to have withdrawn permanently from the University. Such students are liable to pay the prescribed fees for the remaining minimum duration of the programme.
Permanent withdrawal from the programme / University	18	18.1	The Registrar may permit a student to withdraw from a programme permanently without completing the required at various levels. Such a student seeking permanent withdrawal shall apply to the Registrar in the prescribed format. However, such student will be issued a certificate for which he is eligible as per NEP-2020.

		18.2	The student discontinuing from a programme shall pay the balance fees for his/her remainder minimum duration of the completion of the academic year.
		18.3	Any scholarship or financial assistance awarded to a student permanently withdrawing from the University shall automatically stand terminated with effect from the date of approval of withdrawal. Further, the University reserves the right to recover any scholarship.
CHAPTER IV PROGRAMMES OF STUDY AND STRUCTURE			
Programmes of Study and duration	19		The University shall offer this programme of study representing different specializations, in accordance with the spirit of a university and NEP-2020.
		19.1	The minimum duration of BBA certificate, BBA diploma, BBA degree and BBA honors programmes shall be respectively for one, two three and four years. The maximum duration of the programme shall be twice the minimum duration above which the candidate shall deemed to be discontinued from the programme.
		19.2	The level of a programme of study is based on the qualification of a student at the entry level.
		19.3	Each semester shall have 16 weeks (06 days per week system) with 90 working days (excluding Sundays and other holidays).
		19.4	The Programme shall have multiple exit option at the end of TWO / FOUR/ SIX semesters (ONE, TWO or THREE academic years respectively) with the award of Certificate, Diploma and General Degree.
		19.5	The candidate availing exit option shall reenter the programme at the beginning of any academic year (ODD Semester) to complete the higher level certification with the then prevailing syllabi.
		19.6	All candidates shall be awarded Bachelor's degree with Honors on successful completion of EIGHT semesters (FOUR academic years) BBA programme.
		19.7	The University shall notify, from time to time, the list of Specializations offered.
Structure of a programme	20	20.1	Each academic year shall consist of two regular semesters, Semester I and II and a fast track (Summer) Semester.
		20.2	Activities in a semester shall include teaching, learning, field work/internship, examination and evaluation.
		20.3	The duration of each regular semester will be around sixteen weeks. However, the fast-track semester shall be normally for duration of

			<p>EIGHT weeks. Semester I/III/V/VII normally shall be from August-December, Semester II/IV/VI/VIII normally shall be from January-May each year. Fast-track semester normally shall be during June-July each year. Sometimes due to delay in admission formalities, if the First semester (for fresh students) is delayed by few days, the subsequent Second and Third semester may be correspondingly delayed.</p> <p>It would be desirable to have 90 teaching days per semester excluding examinations.</p>
		20.4	The Registrar shall notify the calendar of events of programme from time to time.
		20.5	<p>A student shall register for all the courses offered in semester for the first time</p> <p>A letter grade shall be awarded to each registered course at the end of the Semester after following the prescribed evaluation process.</p>
		20.6	The number of credits and grades a candidate has earned shall measure a student's progress and performance. Based on the course credits and grades obtained by the student, the grade point average shall be calculated. The student shall earn a specified minimum number of credits for the programme of study in order to qualify for the award of degree.
		20.7	<p>Each programme shall have three components, Viz., i) Discipline Specific Core Courses ii) Elective Courses and iii) Ability Enhancement Courses.</p> <p>The respective BoS shall decide the programme structure.</p>
Credit system	21		Semester-wise credit-based choice system (CBCS) shall be followed in BBA programme of study.
		21.1	<p>Generally, credits shall be assigned to each course in a programme of study based on the following pattern:</p> <ul style="list-style-type: none"> a) Lectures: One lecture hour per week shall be assigned one credit b) Tutorials: Two tutorial hours per week shall be assigned one credit c) Practicals: Two laboratory hours per week shall be assigned one credit. Not more than three credits may be assigned to a practical course having only laboratory component. The courses having three hours of contact every alternate week shall have one credit only d) Mini-projects, Minor-projects, Seminars, Projects (If any): Three contact and preparation hours per week shall be assigned one credit

			<p>e) Dissertation : Three contact and preparation hours per week shall be assigned one credit</p> <p>f) Self Study: 4 student hours/ week/ Semester shall be assigned one credit. Total of Self study credits shall not exceed 12% of the total credits required for completion of a program. This shall be part of core courses including lab and program electives only. The assessment of self-study component shall be through continuous internal evaluation only and schemes of evaluation shall be decided by DUGC.</p> <p>g) Field work: Some courses may include field studies.</p> <p>h) Internship, Research or Project Work (PW): These are intended to enhance the student's practical knowledge and exposure to research and industry. Project work shall normally be carried out in regular Semesters.</p>
		21.2	<p>The course credits for each course shall be given as L-T-P. For example, 3-1-0 will mean that it is a lecture based course and has 3 lectures, 1 tutorial, and no practical assigned to it. Similarly, a course with 0-0-2 means that it is a practical course with 4 hours of class work. Credits will be assigned to seminar, dissertation, project etc. under the practical component.</p> <p>Example: Course 21MBAC101, Introduction to Indian Business Environment; 3 credits (3-0-0). The hours for this course are computed as follows:</p> <p>3 credits = 3 hours/week lectures</p> <p>0 credit = 0 hours/week tutorial</p> <p>0 credits = $0 \times 2 = 4$ hours/week practicals</p> <p>Total = $3 + 0 + 0 = 3$ hours</p> <p>Total contact hours for the course = (3 h Lectures + 0 h Tutorial + 0 h Practical) per week = 3 contact hours per week for 16 weeks.</p>
		21.3	<p>The number of credits required to be earned for a certificate of this BBA programme shall be calculated at an average of TWENTY TWO credits per regular Semester with a margin of + 2.5%.</p> <p>For example, a 3-year BBA programme shall comprise of six regular semesters and therefore require $22 \times 6 = 132$ credits, the minimum being 132 and the maximum being $132 \times 1.025 = 135$ credits.</p> <p>To accommodate skill based courses, as per NEP-2020, additional credits may be included may be included not exceeding 10% of the total credits at that level.</p>
		21.4	<p>A full-time student shall normally register for TWENTY TWO credits in a regular Semester. However, the minimum number of credits for which a student shall register is 16.</p>

		21.5	A full-time student may be permitted to register for a maximum of TWENTY EIGHT credits during a regular Semester.
		21.6	Every course of study normally runs for the full length of a Semester.
Category of courses	22	22.1	Generally, various Courses to be offered in programmes of study shall be categorized into the following types, however on the recommendation and approval of appropriate bodies the new type of courses may be introduced from time to time depending upon the requirement of program and innovations in teaching –learning process:
		22.1.1	Discipline Specific Core Courses (DSCC): DSCC are core courses, which should be compulsorily studied by a student as the core requirement of the programme in terms of BBA main programme and specializations defined.
		22.1.2	<p>Elective Courses (EC): EC can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/ domain or nurtures the candidate’s proficiency/skill. EC shall have three categories, viz., Discipline Specific Elective Courses, Open Elective Course and Dissertation/ Research Project.</p> <ul style="list-style-type: none"> • Open Elective Course (OEC): Is an elective course chosen from any other discipline/ subject, with an intention to seek exposure beyond core discipline. The student shall select any one OEC in the given semester, other than his / her DSCC. • Discipline Specific Elective (DSE): Is a course offered under the main discipline/subject of study or a Project/Dissertation work. • Dissertation / Research Project: Is a special course involving application of knowledge in solving / analyzing / exploring a real life situation problem. A Project/Dissertation work would be of 4 to 6 credits carried out under the guidance of supervisor/guide. The credit pattern, number of candidates and methodology for the selection of the candidate shall be decided by the respective BoS.
		22.1.3	<p>Ability Enhancement Courses (AEC): The Ability Enhancement Courses (AEC) shall be of two kinds: i) Ability Enhancement Compulsory Courses (AECC) and ii) Skill Enhancement Courses (SEC)</p> <ul style="list-style-type: none"> • Ability Enhancement Compulsory Courses (AECC): Environmental Study, Indian Constitution, Kannada, and Modern Indian languages (MIL) / Modern European Languages (MEL) are AECCs. Environmental Study and Indian Constitution are mandatory. A Student shall study Kannada/any other languages in line with the policy of the Government of Karnataka.

		22.1.4	<p>Skill Enhancement Courses (SEC):</p> <ul style="list-style-type: none"> • Skill Based Courses (SBC): These courses shall be chosen from a pool of courses designed to provide skill -based knowledge and should contain lab/ hands-on training/ fieldwork. • Value Based Course (VBC): A student shall opt any one of the activities offered by the college under VBC. 																					
		22.1.5	Special provision for independent learners: Apart from the above mentioned structure of the programme, a student can study any number of courses from Open Elective Courses (OEC) / SEC through SWAYAM or similar platforms recognized by the University with the approval of the Head of the Department. In such additional courses the performance will be taken from the ISA and ESA conducted by the department.																					
Audit courses	23		A student may be permitted to take any number of audit courses over and above the graduation requirements for learning a subject.																					
CHAPTER V CURRICULA AND SYLLABI																								
Curricula and Syllabi	24		The curriculum of every programme of study offered by the University is intended to provide not only the right balance of broad-based and in-depth knowledge but also aptitude for life-long learning.																					
		24.1	Medium of instruction shall be English, except in those Faculties where other languages are permitted by the Academic Council.																					
		24.2	The detailed curriculum and syllabus for the programme of study shall be framed by the Departmental/ School Board of Studies with approval of the Academic Council and shall be notified from time to time.																					
Course code	25	25.1	<p>Every course shall be assigned a course code, using nine alphanumeric characters as under:</p> <table border="1" data-bbox="699 1541 1406 1765"> <thead> <tr> <th>Field</th> <th>Year</th> <th>Faculty</th> <th>Programme of study</th> <th>Type of Course</th> <th>Level</th> <th>Serial Number</th> </tr> </thead> <tbody> <tr> <td></td> <td>2</td> <td>1</td> <td>2</td> <td>1</td> <td>1</td> <td>2</td> </tr> <tr> <td>Code</td> <td>2-digit</td> <td>1-letter</td> <td>2-Letter</td> <td>1 - Letter</td> <td>1-9</td> <td>2 - digit</td> </tr> </tbody> </table>	Field	Year	Faculty	Programme of study	Type of Course	Level	Serial Number		2	1	2	1	1	2	Code	2-digit	1-letter	2-Letter	1 - Letter	1-9	2 - digit
Field	Year	Faculty	Programme of study	Type of Course	Level	Serial Number																		
	2	1	2	1	1	2																		
Code	2-digit	1-letter	2-Letter	1 - Letter	1-9	2 - digit																		
		25.2	A digit shall be assigned for each course depending on the level of course as:																					
		i	Levels 1-6 indicate the minimum number of years of education in a programme beyond 10+2 as specified in the eligibility criteria for admission;																					

			Example 21MBAC101: is a course introduced or revised in 2021, in the faculty of Management, in Business Administration, which is a Core Course, in the first year, with a course number of 01.
		li	Levels 7-9 shall be reserved for research courses, Master's and Ph.D. research work, and the like.
Teaching / Learning methods	26		<p>The majority of courses shall be in the form of assisted teaching/learning through direct contact or online or hybrid with the exception of Project Work and Internship. To enrich the student experience, the teaching / learning may include guest lectures, field trips, mini projects and so on. Teachers may use state-of-the-art knowledge dissemination tools.</p> <p>To enrich the student experience, the teaching / learning may include any of the following methods:</p> <ol style="list-style-type: none"> 1. Lectures with active learning This method is used for large number of courses in the program. To make it more impactful several active learning practices are used by the faculty. 2. Tutorials and group discussions Tutorials are used in the courses where students need more practicing of application of the concepts and also need practicing in the numerical problem solving in different contexts. Students also get an opportunity to clarify their doubts in the course. 3. Laboratory work with cooperative learning The laboratory experience has been enhanced by categorizing the experiments as <ol style="list-style-type: none"> a. Demo Experiments b. Exercise experiments c. Structured enquiry experiments d. Open-ended experiments <p>This categorization helps to achieve all the elements of outcome (b): Design of experiments, conduct of experiment, analysis and interpretation of data.</p> 4. Field work or relevant industry exposure In few of the courses, to give a better feel of the concepts or engineering practices fieldwork is assigned to the students 5. Group projects with co-operative learning Group projects like course projects, mini projects and capstone projects create integrating experience for the students. They particularly give opportunity for the students

			<p>to enhance professional competencies like team orientation, communication, lifelong learning etc., that are reflected in the outcomes.</p> <p>6. Course projects Course projects also help the students to understand the concepts learnt in a course and application of concepts in different contexts.</p> <p>7. Directed self learning tasks The activities like Semester paper writing, seminars give the student capability to develop lifelong learning skills</p> <p>8. Online or MOOC courses Selected online / MOOC courses either independent or as part of project work give the students exposure to international best practices and help in developing self-confidence.</p> <p>9. Skill enhancement courses Skill enhancement courses help the students to equip them with the skill sets, which are in demand by the industries.</p> <p>Apart from this the programme may offer</p> <ol style="list-style-type: none"> 1. Internship Project 2. Courses offered from different centers 3. Seminars <p>Note : Faculty can adopt the above teaching learning methods along with others not listed above, however if methodologies involves evaluation of students, then students should be made aware of this at the start of Semester in which it is being adopted with the approval of DUGC.</p>
Course instructor / Course coordinator	27		A Teacher who is teaching a particular course shall be referred to as the course instructor for that course. If a course is taught by more than one Teacher in the same Semester, it shall be coordinated by one of the Teachers designated as the course coordinator. He/she has the responsibility for framing the course policy, which includes lesson plan, coverage, assignments, quizzes, tests, practicals, and other evaluation processes.
CHAPTER VI			
REGISTRATION AND ATTENDANCE			
Registration for courses	28		In each Semester, an eligible student shall register for the courses he/she intends to study. Only registered students shall be allowed to attend the classes of those courses.

		28.1	Students shall register for the courses to be studied in a particular Semester as per schedule specified by the Dean Academic Affairs / the concerned Dean of Faculty, except for the courses in the first Semester. Registration for the first Semester of a programme shall be a part of admission process.
		28.2	Registration process, either online or offline, shall consist of the following steps:
		i	Meeting with the course coordinator, if required, to verify prerequisites;
		ii	Enrolment of students for different courses offered by particular Teachers;
		iii	Payment of prescribed tuition fees and other dues.
		28.3	A student who obtains "F" or "W" grade(as defined in section 63 later) in a course other than elective (EC category) shall re-register for the same course when offered next. A student who obtains "F" or "W" grade in an elective course shall have an option of repeating the same elective course when offered next or register for any other elective course in the EC category.
		28.4	If a student fails to register for course(s) during a Semester without intimation to the Dean Academic Affairs / the concerned Dean of Faculty, his/her admission shall be liable to be cancelled.
		28.5	The Dean Academic Affairs / the concerned Dean of Faculty under exceptional circumstances may permit late registration.
		28.6	For re-registration, late registration, adding/dropping of courses, a fee may be charged as notified from time to time.
Registration record	29		The student shall ensure that the registration details are entered on the registration record which may be maintained on-line. Queries related to registration shall be considered only when accompanied by the original registration record. This record shall be preserved until the student receives the Semester grade card.
Registration validation	30		Before the first day of classes, every student shall validate his registration either on-line or at the department/School office. Students who do not validate their registration shall not be permitted to add/drop courses.
Minimum student enrollment in a course	31		A course shall be offered if a minimum number of students have registered for that course, as specified by the Dean Academic Affairs / the concerned Dean of Faculty. Under special circumstances, a course may be offered with fewer students, with the prior permission of the Vice-Chancellor. Courses without the minimum registrations on the last

			date for adding/dropping of courses shall not be offered. The students who registered for such courses shall be given additional time for registering for alternate courses.
Add/Drop, audit and withdrawal from courses	32	i	Add/Drop: A student may add or drop one or more course(s) before the deadline with the approval of the Dean Academic Affairs / the concerned Dean of Faculty, upon payment of additional fees, if any.
		ii	Withdrawal: A student may withdraw from a course before the deadline specified for the purpose, with the approval of the Dean Academic Affairs / the concerned Dean of Faculty. A withdrawal grade shall be awarded in such case(s).
		iii	Audit: A student may change a credit course to an audit one before the deadline specified for the purpose, with the approval of the concerned Dean of Faculty.
Registration for Summer Semester	33	33.1	A student may be permitted to register for a maximum of 15 credits during a Summer Semester.
		33.2	A student may register for courses in Summer Semester without any additional fees provided he/she has not registered for the same courses earlier and there is vacancy in those courses. Such a student shall pay the prescribed fees for the minimum duration of the programme, notwithstanding the number of credits to be earned during the final year / Semester.
		33.3	A student who registers for a course in the Summer Semester on account of failure, withdrawal or any other form of discontinuance shall pay additional fees as prescribed from time to time.
Attendance	34		Attendance is the physical presence of the student in the class. Students shall make every effort to attend all classes, laboratory / practical and other sessions.
		34.1	Every Teacher handling a class or tutorials or laboratory / practical session shall take attendance till the last instruction day in the Semester. The students shall be informed about their attendance status periodically by the department so that the students get advance notice to make up any shortage in attendance.
		34.2	A student shall maintain the prescribed minimum attendance of 75% in each individual course, as specified in the guidelines for the programme of study. Without the minimum attendance in a course, the student shall be ineligible to appear for the End Semester Assessment in that course. Such a student shall be awarded "FA" grade in that course and he/she shall register for and repeat the course when offered next.

		34.3	If a student is, absent from the University for more than SIX weeks without permission of the Dean Academic Affairs / the concerned Dean of Faculty, his/her registration is liable to be cancelled.
Condoning Attendance Shortage	35		In rare and genuine cases, the Vice-Chancellor may condone a shortage of attendance to a maximum extent of 10% on the recommendation of the Dean Academic Affairs / the concerned Dean of Faculty.
CHAPTER VII			
EXAMINATION SYSTEM			
Controller of Examinations	36		The Controller of Examinations shall be responsible for the conduct of examinations of all the courses of all the programmes of the University, and all other matters incidental thereto and ancillary therewith, under the supervision and monitoring by the Vice-Chancellor. The Controller of Examinations shall:
		i	Supervise the day-to-day activities concerning examinations of the University;
		ii	Convene the meetings of the Authorities of the University for which he/she is the Member-Secretary, on the approval of the Vice-Chancellor;
		iii	Arrange for the preparation and notification of examination time table from time to time;
		iv	Supervise the registration of students for End Semester Assessment, if applicable;
		v	Appoint the required number of officials and staff for the conduct of examinations, with the approval of the Vice-Chancellor;
		vi	Prepare detailed guidelines for the duties and responsibilities of various officials and staff connected with examinations;
		vii	Convene meetings of all the concerned officials and staff from time to time, to explain to them their duties and responsibilities pertaining to the examinations;
		viii	Obtain help from local authorities to maintain law and order for the conduct of examinations, if necessary;
		ix	Arrange for the issue of grade cards, transcripts, provisional degree certificates, degree certificates, migration certificates and so on to the students;
		x	Maintain utmost secrecy while preparing and maintaining the confidential materials, bills, and proceedings;

		xi	Recommend the remunerations, if any, connected with the examination work, to the Finance Council for consideration and further action;
		xii	Make arrangements for maintenance of stock, accounts, records, and statistics of the Office of the Controller of Examinations and for annual stock verification;
		xiii	Submit the infrastructural requirements of the Office of the Controller of Examinations as and when required to the Registrar for consideration and further action; and
		xiv	Prepare the budget for the Office of the Controller of Examinations and place it before the Finance Council for its consideration.
		xv	Apart from what is said here the Controller examination shall strictly implement what is stated in the examination process approved by appropriate authority and will take steps to maintain all secrecy and confidentiality of examinations.
Deputy Controller of Examinations	37		Deputy Controller of Examinations, if any, shall assist the Controller of Examinations for the conduct of examinations and all other matters incidental thereto and ancillary therewith.
Chief Superintendent	38		The Controller of Examinations shall appoint a Chief Superintendent from amongst the senior Teachers of the University during each Semester to assist him/her for the conduct of examinations, with the approval of the Vice Chancellor.
		38.1	One Chief Superintendent shall be appointed for each examination center.
		38.2	The Chief Superintendent shall:
		i	Arrange for the required materials (e.g. answer books, drawing cards, data handbooks and other stationery) for the conduct of examinations, and supply of the same to the students, as necessary;
		ii	Arrange for and appoint the required personnel for the conduct of examinations, with the approval of the Controller of Examinations;
		iii	Arrange for the seating of students and notify the seating arrangements;
		iv	Be available at the examination center during the examinations; and
		v	Discharge any other responsibility assigned by the Controller of Examinations from time to time.

