

Rules and Regulations of Academic Programmes

2020



Siddaganga Institute of Technology

(An autonomous institution affiliated to Visvesvaraya Technological University, Belagavi, Approved by AICTE, New Delhi,
Accredited by NAAC with 'A' Grade and ISO 9001:2015 Certified)

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SIDDAGANGA INSTITUTE OF TECHNOLOGY

(An Autonomous Institute affiliated to Visvesvaraya Technological University, Belagavi)

Rules and Regulations of Academic Programmes

1. Preamble

Siddaganga Institute of Technology (SIT) is an autonomous institute affiliated to Visvesvaraya Technological University and is one of the reputed institutes in the state of Karnataka and ranked one among the top hundred institutes in the country by NIRF (National Institutional Ranking Framework). The institute is accredited by NAAC with 'A' grade and is ISO 9001:2015 certified. The institute is being granted academic autonomy by UGC and VTU since the academic year 2007-08. Academic autonomy has provided a great opportunity for the institute to formulate the curriculum that meets the global requirements, adopt teaching-learning process that brings out innovation and creativity latent in the students and to emerge as a leading technological institute in the country.

The main advantage of academic autonomy is continuous learning and evaluation. Academic autonomy facilitates changeover from hitherto absolute evaluation system (examination centric) to student learning centric grading system through continuous evaluation. To make this a reality, it is essential that the faculty and the students work in tandem, by understanding rules and regulations governing the academic programmes.

2. Programme Duration and Total Credits

The duration of various programmes and total credits to be earned for award of degree/diploma/certificate is given in the Table 2.1.

Table 2.1: Programme Details

Sl. No.	Programmes	Total Credits		Duration for obtaining Degree	
		Prior to 2018-19	From 2018-19	Normal Duration	Maximum Duration
1	B.E.	200	175	4 Years (eight semesters)	8 years
2	B.E. (Lateral Entry)	150	135	3 Years (six semesters)	6 years
3	B.Arch.	250	260	5 years (ten semesters)	10 years
4	M.Tech.	100	88	2 Years (four semesters)	4 years
5	MCA	150	132	3 Years (six semesters)	6 years
6	MCA (Lateral Entry)	100	88	2 Years (four semesters)	4 years
7	MCA (Students admitted from 2020-21 onwards)		100	2 Years (four semesters)	4 years
8	MBA	100	100	2 Years (four semesters)	4 years
9	Diploma (UG/PG)	50	44	1 Year (two semesters)	2 years
10	Certificate	25	22	6 months (one semester)	1 year

3. Academic Administration

Academic administration is monitored by the following academic committees/officers of the institute:

- Governing Council (GC)
- Academic Council (AC)
- Institute Academic Affairs Committee (IAAC)
- Departmental Academic Affairs Committee (DAAC)
- Joint Board of Studies (JBoS)
- Board of Studies (BoS)
- Board of Examiners (BoE)
- Programme Accreditation Committee (PAC)
- Malpractice Enquiry Committee (MEC)
- Grievance Redressal Cell (GRC)
- Internal Quality Assurance Cell (IQAC)
- Disciplinary Committee (DC)
- Student Counselling Cell (SCC)
- Departmental Project Evaluation Committee (DPEC)
- Interdisciplinary Project Evaluation Committee (IPEC)
- Controller of Examinations (CoE)
- Dean of Academic Affairs (DAA)
- Dean Student Welfare (DSW)

3.1 Governing Council (GC): Responsible for ensuring clarity of vision, ethos & strategic direction and general & academic administration of the Institute.

Composition of GC

- Chairman : President, Sree Siddaganga Education Society (SSES)
- Convener : Principal of the Institute
- Members : FIVE members nominated by Board of Management, SSES
TWO senior faculty members nominated by the Principal
ONE Educationalist/Industrialist nominated by the Management
ONE member nominated by UGC
ONE member nominated by AICTE
ONE member nominated by VTU
ONE member nominated by State Government

The term of members of GC is two years except for the UGC and AICTE nominees, whose term is 6 years. The Council meets at least two times a year.