Additional Chief Superintendent(s)	39		The Controller of Examinations shall appoint Additional Chief Superintendent(s), if necessitated by the number of students registered for the examination, from amongst the senior Teachers of the University, with the approval of the Vice Chancellor. The Additional Chief Superintendent(s) shall perform similar duties as those of the Chief Superintendent.
Deputy Chief Superintendent(s)	40		The Controller of Examinations shall appoint Deputy Chief Superintendent(s), from amongst the senior Teachers of the University, with the approval of the Vice Chancellor, if required. The Deputy Chief Superintendent(s) shall assist the Chief Superintendent in the conduct of examinations.
Invigilators	41		The Chief Superintendent shall appoint the required number of Invigilators for all blocks where examinations are held, as required.
Group Invigilators	42		The Chief Superintendent shall appoint the required number of Group Invigilators for the coordination and supervision of a group of invigilators, as needed. In case of emergency, a Group Invigilator may relieve an invigilator for short intervals.
Obligation to perform the examination work	43		Any person, who is entrusted with any kind of examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examinations, printing of question papers and answer books, tabulation, preparation of grade cards and all such activities incidental thereto and connected therewith, shall discharge such duties prudently and with utmost integrity for ensuring high academic standards.
		43.1	If any person who has been allotted any kind of examination work is found to be guilty of breach of duties or involves in any misbehavior and/or misconduct, disciplinary action shall be taken against him/her as per the rules of the University.
		43.2	No employee of the University shall accept the assignment of taking part in the conduction of examinations and all such activities incidental thereto and connected therewith, whenever his/her kith and kin are appearing for the examinations.
Errors committed by an examiner	44		Disciplinary action shall be initiated by the Controller of Examinations against an examiner, who has committed error(s) in the work pertaining to examinations, as per the rules of the University.
Remuneration	45		Remuneration for different assignments in the examination shall be proposed by the Controller of Examinations from time to time and recommended by the Finance Council for the approval by the Board of Governors. External examiners shall be entitled for TA/DA. All work

			relating to ISA, ESA and all other matters incidental thereto and ancillary therewith, with or without remuneration shall be deemed to be a part of normal duty of every employee of the University.
Assessment	46		<p>The University shall follow a combination of In-Semester Assessment (ISA) and the End-Semester Assessment (ESA) for assessing the performance of a student in each course. The ISA and ESA components for each course shall be conducted as per the calendar of events and the time-table specified from time to time. The Teacher shall notify the weights of ISA and ESA components in the total marks for a course in the lesson plans as per the approval of Board of Studies. A student shall be awarded a letter Grade for every course at the end of the Semester, indicating the level of performance, considering the scores in both ISA and ESA.</p> <p>The assessment for theory courses carrying ISA and ESA components will be done on Relative Grading system. Other courses will be assessed by absolute grading system. List of courses assessed by Absolute Grading system is as follows:</p> <ul style="list-style-type: none"> • Practical Courses. • Courses with enrolment less than 30. • Industry Visit and Lecture / Industrial Training / Seminar. • Projects. • Field study. • Internships.
Question papers	47		All question papers for written, online or hybrid examinations shall be set and answered in English, except in those Faculties where the Academic Council permits other languages. The question paper of each course shall cover entire syllabus with the distribution of marks considering the number of hours allocated for each unit/module/topic in the syllabus.
Make-up for ISA/ESA components	48		<p>Students who have remained absent at ISA/ESA in one or more courses due to valid reasons, may be given a make-up exam which can be held as per dates notified in the Academic Calendar immediately after the ISA/ESA. However, it would also be possible to hold a makeup exam at any other time in the Semester with the permission of the Academic Council.</p> <p>Make up exam shall also be available to students awarded “X” grade and this make-up examination will be conducted along with Summer examination at the end of the academic year in which the candidate is awarded “X” grade.</p> <p>Make up exams are not conducted for any courses, theory or practical, of Summer Semester.</p>

CHAPTER VIII			
IN-SEMESTER ASSESSMENT			
ISA	49		The ISA for courses may be carried out by the way of various components such as Mid Semester Examinations, quizzes, tests, seminars, Semester papers, demonstrations, and award of marks for attendance. Practical components of courses may be evaluated by the way of experiments, demonstrations, field work, models, worksheets, practical record books, quizzes, tests, and award of marks for attendance. If a student misses a practical / laboratory session owing to genuine reasons, he/she shall complete the activity of that session before the end of the Semester, with the approval of the concerned Departmental/ School Chairperson.
Conduct of ISA	50		The weightage and syllabus for each component of ISA for a course shall be notified by the concerned Teacher before the commencement of each Semester through the lesson plans, adhering to the norms stipulated from time to time.
		50.1	The concerned Teacher in association with Head of the Department/ School/ Center shall be responsible for the conduct of different components of ISA.
		50.2	The Head of the Department/ School/ Center shall arrange to notify the scheme of evaluation for various ISA components. After each event of ISA, the students shall have an opportunity to view his/her performance and bring the discrepancies or errors, if any, to the notice of the concerned Teacher, for addressing the same.
		50.3	The marks obtained by a student in each component of ISA shall be added and finalized for the total marks by the concerned Teacher, within the specified time as stipulated by the Controller of Examinations.
		50.4	The department /concerned Teacher shall maintain the records pertaining to each component of ISA for such period as specified by the Controller of Examinations from time to time.
ISA of Special Topics / Mini-Projects, Minor-Projects, REUG (Research Experience for Under graduates), Seminar,	51		Carrying out the ISA for Special Topics, REUG, Seminar, Internship-Projects, Major Project/ Dissertation may be carried out in the form of various components, such as oral presentations, demonstrations, technical / project report, and viva-voce. The Head of the Department/ School/ Center shall make arrangements for the evaluation of such components. The format for preparation of technical and project

Internship-Projects, Major Project			reports shall be notified by the Head of the Department/ School/ Center from time to time.
Announcement of ISA marks	52		The Head of the Department/ School/ Center shall arrange for the announcement of ISA marks obtained by the students in various courses at the end of each Semester. The students shall be given THREE working days for verification, redressal of discrepancies or errors, if any, and acknowledgement.
CHAPTER IX			
END SEMESTER ASSESSMENT			
Registration for ESA	53		A student, who has complied with the minimum specified attendance in a course, shall register for ESA for that course by paying the prescribed examination fees. The registration process for ESA may be online/off-line as notified from time to time by the Controller of Examinations. The registration of a student shall be liable to be cancelled by the Office of the Controller of Examinations where disciplinary issues are involved. Controller of Examination shall take disciplinary action only on the recommendation of committee constituted by vice Chancellor.
Eligibility to attend ESA	54		To be eligible to attend the ESA in a specific course for which a student is registered, following requirements must be met:
		i	Attendance as mentioned in section 34.2
		ii	ISA marks: Not less than 40% of ISA marks (except in those cases where it is not specially mentioned in the scheme of evaluation)
		iii	Students not fulfilling attendance requirement or ISA requirement shall be assigned an 'FA' or 'F' grade (as in section 63) respectively.
Student list for ESA	55		After the last date of registration for ESA, the Office of Controller of Examinations shall release the list of students along with their registered courses. A student shall verify the accuracy of his/her particulars in the list and discrepancies, if any, shall be reported to Office of the Controller of Examinations within THREE working days from the date of release.
Admit Card	56		The Controller of Examinations shall make arrangements for issuance of Admit Cards to eligible students, based on the ESA list. The Admit Card of a student shall be valid only for the ESA for which it is issued. The Admit Card of a student shall include (i) recent photograph of the student and (ii) registered courses for ESA with course codes.

Missing Names in Student list	57		With the specific approval of the Vice-Chancellor, under extra-ordinary circumstances, a student whose name does not find a place in the student list may be permitted to appear for ESA of a course. The results of such a student may be announced after due verification.
ESA and evaluation:	58	58.1	The Controller of Examinations shall make arrangements to conduct ESA for all courses, through the Chief Superintendent.
		58.2	The Controller of Examinations shall notify the evaluation procedure to be adopted for the evaluation of various courses, from time to time. The ESA for courses having a practical or laboratory component may be based on laboratory records, conduction of experiments, demonstrations, field work, models, worksheets, quizzes, and viva voce.
		58.3	The Office of the Controller of Examinations may code the answer books of ESA for the purpose of anonymous evaluation.
		58.4	Central valuation shall be conducted in the University premises only.
ESA for Mini and Major Projects	59		In case the ESA for some courses as recommended by BoS may be held in batches, which may span over several days. The evaluation may be based on various components such as writing of abstract, project or technical report, oral presentation, demonstration, and viva voce. The Controller of Examinations in consultation with the Dean Academic Affairs / the concerned Dean of Faculty shall notify the distribution of marks for various components from time to time.
Appointment of Examiners	60		The Controller of Examinations from the panel recommended by the Board of Examiners may appoint the examiners. However, the Controller of Examinations may choose examiners outside the panel for valid reasons, with the approval of the Vice-Chancellor.
Tabulation of Marks	61		After the evaluation, the Office of the Controller of Examinations shall tabulate the marks either manually or via computerization.
Contingency arising from loss of answer books	62		In a contingency arising out of loss of answer books beyond the hope of retrieval, the Vice-Chancellor may exercise an option of ordering an additional examination.
CHAPTER X			
GRADING SYSTEM			
Grading system	63		The University shall follow both the relative grading and absolute grading system depending on the type of course. However, for the purpose of reporting the performance of a student, letter grades and grade points will be awarded as per section 63 a.

63 a. Relative Grading System

In this system, the grades are awarded to the students based on their performance relative to others in Theory courses having In-Semester Assessment (ISA) and End Semester Assessment (ESA) components.

Grades are assigned based on the Mean and Standard Deviation of the total marks scored on the respective course. (S, X, "NE" and "F" grades marks are omitted in Mean and Standard Deviation calculation)

- S shall be awarded if scored marks is greater than 90
- F shall be awarded if scored marks is less than 40

Proposed Relative Grading System

Total Mark, M secured by the student (ISA + ESA)	Grade	Relative Grade Point	Remarks
$M > 90$	S	10	Outstanding
$\text{Avg.} + 0.60 * \text{SD} \leq M \leq 90$	A	9	Excellent
$\text{Avg.} - 0.25 * \text{SD} \leq M < \text{Avg.} + 0.60 * \text{SD}$	B	8	Very Good
$\text{Avg.} - 1.05 * \text{SD} \leq M < \text{Avg.} - 0.25 * \text{SD}$	C	7	Good
$\text{Avg.} - 1.50 * \text{SD} \leq M < \text{Avg.} - 1.05 * \text{SD}$	D	6	Fair
$**40 \leq M < \text{Avg.} - 1.50 * \text{SD}$	E	5	Satisfactory
$M < 40^*$	F	0	Fail
I*	-	Absent for ESA due to calamity	Absent for ESA due to calamity
W*	-	Withdrawal	Withdrawal
X*	-	Incomplete	Incomplete
AP	-	Audit Pass	Audit Pass
AF	-	Audit Fail	Audit Fail
FA	0	Fail due to attendance shortage	Fail due to attendance shortage

* "W", "X" and "I" grades shall be considered to be transitional grades.

**40 marks mean: The students should score minimum 20 marks out of 50 in ISA and ESA examinations separately (i.e. 40 out of 100).

NOTE: The Course Grading table generated for the first time based on the Average & Standard Deviation will be used strictly for awarding

			<p>grades to all the re-evaluated courses and Summer Semester Examinations.</p> <p style="text-align: center;">Absolute Grading System</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Marks</th> <th>Letter grade</th> <th>Absolute Grade points</th> <th>Remarks</th> </tr> </thead> <tbody> <tr><td>1</td><td>91-100</td><td>S</td><td>10</td><td>Outstanding</td></tr> <tr><td>2</td><td>81-90</td><td>A</td><td>9</td><td>Excellent</td></tr> <tr><td>3</td><td>71-80</td><td>B</td><td>8</td><td>Very Good</td></tr> <tr><td>4</td><td>61-70</td><td>C</td><td>7</td><td>Good</td></tr> <tr><td>5</td><td>51-60</td><td>D</td><td>6</td><td>Fair</td></tr> <tr><td>6</td><td>40-50</td><td>E</td><td>5</td><td>Satisfactory</td></tr> <tr><td>7</td><td>< 40</td><td>F</td><td>0</td><td>Fail</td></tr> <tr><td>8</td><td></td><td>I*</td><td>-</td><td>Absent for ESA due to calamity</td></tr> <tr><td>9</td><td></td><td>W*</td><td>-</td><td>Withdrawal</td></tr> <tr><td>10</td><td></td><td>X*</td><td>-</td><td>Incomplete</td></tr> <tr><td>11</td><td></td><td>AP</td><td>-</td><td>Audit Pass</td></tr> <tr><td>12</td><td></td><td>AF</td><td>-</td><td>Audit Fail</td></tr> <tr><td>13</td><td></td><td>FA</td><td>0</td><td>Fail due to attendance shortage</td></tr> </tbody> </table> <p>* "W", "X" and "I" grades shall be considered to be transitional grades.</p> <p>Result sheet shall contain the following</p> <ul style="list-style-type: none"> • Only Grades, Grade points, Credits, SGPA and CGPA. • Grading slab of each course. 	#	Marks	Letter grade	Absolute Grade points	Remarks	1	91-100	S	10	Outstanding	2	81-90	A	9	Excellent	3	71-80	B	8	Very Good	4	61-70	C	7	Good	5	51-60	D	6	Fair	6	40-50	E	5	Satisfactory	7	< 40	F	0	Fail	8		I*	-	Absent for ESA due to calamity	9		W*	-	Withdrawal	10		X*	-	Incomplete	11		AP	-	Audit Pass	12		AF	-	Audit Fail	13		FA	0	Fail due to attendance shortage
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		63.1	The normal percentage of students in a course to be awarded each letter grade shall be as per the policy set forth by the Dean Academic Affairs / the concerned Dean of Faculty with the approval of the Academic Council.																																																																						
		63.2	<p><i>'AP' and 'AF' grades:</i> A student shall be awarded either an AP (Audit Pass) or an AF (Audit Fail) grade for an audit course. The Audit Pass (AP) grade shall be awarded if the student satisfies the attendance and performance criteria specified for the course by the concerned Teacher. Otherwise, an AF grade shall be awarded.</p> <p>Students having qualified for ESA in mandatory non-credit courses/audit courses and obtained an 'AF' grade need not re-register for the course again but are required to pass the course to qualify for the degree.</p>																																																																						
		63.3	<i>'W' grade:</i> "W" grade shall be awarded to a student who has withdrawn from a course. Further, the "W" grade shall be recorded in the grade																																																																						

			<p>card. A student may withdraw from an audit course in which case there shall be no mention of the course in the grade card.</p> <p>A student with “W” grade must re-register for the course during the Summer Semester of that academic year and the “W” grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled ESA of Summer Semester. If the student does not register or appear for the ESA of Summer Semester, the “W” grade shall be converted to an “F” grade.</p> <p>“W” grade is not awarded in Summer Semester.</p>
		63.4	<p>‘I’ grade: “I” grade shall be awarded temporarily to a student who is unable to appear for ESA for one or more courses with the permission of the Dean Academic Affairs / the concerned Dean of Faculty in response to a written appeal by the student, due to valid reasons such as medical emergency, calamity in the family or any other valid reason. For such a student, the “I” grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled make-up ESA. If the student does not appear for the make-up ESA, the “I” grade shall be converted to an “F” grade.</p> <p>“I” grade is not awarded at Makeup exams or in Summer Semester.</p>
		63.5	<p>‘X’ grade: Awarded to a student having satisfactory attendance and greater than or equal to 40% of ISA marks in a course, but ESA performance observed to be poor, which could result in an overall F Grade in the Course and will be valid till immediate make up examination is conducted for the course within that academic year. For such a student, the “X” grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled make-up ESA. If the student does not appear for the make-up ESA, the “X” grade shall be converted to an “F” grade.</p> <p>“X” grade is not awarded at Makeup exams or in Summer Semester.</p>
		63.6	<p>‘F’ grade: A student shall be awarded an “F” grade if he/she either fails in the course or is absent for the ESA of that course.</p>
		63.6.1	<p>A student who obtains “F” grade in a non-elective course shall re-register for the same course when offered next.</p>
		63.6.2	<p>A student who obtains “F” grade in an elective course shall have an option of repeating the same elective course when offered next or register for any other elective course.</p>
		63.6.3	<p>The ‘FA’ grade denotes poor attendance i.e. failure in a course due to attendance shortage (i.e. <75%) and the course instructor is supposed to take utmost care while awarding this double-letter grade. A student</p>

			with “FA” grade must re-register for the course during the Summer Semester of that academic year and the “FA” grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled ESA of Summer Semester. If the student does not register or appear for the ESA of Summer Semester, the “FA” grade shall be converted to an “F” grade.
Passing Standards for a Course	64		<p>The minimum requirements to pass in a course for which a student is registered are as follows:</p> <p>ISA: 40% of ISA marks</p> <p>ESA: 40% of ESA marks</p> <p>A student is considered to have successfully completed a course and earned the credits assigned to that course if the student earns a letter grade S to E. “F” Grade implies failure and “I”, “W” and “X” grades are transitional grades and will be replaced by an appropriate letter grade once the student completes the course requirement.</p>
Passing Standards – Progression to Next Academic Year -Vertical Progression	65		The requirement to progress to the next academic year is only on the basis of number of courses and is as follows:
		65.1	Maximum number of F grades that can be carried at the end of any academic year is 04
		65.2	<p>To progress to higher odd Semesters, the candidate shall have CGPA of minimum of 5.0, after the results of Summer examination in the previous academic year.</p> <p>However failure to secure a minimum CGPA = 5.0 at the end of any Semester for the first time, shall attract a warning before approval of the student to continue in the following Semester.</p>
		65.3	The failure grades of mandatory non-credit courses/audit course shall not be considered for vertical progression.
SGPA and CGPA	66		The overall performance of a student shall be indicated by two indices namely, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).
		66.1	The SGPA is the weighted average of the grade points obtained in all courses registered by the student during a particular Semester. The SGPA shall be calculated as: $SGPA = \frac{\sum C_i G_i}{\sum C_i}$, where C_i 's, are the number of credits for the courses registered for the Semester, and G_i 's are the corresponding grade points secured by the student.

		66.2	The CGPA is an indication of an up-to-date overall performance of a student and the weighted average of the grade points obtained in all the courses registered by the student since he/she is admitted to the University. It shall be calculated as: $CGPA = \frac{\sum C_i G_i}{\sum C_i}$, the summation is carried out for all courses to which the student has registered up to that point of time, excluding courses with "F" & "FA" grades and transitional grades.															
		66.3	If a student obtains an "F" grade in a course and registers for the same course in a subsequent Semester, the new grade obtained shall replace the previous "F" grade in calculating the CGPA.															
		66.4	If a student obtains an "F" grade in an elective course and registers for the same or equivalent course in a subsequent Semester, the new grade obtained shall replace the previous "F" grade in calculating the CGPA.															
		66.5	Grades obtained in audit courses and transitional grades shall not be considered in the calculations of CGPA and SGPA.															
Class / Division declaration	67		<p>The following classes of results shall be declared, for a student upon graduation, considering the below specified criteria. The class obtained by the student shall be inferred as per the table given below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>CGPA</th> <th>Equivalent</th> <th>Class/Division</th> </tr> </thead> <tbody> <tr> <td>5.00-5.74</td> <td></td> <td>Pass</td> </tr> <tr> <td>5.75-6.74</td> <td>≥50% and <60%</td> <td>Second</td> </tr> <tr> <td>6.75-7.74</td> <td>≥60% and <70%</td> <td>First</td> </tr> <tr> <td>7.75-10.00</td> <td>≥70% and <92.5%</td> <td>First class with Distinction</td> </tr> </tbody> </table>	CGPA	Equivalent	Class/Division	5.00-5.74		Pass	5.75-6.74	≥50% and <60%	Second	6.75-7.74	≥60% and <70%	First	7.75-10.00	≥70% and <92.5%	First class with Distinction
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7.75-10.00	≥70% and <92.5%	First class with Distinction																
		i	<i>First Class with Distinction:</i> A student completing a Programme of study within the specified minimum duration, securing a CGPA equal to or greater than 7.75 shall be declared to have passed in First class with Distinction.															
		ii	<i>First Class:</i> A student completing a Programme of study by securing a CGPA between 6.75 and 7.74 (both inclusive) shall be declared to have passed in First Class.															
		iii	<i>Second Class:</i> A student completing the programme of study by securing a CGPA between 5.75 and 6.74 shall be declared to have passed in second class.															
		iv	<i>Pass Class:</i> A student completing the programme of study by securing a CGPA of less than 5.75 shall be declared to have passed in pass class.															
Declaration of Ranks	68		Ranks shall be awarded to the graduating students separately for BBA and BBA honors on the basis of CGPA. The ranks shall be awarded to top FIVE percent of students of the graduating class. However, the total															

			number of ranks shall not exceed FIVE irrespective of the total number of graduating students of study. A student shall be eligible for a rank at the time of award of degree in the programme of Study, provided he/she has:
		i	Passed in all the courses of all Semesters in FIRST attempt;
		li	Not obtained any transitional grades;
		iii	Completed the Programme of study within the specified minimum duration;
		iv	Not rejected any of the Semester results;
		v	Not taken re-admission;
		Vi	Academic performance will be the sole criteria for awarding the Merit rank in each program and will be based only on CGPA to be calculated as mentioned in 66.1 and 66.2. The SGPA/CGPA shall be calculated to an accuracy of 2 decimal points and will be rounded up to the nearest value. In case more than one gets the same CGPA, all shall share the ranks.
		vii	Not faced any disciplinary action.
		viii	The minimum number of registered candidates for a program during the final year shall be a minimum of 10 in that program to award the rank. In case the number is less than 10, then, no rank shall be awarded. However, if the minimum strength is 10 then minimum of two ranks shall be awarded.
Not Fit for Programme of Study (NFPS)	69	69.1	A student shall be declared as “Not Fit for Programme of Study” (NFPS) and terminated from the programme of study if he/she:
		i	fails to obtain a Semester grade point average of at least 4.0 on a number of occasions numerically equal to the minimum duration of the programme in years. If the performance of a student at the end of a registered Semester is below 4.0, he/she shall be issued a warning by the Controller of Examinations in the first two instances and a show cause notice in the third instance, each of which shall be intimated to the parents or guardians.
		li	Failure to meet the standards of discipline prescribed by the University, which may change from time to time
		iii	If a student fails to satisfy all the requirements for the award of the degree within the maximum duration as mentioned in section 19.1

		69.2	Such students, if interested, shall be eligible to apply for re-admission to the programme of study at the first year level or second year level as the case may be.
CHAPTER XI			
TRANSPARENCY IN EXAMINATION SYSTEM			
			A student shall be eligible to apply for re-totaling, revaluation and/or obtaining photocopies of the answer books of ESA only for theory component of courses. Any delay in the announcement of re-totaling and/or revaluation results for any reason whatsoever shall not confer the right upon the student for admission to the subsequent Semester and for any other kind of claim. There shall be no provision for re-totaling, obtaining the photocopy of answer books and revaluation of ESA for practical components of courses, including drawing, seminar, mini project / special topics, and major project.
Re-Totaling	70		A student shall be eligible to apply for re-totaling of marks of ESA for any number of theory components of courses. Such a student shall submit the application for re-totaling in the prescribed form, upon the payment of prescribed fee, to the Controller of Examinations, within THREE working days from the date of announcement of the results.
		70.1	The students who have applied for the re-totaling shall be called in batches to the office of Controller of Examinations, on the dates fixed for re-totaling of marks. Such students shall be accompanied by Faculty Advisor / Class Teacher / Parent / Guardian.
		70.2	A student, who has applied for re-totaling, shall be shown his/her answer books to verify the marks, totaling of the marks and to find out whether or not all the answers of the questions attempted were awarded marks. If such a student finds any discrepancy in totaling of marks, he / she shall bring the same to the notice of the concerned officials for incorporating the necessary corrections.
Supply of photocopy	71		A student may apply for obtaining the photocopies of his answer books of ESA to the Controller of Examinations, upon the payment of prescribed fee, within THREE working days from the date of the announcement of results. The photocopies of the answer books of theory component of courses shall be supplied within THREE working days after the receipt of the application at the Office of the Controller of Examinations.
Revaluation	72		A student may apply to the Controller of Examinations for revaluation of theory components of courses in ESA, within THREE working days after obtaining the photocopies of concerned answer books and upon

			payment of prescribed fee. The marks obtained in the revaluation valuation shall be considered for the re-computation of grade. However, if the new grade is found to be lower than the declared grade, the declared grade shall be retained. In the event of no change in the grade after revaluation, it shall be declared as “No Change”.
Refund of fee	73		A refund of 50% of re-totaling or revaluation fees shall be made to a student in the event of an improvement in the letter grade.
Rejection of whole Semester results	74		A student may reject the results of a whole Semester irrespective of performance in an individual course. However, there shall be no provision for the rejection of results of any individual course. Upon rejection, the results shall be considered as null and void. Such rejection may be permitted only once during the entire programme of study. A student, who has rejected the whole Semester results, shall re-register for the courses of rejected Semester upon payment of the prescribed fees.
Production of answer books	75		The answer books of the University examinations are confidential property of the University and shall not be subject to submission before any internal or external authority or any agent or person on behalf of a student.
CHAPTER XII ANNOUNCEMENT OF RESULTS			
Process of declaration of results	76		The draft results shall be processed through the following stages before its announcement:
		i	Draft results prepared by the Office of Controller of Examinations shall be placed before the Results Scrutiny Panel for review;
		ii	Subsequent to the review, the Controller of Examinations shall announce the provisional results after the approval by the Vice-Chancellor;
		iii	A student may appeal in writing to the Controller of Examinations if any discrepancies are found in the provisional results announced within the time specified; and
		iv	The Registrar shall place the provisional results before the Academic Council and Executive Council for information.
		v	Gracing rules shall be as follows GMR1 : A student is eligible to get a maximum grace marks of 2% (2/100) in ESA per course provided the student gets the

			<p>minimum prescribed passing marks in ESA for that course by such grace marks.</p> <p>GMR2 : A student is eligible to get a maximum grace marks of 5% (5/100) in ESA for a course provided</p> <ul style="list-style-type: none"> i) The student has failed only that course and passed in all other registered courses of that examination. ii) Gets the minimum prescribed passing mark in that course by such gracing. <p>GMR3 : A student is eligible to get a maximum of 1 % of SGPA (0.1 out of 10) as grace if the student is falling short of the next higher Class provided, grace marks have not been awarded under one of GMR1 or GMR2.</p> <p>GMR4 : A student is eligible to get a maximum grace marks of 2% (2/100) in ISA per course provided the student gets the minimum prescribed passing marks in ISA for that course by such grace marks.</p> <p>GMR5 : The student is eligible to be graced under GMR2 only if grace marks have not been awarded under one of GMR1 or GMR4.</p> <p>GMR6 : Grace marks awarded under GMR1, GMR2 or GMR4 will be recorded in the marks ledger but not be so indicated in the grade card.</p> <p>GMR7 : Grace marks awarded under GMR3 will be recorded in the marks ledger and also indicated as such on the grade card.</p> <p>NOTE: All the above Grace Marks rules are applicable for Odd & Even Regular Semester examinations, where as GMR1 is applicable for Summer Examinations also.</p>
Issue of Grade Cards, Transcripts, and other Certificates:	77	77.1	Every student who has registered for ESA after paying the prescribed examination fees shall be issued a grade card in the prescribed format by the Office of the Controller of Examinations.
		77.2	On request and payment of prescribed fee, the academic transcript, in the prescribed format, shall be issued to a student by the Controller of Examinations.
		77.3	A student, on payment of prescribed fee, if any, may request the Controller of Examinations in prescribed format for any corrections to be incorporated in the Grade card and / or transcript. On verification,

			the Controller of Examinations shall issue a revised / corrected grade card / transcript.
		77.4	There shall be a provision to issue a duplicate grade card or duplicate degree certificate to a student in case of loss or mutilation, upon submission of application in prescribed format along with requisite documents and payment of fee as specified by the Office of the Controller of Examinations.
Procedure for Leaving the University	78	i	A student shall leave the University on completion of his/her studies;
		ii	It shall be the responsibility of the student to obtain “No Dues Certificate” from all concerned departments/sections and submit the same to the Registrar for obtaining the “clearance certificate”;
		iii	Unless a student has obtained the “clearance certificate” from the Registrar, neither “transcript of academic record” or other documents shall be issued nor security deposit or any amount due shall be refunded;
		iv	The refund of security deposit shall be permissible up to a period of ONE year from the date the student leaves the University, after which it shall stand credited to the Endowment Fund of the University; and
		v	After successful completion of all the requirements for the award of degree, the Dean Academic Affairs / the concerned Dean of Faculty shall send the report to the Registrar for notification of result. The Controller of Examinations shall subsequently issue the Provisional Degree Certificate and transcript record to the student.
Other Certificates	79		A student shall be eligible to receive other certificates such as study certificate, academic transcripts, course completion certificate and migration certificate from the University on written request in prescribed format and payment of prescribed fee.
Eligibility for the Award of Degree	80		A candidate shall be declared to be eligible for the award of a degree if he/she has:
		i	Credits and grades compliance as prescribed by the concerned Faculty of Study within the stipulated maximum time duration, including Specialization and/or Minor, if any; In case of BBA/BBA honors programmes a candidate shall earn a minimum of CGPA \geq 5.0 to become eligible for the award of the degree.
		ii	Successful completion of all non-credit mandatory courses;

		iii	Minimum duration requirement as specified by the concerned Faculty of Study;
		iv	No pending disciplinary action; and
		v	No dues of any kind to the University.
Award of Degree	81		<p>After fulfilling the requirements, the Controller of Examinations shall recommend to the Academic Council for the award of degree to the candidate. The candidate shall be given a Provisional Degree Certificate by the Controller of Examinations, upon successful completion of all requirements, submission of application in prescribed format and payment of prescribed fees.</p> <p>The candidate shall be given a Degree Certificate at the ensuing Convocation, upon successful completion of all requirements, submission of application in prescribed format and payment of prescribed fees.</p> <p>The candidates shall be given appropriate certificates by the Controller Examinations who exits after completion of first year and second year.</p>
Bar to claim damages for delay	82		No student shall be entitled to claim any damages, whatsoever from the University on the account of late declaration of result, delay in the issue of grade cards or any other certificates, delay in re-valuation, re-totalling or any other process associated with the examinations or evaluation, or other like cases.
CHAPTER XIII FELLOWSHIP / SCHOLARSHIP / FINANCIAL ASSISTANCE			
Merit Scholarship	83		The merit scholarship may be awarded on a year to year basis for students in various programmes.
		83.1	The Executive Council shall, on the recommendation of the Academic Council, determine from time to time the number and the value of merit scholarships to be awarded in each programme.
		83.2	The eligibility criteria for scholarship awards shall be as determined by the Academic Council from time to time. The merit scholarship may be awarded on such basis as grade point average. However, during the year of admission, the scholarships may be awarded on such basis as performance in entrance tests and qualifying examination.
		83.3	The Registrar shall make arrangements for the disbursement, maintenance of accounts and keeping of records of the merit scholarships.
Award of Fellowships, Scholarships and	84		All proposals regarding the offer of fellowships, scholarships and stipends by individuals or external organizations shall be addressed to

Stipends by External Agencies			the Registrar, who may formulate the terms and conditions with the concerned parties, with the approval of the Executive Council.
CHAPTER XIV MAINTENANCE OF ACADEMIC RECORDS			
Maintenance of Academic Records	85	85.1	The office of the Registrar shall maintain a file for each student comprising of the entrance test application (if applicable), copies of test results (if applicable), letter of admission, application for admission, copies of previous academic testimonials and such other relevant documents.
		85.2	The office of the Dean Academic Affairs / the concerned Dean of Faculty shall maintain a file for each student comprising of course registration details, up to date attendance, academic performance and achievements, and such other relevant documents. The Dean Academic Affairs / the concerned Dean of Faculty may choose to maintain such student files in the office of the concerned Departmental/ School Chairperson.
		85.3	The Office of the Controller of Examinations shall maintain a file for each student comprising of examination registration details, up to date academic performance, and such other relevant documents.
Maintenance of Answer Books	86		The answer books of University examinations shall be maintained securely for a period of ONE year from the last day of examinations after which they may be destroyed summarily with the approval of the Vice-Chancellor.
Weeding off of Academic Records	87	i	The admission form of the candidates not selected for admission shall be destroyed by shredding after a period of ONE year of the finalization of admissions, except in cases of disputes;
		ii	The records pertaining to the conduct of entrance examination such as question booklets, answer sheets, correspondence regarding paper setting, etc. shall be destroyed by way of shredding after a period of ONE year from the conduct of entrance test, except in cases of disputes;
		iii	The personal files of the students shall be retained as permanent records, either digitally or in hard copies;
		iv	Subject to any general or special rule or order in this behalf, no University records (including correspondence) connected with the academics shall be destroyed except in accordance with the provisions as given below: (a) No academic records (including correspondence) shall be destroyed which are under audit objection till audit objections are settled;

			(b) No academic records (including correspondence) shall be destroyed for which proceedings are going on in a Court of Law till the case is finalized; and
		v	A list of records proposed to be destroyed shall be prepared by the Dean Academic Affairs / the concerned Dean of Faculty and orders of the Vice-Chancellor shall invariably be obtained before they are destroyed. The academic records to be weeded out shall be destroyed by way of shredding under direct supervision of the Dean Academic Affairs / the concerned Dean of Faculty.
Clarification of Doubts	88		Any doubts arising in implementation of these regulations will be resolved as per the directions of the Vice-chancellor and the decision of the Vice-chancellor will be the final.
Amendments	89		The regulations listed herein, on approval by the Academic Council and Board of Governors, shall be binding on all students enrolled for the Bachelor of Business Administration degree. The regulations listed herein may be amended, updated, changed through appropriate approval from the Academic Council from time to time and shall be binding on all parties concerned including students, faculty, staff, departments, college authorities.
Jurisdiction	90		All disputes arising from the regulations listed herein must be addressed to the Academic Council. The decision of the Academic Council is final and binding on all parties. Any legal issues arising from this set of regulations shall be limited to the legal jurisdiction determined by the location of the College and not that of any other parties.

Regulations
Governing Bachelor of Commerce Programme
of
KLE Technological University
2022



KLE Technological University
(Established under Karnataka Act No.22, 2013)

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REGULATIONS GOVERNING UNDERGRADUATE PROGRAMME in COMMERCE OF KLE TECHNOLOGICAL UNIVERSITY - 2022

No. KLETU/Acad/Reg/2022/B.Com Date: 17/06/2022

In exercise of the powers conferred by Section-37 of The KLE Technological University Act, 2012 (Karnataka Act 22 of 2013), the Board of Governors hereby approves the following "Regulations Governing BACHELOR OF COMMERCE of KLE Technological University - 2020", as per the resolution no. 16.5 of Board of Governors held on 17-06-2022.

CHAPTER – I PRELIMINARY

Short title, extent and commencement	1	I	These regulations shall be called as Regulations Governing Bachelor of Commerce –2022
		ii	They shall come into force from the date of their approval by the Board of Governors / assent of Chancellor
		iii	These Regulations shall be read in conjunction with the Act, Statutes, Regulations Governing Research Programmes and other notifications of the University.
		iv	These Regulations shall be applicable to the students admitted to KLE Technological University from the academic year 2022-23 onwards.
Definitions	2		In these regulations, unless the context otherwise required are as below. Anything not defined will be in line with the definitions as defined by the relevant statutory bodies:
		i.	“Act” means The KLE Technological University Act, 2012 (Karnataka Act No. 22 of 2013);
		ii.	“Board of Governors”, “Executive Council”, “Academic Council”, and “Finance Council”, means respectively the Board of Governors, Executive Council, Academic Council, and Finance Council, of the University.
		iii.	“Campus” means a campus established and maintained by the University.
		iv.	“CGPA”, “SGPA” means respectively Cumulative Grade Point Average and Semester Grade Point Average.
		v.	“Chancellor”, “Pro Chancellor”, “Vice-Chancellor”, “Registrar”, “Controller of Examinations”, “Dean”, and “Departmental Chairperson” mean respectively the Chancellor, Pro Chancellor, Vice-Chancellor, Registrar, Controller of Examinations, Dean, and Departmental Chairperson of the University.

		vi. "ISA" and "ESA" means respectively the In Semester Assessment, and End Semester Assessment of the University.
		vii. "Committees" means the committees formed by the various authorities and officers of the University.
		viii. "Convocation" means the convocation of the University, where Degrees, Honorary Degrees, Diplomas, Academic Distinctions, and Certificates are awarded as per requirements of the University.
		ix. "Course" means one of the units (subject) a Programme of study.
		x. "Credit" means credit earned by a student after a successful completion of a credited course.
		xi. "Degree" means a degree awarded by the University with or without Specialization and/or Minor after completion of requirement as stipulated in this regulations.
		xii. DUGC shall mean the Department Undergraduate Graduate Committee of a department.
		xiii. "Examination Hall" means both the hall where theory examinations are conducted or the laboratory or workshop where practical examinations are conducted.
		xiv. "Government" means the Government of Karnataka.
		xv. B.COM means Bachelor of Commerce i.e., name of the degree awarded after the completion of requirement of under graduate studies in Bachelor of Commerce.
		xvi. "Notification" means the notification of the University.
		xvii. "Prescribed" means prescribed by the rules made by the University under the Act, Statutes, Regulations, and Notifications.
		xviii. "Programme" or "Programme of study" means a under graduate education programme pursued for a degree awarded by the University as specified under Section-22(3) of the UGC Act.
		xix. "Department or School" means an entity that offers programme(s) instituted by the University.
		xx. "Regulations" means the Regulations of the University, notified by the Executive Council.
		xxi. "Statutes" means the Statutes of KLE Technological University, notified by the Board of Governors.

		xxii.	“Student” means a person admitted to and pursuing a specified Programme of study in the University.
		xxiii.	“Teacher”, “Course Instructor” means respectively a faculty appointed for imparting instruction and research guidance to students in the University and the Teacher instructing a course.
		xxiv.	“University” means the KLE Technological University, Hubballi, established and incorporated under the KLE Technological University Act, 2012 (Karnataka Act No. 22 of 2013).
		xxv.	<p>“NEP-2020” means the National Education Policy 2020.</p> <p>As per NEP-2020, the undergraduate B.COM degree will be of either 3 or 4-year duration, with multiple exit options.</p> <p>Within this period a candidate may opt for a certificate after completing 1 year of study and exit, or a diploma after 2 years of study and exit, or a Bachelor’s degree after a 3-years of study and exit or a honors degree with research after a 4-years of study, if the candidate completes a rigorous research project in the major area of study as prescribed by the University.</p>

CHAPTER II COMMITTEES AND DEPARTMENTAL CHAIRPERSON

Departmental/ School/ Centre Chairperson(s)	3	3.1	The Vice-Chancellor shall appoint a whole-time senior Teacher as School Chairperson/ Center Chairperson for each Department/School/Center.
		3.2	The terms and conditions of appointment shall be those contained in the contract of appointment.
		3.3	The School/ Center Chairperson shall oversee the day-to-day affairs of the School/ Center, function as the administrative head of the Department/ School/ Center and perform such other duties as assigned to him/her from time to time.
Admissions Committee	4	4.1	The Admissions Committee shall be constituted by the Vice-Chancellor consisting of:
		i	Registrar – Chairperson
		ii	Coordinator Admission Cell - Member Secretary
		iii	ONE Dean Nominated by the Vice-Chancellor
		iv	ONE nominee of the Executive Council – Member
		v	ONE nominee of the Academic Council – Member

		4.5	Central Steering Committee (CSC)
		i.	The constitution of CSC shall be Vice-Chancellor Chairman, Deans, HoDs and Cell Coordinators will be Members and Senior faculty nominated by the Vice Chancellor shall be member coordinator.
		ii.	<p>The CSC has the following functions</p> <p>1. To formulate the strategic policies in the following areas:</p> <ul style="list-style-type: none"> • Facilitating highest student success • Creation of learner-centered environment • Support services beyond curriculum • Requirements of Human resources • Institution image building • Value based administration • Infrastructure planning and management • Interaction with other departments, cells/committees and stakeholders <p>2. To prepare strategic plans to pursue the above referred policies</p> <p>3. To guide all the cells/committees towards implementation of policies</p> <p>4. To conduct regular meetings to monitor the working of various cells/committees</p> <p>5. To evaluate performance of each cell/committee vis-à-vis customer expectations</p> <p>The committee shall meet once as per direction of Vice Chancellor</p>
		4.6	Department Under Graduate Committee (DUGC) There shall be a Department Under Graduate Committee for each Department offering a under graduate academic programs.
		i.	<p>It shall have the following members:</p> <ol style="list-style-type: none"> 1. Head of Department , Chairman 2. Two Professors (by rotation for one year) 3. Two Associate Professors (by rotation for one year) 4. Two Assistant Professors (by rotation for one year)
			<ol style="list-style-type: none"> 1. The DUGC shall perform the following functions: 2. Monitor the conduct of courses offered by the department 3. Ensure academic standard and excellence of the courses offered by the department

			<p>4. Oversee the evaluation of each course offered by the department</p> <p>5. Develop and revise the curriculum based on past experience and to recommend the same to the BoS</p> <p>6. Review of examination results (ISA and ESA) and moderate (in consultation with the course instructor) where necessary to ensure fair assessment.</p>
Fee Fixation	5		<p>There shall be only one type of seats for the programme of study offered by the University, namely,</p> <p>University Quota: For 100% of seats, the fees shall be prescribed by the Finance Council with the approval of the Board of Governors.</p>
Departmental Curriculum Committee(s)	6		The Dean Academic Affairs / The concerned Dean of Faculty shall constitute Departmental Board of Studies with the approval of the Academic Council.
		6.1	A Departmental Board of Studies shall comprise of the following members:
		i	Concerned Head of the Department/ School/ Center – Chairperson;
		ii	ONE Professor, ONE Associate Professor and ONE Assistant Professor from the Department, nominated by the Dean Academic Affairs/ the concerned Dean of Faculty – Members
		iii	TWO Subject experts from outside the University nominated by the Vice-Chancellor
		iv	TWO representative from industry corporate sector/ allied area relating to placement nominated by the Vice-Chancellor
		v	ONE Post-graduate meritorious alumnus nominated by the Vice-Chancellor
		vi	ONE Student Member representing each of the program offered by the Department/ School/ Center and nominated by the Vice-Chancellor
		6.1.1	The concerned Chairman of Board of Studies may invite additional experts to the Departmental Board of Studies as deemed fit with permission from Dean(AA)
		6.2	A Departmental Board of Studies shall:
		i	Meet at least once a year, sufficiently before the commencement of academic year

		ii	Approve the Programme Educational Objectives (PEOs) as and when felt required, which are prepared after following due process. Prepare detailed curricula and syllabi as per Program / Course outcomes of concerned Programmes and with evaluation scheme and submit to the Academic Council for approval and publication;
		iii	Revise the curricula and syllabi from time to time and submit to the Academic Council for approval and publication.
		6.3	The Dean Academic Affairs / The concerned Dean of Faculty, may in cases of urgency, obtain the opinion of a Departmental Board of Studies by circulation of any proposal among the members of the Committee. Such opinion, together with the action taken thereon, shall be communicated to all the members.
		6.4	The Dean Academic Affairs / The concerned Dean of Faculty shall reconstitute a Departmental Board of Studies once every THREE years under normal circumstances and under extenuating circumstances, if deemed fit, he/she may reconstitute the Departmental Board of Studies before the expiry of its term with the approval of the Academic Council.
Board of Appointment of Examiners and Board of Examiners	7		The Dean Academic Affairs / The concerned Dean of Faculty as chairman and the head of the School/ Department, one Senior Professor nominated by Dean Academic Affairs and Controller of Examination shall constitute Board of Appointment of Examiners (BOAE) and BOAE shall appoint the Chairman and the members of Board of Examiners (BOE) as stated below
		7.1	A Board of Examiners shall comprise of the following members:
		i	One Senior Professor shall be the Chairman of Board of Examiners (BoE)
		ii	ONE nominee from each programme of the concerned Departmental/ School/ Center Board of Studies - Member;
		iii	ONE external member from institutions of repute nominated by the Vice-Chancellor - Member;
		iv	ONE faculty nominated by Head of School/Department/ Center-Member Secretary; and
		v	ONE Senior Teacher nominated by Dean Academic Affairs/ The concerned Dean of Faculty.
		7.2	The Board of Examiners shall:
		i	Make arrangements for setting of the question papers for various courses for which examinations are being conducted at the University;

		ii	Make arrangements to scrutinize the question papers for quality, standard, appropriateness, syllabus coverage and marks distribution;
		iii	Make arrangements to scrutinize the evaluation scheme and solutions for completeness, accuracy, appropriateness, and marks distribution;
		iv	Recommend to the Controller of Examinations suitable persons for the appointment as examiners, question paper setters, evaluators and moderators. Question paper setters shall have taught the concerned subject at least once or be an expert in that field. However, in case of emergency, the Controller of Examinations may appoint suitable persons as examiners, question paper setters, evaluators and moderators with the approval of the Dean Academic Affairs / The concerned Dean of Faculty; and meet before the commencement of every examination.
		7.3	BOAE shall reconstitute the Board of Examiners every year under normal circumstances and under extenuating circumstances, if deemed fit, Dean Academic Affairs / The concerned Dean of Faculty may reconstitute the Board of Examiners before the expiry of its term.
Examination Squad	8		The Controller of Examinations shall appoint an Examination Squad, if required, to ensure that the examinations are held as per the code of conduct. At least one member of the Squad shall be a woman. The Chief of the Squad shall submit a report to the Controller of Examinations on the conduct of examination on a daily basis, in addition to a consolidated report at the conclusion of examinations.
Results Scrutiny Panel	9		The Vice-Chancellor shall constitute a Results Scrutiny Panel for the finalization and approval of the results of examinations before announcement.
		9.1	The Results Scrutiny Panel shall consist of the following members:
		i	Vice-Chancellor or his/her nominee – Chairperson;
		ii	ONE nominee of the Academic Council - Member;
		iii	Registrar – Member;
		iv	Dean Academic Affairs/ The concerned Dean of Faculty– Members; and
		v	Chairpersons of Department/ School/ Center
		vi	Controller of Examinations – Member-Secretary.
		9.2	The Results Scrutiny Panel shall:
		i	Review the report of the Controller of Examinations pertaining to the results;

		ii	Validate the statistics of the results placed by the Controller of Examinations;
		iii	Scrutinize and finalize the results of every examination, with or without moderation;
		iv	Review the answer books in extreme cases (erratic valuation/ out of syllabus questions) based on complaints, if deemed necessary; and
		v	Meet before the announcement of results.
		9.3	The Vice-Chancellor shall reconstitute the Results Scrutiny Panel once every THREE years under normal circumstances and, if deemed fit, he/she may reconstitute the Results Scrutiny Panel before the expiry of its term.
Examinations Malpractice Review Committee	10		The Vice-Chancellor shall constitute an Examinations Malpractice Review Committee for reviewing and recommending suitable actions on the reported cases of malpractice.
		10.1	The composition of the committee shall be:
		i	The Vice-Chancellor or his/her nominee – Chairperson;
		ii	Dean Academic Affairs / The concerned Dean of Faculty- Member;
		iii	ONE Departmental Chairperson nominated by the Vice-Chancellor – Member;
		iv	Controller of Examinations – Member-Secretary;
		v	ONE member at the level of professor nominated by the Vice-Chancellor, a woman if no other woman member is present – Member.
		10.1.1	Chairperson of the Committee may invite the concerned Departmental Chairperson or any other Teacher as deemed necessary.
		10.2	The Examinations Malpractice Review Committee shall:
		i	Review and inquire into cases of malpractice or indiscipline during examinations reported by the Controller of Examinations and recommend suitable action and penalties, if any;
		ii	Meet after the conduct of every examination if there are cases of reported malpractice or indiscipline.
		10.3	The Vice-Chancellor shall reconstitute the Examinations Malpractice Review Committee once every THREE years under normal circumstances and under extenuating circumstances, if deemed fit,

			he/she may reconstitute the Examinations Malpractice Review Committee before the expiry of its term.
CHAPTER III ADMISSION			
			Admission to the University shall normally be made at the commencement of each academic year for the programme of study. The dates for advertisement, entrance examination, if any, counseling, the Registrar shall notify admission, registration, commencement of classes, and other details for the academic session, from time to time.
Eligibility for Admission	11		<p>A candidate who has passed two years Pre-University Course (PUC) Examination conducted by Pre-University Board, Government of Karnataka, Bengaluru or 10+2 Examination conducted by CBSE or equivalent examinations by other states or any other UGC/GOI recognized Boards / Departments shall be eligible for admission to first semester B.COM Programme.</p> <p>(a) Further, a candidate of Diploma course (not less than 2 years) with any subjects or 2 years JOC of any subjects or 2 years ITI shall be eligible as defined by the Government of Karnataka.</p> <p>(b) The eligibility for admission to B.COM Programme shall be as per the norms of the University from time to time.</p>
		i	In case of SC / ST / OBC candidates, there shall be a relaxation in the qualifying exam as per Government norms ;
		ii	The candidate shall have passed the qualifying examination as required for the programme on or before the date of admission which shall be duly supported by provisional certificate issued by competent authorities.
Admission Process	12		The admission process for B.COM programme shall be as follows:
		12.1	A candidate seeking admission as per the University rules & regulations shall make an application in the prescribed form to the administrative office of the University.
		12.2	All or shortlisted candidates may have to undergo the University entrance examination as declared by the University, if required, from time to time.
		12.3	University may conduct Counseling for admissions based on the rankings in the entrance test (if conducted) or directly admit the candidates.