The Functions of GC are to:

- Adopt the fees and other charges payable by the students of the Institute as fixed by the Government/University in this regard from time to time.
- Accept endowments, institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendation of the Academic Council.

- Approve the starting of new programmes of study with the concurrence of the University, leading to Degree and/or Diplomas.
- Lay down service conditions and emoluments as per the Council norms.
- Lay down the procedure for selection/recruitment of teaching, non-teaching staff and for appointing them in the Institute.
- Regulate and enforce discipline among the members of teaching and non-teaching staff.
- Invest funds belonging to the Institute in approved securities, as it shall, from time to time, think fit or in the purchase of immovable property.
- Transfer or accept transfer of any movable or immovable property to the Institute.
- Entertain, adjudicate upon and if thought fit, constitute a Committee to advise and/or recommend methods to redress the grievances of staff members of the Institute.
- Delegate administrative, managerial and financial powers to the Principal and other functionaries in the Institute for its smooth functioning.
- Approve the Annual Report of the Institute, and
- Perform such other Functions and constitute Committees, as may be necessary and deemed fit for the proper development and fulfil the objectives for which the Institute is established.

3.2 Academic Council (AC): Responsible for recommending starting of new programmes and framing academic regulations, scheme of teaching and examination, syllabi, evaluation and approval of results.

Composition of AC

Chairman : Principal of the Institute

Convener : Dean Academic

Members : All the Heads of Academic Departments in the Institute
 FOUR faculty members nominated by Principal representing different cadre on the basis of seniority
 Min. FOUR experts from outside the Institute representing Alumni, Industry, R&D labs and Technical Education nominated by GC.
 THREE nominees of VTU.

The term of members of AC is two years. The Council meets at least once in a year.

The Functions of AC are to:

- Scrutinize and approve the proposals, with or without modifications, of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements.
- Adopt the Regulations regarding the admission of students consistent with the University/Government norms to different programmes of study in the Institute.
- Frame Regulations consistent with the University norms/Guidelines for the conduct of examinations and initiate measures for improving the quality of teaching, students' evaluation and student advisory system in the Institute.
- Approve the list of successful candidates for conferment of Degrees by the University.

- Make provision for sports, extra-curricular activities, and for the proper maintenance and functioning of playgrounds and hostels.
- Recommend to the Governing Body proposals for the starting of new programmes of study at the Institute.
- Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame norms for awarding of the same.
- Advise the Governing Body on its suggestions pertaining to academic affairs.
- Encourage the faculty members to undertake Collaborative Research, Sponsored Research, Industrial Consultancy, Continuing Education and related activities, and,
- Perform such other functions as may be assigned to it by the Governing Body.

3.3 Joint Board of Studies (JBoS): Responsible for discussing common academic issues and recommend to academic council for approval.

Composition of JBoS

- Chairman : Principal
 Convener : Dean (Academic)
 Members : Chairmen of all Boards of Studies
 Invitees : Controller of Examination & Training & Placement Officer

Functions of JBoS:

Recommending to AC for approval:

- The amendments to Rules and Regulations of Academic Programmes
- The Scheme of Study and Examination of 1st Year Engineering Programmes.
- Question Paper pattern for theory courses
- Introduction of any new OE & HS and other common courses in the curriculum.
- Action plan for implementation of AICTE activity points
- Action plan for implementation of BE Honors Degree

3.4 Institute Academic Affairs Committee (IAAC)

Composition of IAAC

- Chairman : Principal
 Convener : Dean (Academic)
 Members : Dean (Student Welfare), CoE and Heads of Academic Departments.

Functions of IAAC

- Responsible for implementation of all academic decisions of AC and monitoring the registration of students, formulation of guidelines for conduct of examination and evaluation and all the issues connected to the academic activity.
- Responsible for the award of 'I' Grade and approving the course to be studied by students having shortage of credits for award of degree.
- Approval of drop and withdrawal of courses.
- Review of CO, PO and PSO attainment and suggesting action plan for improvement.