		12.4	Candidates who have passed a qualifying examination not conducted by the Government of Karnataka shall submit the eligibility and migration certificate in original for admission to B.COM programme.
		12.5	NRI/PIO/FN seeking admission to B.COM programme shall apply separately with equivalency/ eligibility/migration certificates along with passport/visa/clearance/NOC from concerned bodies to the Admissions Committee.
		12.6	Admission shall be subject to the candidate being certified medically fit by a registered medical practitioner recognized by the University for the purpose.
		12.7	Each applicant shall be required to submit a Character Certificate from the head of the institution last attended.
		12.8	Each applicant shall be required to submit the list of certificates including SSLC, PUC, Date of Birth certificate etc. as mentioned by the University from time to time.
		12.9	The candidates admitted under over and above the quota of the intake permitted as per the directions of state / central government should have the qualifications and requirement as specified under the quota requirement by the state or Central Government.
Refusal and Revoking of Admission	13	13.1	A candidate may be refused admission if he/she is found to have indulged in acts of indiscipline or unlawful demonstrations and the like. Candidates who have been expelled/ rusticated/ debarred from other institutions shall not be admitted.
		13.2	The Vice-Chancellor reserves the right to refuse admission to a candidate whose admission, in his/her judgment, is not in the interest of the University by recording the reasons for such refusal.
		13.3	If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the letter of admission or has submitted forged or invalid documents, the Admissions Committee may revoke the admission of the candidate and report the matter to the Registrar.
Intake	14	14.1	Intake shall be as recommended by the Academic Council and approved by Board of governors
Student Registration Number	15		Each student shall be assigned a 12-character alphanumeric Student Registration Number (SRN) upon confirmation of admission as per the following scheme:

Field	Campus	Full/Part time/ Distance	Faculty	Year of admission	Level of programme	Department	Serial Number
Length	2	1	1	2	1	2	3
Code	2-digit	F/P/D	1-letter	2- digit	1- letter	2-letter	3- digit

For example, [01FM22BCM001](#) is the Student Registration Number of the student who joined campus 01, as a Full-time student, in Faculty of Management, in the year 2022, for Bachelor of Commerce program of study with the serial number 001. The letter codes for various faculties and programmes of study shall be indicated in the corresponding guidelines approved by the Academic Council.

Transfer/ Migration of Students	16	16.1	Transfer/migration to a programme of study shall be possible for candidates from other recognized universities or institutions, as decided by the Admissions Committee, subject to availability of seats.
		16.2	A candidate may be admitted to an appropriate Semester of the relevant programme of study on the basis of equivalency. To establish the equivalency or otherwise, a committee shall be constituted by the Dean Academic Affairs / the concerned Dean of Faculty to examine the courses already studied by the student, the syllabi thereof and the examinations passed. The committee may also, if deemed necessary, conduct a proficiency test to determine the transfer of credits and course(s) from which the student may be exempted.
		16.3	Such a candidate shall submit a “No Objection Certificate” from the previous university or institution
		16.4	The fee structure shall be decided by the Admissions Committee for transfer/migration of a candidate to the University at the time of transfer/migration and shall be binding for his/her remaining minimum duration of the programme.
		16.5	A student applying to migrate to another university or institution may be permitted to do so provided (i) the student submits a consent letter from the other university or institution; (ii) the student obtains a clearance from the Dean Academic Affairs / the concerned Dean of Faculty of the University; (iii) the student has no dues to the University; and (iv) the student pays the prescribed fees for his/her remaining minimum duration of the programme
		16.6	Any scholarship or financial assistance awarded to a student migrating out of the University shall automatically stand terminated with effect from the date of approval of migration. Further, the University reserves the right to recover any scholarship or financial assistance already given to such a student before approval of migration.

Temporary withdrawal from the programme	17	17.1	<p>A student may be permitted by the Registrar to withdraw from a programme for reasons of ill health or other valid reasons for a period of one academic year, after providing sufficient documentary evidence. Such a student seeking temporary withdrawal shall apply to the Registrar in the prescribed format.</p> <p>A student may also be permitted to withdraw temporarily from the program for a period of one year to do internship.</p> <p>Students who opt for 'Temporary Withdrawal' from the Semester(s) are not allowed to register for Summer Semester.</p> <p>The maximum period as defined in para 19 shall include the period of withdrawal.</p> <p>The student who has withdrawn temporarily will not be issued certificate as under the NEP norms.</p>
		17.2	A student may be permitted only once during his/her programme of study to avail this provision.
		17.3	Any scholarship or financial assistance awarded to a student temporarily withdrawing from the University shall automatically stand terminated with effect from the date of approval of withdrawal. Further, upon rejoining, the eligibility of the student for the scholarship or financial assistance shall be re-evaluated with no guarantee of automatic renewal.
		17.4	A student who has temporarily withdrawn from the University may apply in the prescribed format for resumption of the programme of study. On approval, such a student shall be treated as a regular student for meeting the academic requirements and shall not be required to pay the fees for the period of withdrawal.
		17.5	A student who has temporarily withdrawn from the University and fails to apply for resumption of the programme of study, at the end of the approved period of temporary withdrawal, shall be deemed to have withdrawn permanently from the University. Such students are liable to pay the prescribed fees for the remaining minimum duration of the programme.
Permanent withdrawal from the programme / University	18	18.1	The Registrar may permit a student to withdraw from a programme permanently without completing the required at various levels. Such a student seeking permanent withdrawal shall apply to the Registrar in the prescribed format. However, such student will be issued a certificate for which he is eligible as per NEP-2020.

		18.2	The student discontinuing from a programme shall pay the balance fees for his/her remainder minimum duration of the completion of the academic year.
		18.3	Any scholarship or financial assistance awarded to a student permanently withdrawing from the University shall automatically stand terminated with effect from the date of approval of withdrawal. Further, the University reserves the right to recover any scholarship.
CHAPTER IV PROGRAMMES OF STUDY AND STRUCTURE			
Programmes of Study and duration	19		The University shall offer this programme of study representing different specializations, in accordance with the spirit of a university and NEP-2020.
		19.1	The minimum duration of B.COM certificate, B.COM diploma, B.COM degree and B.COM honors programmes shall be respectively for one, two three and four years. The maximum duration of the programme shall be twice the minimum duration above which the candidate shall deemed to be discontinued from the programme.
		19.2	The level of a programme of study is based on the qualification of a student at the entry level.
		19.3	Each semester shall have 16 weeks (06 days per week system) with 90 working days (excluding Sundays and other holidays).
		19.4	The Programme shall have multiple exit option at the end of TWO / FOUR/ SIX semesters (ONE, TWO or THREE academic years respectively) with the award of Certificate, Diploma and General Degree.
		19.5	The candidate availing exit option shall reenter the programme at the beginning of any academic year (ODD Semester) to complete the higher level certification with the then prevailing syllabi.
		19.6	All candidates shall be awarded Bachelor's degree with Honors on successful completion of EIGHT semesters (FOUR academic years) B.COM programme.
		19.7	The University shall notify, from time to time, the list of Specializations offered.
Structure of a programme	20	20.1	Each academic year shall consist of two regular semesters, Semester I and II and a fast track (Summer) Semester.
		20.2	Activities in a semester shall include teaching, learning, field work/internship, examination and evaluation.
		20.3	The duration of each regular semester will be around sixteen weeks. However, the fast-track semester shall be normally for duration of EIGHT weeks. Semester I/III/V/VII normally shall be from August-

			<p>December, Semester II/IV/VI/VIII normally shall be from January-May each year. Fast-track semester normally shall be during June-July each year. Sometimes due to delay in admission formalities, if the First semester (for fresh students) is delayed by few days, the subsequent Second and Third semester may be correspondingly delayed.</p> <p>It would be desirable to have 90 teaching days per semester excluding examinations.</p>
		20.4	The Registrar shall notify the calendar of events of programme from time to time.
		20.5	<p>A student shall register for all the courses offered in semester for the first time</p> <p>A letter grade shall be awarded to each registered course at the end of the Semester after following the prescribed evaluation process.</p>
		20.6	The number of credits and grades a candidate has earned shall measure a student's progress and performance. Based on the course credits and grades obtained by the student, the grade point average shall be calculated. The student shall earn a specified minimum number of credits for the programme of study in order to qualify for the award of degree.
		20.7	<p>Each programme shall have three components, Viz., i) Discipline Specific Core Courses ii) Elective Courses and iii) Ability Enhancement Courses.</p> <p>The respective BoS shall decide the programme structure.</p>
Credit system	21		Semester-wise credit-based choice system (CBCS) shall be followed in B.COM programme of study.
		21.1	<p>Generally, credits shall be assigned to each course in a programme of study based on the following pattern:</p> <ul style="list-style-type: none"> a) Lectures: One lecture hour per week shall be assigned one credit b) Tutorials: Two tutorial hours per week shall be assigned one credit c) Practicals: Two laboratory hours per week shall be assigned one credit. Not more than three credits may be assigned to a practical course having only laboratory component. The courses having three hours of contact every alternate week shall have one credit only d) Mini-projects, Minor-projects, Seminars, Projects (If any): Three contact and preparation hours per week shall be assigned one credit e) Dissertation : Three contact and preparation hours per week shall be assigned one credit

			<p>f) Self Study: 4 student hours/ week/ Semester shall be assigned one credit. Total of Self study credits shall not exceed 12% of the total credits required for completion of a program. This shall be part of core courses including lab and program electives only. The assessment of self-study component shall be through continuous internal evaluation only and schemes of evaluation shall be decided by DUGC.</p> <p>g) Field work: Some courses may include field studies.</p> <p>h) Internship, Research or Project Work (PW): These are intended to enhance the student's practical knowledge and exposure to research and industry. Project work shall normally be carried out in regular Semesters.</p>
		21.2	<p>The course credits for each course shall be given as L-T-P. For example, 3-1-0 will mean that it is a lecture based course and has 3 lectures, 1 tutorial, and no practical assigned to it. Similarly, a course with 0-0-2 means that it is a practical course with 4 hours of class work. Credits will be assigned to seminar, dissertation, project etc. under the practical component.</p> <p>Example: Course 22MBCC101, Business Environment; 4 credits (3-1-0). The hours for this course are computed as follows:</p> <p>3 credits = 3 hours/week lectures 1 credit = 2 hours/week tutorial 0 credits = 0 × 2 = 0 hours/week practicals Total = 3 + 2 + 0 = 5 hours Total contact hours for the course = (3 h Lectures + 2 h Tutorial + 0 h Practical) per week = 5 contact hours per week for 16 weeks.</p>
		21.3	<p>The number of credits required to be earned for a certificate of this B.COM programme shall be calculated at an average of TWENTY TWO credits per regular Semester with a margin of + 2.5%.</p> <p>For example, a 3-year B.COM programme shall comprise of six regular semesters and therefore require 22 x 6 = 132 credits, the minimum being 132 and the maximum being 132 x 1.025 = 135 credits.</p> <p>To accommodate skill based courses, as per NEP-2020, additional credits may be included may be included not exceeding 10% of the total credits at that level.</p>
		21.4	<p>A full-time student shall normally register for TWENTY TWO credits in a regular Semester. However, the minimum number of credits for which a student shall register is 16.</p>
		21.5	<p>A full-time student may be permitted to register for a maximum of TWENTY EIGHT credits during a regular Semester.</p>
		21.6	<p>Every course of study normally runs for the full length of a Semester.</p>

Category of courses	22	22.1	Generally, various Courses to be offered in programmes of study shall be categorized into the following types, however on the recommendation and approval of appropriate bodies the new type of courses may be introduced from time to time depending upon the requirement of program and innovations in teaching–learning process:
		22.1.1	Discipline Specific Core Courses (DSCC): DSCC are core courses, which should be compulsorily studied by a student as the core requirement of the programme in terms of B.COM main programme and specializations defined.
		22.1.2	Elective Courses (EC): EC can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/ domain or nurtures the candidate’s proficiency/skill. EC shall have three categories, viz., Discipline Specific Elective Courses, Open Elective Course and Dissertation/ Research Project. <ul style="list-style-type: none"> • Open Elective Course (OEC): Is an elective course chosen from any other discipline/ subject, with an intention to seek exposure beyond core discipline. The student shall select any one OEC in the given semester, other than his / her DSCC. • Discipline Specific Elective (DSE): Is a course offered under the main discipline/subject of study or a Project/Dissertation work. • Dissertation / Research Project: Is a special course involving application of knowledge in solving / analyzing / exploring a real life situation problem. A Project/Dissertation work would be of 4 to 6 credits carried out under the guidance of supervisor/guide. The credit pattern, number of candidates and methodology for the selection of the candidate shall be decided by the respective BoS.
		22.1.3	Ability Enhancement Courses (AEC): The Ability Enhancement Courses (AEC) shall be of two kinds: i) Ability Enhancement Compulsory Courses (AECC) and ii) Skill Enhancement Courses (SEC) <ul style="list-style-type: none"> • Ability Enhancement Compulsory Courses (AECC): Environmental Study, Indian Constitution, Kannada, and Modern Indian languages (MIL) / Modern European Languages (MEL) are AECCs. Environmental Study and Indian Constitution are mandatory. A Student shall study Kannada/any other languages in line with the policy of the Government of Karnataka.
		22.1.4	Skill Enhancement Courses (SEC): <ul style="list-style-type: none"> • Skill Based Courses (SBC): These courses shall be chosen from a pool of courses designed to provide skill -based knowledge and should contain lab/ hands-on training/ fieldwork. • Value Based Course (VBC): A student shall opt any one of the activities offered by the college under VBC.

		22.1.5	Special provision for independent learners: Apart from the above mentioned structure of the programme, a student can study any number of courses from Open Elective Courses (OEC) / SEC through SWAYAM or similar platforms recognized by the University with the approval of the Head of the Department. In such additional courses the performance will be taken from the ISA and ESA conducted by the department.																					
Audit courses	23		A student may be permitted to take any number of audit courses over and above the graduation requirements for learning a subject.																					
CHAPTER V CURRICULA AND SYLLABI																								
Curricula and Syllabi	24		The curriculum of every programme of study offered by the University is intended to provide not only the right balance of broad-based and in-depth knowledge but also aptitude for life-long learning.																					
		24.1	Medium of instruction shall be English, except in those Faculties where other languages are permitted by the Academic Council.																					
		24.2	The detailed curriculum and syllabus for the programme of study shall be framed by the Departmental/ School Board of Studies with approval of the Academic Council and shall be notified from time to time.																					
Course code	25	25.1	Every course shall be assigned a course code, using nine alphanumeric characters as under: <table border="1" data-bbox="716 1136 1373 1346"> <thead> <tr> <th>Field</th> <th>Year</th> <th>Faculty</th> <th>Programme of study</th> <th>Type of Course</th> <th>Level</th> <th>Serial Number</th> </tr> </thead> <tbody> <tr> <td></td> <td>2</td> <td>1</td> <td>2</td> <td>1</td> <td>1</td> <td>2</td> </tr> <tr> <td>Code</td> <td>2-digit</td> <td>1-letter</td> <td>2-Letter</td> <td>1 - Letter</td> <td>1-9</td> <td>2 - digit</td> </tr> </tbody> </table>	Field	Year	Faculty	Programme of study	Type of Course	Level	Serial Number		2	1	2	1	1	2	Code	2-digit	1-letter	2-Letter	1 - Letter	1-9	2 - digit
Field	Year	Faculty	Programme of study	Type of Course	Level	Serial Number																		
	2	1	2	1	1	2																		
Code	2-digit	1-letter	2-Letter	1 - Letter	1-9	2 - digit																		
		25.2	A digit shall be assigned for each course depending on the level of course as:																					
		i	Levels 1-6 indicate the minimum number of years of education in a programme beyond 10+2 as specified in the eligibility criteria for admission; Example 22MBCC101 : is a course introduced or revised in 2022, in the faculty of Management, in Bachelor of Commerce, which is a Core Course, in the first year, with a course number of 01.																					
		ii	Levels 7-9 shall be reserved for research courses, Master's and Ph.D. research work, and the like.																					

<p>Teaching / Learning methods</p>	<p>26</p>	<p>The majority of courses shall be in the form of assisted teaching/learning through direct contact or online or hybrid with the exception of Project Work and Internship. To enrich the student experience, the teaching / learning may include guest lectures, field trips, mini projects and so on. Teachers may use state-of-the-art knowledge dissemination tools.</p> <p>To enrich the student experience, the teaching / learning may include any of the following methods:</p> <ol style="list-style-type: none"> 1. Lectures with active learning This method is used for large number of courses in the program. To make it more impactful several active learning practices are used by the faculty. 2. Tutorials and group discussions Tutorials are used in the courses where students need more practicing of application of the concepts and also need practicing in the numerical problem solving in different contexts. Students also get an opportunity to clarify their doubts in the course. 3. Laboratory work with cooperative learning The laboratory experience has been enhanced by categorizing the experiments as <ul style="list-style-type: none"> a. Demo Experiments b. Exercise experiments c. Structured enquiry experiments d. Open-ended experiments <p>This categorization helps to achieve all the elements of outcome (b): Design of experiments, conduct of experiment, analysis and interpretation of data.</p> 4. Field work or relevant industry exposure In few of the courses, to give a better feel of the concepts or engineering practices fieldwork is assigned to the students 5. Group projects with co-operative learning Group projects like course projects, mini projects and capstone projects create integrating experience for the students. They particularly give opportunity for the students to enhance professional competencies like team orientation, communication, lifelong learning etc., that are reflected in the outcomes. 6. Course projects
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			<p>Course projects also help the students to understand the concepts learnt in a course and application of concepts in different contexts.</p> <p>7. Directed self learning tasks The activities like Semester paper writing, seminars give the student capability to develop lifelong learning skills</p> <p>8. Online or MOOC courses Selected online / MOOC courses either independent or as part of project work give the students exposure to international best practices and help in developing self-confidence.</p> <p>9. Skill enhancement courses Skill enhancement courses help the students to equip them with the skill sets, which are in demand by the industries.</p> <p>Apart from this the programme may offer</p> <ol style="list-style-type: none"> 1. Internship Project 2. Courses offered from different centers 3. Seminars <p>Note : Faculty can adopt the above teaching learning methods along with others not listed above, however if methodologies involves evaluation of students, then students should be made aware of this at the start of Semester in which it is being adopted with the approval of DUGC.</p>
Course instructor / Course coordinator	27		A Teacher who is teaching a particular course shall be referred to as the course instructor for that course. If a course is taught by more than one Teacher in the same Semester, it shall be coordinated by one of the Teachers designated as the course coordinator. He/she has the responsibility for framing the course policy, which includes lesson plan, coverage, assignments, quizzes, tests, practicals, and other evaluation processes.
CHAPTER VI			
REGISTRATION AND ATTENDANCE			
Registration for courses	28		In each Semester, an eligible student shall register for the courses he/she intends to study. Only registered students shall be allowed to attend the classes of those courses.
		28.1	Students shall register for the courses to be studied in a particular Semester as per schedule specified by the Dean Academic Affairs / the concerned Dean of Faculty, except for the courses in the first Semester.

			Registration for the first Semester of a programme shall be a part of admission process.
		28.2	Registration process, either online or offline, shall consist of the following steps:
		i	Meeting with the course coordinator, if required, to verify prerequisites;
		ii	Enrolment of students for different courses offered by particular Teachers;
		iii	Payment of prescribed tuition fees and other dues.
		28.3	A student who obtains “F” or “W” grade(as defined in section 63 later) in a course other than elective (EC category) shall re-register for the same course when offered next. A student who obtains “F” or “W” grade in an elective course shall have an option of repeating the same elective course when offered next or register for any other elective course in the EC category.
		28.4	If a student fails to register for course(s) during a Semester without intimation to the Dean Academic Affairs / the concerned Dean of Faculty, his/her admission shall be liable to be cancelled.
		28.5	The Dean Academic Affairs / the concerned Dean of Faculty under exceptional circumstances may permit late registration.
		28.6	For re-registration, late registration, adding/dropping of courses, a fee may be charged as notified from time to time.
Registration record	29		The student shall ensure that the registration details are entered on the registration record which may be maintained on-line. Queries related to registration shall be considered only when accompanied by the original registration record. This record shall be preserved until the student receives the Semester grade card.
Registration validation	30		Before the first day of classes, every student shall validate his registration either on-line or at the department/School office. Students who do not validate their registration shall not be permitted to add/drop courses.
Minimum student enrollment in a course	31		A course shall be offered if a minimum number of students have registered for that course, as specified by the Dean Academic Affairs / the concerned Dean of Faculty. Under special circumstances, a course may be offered with fewer students, with the prior permission of the Vice-Chancellor. Courses without the minimum registrations on the last date for adding/dropping of courses shall not be offered. The students who registered for such courses shall be given additional time for registering for alternate courses.

Add/Drop, audit and withdrawal from courses	32	i	Add/Drop: A student may add or drop one or more course(s) before the deadline with the approval of the Dean Academic Affairs / the concerned Dean of Faculty, upon payment of additional fees, if any.
		ii	Withdrawal: A student may withdraw from a course before the deadline specified for the purpose, with the approval of the Dean Academic Affairs / the concerned Dean of Faculty. A withdrawal grade shall be awarded in such case(s).
		iii	Audit: A student may change a credit course to an audit one before the deadline specified for the purpose, with the approval of the concerned Dean of Faculty.
Registration for Summer Semester	33	33.1	A student may be permitted to register for a maximum of 15 credits during a Summer Semester.
		33.2	A student may register for courses in Summer Semester without any additional fees provided he/she has not registered for the same courses earlier and there is vacancy in those courses. Such a student shall pay the prescribed fees for the minimum duration of the programme, notwithstanding the number of credits to be earned during the final year / Semester.
		33.3	A student who registers for a course in the Summer Semester on account of failure, withdrawal or any other form of discontinuance shall pay additional fees as prescribed from time to time.
Attendance	34		Attendance is the physical presence of the student in the class. Students shall make every effort to attend all classes, laboratory / practical and other sessions.
		34.1	Every Teacher handling a class or tutorials or laboratory / practical session shall take attendance till the last instruction day in the Semester. The students shall be informed about their attendance status periodically by the department so that the students get advance notice to make up any shortage in attendance.
		34.2	A student shall maintain the prescribed minimum attendance of 75% in each individual course, as specified in the guidelines for the programme of study. Without the minimum attendance in a course, the student shall be ineligible to appear for the End Semester Assessment in that course. Such a student shall be awarded "FA" grade in that course and he/she shall register for and repeat the course when offered next.
		34.3	If a student is, absent from the University for more than SIX weeks without permission of the Dean Academic Affairs / the concerned Dean of Faculty, his/her registration is liable to be cancelled.

Condoning Attendance Shortage	35		In rare and genuine cases, the Vice-Chancellor may condone a shortage of attendance to a maximum extent of 10% on the recommendation of the Dean Academic Affairs / the concerned Dean of Faculty.
CHAPTER VII			
EXAMINATION SYSTEM			
Controller of Examinations	36		The Controller of Examinations shall be responsible for the conduct of examinations of all the courses of all the programmes of the University, and all other matters incidental thereto and ancillary therewith, under the supervision and monitoring by the Vice-Chancellor. The Controller of Examinations shall:
		i	Supervise the day-to-day activities concerning examinations of the University;
		ii	Convene the meetings of the Authorities of the University for which he/she is the Member-Secretary, on the approval of the Vice-Chancellor;
		iii	Arrange for the preparation and notification of examination time table from time to time;
		iv	Supervise the registration of students for End Semester Assessment, if applicable;
		v	Appoint the required number of officials and staff for the conduct of examinations, with the approval of the Vice-Chancellor;
		vi	Prepare detailed guidelines for the duties and responsibilities of various officials and staff connected with examinations;
		vii	Convene meetings of all the concerned officials and staff from time to time, to explain to them their duties and responsibilities pertaining to the examinations;
		viii	Obtain help from local authorities to maintain law and order for the conduct of examinations, if necessary;
		ix	Arrange for the issue of grade cards, transcripts, provisional degree certificates, degree certificates, migration certificates and so on to the students;
		x	Maintain utmost secrecy while preparing and maintaining the confidential materials, bills, and proceedings;
		xi	Recommend the remunerations, if any, connected with the examination work, to the Finance Council for consideration and further action;

		xii	Make arrangements for maintenance of stock, accounts, records, and statistics of the Office of the Controller of Examinations and for annual stock verification;
		xiii	Submit the infrastructural requirements of the Office of the Controller of Examinations as and when required to the Registrar for consideration and further action; and
		xiv	Prepare the budget for the Office of the Controller of Examinations and place it before the Finance Council for its consideration.
		xv	Apart from what is said here the Controller examination shall strictly implement what is stated in the examination process approved by appropriate authority and will take steps to maintain all secrecy and confidentiality of examinations.
Deputy Controller of Examinations	37		Deputy Controller of Examinations, if any, shall assist the Controller of Examinations for the conduct of examinations and all other matters incidental thereto and ancillary therewith.
Chief Superintendent	38		The Controller of Examinations shall appoint a Chief Superintendent from amongst the senior Teachers of the University during each Semester to assist him/her for the conduct of examinations, with the approval of the Vice Chancellor.
		38.1	One Chief Superintendent shall be appointed for each examination center.
		38.2	The Chief Superintendent shall:
		i	Arrange for the required materials (e.g. answer books, drawing cards, data handbooks and other stationery) for the conduct of examinations, and supply of the same to the students, as necessary;
		ii	Arrange for and appoint the required personnel for the conduct of examinations, with the approval of the Controller of Examinations;
		iii	Arrange for the seating of students and notify the seating arrangements;
		iv	Be available at the examination center during the examinations; and
		v	Discharge any other responsibility assigned by the Controller of Examinations from time to time.
Additional Chief Superintendent(s)	39		The Controller of Examinations shall appoint Additional Chief Superintendent(s), if necessitated by the number of students registered for the examination, from amongst the senior Teachers of the University, with the approval of the Vice Chancellor. The Additional

			Chief Superintendent(s) shall perform similar duties as those of the Chief Superintendent.
Deputy Chief Superintendent(s)	40		The Controller of Examinations shall appoint Deputy Chief Superintendent(s), from amongst the senior Teachers of the University, with the approval of the Vice Chancellor, if required. The Deputy Chief Superintendent(s) shall assist the Chief Superintendent in the conduct of examinations.
Invigilators	41		The Chief Superintendent shall appoint the required number of Invigilators for all blocks where examinations are held, as required.
Group Invigilators	42		The Chief Superintendent shall appoint the required number of Group Invigilators for the coordination and supervision of a group of invigilators, as needed. In case of emergency, a Group Invigilator may relieve an invigilator for short intervals.
Obligation to perform the examination work	43		Any person, who is entrusted with any kind of examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examinations, printing of question papers and answer books, tabulation, preparation of grade cards and all such activities incidental thereto and connected therewith, shall discharge such duties prudently and with utmost integrity for ensuring high academic standards.
		43.1	If any person who has been allotted any kind of examination work is found to be guilty of breach of duties or involves in any misbehavior and/or misconduct, disciplinary action shall be taken against him/her as per the rules of the University.
		43.2	No employee of the University shall accept the assignment of taking part in the conduction of examinations and all such activities incidental thereto and connected therewith, whenever his/her kith and kin are appearing for the examinations.
Errors committed by an examiner	44		Disciplinary action shall be initiated by the Controller of Examinations against an examiner, who has committed error(s) in the work pertaining to examinations, as per the rules of the University.
Remuneration	45		Remuneration for different assignments in the examination shall be proposed by the Controller of Examinations from time to time and recommended by the Finance Council for the approval by the Board of Governors. External examiners shall be entitled for TA/DA. All work relating to ISA, ESA and all other matters incidental thereto and ancillary therewith, with or without remuneration shall be deemed to be a part of normal duty of every employee of the University.

Assessment	46	<p>The University shall follow a combination of In-Semester Assessment (ISA) and the End-Semester Assessment (ESA) for assessing the performance of a student in each course. The ISA and ESA components for each course shall be conducted as per the calendar of events and the time-table specified from time to time. The Teacher shall notify the weights of ISA and ESA components in the total marks for a course in the lesson plans as per the approval of Board of Studies. A student shall be awarded a letter Grade for every course at the end of the Semester, indicating the level of performance, considering the scores in both ISA and ESA.</p> <p>The assessment for theory courses carrying ISA and ESA components will be done on Relative Grading system. Other courses will be assessed by absolute grading system. List of courses assessed by Absolute Grading system is as follows:</p> <ul style="list-style-type: none"> • Practical Courses. • Courses with enrolment less than 30. • Industry Visit and Lecture / Industrial Training / Seminar. • Projects. • Field study. • Internships.
Question papers	47	<p>All question papers for written, online or hybrid examinations shall be set and answered in English, except in those Faculties where the Academic Council permits other languages. The question paper of each course shall cover entire syllabus with the distribution of marks considering the number of hours allocated for each unit/module/topic in the syllabus.</p>
Make-up for ISA/ESA components	48	<p>Students who have remained absent at ISA/ESA in one or more courses due to valid reasons, may be given a make-up exam which can be held as per dates notified in the Academic Calendar immediately after the ISA/ESA. However, it would also be possible to hold a makeup exam at any other time in the Semester with the permission of the Academic Council.</p> <p>Make up exam shall also be available to students awarded "X" grade and this make-up examination will be conducted along with Summer examination at the end of the academic year in which the candidate is awarded "X" grade.</p> <p>Make up exams are not conducted for any courses, theory or practical, of Summer Semester.</p>
CHAPTER VIII		

IN-SEMESTER ASSESSMENT			
ISA	49		The ISA for courses may be carried out by the way of various components such as Mid Semester Examinations, quizzes, tests, seminars, Semester papers, demonstrations, and award of marks for attendance. Practical components of courses may be evaluated by the way of experiments, demonstrations, field work, models, worksheets, practical record books, quizzes, tests, and award of marks for attendance. If a student misses a practical / laboratory session owing to genuine reasons, he/she shall complete the activity of that session before the end of the Semester, with the approval of the concerned Departmental/ School Chairperson.
Conduct of ISA	50		The weightage and syllabus for each component of ISA for a course shall be notified by the concerned Teacher before the commencement of each Semester through the lesson plans, adhering to the norms stipulated from time to time.
		50.1	The concerned Teacher in association with Head of the Department/ School/ Center shall be responsible for the conduct of different components of ISA.
		50.2	The Head of the Department/ School/ Center shall arrange to notify the scheme of evaluation for various ISA components. After each event of ISA, the students shall have an opportunity to view his/her performance and bring the discrepancies or errors, if any, to the notice of the concerned Teacher, for addressing the same.
		50.3	The marks obtained by a student in each component of ISA shall be added and finalized for the total marks by the concerned Teacher, within the specified time as stipulated by the Controller of Examinations.
		50.4	The department /concerned Teacher shall maintain the records pertaining to each component of ISA for such period as specified by the Controller of Examinations from time to time.
ISA of Special Topics / Mini-Projects, Minor-Projects, REUG (Research Experience for Under graduates), Seminar, Internship-	51		Carrying out the ISA for Special Topics, REUG, Seminar, Internship-Projects, Major Project/ Dissertation may be carried out in the form of various components, such as oral presentations, demonstrations, technical / project report, and viva-voce. The Head of the Department/ School/ Center shall make arrangements for the evaluation of such components. The format for preparation of technical and project reports shall be notified by the Head of the Department/ School/ Center from time to time.

Projects, Major Project			
Announcement of ISA marks	52		The Head of the Department/ School/ Center shall arrange for the announcement of ISA marks obtained by the students in various courses at the end of each Semester. The students shall be given THREE working days for verification, redressal of discrepancies or errors, if any, and acknowledgement.
CHAPTER IX			
END SEMESTER ASSESSMENT			
Registration for ESA	53		A student, who has complied with the minimum specified attendance in a course, shall register for ESA for that course by paying the prescribed examination fees. The registration process for ESA may be online/off-line as notified from time to time by the Controller of Examinations. The registration of a student shall be liable to be cancelled by the Office of the Controller of Examinations where disciplinary issues are involved. Controller of Examination shall take disciplinary action only on the recommendation of committee constituted by vice Chancellor.
Eligibility to attend ESA	54		To be eligible to attend the ESA in a specific course for which a student is registered, following requirements must be met:
		i	Attendance as mentioned in section 34.2
		ii	ISA marks: Not less than 40% of ISA marks (except in those cases where it is not specially mentioned in the scheme of evaluation)
		iii	Students not fulfilling attendance requirement or ISA requirement shall be assigned an 'FA' or 'F' grade (as in section 63) respectively.
Student list for ESA	55		After the last date of registration for ESA, the Office of Controller of Examinations shall release the list of students along with their registered courses. A student shall verify the accuracy of his/her particulars in the list and discrepancies, if any, shall be reported to Office of the Controller of Examinations within THREE working days from the date of release.
Admit Card	56		The Controller of Examinations shall make arrangements for issuance of Admit Cards to eligible students, based on the ESA list. The Admit Card of a student shall be valid only for the ESA for which it is issued. The Admit Card of a student shall include (i) recent photograph of the student and (ii) registered courses for ESA with course codes.
Missing Names in Student list	57		With the specific approval of the Vice-Chancellor, under extra-ordinary circumstances, a student whose name does not find a place in the

			student list may be permitted to appear for ESA of a course. The results of such a student may be announced after due verification.
ESA and evaluation:	58	58.1	The Controller of Examinations shall make arrangements to conduct ESA for all courses, through the Chief Superintendent.
		58.2	The Controller of Examinations shall notify the evaluation procedure to be adopted for the evaluation of various courses, from time to time. The ESA for courses having a practical or laboratory component may be based on laboratory records, conduction of experiments, demonstrations, field work, models, worksheets, quizzes, and viva voce.
		58.3	The Office of the Controller of Examinations may code the answer books of ESA for the purpose of anonymous evaluation.
		58.4	Central valuation shall be conducted in the University premises only.
ESA for Mini and Major Projects	59		In case the ESA for some courses as recommended by BoS may be held in batches, which may span over several days. The evaluation may be based on various components such as writing of abstract, project or technical report, oral presentation, demonstration, and viva voce. The Controller of Examinations in consultation with the Dean Academic Affairs / the concerned Dean of Faculty shall notify the distribution of marks for various components from time to time.
Appointment of Examiners	60		The Controller of Examinations from the panel recommended by the Board of Examiners may appoint the examiners. However, the Controller of Examinations may choose examiners outside the panel for valid reasons, with the approval of the Vice-Chancellor.
Tabulation of Marks	61		After the evaluation, the Office of the Controller of Examinations shall tabulate the marks either manually or via computerization.
Contingency arising from loss of answer books	62		In a contingency arising out of loss of answer books beyond the hope of retrieval, the Vice-Chancellor may exercise an option of ordering an additional examination.
CHAPTER X			
GRADING SYSTEM			
Grading system	63		The University shall follow both the relative grading and absolute grading system depending on the type of course. However, for the purpose of reporting the performance of a student, letter grades and grade points will be awarded as per section 63 a. 63 a. Relative Grading System

In this system, the grades are awarded to the students based on their performance relative to others in Theory courses having In-Semester Assessment (ISA) and End Semester Assessment (ESA) components.

Grades are assigned based on the Mean and Standard Deviation of the total marks scored on the respective course. (S, X, "NE" and "F" grades marks are omitted in Mean and Standard Deviation calculation)

- S shall be awarded if scored marks is greater than 90
- F shall be awarded if scored marks is less than 40

Proposed Relative Grading System

Total Mark, M secured by the student (ISA + ESA)	Grade	Relative Grade Point	Remarks
M > 90	S	10	Outstanding
Avg. + 0.60 * SD ≤ M ≤ 90	A	9	Excellent
Avg. - 0.25 * SD ≤ M < Avg. + 0.60 * SD	B	8	Very Good
Avg. - 1.05 * SD ≤ M < Avg. - 0.25 * SD	C	7	Good
Avg. - 1.50 * SD ≤ M < Avg. - 1.05 * SD	D	6	Fair
**40 ≤ M < Avg. - 1.50 * SD	E	5	Satisfactory
M < 40*	F	0	Fail
I*	-	Absent for ESA due to calamity	Absent for ESA due to calamity
W*	-	Withdrawal	Withdrawal
X*	-	Incomplete	Incomplete
AP	-	Audit Pass	Audit Pass
AF	-	Audit Fail	Audit Fail
FA	0	Fail due to attendance shortage	Fail due to attendance shortage

* "W", "X" and "I" grades shall be considered to be transitional grades.

**40 marks mean: The students should score minimum 20 marks out of 50 in ISA and ESA examinations separately (i.e. 40 out of 100).

NOTE: The Course Grading table generated for the first time based on the Average & Standard Deviation will be used strictly for awarding grades to all the re-evaluated courses and Summer Semester Examinations.

Absolute Grading System				
#	Marks	Letter grade	Absolute Grade points	Remarks
1	91-100	S	10	Outstanding
2	81-90	A	9	Excellent
3	71-80	B	8	Very Good
4	61-70	C	7	Good
5	51-60	D	6	Fair
6	40-50	E	5	Satisfactory
7	< 40	F	0	Fail
8		I*	-	Absent for ESA due to calamity
9		W*	-	Withdrawal
10		X*	-	Incomplete
11		AP	-	Audit Pass
12		AF	-	Audit Fail
13		FA	0	Fail due to attendance shortage

* "W", "X" and "I" grades shall be considered to be transitional grades.

Result sheet shall contain the following

- Only Grades, Grade points, Credits, SGPA and CGPA.
- Grading slab of each course.

		63.1	The normal percentage of students in a course to be awarded each letter grade shall be as per the policy set forth by the Dean Academic Affairs / the concerned Dean of Faculty with the approval of the Academic Council.
		63.2	<p><i>'AP' and 'AF' grades:</i> A student shall be awarded either an AP (Audit Pass) or an AF (Audit Fail) grade for an audit course. The Audit Pass (AP) grade shall be awarded if the student satisfies the attendance and performance criteria specified for the course by the concerned Teacher. Otherwise, an AF grade shall be awarded.</p> <p>Students having qualified for ESA in mandatory non-credit courses/audit courses and obtained an 'AF' grade need not re-register for the course again but are required to pass the course to qualify for the degree.</p>
		63.3	<i>'W' grade:</i> "W" grade shall be awarded to a student who has withdrawn from a course. Further, the "W" grade shall be recorded in the grade card. A student may withdraw from an audit course in which case there shall be no mention of the course in the grade card.