3.5 Departmental Academic Affairs Committee (DAAC)

Composition of DAAC

- Chairman : Head of the Department
Convener : Senior Professor
Members : All Professors, Associate Professors and two Assistant Professors of of the Department.

Functions of DAAC

- Appointment of Programme Coordinator, Module and Course Coordinators.
- Responsible for constitution of Department Curriculum Design Committee for drafting scheme of study, examination and syllabi for programmes offered in the Department. This draft scheme and syllabi will be placed before the BoS for deliberation and adoption.
- Helps Dean of Academic Affairs and Heads of the Departments in the registration of all departmental courses and preparation of academic timetable.
- Responsible for constitution of Departmental Project Evaluation Committee (DPEC) for project evaluation and Departmental Seminar Evaluation Committee (DSEC) for the evaluation of student Seminars and Internship/Industrial training/Field training.
- Responsible for identification of courses to be offered during evening/supplementary semester, allotment of guides for mini and major projects and recommending a course to be studied by students having shortage of credits for award of degree.
- Scrutiny of Test Question Papers for its compliance to Bloom's level and CO & PO mapping.
- Approval of registration to different softcore course of failed students.

3.6 Board of Studies (BoS)

Composition of BoS

- Chairman : Head of the Department
Convener : Convener of DAAC
Members : At least five faculty members at different levels, covering different specialization to be nominated by the Academic Council
Two subject experts from outside the Institute
One subject expert from outside the Institute nominated by the Vice Chancellor from a panel of six recommended by Principal
One representative from industry / corporate sector / allied area relating to placement to be nominated by the AC
One post graduate meritorious alumnus to be nominated by Principal
Two student invitees
Chairman co-opts the following members,
Co-opted : Experts from outside the Institute whenever special courses of studies are to be formulated.
Other members of the faculty of the same Department.

The term of nominated members is two years.

The functions of BoS are to:

- Prepare the scheme of study, examination and syllabi for various programmes keeping in view the vision/mission objectives of the institute, interest of the stakeholders and State/National requirements for the consideration and approval of academic council.
- Suggest HoDs for improving teaching and evaluation techniques.
- Prepare panel of experts for appointment as examiners.
- Guide the department with respect to teaching, research, extension and other academic activities.
- Perform any other function assigned by the AC.

3.7 Board of Examiners (BoE)

Composition of BoE

Chairman : Head of the Department

Members : Two/Three faculty members recommended by HoD covering different areas of specialization.

One/Two experts from other Institutions.

Chairman can co-opt a few internal faculty members.

The term of nominated members is one year.

The functions of BoE are to:

- Scrutinize the question papers
- Forward the panel of examiners for each course to the Controller of Examination
- Prepare and approve the detailed scheme of evaluation pertaining to practical courses.
- Analyse the semester end examination results of all the semesters

3.8 Programme Accreditation Committee (PAC)

PAC is constituted separately for each programme offered in the Department.

Composition of PAC (UG programmes)

Chairman : Head of the Department

Convener : Programme Coordinator

Members : One Professor,
One/Two Associate Professors
Two/Three Assistant Professors

Composition of PAC (PG programmes)

Chairman : Head of the Department

Convener : Programme Coordinator

Members : Faculty designated for the programme

The term of nominated members is three years.

- Responsible for measuring the attainment of COs, POs and PSOs of each of the programmes offered in the department and presenting the report to IAAC.

3.9 Malpractice Enquiry Committee (MEC)

To conduct enquiry of the students indulged in malpractice and decide the nature of punishment to be awarded depending upon the gravity of the offence.

Composition of MEC

Chairman	:	Principal
Convener	:	Controller of Examination
Members	:	Dean Student Welfare Dean Academic Concerned HoD

Responsibilities of MEC:

- Depending on severity of the Malpractice in CIE or SEE, the committee shall decide on penalties and punishments to be awarded to students involved in malpractice.