			<p>A student with “W” grade must re-register for the course during the Summer Semester of that academic year and the “W” grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled ESA of Summer Semester. If the student does not register or appear for the ESA of Summer Semester, the “W” grade shall be converted to an “F” grade.</p> <p>“W” grade is not awarded in Summer Semester.</p>
		63.4	<p>‘I’ grade: “I” grade shall be awarded temporarily to a student who is unable to appear for ESA for one or more courses with the permission of the Dean Academic Affairs / the concerned Dean of Faculty in response to a written appeal by the student, due to valid reasons such as medical emergency, calamity in the family or any other valid reason. For such a student, the “I” grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled make-up ESA. If the student does not appear for the make-up ESA, the “I” grade shall be converted to an “F” grade.</p> <p>“I” grade is not awarded at Makeup exams or in Summer Semester.</p>
		63.5	<p>‘X’ grade: Awarded to a student having satisfactory attendance and greater than or equal to 40% of ISA marks in a course, but ESA performance observed to be poor, which could result in an overall F Grade in the Course and will be valid till immediate make up examination is conducted for the course within that academic year. For such a student, the “X” grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled make-up ESA. If the student does not appear for the make-up ESA, the “X” grade shall be converted to an “F” grade.</p> <p>“X” grade is not awarded at Makeup exams or in Summer Semester.</p>
		63.6	<p>‘F’ grade: A student shall be awarded an “F” grade if he/she either fails in the course or is absent for the ESA of that course.</p>
		63.6.1	<p>A student who obtains “F” grade in a non-elective course shall re-register for the same course when offered next.</p>
		63.6.2	<p>A student who obtains “F” grade in an elective course shall have an option of repeating the same elective course when offered next or register for any other elective course.</p>
		63.6.3	<p>The ‘FA’ grade denotes poor attendance i.e. failure in a course due to attendance shortage (i.e. <75%) and the course instructor is supposed to take utmost care while awarding this double-letter grade. A student with “FA” grade must re-register for the course during the Summer Semester of that academic year and the “FA” grade shall be converted to one of the other letter grades (S to F) after the completion of</p>

			scheduled ESA of Summer Semester. If the student does not register or appear for the ESA of Summer Semester, the "FA" grade shall be converted to an "F" grade.
Passing Standards for a Course	64		<p>The minimum requirements to pass in a course for which a student is registered are as follows:</p> <p>ISA: 40% of ISA marks</p> <p>ESA: 40% of ESA marks</p> <p>A student is considered to have successfully completed a course and earned the credits assigned to that course if the student earns a letter grade S to E. "F" Grade implies failure and "I", "W" and "X" grades are transitional grades and will be replaced by an appropriate letter grade once the student completes the course requirement.</p>
Passing Standards – Progression to Next Academic Year -Vertical Progression	65		The requirement to progress to the next academic year is only on the basis of number of courses and is as follows:
		65.1	Maximum number of F grades that can be carried at the end of any academic year is 04
		65.2	<p>To progress to higher odd Semesters, the candidate shall have CGPA of minimum of 5.0, after the results of Summer examination in the previous academic year.</p> <p>However failure to secure a minimum CGPA = 5.0 at the end of any Semester for the first time, shall attract a warning before approval of the student to continue in the following Semester.</p>
		65.3	The failure grades of mandatory non-credit courses/audit course shall not be considered for vertical progression.
SGPA and CGPA	66		The overall performance of a student shall be indicated by two indices namely, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).
		66.1	The SGPA is the weighted average of the grade points obtained in all courses registered by the student during a particular Semester. The SGPA shall be calculated as: $SGPA = \frac{\sum CiGi}{\sum Ci}$, where Ci's, are the number of credits for the courses registered for the Semester, and Gi's are the corresponding grade points secured by the student.
		66.2	The CGPA is an indication of an up-to-date overall performance of a student and the weighted average of the grade points obtained in all the courses registered by the student since he/she is admitted to the

			University. It shall be calculated as: $CGPA = \frac{\sum CiGi}{\sum Ci}$, the summation is carried out for all courses to which the student has registered up to that point of time, excluding courses with “F” & “FA” grades and transitional grades.															
		66.3	If a student obtains an “F” grade in a course and registers for the same course in a subsequent Semester, the new grade obtained shall replace the previous “F” grade in calculating the CGPA.															
		66.4	If a student obtains an “F” grade in an elective course and registers for the same or equivalent course in a subsequent Semester, the new grade obtained shall replace the previous “F” grade in calculating the CGPA.															
		66.5	Grades obtained in audit courses and transitional grades shall not be considered in the calculations of CGPA and SGPA.															
Class / Division declaration	67		<p>The following classes of results shall be declared, for a student upon graduation, considering the below specified criteria. The class obtained by the student shall be inferred as per the table given below:</p> <table border="1"> <thead> <tr> <th>CGPA</th> <th>Equivalent</th> <th>Class/Division</th> </tr> </thead> <tbody> <tr> <td>5.00-5.74</td> <td></td> <td>Pass</td> </tr> <tr> <td>5.75-6.74</td> <td>≥50% and <60%</td> <td>Second</td> </tr> <tr> <td>6.75-7.74</td> <td>≥60% and <70%</td> <td>First</td> </tr> <tr> <td>7.75-10.00</td> <td>≥70% and <92.5%</td> <td>First class with Distinction</td> </tr> </tbody> </table>	CGPA	Equivalent	Class/Division	5.00-5.74		Pass	5.75-6.74	≥50% and <60%	Second	6.75-7.74	≥60% and <70%	First	7.75-10.00	≥70% and <92.5%	First class with Distinction
CGPA	Equivalent	Class/Division																
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6.75-7.74	≥60% and <70%	First																
7.75-10.00	≥70% and <92.5%	First class with Distinction																
		i	<i>First Class with Distinction:</i> A student completing a Programme of study within the specified minimum duration, securing a CGPA equal to or greater than 7.75 shall be declared to have passed in First class with Distinction.															
		ii	<i>First Class:</i> A student completing a Programme of study by securing a CGPA between 6.75 and 7.74 (both inclusive) shall be declared to have passed in First Class.															
		iii	<i>Second Class:</i> A student completing the programme of study by securing a CGPA between 5.75 and 6.74 shall be declared to have passed in second class.															
		iv	<i>Pass Class:</i> A student completing the programme of study by securing a CGPA of less than 5.75 shall be declared to have passed in pass class.															
Declaration of Ranks	68		Ranks shall be awarded to the graduating students separately for B.COM and B.COM honors on the basis of CGPA. The ranks shall be awarded to top FIVE percent of students of the graduating class. However, the total number of ranks shall not exceed FIVE irrespective of the total number of graduating students of study. A student shall be															

			eligible for a rank at the time of award of degree in the programme of Study, provided he/she has:
		i	Passed in all the courses of all Semesters in FIRST attempt;
		ii	Not obtained any transitional grades;
		iii	Completed the Programme of study within the specified minimum duration;
		iv	Not rejected any of the Semester results;
		v	Not taken re-admission;
		Vi	Academic performance will be the sole criteria for awarding the Merit rank in each program and will be based only on CGPA to be calculated as mentioned in 66.1 and 66.2. The SGPA/CGPA shall be calculated to an accuracy of 2 decimal points and will be rounded up to the nearest value. In case more than one gets the same CGPA, all shall share the ranks.
		vii	Not faced any disciplinary action.
		viii	The minimum number of registered candidates for a program during the final year shall be a minimum of 10 in that program to award the rank. In case the number is less than 10, then, no rank shall be awarded. However, if the minimum strength is 10 then minimum of two ranks shall be awarded.
Not Fit for Programme of Study (NFPS)	69	69.1	A student shall be declared as “Not Fit for Programme of Study” (NFPS) and terminated from the programme of study if he/she:
		i	fails to obtain a Semester grade point average of at least 4.0 on a number of occasions numerically equal to the minimum duration of the programme in years. If the performance of a student at the end of a registered Semester is below 4.0, he/she shall be issued a warning by the Controller of Examinations in the first two instances and a show cause notice in the third instance, each of which shall be intimated to the parents or guardians.
		ii	Failure to meet the standards of discipline prescribed by the University, which may change from time to time
		iii	If a student fails to satisfy all the requirements for the award of the degree within the maximum duration as mentioned in section 19.1

		69.2	Such students, if interested, shall be eligible to apply for re-admission to the programme of study at the first year level or second year level as the case may be.
CHAPTER XI			
TRANSPARENCY IN EXAMINATION SYSTEM			
			A student shall be eligible to apply for re-totaling, revaluation and/or obtaining photocopies of the answer books of ESA only for theory component of courses. Any delay in the announcement of re-totaling and/or revaluation results for any reason whatsoever shall not confer the right upon the student for admission to the subsequent Semester and for any other kind of claim. There shall be no provision for re-totaling, obtaining the photocopy of answer books and revaluation of ESA for practical components of courses, including drawing, seminar, mini project / special topics, and major project.
Re-Totaling	70		A student shall be eligible to apply for re-totaling of marks of ESA for any number of theory components of courses. Such a student shall submit the application for re-totaling in the prescribed form, upon the payment of prescribed fee, to the Controller of Examinations, within THREE working days from the date of announcement of the results.
		70.1	The students who have applied for the re-totaling shall be called in batches to the office of Controller of Examinations, on the dates fixed for re-totaling of marks. Such students shall be accompanied by Faculty Advisor / Class Teacher / Parent / Guardian.
		70.2	A student, who has applied for re-totaling, shall be shown his/her answer books to verify the marks, totaling of the marks and to find out whether or not all the answers of the questions attempted were awarded marks. If such a student finds any discrepancy in totaling of marks, he / she shall bring the same to the notice of the concerned officials for incorporating the necessary corrections.
Supply of photocopy	71		A student may apply for obtaining the photocopies of his answer books of ESA to the Controller of Examinations, upon the payment of prescribed fee, within THREE working days from the date of the announcement of results. The photocopies of the answer books of theory component of courses shall be supplied within THREE working days after the receipt of the application at the Office of the Controller of Examinations.
Revaluation	72		A student may apply to the Controller of Examinations for revaluation of theory components of courses in ESA, within THREE working days after obtaining the photocopies of concerned answer books and upon

			payment of prescribed fee. The marks obtained in the revaluation valuation shall be considered for the re-computation of grade. However, if the new grade is found to be lower than the declared grade, the declared grade shall be retained. In the event of no change in the grade after revaluation, it shall be declared as “No Change”.
Refund of fee	73		A refund of 50% of re-totaling or revaluation fees shall be made to a student in the event of an improvement in the letter grade.
Rejection of whole Semester results	74		A student may reject the results of a whole Semester irrespective of performance in an individual course. However, there shall be no provision for the rejection of results of any individual course. Upon rejection, the results shall be considered as null and void. Such rejection may be permitted only once during the entire programme of study. A student, who has rejected the whole Semester results, shall re-register for the courses of rejected Semester upon payment of the prescribed fees.
Production of answer books	75		The answer books of the University examinations are confidential property of the University and shall not be subject to submission before any internal or external authority or any agent or person on behalf of a student.
CHAPTER XII ANNOUNCEMENT OF RESULTS			
Process of declaration of results	76		The draft results shall be processed through the following stages before its announcement:
		i	Draft results prepared by the Office of Controller of Examinations shall be placed before the Results Scrutiny Panel for review;
		ii	Subsequent to the review, the Controller of Examinations shall announce the provisional results after the approval by the Vice-Chancellor;
		iii	A student may appeal in writing to the Controller of Examinations if any discrepancies are found in the provisional results announced within the time specified; and
		iv	The Registrar shall place the provisional results before the Academic Council and Executive Council for information.
		v	Gracing rules shall be as follows GMR1 : A student is eligible to get a maximum grace marks of 2% (2/100) in ESA per course provided the student gets the

			<p>minimum prescribed passing marks in ESA for that course by such grace marks.</p> <p>GMR2 : A student is eligible to get a maximum grace marks of 5% (5/100) in ESA for a course provided</p> <ul style="list-style-type: none"> i) The student has failed only that course and passed in all other registered courses of that examination. ii) Gets the minimum prescribed passing mark in that course by such gracing. <p>GMR3 : A student is eligible to get a maximum of 1 % of SGPA (0.1 out of 10) as grace if the student is falling short of the next higher Class provided, grace marks have not been awarded under one of GMR1 or GMR2.</p> <p>GMR4 : A student is eligible to get a maximum grace marks of 2% (2/100) in ISA per course provided the student gets the minimum prescribed passing marks in ISA for that course by such grace marks.</p> <p>GMR5 : The student is eligible to be graced under GMR2 only if grace marks have not been awarded under one of GMR1 or GMR4.</p> <p>GMR6 : Grace marks awarded under GMR1, GMR2 or GMR4 will be recorded in the marks ledger but not be so indicated in the grade card.</p> <p>GMR7 : Grace marks awarded under GMR3 will be recorded in the marks ledger and also indicated as such on the grade card.</p> <p>NOTE: All the above Grace Marks rules are applicable for Odd & Even Regular Semester examinations, where as GMR1 is applicable for Summer Examinations also.</p>
Issue of Grade Cards, Transcripts, and other Certificates:	77	77.1	Every student who has registered for ESA after paying the prescribed examination fees shall be issued a grade card in the prescribed format by the Office of the Controller of Examinations.
		77.2	On request and payment of prescribed fee, the academic transcript, in the prescribed format, shall be issued to a student by the Controller of Examinations.
		77.3	A student, on payment of prescribed fee, if any, may request the Controller of Examinations in prescribed format for any corrections to be incorporated in the Grade card and / or transcript. On verification,

			the Controller of Examinations shall issue a revised / corrected grade card / transcript.
		77.4	There shall be a provision to issue a duplicate grade card or duplicate degree certificate to a student in case of loss or mutilation, upon submission of application in prescribed format along with requisite documents and payment of fee as specified by the Office of the Controller of Examinations.
Procedure for Leaving the University	78	i	A student shall leave the University on completion of his/her studies;
		ii	It shall be the responsibility of the student to obtain “No Dues Certificate” from all concerned departments/sections and submit the same to the Registrar for obtaining the “clearance certificate”;
		iii	Unless a student has obtained the “clearance certificate” from the Registrar, neither “transcript of academic record” or other documents shall be issued nor security deposit or any amount due shall be refunded;
		iv	The refund of security deposit shall be permissible up to a period of ONE year from the date the student leaves the University, after which it shall stand credited to the Endowment Fund of the University; and
		v	After successful completion of all the requirements for the award of degree, the Dean Academic Affairs / the concerned Dean of Faculty shall send the report to the Registrar for notification of result. The Controller of Examinations shall subsequently issue the Provisional Degree Certificate and transcript record to the student.
Other Certificates	79		A student shall be eligible to receive other certificates such as study certificate, academic transcripts, course completion certificate and migration certificate from the University on written request in prescribed format and payment of prescribed fee.
Eligibility for the Award of Degree	80		A candidate shall be declared to be eligible for the award of a degree if he/she has:
		i	Credits and grades compliance as prescribed by the concerned Faculty of Study within the stipulated maximum time duration, including Specialization and/or Minor, if any; In case of B.COM/B.COM honors programmes a candidate shall earn a minimum of CGPA ≥ 5.0 to become eligible for the award of the degree.
		ii	Successful completion of all non-credit mandatory courses;

		iii	Minimum duration requirement as specified by the concerned Faculty of Study;
		iv	No pending disciplinary action; and
		v	No dues of any kind to the University.
Award of Degree	81		<p>After fulfilling the requirements, the Controller of Examinations shall recommend to the Academic Council for the award of degree to the candidate. The candidate shall be given a Provisional Degree Certificate by the Controller of Examinations, upon successful completion of all requirements, submission of application in prescribed format and payment of prescribed fees.</p> <p>The candidate shall be given a Degree Certificate at the ensuing Convocation, upon successful completion of all requirements, submission of application in prescribed format and payment of prescribed fees.</p> <p>The candidates shall be given appropriate certificates by the Controller Examinations who exits after completion of first year and second year.</p>
Bar to claim damages for delay	82		No student shall be entitled to claim any damages, whatsoever from the University on the account of late declaration of result, delay in the issue of grade cards or any other certificates, delay in re-valuation, re-totaling or any other process associated with the examinations or evaluation, or other like cases.
CHAPTER XIII FELLOWSHIP / SCHOLARSHIP / FINANCIAL ASSISTANCE			
Merit Scholarship	83		The merit scholarship may be awarded on a year to year basis for students in various programmes.
		83.1	The Executive Council shall, on the recommendation of the Academic Council, determine from time to time the number and the value of merit scholarships to be awarded in each programme.
		83.2	The eligibility criteria for scholarship awards shall be as determined by the Academic Council from time to time. The merit scholarship may be awarded on such basis as grade point average. However, during the year of admission, the scholarships may be awarded on such basis as performance in entrance tests and qualifying examination.
		83.3	The Registrar shall make arrangements for the disbursement, maintenance of accounts and keeping of records of the merit scholarships.
Award of Fellowships, Scholarships and	84		All proposals regarding the offer of fellowships, scholarships and stipends by individuals or external organizations shall be addressed to

Stipends by External Agencies			the Registrar, who may formulate the terms and conditions with the concerned parties, with the approval of the Executive Council.
CHAPTER XIV MAINTENANCE OF ACADEMIC RECORDS			
Maintenance of Academic Records	85	85.1	The office of the Registrar shall maintain a file for each student comprising of the entrance test application (if applicable), copies of test results (if applicable), letter of admission, application for admission, copies of previous academic testimonials and such other relevant documents.
		85.2	The office of the Dean Academic Affairs / the concerned Dean of Faculty shall maintain a file for each student comprising of course registration details, up to date attendance, academic performance and achievements, and such other relevant documents. The Dean Academic Affairs / the concerned Dean of Faculty may choose to maintain such student files in the office of the concerned Departmental/ School Chairperson.
		85.3	The Office of the Controller of Examinations shall maintain a file for each student comprising of examination registration details, up to date academic performance, and such other relevant documents.
Maintenance of Answer Books	86		The answer books of University examinations shall be maintained securely for a period of ONE year from the last day of examinations after which they may be destroyed summarily with the approval of the Vice-Chancellor.
Weeding off of Academic Records	87	i	The admission form of the candidates not selected for admission shall be destroyed by shredding after a period of ONE year of the finalization of admissions, except in cases of disputes;
		ii	The records pertaining to the conduct of entrance examination such as question booklets, answer sheets, correspondence regarding paper setting, etc. shall be destroyed by way of shredding after a period of ONE year from the conduct of entrance test, except in cases of disputes;
		iii	The personal files of the students shall be retained as permanent records, either digitally or in hard copies;
		iv	Subject to any general or special rule or order in this behalf, no University records (including correspondence) connected with the academics shall be destroyed except in accordance with the provisions as given below: (a) No academic records (including correspondence) shall be destroyed which are under audit objection till audit objections are settled;

			(b) No academic records (including correspondence) shall be destroyed for which proceedings are going on in a Court of Law till the case is finalized; and
		v	A list of records proposed to be destroyed shall be prepared by the Dean Academic Affairs / the concerned Dean of Faculty and orders of the Vice-Chancellor shall invariably be obtained before they are destroyed. The academic records to be weeded out shall be destroyed by way of shredding under direct supervision of the Dean Academic Affairs / the concerned Dean of Faculty.
Clarification of Doubts	88		Any doubts arising in implementation of these regulations will be resolved as per the directions of the Vice-chancellor and the decision of the Vice-chancellor will be the final.
Amendments	89		The regulations listed herein, on approval by the Academic Council and Board of Governors, shall be binding on all students enrolled for the Bachelor of Commerce degree. The regulations listed herein may be amended, updated, changed through appropriate approval from the Academic Council from time to time and shall be binding on all parties concerned including students, faculty, staff, departments, college authorities.
Jurisdiction	90		All disputes arising from the regulations listed herein must be addressed to the Academic Council. The decision of the Academic Council is final and binding on all parties. Any legal issues arising from this set of regulations shall be limited to the legal jurisdiction determined by the location of the College and not that of any other parties.

Regulations Governing
Master of Science (MS) (Engg) by Research Programs
of
KLE Technological University
2015



KLE Technological University

(Established under Karnataka Act No.22, 2013)

1	MS pro gra ms	1.1 Commi tees		Committees are responsible for admissions, monitoring, and evaluation of MS by Research programs. The scope/functions/responsibilities, compositions, and tenure and frequency of meetings of committees are also included.
			1.1.1	Admission Committee: The KLE Technological University Admission Committee is responsible for the conduct of Entrance Test and /or interview for MS by Research admissions, scrutiny of applications and selection of applicants for admission to MS by Research program.
			1.1.2	Research Program Committee (RPC): The Research Program Committee is responsible for monitoring approval of MS (Engg) by research programs, review of progress reports, recommendations from Research Review Committee (RRC) and Heads of Schools, and any other issues related to MS (Engg) by Research program registrations. This is an interface to the program offering schools and the University.
			i	Scope/Functions/Responsibilities of the Research Program Committee shall be: <ol style="list-style-type: none"> 1. Review of recommendations of Heads of the Schools regarding monitoring of MS by Research programs 2. Review of recommendations of the Research Review Committee (RRC) and Viva-Voce Committee (VVC) 3. Sending recommendations for: <ol style="list-style-type: none"> a. Thesis submissions by Research Scholars b. Award of the Degree to Research Scholars
			ii	Composition of the Research Program Committee: It is to be constituted by the Vice-Chancellor and shall consist of: <ol style="list-style-type: none"> 1. Dean of Research - Chairperson 2. Deans of Faculty - Members 3. Heads of the Schools - Members 4. One of the senior Faculty - Secretary
			iii	Tenure and frequency of meeting of Research Program Committee: <ol style="list-style-type: none"> 1. The tenure of the Research Program Committee shall be <i>THREE</i> years. 2. The Research Program Committee shall meet at least <i>TWICE</i> a year. However, the Committee shall meet as often as required.
			1.1.3	a. School Research Committee (SRC) The SRC shall be formed for each of the school/department/center offering PhD/MS (Engg by Research) program. SRC is responsible to verify, approve and forward the recommendations of RRC in all the matters related to PhD/MS (Engg by Research) candidate to RPC. SRC is the link between RRC and RPC b. Research Review Committee (RRC): The RRC shall be formed for each of the research scholars who are provisionally registered to MS (Engg) by Research Program. The RRC shall be responsible for reviewing and monitoring the progress of the research scholar from his/her commencement of MS (Engg) by Research until the Submission of the Thesis and send recommendations to SRC.
			i	a. Scope/Functions/Responsibilities of the School Review Committee shall be: <ol style="list-style-type: none"> 1. To select candidates for PhD/MS(Engg) by Research Programme

			<p>after interviews.</p> <ol style="list-style-type: none"> 2. To Form of RRC and recommend the Coursework for the research scholars. 3. To Recommend MS (Engg by Research) candidates for thesis submission based on the progress of research scholars. 4. To communicate with the RPC/CoE for all research matters. <p>b. Scope/Functions/Responsibilities of the Research Review Committee shall be:</p> <ol style="list-style-type: none"> 1. To review and finalize list of courses (Part-I) for the research scholar and recommend the same to SRC. 2. To review/monitor periodically (at least once in six months) the research progress of each research scholar until his/her submission of the MS by Research Thesis.
		ii	<p>a. Composition of the School Research Committee (SRC): To be constituted by the Dean of Faculty and shall consist of:</p> <ol style="list-style-type: none"> 1. Head of the School - Chair person 2. Two eligible Research Supervisors- Members 3. One external expert -Member 4. Senior Research Supervisor – Secretary <p>The SRC may be re-constituted by the Dean of Faculty in the case of non-availability of existing member(s) or for any other valid reason, in consultation with the Head of the School/Dept./Center.</p> <p>b. Composition of the Research Review Committee: Composition of the Research Review Committee: To be constituted by the Head of the school/department/center for each research scholar, shall consist of:</p> <ol style="list-style-type: none"> 1. Head of the School- Chair person 2. Two internal domain experts may be identified by the Head of the school/department/center on the recommendations of the Research Supervisor from time to time. 3. Research Supervisor(s)- Secretary <p>The RRC may be re-constituted by the Head of the school/department/center in the case of non- availability of existing member(s) or for any other valid reason, in consultation with the Research Supervisor (s).</p>
		iii	<p>a. Frequency of meeting of SRC Committee: The School Research Committee shall meet at least TWO times a year. However, the Committee shall meet as often as required.</p> <p>b. Frequency of meeting of RRC Committee: The Research Review Committee shall meet at least TWO times a year. However, the Committee shall meet as often as required</p>
		1.1.4	<p>Viva-Voce Committee (VVC): The Viva-Voce Committee is responsible for the thesis review and conduct of final viva-voce and recommending the result of Viva-Voce to RPC.</p>
		i	<p>Scope/Functions/Responsibilities of the Viva-Voce Committee (VVC) shall be:</p> <ol style="list-style-type: none"> 1. To review the thesis. 2. The VVC shall conduct the final Viva-Voce for the research