3.10 Grievance Redressal Cell (GRC)

Composition of GRC

Chairman	:	Principal
Convener	:	Dean Student Welfare
Members	:	Three Senior faculty members nominated by the Principal (Dean Academic, Controller of Examinations, Chief Warden)
Special Invitee:	:	One Student Representative Office Superintendent Accounts Officer Librarian

The term of the members and the special invitee shall be two years.

- Receives written complaints from students regarding any kind of academic grievances.
- In considering the grievances before it the GRC shall follow principles of natural justice.
- Examines the genuineness of the complaint and suggest remedies.
- The GRC shall send its report with recommendations, if any, to the Vice Chancellor of the affiliating University and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.

3.11 Internal Quality Assurance Cell (IQAC)

Objectives of IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution, and to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Chairman	:	Principal
Coordinator	:	One of the senior Professors
Members	:	A few senior administrative officers Three to eight teachers

- One member from the Management
- One/two nominees from local society, Students and Alumni
- One/two nominees from Employers / Industrialists/Stakeholders

The membership of nominated members is for a period of two years.

The functions of IQAC are:

- Development and application of quality benchmarks.
- Identifying and setting parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters to all stakeholders.
- Organising inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes /activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through Management Information System for the purpose of maintaining /enhancing the institutional quality.
- Periodical conduct of Academic and Administrative Audit and its follow-up.
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Note: The Quorum for the meeting including the Chairperson, but excluding the special invitee, shall be one half of the members (50%), for Council/committees listed from 3.1 to 3.11.

However, if there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed. In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting.

3.12 Disciplinary Committee (DC)

Conducts enquiry pertaining to disciplinary matters and award suitable punishment, if need be.

3.13 Student Counselling Cell

Counsels the students regarding dropping and withdrawal of the courses. Counsels the despondent students with the help of a Psychiatrist and explores the ways to overcome the issues confronting them.

3.14 Departmental Project Evaluation Committee (DPEC)

Composition of DPEC

Convener : Faculty member nominated by Head of the Department

Members : Two faculty members and guide

The functions of DPEC are to:

- Evaluate Minor / Major Project work
- Furnish the details of evaluation to HoD.

3.15 Departmental Seminar Evaluation Committee (DSEC)

Composition of DSEC

Convener : Faculty member nominated by Head of the Department

Members : Two faculty members and guide

The functions of DSEC are to:

- Evaluate the Technical Seminar
- Furnish the details of evaluation to HoD.

3.16 Interdisciplinary Project Evaluation Committee (IPEC)

Composition of IPEC

Chairman : Nominated by IAAC

Members : Two faculty members from each department
Minimum six faculty nominated by chairman

The functions of IPEC are to:

- Evaluate interdisciplinary projects
- Furnish the details of evaluation to concerned HoD.

The following officials are also involved in academic administration and evaluation.

3.17 Controller of Examinations (CoE)

- Responsible for preparation of examination manual, all matters pertaining to smooth conduct of tests and examinations, evaluation and grading, publication of results and printing of grade cards, provisional degree certificates and transcripts.
- Responsible for maintaining all records pertaining to examinations.

3.18 Dean of Academic Affairs (DAA)

- Responsible for receiving, processing and maintaining all records pertaining to undergraduate and postgraduate programmes including curricula, courses offered, academic calendar and records of drop, withdraw, rejection of results & long leave of students. Preparation of first year and OE/HS time table. Preparation of Annual Report/Statistics and sending the same to VTU.

3.19 Dean of Student Welfare (DSW)

- Attends to all student related problems and disciplinary matters.