			<p>scholar to defend his/her MS by Research Thesis.</p> <p>3. The VVC shall submit the reports in the prescribed format to the RPC.</p>
		ii	<p>Composition of the Viva Voce Committee: It is to be constituted by the Vice-Chancellor for each research scholar and shall consist of:</p> <ol style="list-style-type: none"> 1. Head of the School - Chairperson 2. Research Supervisor(s) - Secretary 3. Identified Adjudicators - Members
	1.2 Admissions		<p>Admission Rules and Regulations: List of faculties for which the degrees are offered, minimum qualifications, and different categories of MS by Research programs are announced by the University.</p> <p>Admission Process: The Admission process involves a call for admissions, processing of applications, the conduct of Research Entrance Test (RET) and/or Interview, preparation of the selection list for registration.</p>
		1.2.1	<p>University shall permit the registration for MS by Research in the following Faculties, namely:</p> <ol style="list-style-type: none"> 1. Faculty of Engineering <p>Inter-Disciplinary Subject Areas: A research scholar is allowed to pursue MS by Research program in an area of interdisciplinary nature subject to the approval of RRC.</p>
		1.2.2	<p>Minimum qualifications for admissions:</p> <p>The minimum academic qualifications to be satisfied by the research scholars seeking admission to MS by Research Programme are as following:</p> <ul style="list-style-type: none"> • Candidates with a Bachelor's Degree in Engineering / Technology with valid GATE score and/or good academic record are eligible. Candidates with Masters in Computer Applications (MCA) degree are also eligible
		1.2.3	<p>Minimum qualifications and Relaxation for RET</p> <ol style="list-style-type: none"> (a) The research scholar shall score 40% marks (35% for SC/ST research scholars) in RET to get qualified. (b) A Research scholar can reappear to RET examination for THREE times to get qualified. (c) The following categories of research scholars may be exempted from appearing the RET with the approval of Admission Committee. <ul style="list-style-type: none"> • Faculty Members under QIP / FIP • Research scholars qualified in UGC-CSIR, JRF, RET or equivalent exams conducted by any state/private technological universities • Valid GATE score of 90 percentile within last THREE years
		1.2.4	<p>Call for Admissions:</p> <p>The University shall call for applications for admissions to MS (Engg) by Research program twice a year.</p>
		1.2.5	<p>Processing of applications:</p> <p>The eligible candidates satisfying the Regulation 1.2.2 shall submit their applications for admission to the University in the prescribed format along with other necessary documents.</p>
		1.2.7	<p>Selection of candidates: List of the eligible candidates, who are selected to MS (Engg) by Research program as decided by Admission Committee, shall be called for registration.</p>

		1.2.8	<p>Categories of Research Scholars: There shall be provision for the following categories of research scholars for admission to MS by Research.</p> <p>(a) Full-Time Research Scholars: Such scholars shall pursue MS by Research on a full-time basis.</p> <p>(b) Part-Time Research Scholars: In-service candidates working in any Engineering College / Polytechnic / University / Deemed to be University (recognized/accredited by appropriate bodies in India) or research staff of public/private organizations or Industry, are eligible to pursue MS by Research on a part-time basis. All part-time research scholars need to spend a minimum of 60 days on the University Campus every year until the Submission of their Thesis. This mandatory requirement of 60 days' stay on campus may be completed with 2 or 3 visits.</p> <p>(c) The students who work for research on their research topic in a Institute of higher learning/research center/ Industry with whom, an official MoU exists or permitted do so by a written order will be considered for attendance</p>
		1.2.9	<p>Leave issues:</p> <p>(a) Employed research scholars, who take up MS by Research Programme on a full-time basis, shall produce a NOC certificate from their employer-organization(s) with a sanctioned study leave of a minimum period of <i>three</i> or two years with full salary.</p> <p>(b) Research scholars not having employment who take up MS by Research Programme on a full-time basis shall be forbidden from taking up any employment during the study period. However, they can apply for scholarships/fellowships/stipends, if any, with intimation to University.</p> <p>(c) Foreign research scholars shall hold valid passport/visa, clearance from MHRD, and other agencies as mandated by the GOI throughout the duration of the course.</p>
		1.2.10	In case, any information provided by the research scholar is found to be false, the research scholar may be debarred from the MS by Research program at any stage.
		1.2.11	<p>Validity Period of Registration: During the period when the registration of the research scholar is in force, the research scholar shall pay the prescribed tuition and other fees to the University at the notified time intervals.</p>
		1.2.12	<p>Prescribed fees for registration/admission / academic, course work examinations, fees for dissertation evaluation and Viva-Voce schedule, submission of periodic progress reports, change of topic and /or Supervisor, submission of thesis, calendar of events for MS by Research program and such other matters relating to any of the above shall be governed by the administrative orders issued by the University from time to time.</p>
	1.3 Monitoring		<p>Monitoring process: The monitoring process regarding the progress of the research scholar involves a review of Coursework and Thesis submission.</p>
		1.3.1	<p>MS by Research program:</p> <p>(a) After registration to the MS by Research program, the candidate is required to do the following:</p> <ol style="list-style-type: none"> 1) Part-I: Coursework – Research scholars need to successfully complete the course work recommended by supervisors as specified in 1.3.2(i).

			<p>2) Part-II: Thesis submission- Research scholars need to submit final thesis for the award of MS by Research degree.</p> <p>(b) A research scholar shall be free to apply for a change in the Research topic / Coursework for the consideration to the RRC.</p>
		1.3.2	<p>Course Work (Part-I):</p> <p>(a) Research scholar shall choose courses from the list of courses announced by the University and successfully complete the course work with at least minimum pass marks prescribed by the University.</p> <p>(b) A research scholar from the Engineering Studies stream is required to choose a Minimum of <i>SIX</i> courses. The RRC may recommend some extra courses for a particular Research scholar, if necessary.</p> <p>(c) All the Research scholars shall submit their applications along with the prescribed fees for the examinations in the individual courses of Coursework in response to the notifications.</p> <p>(d) Research scholars may register for MOOC courses and seminar courses as a part of their course work, as may be suggested by the RRC from the list courses recommended by the RPC as per the University rules.</p>
		1.3.3	<p>Progress seminars: Conducted as per Calendar of Events for MS by Research programs-</p> <p>Research scholar needs to present progress seminars to RRC twice a year during the period of MS by Research program. These seminars are open to all the faculty members and research scholars.</p>
		1.3.4	<p>Mandatory Publications Requirement</p> <p>Each candidate shall publish a minimum of ONE research paper in a refereed journal (SCI-indexed) indexed by Web-of-Science or Scopus before Submission of the Thesis for adjudication, and produce evidence for the same in the form of reprint or acceptance letter from the Publisher(s).</p>
		1.3.5	<p>Permission for Submission of Thesis:</p> <p>After the successful completion of Coursework (Part-I) and a minimum of ONE publication in a refereed journal indexed by Web-of-Science or Scopus (SCI-indexed), the RRC shall recommend the Submission of the Thesis.</p>
		1.3.6	<p>Minimum Period for Submission of Thesis</p> <p>(a) For Full-Time research scholars: Full-Time research scholar for the MS by Research Degree shall normally be eligible for submission of the thesis after a minimum period of <i>TWO</i> years from the date of provisional registration, subject to fulfillment of all the prescribed requirements.</p> <p>(b) For Part-time research scholars: Part-Time research scholar for the MS by Research Degree shall normally be eligible for submission of the thesis after a minimum period of <i>THREE</i> years from the date of provisional registration, subject to fulfillment of all the prescribed requirements.</p>
		1.3.7	<p>Maximum Period for Submission of Thesis</p> <p>(a) For Full-Time research scholars: The maximum period for Submission of the Thesis by Full-Time research scholar shall be <i>THREE years</i> from the date of provisional registration with provision for a one-year extension with the recommendations of RPC.</p> <p>(b) For Part-time research scholars:</p>

			The maximum period for Submission of the Thesis for Part-Time research scholar shall be <i>FOUR</i> years from the date of provisional registration with provision for a one-year extension with the recommendations of RPC.
		1.3.8	The research scholar shall pay the prescribed Thesis submission fees, and produce the “No Dues Certificates” from the School while submitting the thesis.
		1.3.9	<p>Plagiarism Issues:</p> <p>1. Anti-plagiarism check and submission of the thesis:</p> <p>a) The research scholar’s thesis shall undergo a plagiarism check as per the IEEE plagiarism rules.</p> <p>b) After getting the clearance of the Anti-plagiarism check from the RPC/RRC, the research scholar shall submit <i>SIX</i> hard copies and <i>ONE</i> soft copy of the thesis in the prescribed format.</p> <p>2. Complaints of Plagiarism:</p> <p>a) The Vice-Chancellor shall have the powers to constitute Expert Committee to investigate into plagiarism issues connected with any Thesis submitted to the University, in the case of receipt of any complaints either from the Adjudicator(s), other individuals or any other sources.</p> <p>b) If the plagiarism is detected, then the registration of such a research scholar is canceled.</p>
	1.4 Evaluation		Evaluation Process: Evaluation process involves eligibility check to submit Thesis, Plagiarism issues, the conduct of final Viva-Voce for the award of Degree.
		1.4.1	<p>Selection and appointment of Adjudicators for evaluation of the thesis:</p> <p>(a) Selection of Adjudicators: The School/Department/Research Centre shall arrange to send <i>FOUR</i> hard copies and <i>ONE</i> soft copy of the Synopsis along with a proposed panel of <i>FOUR</i> experts. The complete postal address, e-mail ID, Telephone and fax numbers, and the broad area of specialization of each proposed Adjudicator shall be provided along with the panel submitted. The Vice-Chancellor shall choose <i>ONE Adjudicator</i> from the suggested panel for adjudication of the thesis and send an invitation letter to him/her along with a copy of the thesis.</p> <p>(b) The University shall arrange for the thesis to be evaluated by the Research Supervisor(s) and <i>ONE</i> more Adjudicator identified within <i>three</i> months from the date of Submission of Thesis, before taking further steps.</p>
		1.4.2	<p>Receipt of Thesis Reports</p> <p>All the Adjudicators shall evaluate the thesis and send their Reports. The Adjudicators shall make any one of the following recommendations with the report:</p> <ol style="list-style-type: none"> 1. That the thesis is accepted in the present form and recommended for the award of MS by Research Degree, OR 2. That the thesis needs minor clarifications indicated in the report which need to be clarified by the candidate at final Viva-Voce and it is recommended for the award of MS by Research Degree, OR

			3. That the thesis needs major revision and recommend for resubmission, OR 4. That the thesis is rejected.
		1.4.3	Consideration of Thesis Reports : Acceptance of Thesis: On receiving favorable recommendations from all the Adjudicators, including the Research Supervisor(s), the Controller of Examination shall convey the same to the Research Supervisor (s) and Head of the School along with (a copy to RPC) copies of the Reports received and request to conduct the final Viva Voce of the research scholar as scheduled.
		1.4.4	Conduct of final Viva-voce and preparation of Consolidated Reports After successful completion of the Viva Voce, the Viva Voce Committee shall prepare and forward the Consolidated Report along with a duly corrected version of both the hard and the soft copies of the thesis through the School to the CoE. The CoE shall present the Consolidated Report to the Academic Council.
		1.4.5	Award of MS by Research degree : (a) Degree Certificates: Upon the approval by the Academic Council, the University shall issue a Provisional MS by Research Degree Certificate to the research scholar certifying that the Degree has been awarded in accordance with the Regulations Governing the MS by Research Programme. The University shall confer the MS by Research Degree to the successful scholars during the forthcoming Convocation. (b) Copy right: University shall hold the copyright of the thesis submitted to it.
		1.4.6	Submission of Thesis to UGC: Following the successful completion of the evaluation process and announcement of the award of the MS by Research Degree, the Registrar shall submit a soft copy of the thesis to the UGC within a period of <i>THIRTY</i> days, for hosting the same on its Information and Library Network, accessible to all the Institutions / Universities. The University shall also maintain a repository of such thesis in its Library.
	1.5 Research supervisor(s)		Recognition of Supervisors: Procedure for recognition of research supervisor(s), modalities and functioning
		1.5.1	1. Supervisor a) Persons seeking recognition as a Supervisor shall apply in the prescribed format to RPC for their recognition as a Supervisor through the Head of the School. b) The Supervisor seeking to supervise research scholars shall possess BE/B. Tech as a basic Degree in the relevant field to supervise MS by Research scholar in the Faculty of Engineering. c) A supervisor shall possess PhD in the relevant field of Faculty awarded by recognized Universities. d) The following acts of research Supervisor may lead to disqualification of Supervisor from guiding any research scholars: i) Influencing the external examiner to write a favorable report on the thesis. ii) Making effort to intervene in external examiners evaluation work.

			<p>iii) Writing thesis valuation reports on behalf of external examiners and making arrangements to send such reports from External Examiners.</p> <p>2. Co-Supervisor: A supervisor as mentioned above or an MTech graduate with 10 years of Industrial experience in the relevant field</p>
		1.5.2	<p>Remedial Clause: Notwithstanding any of the clauses in the regulations 1.5.1, the Vice-Chancellor shall be empowered to make suitable decisions based on the merit of the individual cases.</p>
		1.5.3	<p>The functioning of Research Supervisor:</p> <p>(a) There shall be a possibility for assigning a Research Supervisor(s) to supervise a research scholar registered for MS by Research degree at a School as decided by the Admission Committee.</p> <p>(b) Supervisor(s), maybe assigned from a School other than that where the research scholar has registered for MS by Research.</p> <p>(c) No person shall function as Supervisor for his/her blood relative or spouse for MS by Research, as defined by the University.</p>
		1.5.4	<p>Number of Research scholars</p> <p>The following norms/procedures shall be strictly adhered to while assigning the Research Supervisors to the Research scholars admitted with recommendations of RPC and forwarded through the School:</p> <p>(a) Each Research Supervisor shall supervise not more than 08 (EIGHT) research scholars, (including reservation category) at a time including the research scholars who have registered for Ph.D./MS by Research degree at other Universities (acceptance for the supervision of Ph.D./MS by Research scholars at other Universities shall be with the written permission of the University). Maximum number can be up-to 10 including co-guideship.</p> <p>(b) The research scholars of a Research Supervisor who have completed the final Viva-Voce shall not be considered while counting the number of research scholars assigned to a Research Supervisor.</p> <p>(c) A Research Supervisor shall not be assigned more than <i>TWO</i> newly admitted research scholars during an academic year.</p> <p>(d) Under special circumstances, the admission committee may recommend for assigning up to <i>FOUR</i> research scholars to a supervisor with proper justification. This extraordinary case shall be exercised carefully by the RPC with approval by the Vice-Chancellor.</p>

Regulations Governing
PhD Programs
of
KLE Technological University
2015

**Suggested and accepted modifications to
Research Council
(RC5 - 03 Oct 2020)**



KLE Technological University

(Established under Karnataka Act No.22, 2013)

1	PhD programmes	1.1 Committees		Committees responsible for admissions, monitoring and evaluation of PhD programmes. Also includes scope/functions/responsibilities, compositions, and tenure and frequency of meetings of committees.
			1.1.1	Admission Committee: The KLE Technological University Admission Committee is also responsible for the conduct of entrance Test for PhD admissions, scrutiny of applications and selection of applicants for PhD.
			1.1.2	Research Programmes Committee (RPC): The Research Programmes Committee is responsible for the programme monitoring of PhD programmes, review of progress reports, recommendations from Research Review Committee (RRC) and School heads, and any other issue related to PhD registrations. This is an interface to the programme offering schools and the University.
			i	Scope/Functions/Responsibilities of the Research Programmes Committee shall be: <ol style="list-style-type: none"> 1. Review of recommendations of Head of the school regarding monitoring of PhD programmes 2. Review of recommendations of Research Review Committee and Viva-Voce Committee 3. Sending recommendations of list of Research scholars for: <ol style="list-style-type: none"> a. Comprehensive viva, b. Pre-synopsis presentations c. Synopsis submissions d. Thesis submissions e. Award of degree
			ii	Composition of the Research Programmes Committee: To be constituted by the Vice Chancellor and shall consist of: <ol style="list-style-type: none"> 1. Dean of Research - Chair person 2. Deans of faculty - Members 3. One of the senior faculty - Secretary 4. Head of the Schools -Members
			iii	Tenure and Frequency of meeting of Research Programmes Committee: <ol style="list-style-type: none"> 1. The tenure of the Research Programmes Committee shall be 3 years. 2. The Research Programmes Committee shall meet at least <i>TWICE</i> a year. However, the Committee shall meet as often as required.
			1.1.3	<p>a. School Research Committee (SRC) The SRC shall be formed for each of the school/department/center offering PhD program. SRC is responsible to verify, approve and forward the recommendations of RRC in all the matters related to PhD candidate to RPC. SRC is the link between RRC and RPC</p> <p>b. Research Review committee (RRC): The RRC shall be formed for each of the provisionally registered PhD research scholar. The RRC shall be responsible for reviewing and monitoring the</p>

			<p>progress of the research scholar from his/her commencement of PhD research to submission of the Thesis and send recommendations to SRC.</p>
		i	<p>a. Scope/Functions/Responsibilities of the School Review Committee shall be:</p> <ol style="list-style-type: none"> 1. To select candidates for PhD Programme after interviews. 2. To Form of RRC and approve the Coursework for the research scholars. 3. To approve confirmation of PhD registrations. 4. To Recommend PhD candidates for Comprehensive Viva-Voce examination, Pre-synopsis presentations and thesis submission based on the progress of research scholars. 5. To communicate with the RPC/CoE for all research matters. <p>b. Scope/Functions/Responsibilities of the Research Review Committee shall be:</p> <ol style="list-style-type: none"> 1. To review and finalize list of courses (Part-I) for the research scholar and recommend the same to SRC. 2. To conduct Comprehensive Viva-Voce (Part-II) and recommendation for the confirmation of the PhD registration to SRC. 3. To review/monitor periodically (at least once in <i>six</i> months) the research progress of each research scholar until his/her submission of the PhD Thesis, and send its recommendations to SRC. 4. To conduct pre-synopsis presentations and recommend submission of synopsis and Thesis to SRC.
		ii	<p>a. Composition of the School Research Committee (SRC): To be constituted by the Dean of Faculty and shall consist of:</p> <ol style="list-style-type: none"> 1. Head of the School - Chair person 2. Two eligible Research Supervisors- Members 3. One external expert -Member 4. Senior Research Supervisor – Secretary <p>The SRC may be re-constituted by the Dean of Faculty in the case of non- availability of existing member(s) or for any other valid reason, in consultation with the Head of the School/Dept./Center.</p> <p>b. Composition of the Research Review Committee: Composition of the Research Review Committee: To be constituted by the Head of the school/department/center for each research scholar, shall consist of:</p> <ol style="list-style-type: none"> 1. Head of the School- Chairperson 2. Two internal domain experts may be identified by the Head of the school/department/center on the recommendations of the Research Supervisor from time to time. 3. Research Supervisor(s)- Secretary <p>The RRC may be re-constituted by the Head of the school/department/center in the case of non- availability of existing member(s) or for any other valid reason, in consultation with the Research</p>

			Supervisor (s).
		iii	<p>a. Frequency of meeting of SRC Committee: The School Research Committee shall meet at least TWO times a year. However, the Committee shall meet as often as required.</p> <p>b. Frequency of meeting of RRC Committee: The Research Review Committee shall meet at least TWO times a year. However, the Committee shall meet as often as required</p>
		1.1.4	<p>Viva-Voce Committee (VVC): Responsible for the thesis review and conduct of final viva-voce and recommending the result of Viva-Voce to RPC.</p>
		i	<p>Scope/Functions/Responsibilities of the Viva-Voce Committee shall be:</p> <ol style="list-style-type: none"> 1. To review the thesis. 2. The VVC shall conduct the final Viva Voce for the research scholar to defend his/her PhD Thesis. 3. The VVC shall submit the reports in the prescribed format to the RPC.
		ii	<p>Composition of the Viva Voce Committee: To be constituted by the Vice Chancellor for each research scholar, shall consist of:</p> <ol style="list-style-type: none"> 1. Head of the School: Chairperson 2. Research Supervisor(s): Secretary 3. Identified Adjudicators: Members
	1.2 Admissions		<p>Admission Rules and Regulations: List of faculties for which the degrees are offered, minimum qualifications, relaxation for minimum qualifications, relaxation for Research Entrance Test (RET) and different category of PhD programmes.</p> <p>Admission Process: The Admission process involves call for admissions, processing of applications, conduct of Research Entrance Test (RET), preparation of the selected list for pre-registration presentations, conduct of pre-registration presentations and preparation of the selected list for provisional registrations.</p>
		1.2.1	<p>University shall permit the registration for PhD in the following Faculties, namely:</p> <ol style="list-style-type: none"> 1. Faculty of Engineering 2. Faculty of Architecture 3. Faculty of Science 4. Faculty of Management and Social Sciences <p>Inter-Disciplinary Subject Areas: A research scholar is allowed to pursue PhD programme in a subject area of inter- disciplinary nature subject to the approval of RRC.</p>
		1.2.2	<p>Minimum qualifications and Relaxation for admissions: The minimum academic qualifications to be satisfied by the research scholars seeking admission to PhD Programme,</p> <ul style="list-style-type: none"> • The research scholars shall possess a Master's Degree in Engineering/Technology/Architecture (allied specialization)/MBA/MSc in Physics or Chemistry or Mathematics or MCA or equivalent from any other University recognized by Admission Committee, with a minimum CGPA of 6.75 out of 10 or First class at either the Bachelor's or the Master's Degree in respective discipline. • The research scholars pursuing M.Tech. Degree at the University

			<p>who have successfully completed the prescribed coursework in the first <i>three</i> semesters of study with outstanding merit of either a minimum CGPA of 6.75 out of 10 or First class at the Bachelor's Degree in respective discipline.</p> <ul style="list-style-type: none"> • Relaxation of Minimum Qualifications: A research scholar belonging to SC / ST / Category-I / Physically challenged or any other reserved category as notified by govt. of Karnataka/competent authority from time to time shall have a relaxation not exceeding 5 % or equivalent grade in the minimum prescribed qualification level for the general category of students.
		1.2.3	<p>Minimum qualifications and Relaxation for RET</p> <p>(a) The research scholar shall score 40% marks (35% for SC/ST research scholars) in RET to get qualified.</p> <p>(b) A Research scholar can reappear to RET examination for THREE times to get qualified.</p> <p>(c) The following categories of research scholars may be exempted from appearing the RET with the approval of Admission Committee.</p> <ul style="list-style-type: none"> • Faculty Members under QIP / FIP • Research scholars qualified in UGC-CSIR, JRF, RET or equivalent exams conducted by any state/private technological universities in the last THREE years. • Valid GATE score of 90 percentile within last THREE years.
		1.2.4	<p>Call for Admissions:</p> <p>The University may call for Applications for Admissions normally in the months of January and June of every academic year.</p>
		1.2.5	<p>Processing of applications:</p> <p>The eligible research scholar satisfying the Regulation 1.2.2 shall submit their applications for admission to the University in the prescribed format along with other necessary documents.</p>
		1.2.6	<p>Conduct of RET: All the eligible applicants shall appear for the RET, which shall determine the research scholar's aptitude for research. The marks obtained by the research scholar in the RET shall be valid for a period of <i>two</i> years according to minimum qualifications and relaxations given in 1.2.3.</p>
		1.2.7	<p>Pre-registration presentations: List of the qualified research scholars based on cut off marks of RET, as decided by Admission Committee, shall be called for Pre-registration presentations before the Admission Committee.</p> <ul style="list-style-type: none"> • If the performance of the research scholar is satisfactory then the research scholar is selected for provisional registration and notified.
		1.2.8	<p>Categories of Research Scholars:</p> <p>There shall be provision for the following categories of research scholars for admission to PhD.</p> <p>(a) Full-Time: Research scholars who shall pursue PhD research on full time basis.</p> <p>(b) Part-Time: In-service research scholars having a minimum professional experience of one year after his/her PG Degree from among faculty members working in any Engineering College / Polytechnic / University / Deemed to be University (recognized / accredited by appropriate bodies in India) or research staff of public /private organizations, are eligible to pursue PhD on a part time basis. All part-time research scholars need to spend a minimum of</p>