3.20 AICTE Activity Points Implementation and Monitoring Committee (AAPIMC):

Composition of AAPIMC

- Chairman : Principal
Convener : NSS Coordinator
Members : Dean Academic, Dean Student Welfare, Chief Warden,
CRD Coordinator, NCC Coordinator and Two Senior Professors

- This Committee shall arrange for logistics and material support wherever necessary and **review the progress at the end of each Semester.**

4 Induction Program (3 Weeks)

Purpose of the *Induction Program* is to help new students to adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self exploration.

The term *induction* is generally used to describe the whole process whereby the incumbents adjust to or acclimatize to their new roles and environment. In other words, it is a well planned event to educate the new entrants about the environment in a particular institution, and connect them with the people in it.

Induction Program engages with the new students as soon as they come into the institution; regular classes start only after that. At the start of the induction, the incumbents learn about the institutional policies, processes, practices, culture and values, and their mentor groups are formed. Then the different activities start, including those which are daily.

List of activities:

- Physical Activity
- Creative Arts and Culture
- Mentoring & Universal Human Values
- Familiarization with College, Dept./Branch
- Literary Activity
- Proficiency Modules
- Lectures & Workshops by Eminent People
- Visits in Local Area
- Extra-Curricular Activities in College
- Feedback and Report on the Program

The time during the Induction Program is also used to rectify some critical lacunas, for example, English background, for those students who have deficiency in it. These are included under Proficiency Modules.

There will be a 3-week long induction program for the UG students entering the institution, right at the start. Normal classes start only after the induction program is over. Its purpose is to make the students feel comfortable in their new environment, open them up, set a healthy daily routine, create bonding in the batch as well as between faculty and students, develop awareness, sensitivity and understanding of the self, people around them, society at large, and nature.

5. Academic Year

The break-up of academic year for regular semesters and supplementary semester is given in the Tables 5.1 and 5.2. Details of vacation are given in Table 5.3.

Table 5.1: Break-up of academic year for regular semesters

Sl. No.	Action Plan	Odd Semester		Even Semester	
1	Registration of courses	2 days (before the commencement of the semester)	Vacation between odd and even semesters	2 days (before the commencement of the semester)	Vacation between even and odd semesters
2	Course Work	16 weeks		16 weeks	
3	Examination Preparation holidays	1 week		1 week	
4	Semester End Examination	2 weeks		2 weeks	
5	Evaluation and Announcement of Results	1 week		1 week	
	Total	20 weeks	2 weeks	20 weeks	10 weeks

Table 5.2: Break-up of supplementary (summer) semester

Sl. No.	Action Plan	Supplementary Semester
1	Registration of courses	1 day (The next working day after the announcement of even semester examination results)
2	Course Work*	7.5 weeks
3	Examination preparation holidays	0.5 week
4	Semester End Examination	1 week
5	Vacation	1 week
	Total	10 weeks

* The hours allotted per week in each course is double of the regular semester

Table 5.3: Details of vacations

Between odd and even semester	2 weeks
Between even and odd semester (which includes one week vacation between summer & odd semester)	10 weeks
TOTAL	12 weeks

Student has to complete internship/industrial training for minimum of 6 weeks in intervening vacation of either 4th to 5th semester or 6th to 7th semester.

6. General Structure of Credit Allocation

Every course offered carries credits which are specified in the scheme of study.

Credits allocation :

- 1 credit for 1 lecture hour
- 1 credit for 2 tutorial hours
- 1 credit for 2 lab. hours

For example : Engg. Mathematics-I carries 4.5 credits (4 lecture hrs. + 1 tutorial hr.)
 Engg. Physics carries 4 credits (4 lecture hrs.)
 Physics Lab. carries 1.0 credit (2 lab hrs)

All courses carry a maximum of 100 marks.

A typical structure of the courses and credit allocation for Hardcore, Softcore and Mandatory courses (for undergraduate engineering programme) is given in Table 6.1.