			60 days on the University Campus every year till the submission of their thesis. This mandatory requirement of 60 days stay on campus may be completed with 2 to 3 visits.
		1.2.9	<p>Leave issues:</p> <p>(a) Employed research scholars, who take up PhD Programme on full time basis, shall produce a NOC certificate from their employer-organization(s) with a sanctioned study leave of a minimum period of <i>three</i> years with full salary.</p> <p>(b) Research scholar not having employment, who take up PhD Programme on full time basis shall be forbidden from taking up any employment during such period of PhD work. However, they can apply for scholarships / fellowships / stipends, if any, with intimation to University.</p> <p>(c) Foreign research scholars shall hold valid passport/visa, clearance from MHRD and other agencies as mandated by the GOI throughout the duration of the course.</p>
		1.2.10	In case, any information provided by the research scholar is found to be false, the research scholar may be debarred from PhD programme at any stage.
		1.2.11	<p>Validity period of Registration:</p> <p>During the period when the registration of the research scholar is in force, the research scholar shall pay the prescribed tuition and other fees to the University at the notified time intervals.</p>
		1.2.12	Prescribing fee for registration, course work examinations, fees for dissertation evaluation and pre-PhD comprehensive Viva-Voce schedule, submission of periodic progress reports, change of topic and /or Supervisor, submission of thesis, research calendar of events and such other matters relating to any of the above shall be governed by the administrative orders issued by the University from time to time.
	1.3 Monit oring		Monitoring process: The monitoring process regarding the progress of the research scholar involves review of Coursework, Comprehensive viva voce, Pre-synopsis presentation, synopsis submission and Thesis submission.
		1.3.1	<p>PhD programme:</p> <p>(a) After provisional registration, the PhD programme of a research scholar, shall consist of FOUR parts in sequence, namely,</p> <ol style="list-style-type: none"> 1) Part-I: Coursework – Research scholars need to successfully complete the course work recommended by supervisors as specified in 1.3.2(i). 2) Part–II: Comprehensive Viva Voce – Research scholars need to present the research title and direction during the Comprehensive Viva to seek recommendations to continue with the research plan. 3) Part-III: Pre-synopsis presentation and synopsis submission – Research scholars need to present the synopsis to RRCto seek permission for the recommendations to submit Thesis. 4) Part-IV: Thesis submission- Final Thesis submission for the award of PhD degree. <p>(b) A research scholar shall be free to apply for a change in the</p>

			<p>Research topic /Coursework for the consideration to the RRC before the completion of Part-I. But, the research scholar shall not be permitted to change the Research topic after the completion of Part-II.</p> <p>All the PhD registrations shall be provisional initially and they shall be confirmed only on the successful completion of both Part-I and Part-II.</p>
		1.3.2	<p>Course Work (Part-I):</p> <p>(a) Research scholar shall choose courses from the list of courses announced by the University and successfully complete the course work with minimum pass marks prescribed by the university.</p>
		i	<p>(a) Research scholar from Engineering / Architecture and Management Studies stream is required to choose Minimum of <i>FOUR</i> courses, out of which <i>ONE</i> course namely Research Methodology is compulsory. RRC may recommend some extra courses for a particular Research scholar, if necessary.</p> <p>(b) Research scholar from MCA / MSc is required to choose Minimum <i>SIX</i> courses, out of which <i>ONE</i> course namely Research Methodology is compulsory. RRC may recommend some extra courses for a particular Research scholar, if necessary.</p> <p>(c) All the Research scholars shall submit their applications along with the prescribed fees for the examinations in the individual courses of Coursework in response to the notifications.</p> <p>(d) Research scholars may register for MOOC courses and seminar courses as a part of their course work as suggested by the RRC from the list courses recommended by the RPC.</p>
		ii	<p>Norms for Maintaining Provisional Registration:</p> <p>a. A PhD research scholar shall complete the entire coursework within two consecutive years from the date of provisional registration.</p> <p>b. Research scholar failing to fulfill the above requirements are liable to get their provisional registration automatically cancelled and no further extension/coursework examinations will be permissible for completing the coursework. Such research scholars are free to apply for provisional registration for PhD afresh.</p> <p>c. In case, the research scholar is not able to complete the coursework within two consecutive years, the RPC shall be free to allow a further extension period to complete the coursework on receipt of a written request from the candidate with the recommendations of RRC and SRC.</p>
		1.3.3	<p>Comprehensive Viva-voce (Part-II):</p> <p>The candidate shall request to conduct the comprehensive viva after successful completion of Part-I and present his/her topic to SRC and internal and external examiners. After the successful completion of Comprehensive viva, candidate's PhD registration is confirmed.</p>
		i	<p>a. The candidate shall submit a written request to Dean (R&D) with the recommendations of RRC and SRC with the report on research progress and with future research plan for the conduct of comprehensive Viva Voce, within one year after successful completion of Coursework.</p> <p>b. The four copies of comprehensive viva reports submitted by the candidate along with list of four external examiners identified by RRC shall be forwarded through Head of School / Department to CoE by the supervisor in a closed envelope with recommendations from SRC to conduct comprehensive viva voce examination.</p>

			<p>c. The office of the CoE shall take the recommendations from Dean R & D for two external examiners. The Dean R&D shall recommend two external examiners to CoE preferably from the list of recommended examiners. CoE shall make a necessary arrangements to conduct comprehensive viva in consultation with Supervisor and Head of the School/Department.</p> <p>d. The Head of the School / Department in consultation with Research Supervisor and external examiners shall schedule the date/time for the comprehensive Viva Voce and conduct the same preferably within <i>four</i> weeks based on the written request from the candidate.</p> <p>e. The comprehensive viva shall be conducted in English language and shall be a closed-door oral examination. The two external examiners and supervisors shall act as examiners and the SRC members shall attend the comprehensive viva.</p> <p>f. The Comprehensive viva voce shall consist of a presentation by the candidate on his/her topic of research, including the work done till date and the proposed future work. The examiners shall test the candidate for fundamental concepts in the coursework and applied knowledge to carry out the proposed research work.</p> <p>g. The examiners shall forward the results of comprehensive viva to CoE indicating the following comments appropriate to the candidate.</p> <p style="padding-left: 40px;">The performance of the candidate is satisfactory and the candidate is permitted to continue the research work. OR</p> <p style="padding-left: 40px;">The performance of the candidate is not satisfactory. It is suggested to improve in the areas of concern pointed out by the examiners. Further, it is recommended for re- examination within next three months.</p> <p>The committee may suggest refining of thesis title, objectives and orientation.</p> <p>h. In case, the examiners do not recommend the continuation of research work by the candidate even after the second attempt, the provisional registration of the candidate shall stand cancelled automatically.</p> <p>i. In case of health/employment related problems, if a candidate is unable to take the comprehensive Viva Voce as above, the RPC may consider granting extension for a maximum period of one year for this purpose, based on written request from the candidate with the recommendations of the Research Supervisor (s), the SRC and RPC.</p> <p>j. The CoE shall declare the results of comprehensive viva if the recommendations are satisfactory, the Dean R & D, shall issue the letter of confirmation of PhD registration.</p>
		1.3.4	<p>Confirmation of PhD registration:</p> <p>(a) After the successful completion of coursework (Part-I) and the Comprehensive Viva Voce (Part-II), the RRC shall recommend to the RPC for issuance of notification to the research scholar of confirmation of PhD Registration.</p> <p>(b) The RPC shall issue the necessary notification within <i>fifteen</i> days from the date of receipt of the communication from the RRC.</p>
		1.3.5	<p>Progress seminars: Conducted as per Research Calendar for research programs-</p> <p>Research scholar needs to present progress seminars to RRC once a</p>

			year according the admission month (January/June). These seminars are open to all the faculty members and research scholars.
		1.3.6	<p>Mandatory Publications requirement Each candidate shall publish a minimum of ONE research paper in a referred journal before submission of the Synopsis for adjudication, and produce evidence for the same in the form of reprint or acceptance letter from the Publisher(s).</p>
		1.3.7	<p>Pre-synopsis presentation and Synopsis submission (Part-III): (a) The research scholar shall submit a written request to conduct Pre-synopsis presentation to RRC at least THREE months prior to the submission of the Thesis. (b) The research scholar shall submit SIX hard copies and ONE soft copy of the Synopsis in the prescribed format to the RPC through the School along with: <ul style="list-style-type: none"> I. Application for adjudication of the Thesis. II. Certificate from Research Supervisor (s) stating that (i) Comprehensive Viva-Voce, at least ONE publications and all other academic requirements are fulfilled, and (ii) There is <i>prima facie</i> case for the submission of the Thesis and the Thesis does not contain any work, which has been previously submitted for the award of any Degree anywhere. III. Undertaking from the research scholar as well as research Supervisor (s) shall mention that: "The Thesis is based on the individual, original work of the research scholar, which is previously unpublished research work". It shall be ensured by the Research Supervisor (s) that: The Thesis shall not contain any material that infringes the copyright of any other individual or organization and does not hurt the sentiments of any individual(s) or religion(s). The information such as text, tables, equations, diagrams, figures, charts, graphs, and photographs taken from sources such as published work, like research papers, books, periodicals, Web Sites or other sources has been cited appropriately. Further, the opinions expressed or implied in the Thesis shall be entirely of the research scholar. IV. Certificate from the School that there are no arrears of dues up to the date of submission of the Synopsis/Thesis. (c) The RRC conducts Pre-synopsis presentation within TWO weeks after the written request and submits recommendations to the RPC. (d) If the RRC is not satisfied with the research work of the research scholar, it may, in consultation with the Research Supervisor(s), recommend for improvements, if any. In such a case, the research scholar shall appear for Pre-synopsis presentation once again before the RRC within a period of SIX months.</p>
		1.3.8	<p>Permission for Submission of Thesis: After the successful completion of coursework (Part-I), the Comprehensive Viva Voce (Part-II), Pre-synopsis presentation and Synopsis submission (Part-III), and</p> <p>minimum of TWO publication in referred Journal indexed by Web-Of-Science or Scopus, Or minimum of One publication in referred Journal indexed by Web-Of-Science or Scopus and Two publications in conferences indexed by Web-of-Science or Scopus in Q1 or Q2.</p> <p>The RRC shall recommend the submission of the Thesis within THREE to SIX months after the submission of Synopsis.</p>

		1.3.9	<p>Minimum Period for Submission of Thesis by</p> <p>(a) Full Time research scholars: Full-Time research scholar for the PhD Degree shall be normally eligible for submission of the Thesis after a minimum period of THREE years from the date of provisional registration, subject to fulfilment of all the prescribed requirements.</p> <p>(b) Part-time research scholars: Part -Time research scholar for the PhD Degree shall be normally eligible for submission of the Thesis after a minimum period of FOUR years from the date of provisional registration, subject to fulfilment of all the prescribed requirements. However, the research scholar may be allowed to submit Thesis before FOUR years with recommendation by the RRC and RPC with the approval of Academic Council.</p>
		1.3.10	<p>Maximum Period for Submission of Thesis by</p> <p>Full Time research scholars:</p> <ul style="list-style-type: none"> • The maximum period for submission of the PhD Thesis by Full-Time research scholar shall be SIX years from the date of provisional registration with 1 year extension with the recommendations of RPC and approved by the Vice Chancellor. <p>(b) Part-time research scholars</p> <ul style="list-style-type: none"> • The maximum period for submission of the Thesis for Part- Time research scholar shall be SEVEN years from the date of provisional registration with 1 year extension with the recommendations of RPC and approved by the Vice Chancellor.
		1.3.11	The research scholar shall pay the prescribed Thesis submission fees, and produce the “No Dues Certificates” from the School while submitting the Thesis.
		1.3.12	<p>Plagiarism Issues:</p> <p>1. Anti-plagiarism check and Submission of the Thesis:</p> <ol style="list-style-type: none"> a) The research scholar’s thesis shall undergo plagiarism check as per the IEEE plagiarism rules. b) After getting the clearance of Anti-plagiarism check from the RPC/RRC the research scholar shall submit SIX hard copies and ONE soft copy of the Thesis in the prescribed format to the School within THREE to SIX months from the date of submission of the Synopsis. c) In case the research scholar is unable to submit his Thesis within SIX months from the date of submission of the Synopsis, he / she shall be free to seek extension of time from the Vice Chancellor supported by the recommendations of the Research supervisor (s) and the RRC forwarded through the School. <p>2. Complaints of Plagiarism:</p> <ol style="list-style-type: none"> a) The Vice Chancellor shall have the powers to constitute Expert Committees to investigate into plagiarism issues connected with any PhD Thesis submitted to the University, in the case of receipt of any complaints either from the Adjudicator(s), other individuals or any other sources. b) If the plagiarism is detected then the registration of such research scholar is cancelled.
	1.4 Evaluation		Evaluation Process: Evaluation process involves, eligibility check to submit Thesis, Plagiarism issues, conduct of final Viva-Voce for PhD and award of degree.
		1.4.1	<p>Selection and appointment of Adjudicators for evaluation of the Thesis:</p> <p>(a) Panel of Adjudicators: The period of <i>three</i> months between the</p>

			<p>submission of Synopsis and that of the Thesis by the candidate shall be used by the Controller of Examination (CoE) for deciding the panel of adjudicators.</p> <p>(b) Selection of Adjudicators:</p> <ul style="list-style-type: none"> • The School/Department/Research Centre shall arrange to send <i>SIX</i> hard copies and <i>ONE</i> soft copy of the Synopsis along with a proposed panel of <i>SIX</i> experts with at-least <i>THREE</i> experts from outside the state for adjudication of the thesis as approved by the RRC. The complete postal address, e-mail ID, Telephone and fax numbers and the broad area of specialization of each proposed Adjudicator shall be provided along with the panel submitted. • The Vice Chancellor shall choose <i>TWO</i> Adjudicators with at-least <i>ONE</i> from outside the state from the suggested panel for adjudication of the Thesis and send invitation letters to them along with a copy of the Synopsis and viva-voce date for Thesis. <p>(c) The University shall arrange for the Thesis to be evaluated by the Research Supervisor(s) and <i>two</i> more Adjudicators identified within <i>three</i> months from the date of invitation, before taking further steps.</p>
		1.4.2	<p>Receipt of Thesis Reports All the Adjudicators shall evaluate the Thesis and send their Reports. The Adjudicators shall make any one of the following recommendations with the report:</p> <ol style="list-style-type: none"> 1. That the Thesis is accepted in the present form and recommended for the award of PhD Degree, OR 2. That the Thesis needs minor clarifications indicated in the Report which need to be clarified by the candidate at final Viva-Voce and it is recommended for the award of PhD Degree, OR 3. That the Thesis needs minor corrections to be made by the candidate as indicated in the Report, which need to be incorporated in the Thesis and clarified at the final Viva Voce and it is recommended for the award of PhD Degree, OR 4. That the Thesis needs major corrections as indicated in the Report and the revised Thesis to be referred back to the Adjudicator for fresh evaluation, OR 5. That the Thesis is rejected for the reasons specified in the report and <i>not</i> recommended for award of PhD Degree.
		1.4.3	<p>Consideration of Thesis Reports :</p> <p>a. Acceptance of Thesis: On receiving favorable recommendations from all the Adjudicators, including the Research Supervisor(s), the Controller of Examination shall convey the same to the Research Supervisor (s) and Head of the School along with (a copy to RPC) copies of the Reports received and request to conduct the final Viva Voce of the research scholar as scheduled.</p> <p>b. Appointment of Additional Adjudicator, if necessary: The Thesis shall not be accepted for award of the Degree if any one of the Adjudicators (other than the Research Supervisor (s)) finds that the research work is not up to the expected standard, as given in his/her Report along with detailed reasons for the same. In such cases, the Report shall be considered by the concerned RRC for deciding on the need of appointing an additional Adjudicator. An additional Adjudicator shall be appointed by the VC from the panel. If the additional Adjudicator, after evaluating the Thesis gives a favorable Report, the Controller of Examination shall initiate further steps. If the</p>

			<p>additional Adjudicator also does not approve the Thesis, then the Thesis shall be rejected. It shall be open for the candidate to seek PhD registration at the University, afresh.</p> <p>c. Rejection of Thesis, based on Negative Reports: If both the external Adjudicators (other than the Supervisor(s)) do not recommend the research scholar for the award of the PhD Degree. Thesis shall be rejected. It shall be open for the research scholar to seek registration for this Degree at the University, afresh.</p>
		1.4.4	<p>Conduct of final Viva-voce Consolidated Report</p> <p>(a) After successful completion of the Viva Voce, the Viva Voce Committee shall prepare and forward the Consolidated Report along with duly corrected version of both the hard and the soft copies of the Thesis through the School to the CoE. The CoE shall present the Consolidated Report to the Academic Council.</p>
		1.4.5	<p>Award of PhD degree :</p> <p>(a) Degree Certificates: Upon the approval by the Academic Council, the University shall issue a Provisional PhD Degree Certificate to the research scholar certifying that the Degree has been awarded in accordance with the Regulations Governing the Degree of Doctor of Philosophy.</p> <ul style="list-style-type: none"> The University shall award the PhD Degree Certificate during the forthcoming Convocation. <p>(b) Copy right: University shall hold the copyright of the Thesis submitted to it.</p>
		1.4.6	<p>Submission to UGC:</p> <p>Following the successful completion of the evaluation process and announcement of the award of the PhD Degree, the Registrar shall submit a soft copy of the PhD Thesis to the UGC within a period of <i>THIRTY</i> days, for hosting the same on its Information and Library Network, accessible to all the Institutions / Universities. The University shall also maintain a repository of such PhD Thesis in its Library.</p>
		1.4.7	<p>PROHIBITIONS:</p> <p>(a) Prohibition of Statutory Officers from Ph. D. Registration: The Statutory Officers of the University shall not be permitted to register for the PhD Degree of the University during the period of their tenure at the University.</p> <p>(b) Prohibition of research scholars from Registering for any other Degree: No PhD research scholar of the University shall be permitted to pursue any other Degree programme within the University or at other Universities / Institutions, concurrently with his/her on-going registration as a research scholar for the PhD Degree.</p>
	1.5 Research supervisor(s)		Procedure for recognition of research supervisor(s), modalities and functioning
		1.5.1	<p>Recognition of supervisor</p> <p>a) Persons seeking recognition as a Supervisor shall apply in the</p>

			<p>prescribed format to RPC for their recognition as a Supervisor through the Head of the School.</p> <p>b) The Supervisor seeking to supervise research scholars shall possess BE/B.Tech as basic degree in relevant field to supervise PhD research scholar in the faculty of Engineering. The Supervisor seeking to supervise research scholars in Science Faculty shall possess B.Sc./BCA or equivalent degree in relevant field. The Supervisor seeking to supervise research scholars in Faculty of Architecture shall possess B.Arch or equivalent degree in relevant field. The Supervisor seeking to supervise research scholars in Faculty of Management may have any basic degree at UG level with MBA from recognized University.</p> <p>c) Supervisor shall possess PhD in relevant field of Faculty awarded by recognized Universities.</p> <p>d) A research student can opt for a maximum of TWO supervisors and, if one of the supervisor's is from outside the University, he/she shall be called co-supervisor.</p> <p>e) The following acts of research Supervisor may lead to disqualification of Supervisor from guiding any research scholars</p> <ul style="list-style-type: none"> • Influencing the external examiner to write favorable report on Thesis. • Making effort to intervene in external examiners evaluation work. • Writing thesis valuation report on behalf of external examiners and making arrangements to send such reports from External Examiners.
		1.5.2	Not with standing any of the regulations in 1.5.1, the Vice-Chancellor shall be empowered to take suitable decisions based on the merit of the individual cases.
		1.5.3	<p>Functioning of Research Supervisor:</p> <p>(a) There shall be a possibility for assigning a Research Supervisor(s) for a research scholar registered for PhD degree at a School as decided by the Admission Committee.</p> <p>(b) Supervisor(s), with either of them being from the School where the research scholar has registered for PhD.</p> <p>(c) No person shall function as Supervisor for his/her blood relative or spouse for PhD, as defined by the University.</p>
		1.5.4	<p>Number of Research scholars</p> <p>The following norms / procedure shall be strictly adhered to while assigning the Research Supervisors to the Research scholars admitted with recommendations of RPC and forwarded through the School:</p> <p>(a) Each Research Supervisor shall supervise not more than 08 (EIGHT) research scholars, (including reservation category) at a time including the research scholars who have registered for PhD degree at other Universities (acceptance for supervision of PhD research scholars at other Universities shall be with the written permission of the University).</p> <p>(b) The research scholars of a Research Supervisor who have completed the final Viva-Voce shall not be considered while counting the number of research scholars assigned to a Research Supervisor.</p> <p>(c) A Research Supervisor shall not be assigned more than TWO newly admitted research scholars during an academic year.</p> <p>(d) Under special consideration, admission committee may recommend up to FOUR research scholars at once to supervise with proper</p>

				reasoning. This extraordinary case shall be exercised carefully by the RPC and must be approved by Vice Chancellor.
			1.5.5	<p>Change of Admission Category</p> <p>(a) Research scholar shall be allowed to change his/her admission category from full time to part time or vice-versa only once during the tenure of the PhD program on the following valid reasons:</p> <p>(i) Employment (ii) Medical grounds (iii) Valid personal grounds</p> <p>The research scholar may apply for change of category from full time to part time or vice versa on recommendations by SRC along with valid documents such as appointment letter / NoC from the employer/medical certificate/valid personal grounds etc. However, part time research scholars are not allowed to change their admission category after confirmation of provisional admission/completion of comprehensive viva-voce.</p>