Table 6.1: Categories of courses

Sl. No.	Course/Course Area	Type of Course	Credit Allocation
1	Basic Sciences	Hardcore [#]	26
2	Engineering Sciences	Hardcore [#]	20
3	Professional Core courses	Hardcore [#]	77
4	Professional Elective courses	Softcore [*]	18
5	Open Electives	Softcore [*]	09
6	Humanities & Social Sciences	Softcore [*]	08
7	Project Work, Seminar, Internship & Field Training and others	Softcore [*]	17
8	Soft Skills, Constitution of India & Professional Ethics, Environmental Engineering on any other courses offered by the respective departments for zero credits.	Mandatory [^]	--

[#] If a student gets F grade in a hardcore course, he/she should repeat that course in its entirety.
^{*} If a student fails in a softcore course he/she can re-register for same course or different course (*in the same softcore group*) with the permission of DAAC.
[^] *Students have to pass the mandatory courses in order to become eligible for the award of the degree.*

7. Registration

Students should register, for the courses as per the scheme of study, in each of the semesters (odd / even) with respective proctors. The dates for registration are specified in the academic calendar of the Institute published before the commencement of academic year. Registration by the students should be completed on the dates of registration specified in the academic calendar. **Registration after the last date prescribed is not permitted. Students should be present in person during registration.**

7.1 Eligibility requirements

- For registration to odd semester, (from II year and onwards) *the total number of courses failed (F Grade) should not exceed 4, excluding non credit mandatory courses.*
- Should not have dues of the previous semesters to the Institution, Hostel and Library.
- Should not have any disciplinary proceeding pending against the candidate.

Illustration

- A candidate seeking eligibility to 3rd semester should not have F grade in more than four courses of 1st and 2nd semester taken together excluding mandatory courses.
- A candidate seeking eligibility to 5th semester and should not have F grade in more than four courses of 1st to 4th semesters taken together excluding mandatory courses.
- A candidate seeking eligibility to 7th semester should have passed all the courses of 1st & 2nd semesters and should not have F grade in more than four courses of 3rd to 6th semesters taken together, excluding mandatory courses.
- A candidate seeking eligibility to 9th semester B.Arch. should have passed all the courses of 1st & 2nd year and should not have F grade in more than four courses of 3rd to 4th year taken together, excluding mandatory courses.

7.2 Registration procedure

- On the day of registration, the students have to meet the concerned proctor.
- Proctor will counsel and advice the students regarding the courses to be registered during the current semester, taking into account the performance of the student during the previous semesters.
- Proctor will issue registration form (Form-1) suggesting the courses to be registered.
- Students will pay the prescribed fee online and collect fee paid receipt from Account Section.
- Students will produce the fee paid receipt to the proctor and the proctor will enrol the students for the courses indicated in the registration form.

7.3 Registration for odd semester

- i. For registration to 3rd, 5th, 7th and 9th semesters, students should satisfy the conditions specified in 7.1.
- ii. A student has to register for all the courses offered in the semester. Partial registration of courses is not permitted.
- iii. Students admitted prior to academic year 2018-19 can register for a maximum of 30 credits and students admitted from academic year 2018-19 can register for a maximum of 28 credits including re-registered courses, if any.

7.4 Registration for even semester

- i. All students are eligible to move from odd semester to even semester during the same academic year.
- ii. A student has to register for all the courses offered in the semester. Partial registration of courses is not permitted.
- iii. Students admitted prior to academic year 2018-19 can register for a maximum of 30 credits and students admitted from academic year 2018-19 can register for a maximum of 28 credits including re-registered courses, if any.

7.5 Re-registration of courses

- i. Students who have dropped, withdrawn, secured F grade in courses in any semester should repeat those courses in their entirety to secure E or higher grades by re-registering in supplementary semester or as and when offered in the regular semesters.
- ii. If a student has dropped, withdrawn, secured F grade in a Professional Elective / OE / HS course, then he/she can re-register for the same or different course.
- iii. If a student gets F in project / seminar, he/she has to take up new project / seminar topic.
- iv. Re-registration to failed laboratory courses has to be done during odd/even semesters either in regular timings or in evening classes.

7.6 Registration for Supplementary Semester

- i. Supplementary semester is of eight weeks duration and is offered after the completion of even semester.
- ii. Supplementary semester is for students who have secured F grade and dropped or withdrawn courses during regular semester.
- iii. The list of courses offered during the supplementary semester will be displayed in the Departments after the announcement of even semester results.
- iv. Registration by the students should be completed on or before the registration dates specified in the academic calendar.
- v. A student is allowed to register for a maximum of four theory courses during the supplementary semester plus one mandatory course provided that there is no overlap of timings, even for one hour.
- vi. Registration to laboratory courses is not permitted in supplementary semester except under extra-ordinary circumstances.

Note:

- i) Dropping and withdrawal of courses are not allowed in supplementary semesters.*
- ii) Compensatory Test will not be conducted in supplementary semester.*
- iii) X and I grades are not awarded in supplementary semester.*

7.7 Course prerequisites

Certain courses need the knowledge of courses offered in the previous semesters, called prerequisites. Department notifies the prerequisite courses. Students are not permitted to drop or withdraw the prerequisite courses.

7.8 Rejection of results

A student may reject his/her results of all the courses registered in an academic year only once in the entire academic period, if he/she is not satisfied with the result of any semester, subject to the condition that the maximum duration for the completion of the course as mentioned in Table 2.1 is not exceeded.

8. Attendance Requirement

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

9. Examination and Evaluation

Evaluation of a student in each course is a continuous process, which is based on:

- Continuous Internal Evaluation (CIE): 50% of the marks allotted for the course.
- Semester End Examination (SEE): 50% of the marks allotted for the course.

9.1 Pattern of question papers for theory courses

9.1.1 I & II tests and compensatory test

- i. There will be three questions covering the syllabus during the periods specified.
- ii. All questions are compulsory.
- iii. Duration of tests is 90 minutes and is conducted for 50 marks.

9.1.2 Semester End Examination

Question paper covers the entire syllabus and the students need to study all the units of the course. Therefore, the question papers in SEE, will have built in choice under each unit, and questions from all units are to be compulsorily answered.

- i. The duration of SEE is 3 hours and is conducted for 100 marks.
- ii. SEE question paper will have 5 units with each unit having two questions and maximum of 4 subdivisions in each question.
- iii. In total there will be 10 questions each carrying 20 marks.
- iv. Students have to answer any 5 full questions choosing at least one question from each unit.

9.2 Examination and evaluation in theory courses

9.2.1 Continuous Internal Evaluation (CIE)

CIE is based on quizzes, tests, assignments/seminars and any other form of evaluation. Generally there will be:

- Four Quizzes/Mini tests (3 marks each)
 - Two tests during semester (17 marks each)
 - Assignments (Two) / Seminars / Mini Project / Case Studies or any other form of evaluation (total 4 marks)
- i. First test is conducted at the end of six weeks from the beginning of the semester. The portion for this test is the syllabus covered in the first six weeks. The duration will be of 90 minutes.
 - ii. Second test is conducted at the end of twelfth week. The portion for this examination is the syllabus covered between first test and second test. The duration will be of 90 minutes.
 - iii. A quiz is a mini test of about 30 minutes of duration. One quiz is conducted before the first test, two quizzes between first test and second test, one quiz between second test and last working day.
 - iv. Details of marks distribution for evaluation of hardcore & softcore courses is shown in Table 9.1.

Table 9.1: Marks distribution

<i>Details</i>		<i>Marks</i>
First Test	CIE (50)	17
Second Test		17
Quizzes / Mini Tests		$4 \times 3 = 12$
Assignments / any other form of evaluation		4
Semester End Examination	SEE (50)	50
Total		100

- v. It is mandatory for a student to appear for both I and II tests. If a student is unable to attend any of the tests on **account of hospitalization/disaster in the family he/she is permitted to attend the compensatory test. He/she should have maintained a minimum of 85% attendance in that particular course till the date of compensatory test.** A request letter in the prescribed proforma (Form-3) has to be submitted by the student to the Head of the Department within one week from the end of respective test which will be forwarded to Dean (Academic). The syllabus for compensatory test includes the syllabus covered from the beginning of the semester up to the compensatory test time. The duration of test will be of 90 minutes and for 50 marks. The marks secured in the compensatory test are considered for computation of CIE in place of I-test or II-test in which student is absent.

If a student is absent for both I & II tests, the marks secured in compensatory test is considered for the I-test and he/she is considered as absent for II-test.

- vi. Students who have missed quizzes, tests on account of, **participation in Co-curricular (Technical Competitions) & Extra-curricular activities (Sports and Cultural Festivals)** are permitted to take alternative quiz and test. The original copy of the letter approved by the Principal recommended by HoD/Physical Education Director/Cultural Committee Chairman has to be submitted to Dean Academic Affairs. The faculty in-charge will conduct the alternative quiz/test.
- vii. Compensatory test will be conducted during 14th and 15th week, from 5.15 to 6.45 PM on normal working days or in weekends.
- viii. Compensatory test is not for improvement of marks. Compensatory test will not be given to students involved in malpractice either in tests or quizzes.
- ix. Minimum of two assignments are to be submitted, first between I and II test, second between II test and last working day of that semester.
- x. For mandatory courses two tests are conducted for 25 marks each and the sum of the two is taken as Continuous Internal Evaluation (CIE) marks. There will be only one compensatory test for 25 marks. Allotment of marks for Mandatory courses is shown in Table 9.2.

Table 9.2: CIE & SEE marks allotment for mandatory courses

<i>Details</i>		<i>Marks</i>
First Test	CIE (50)	25
Second Test		25
Semester End Examination	SEE (50)	50
Total		100

- xi. To maintain transparency, the students are provided access to the valued Test answer scripts, quiz papers and assignments. It is mandatory for the students to check the quiz/test answer papers after evaluation and affix their signature.
- xii. HoD announces the CIE marks in the department notice board prior to the commencement of semester end examination. **Any discrepancy in CIE marks shall be brought to the notice of concerned faculty immediately by the students for redressal before the commencement of SEE.**
- xiii. **If a student fails to obtain 40% (i.e., 20/50) of total marks allotted for CIE (Hardcore / Softcore courses) then, such a student is awarded F grade and will not be permitted to take SEE. Such students have to repeat the course in its entirety by re-registering that course when it is offered.**
- xiv. **Quizzes and Assignments:** Questions for quizzes may be objective type, short answer type and numerical problems. Assignments shall be given on complex engineering problems and students have to use problem solving skills.

9.2.2 Semester End Examination (SEE)

- i. Semester End Examination is conducted as per the academic calendar of the Institution. The examination is conducted for 100 marks and is reduced to 50 marks for computation of grades.

- ii. A student has to obtain a minimum of 40%, (i.e., 20/50 marks) of the marks allotted to SEE, failing which F or X grade will be awarded for that course.
 - a. For students admitted prior to academic year 2018-19, X grade is awarded when he/she has attendance $\geq 85\%$ and CIE marks $\geq 60\%$ ($\geq 30/50$).
 - b. For students admitted during academic year 2018-19 and onwards; X grade is awarded when he/she has attendance $\geq 85\%$ and CIE marks $\geq 90\%$ ($\geq 45/50$).
 - c. For students who have been admitted prior to 2018-19 and joining 2018-19 scheme due to yearback, X grade is awarded when he/she has attendance $\geq 85\%$ and CIE marks $\geq 90\%$ ($\geq 45/50$).
- iii. SEE answer scripts are evaluated by two examiners (at least one of the examiners is external).
- iv. If the difference between the marks awarded by two evaluators is ≤ 10 , then the average of the marks awarded by the two evaluators is taken for further processing.
- v. If the difference between the marks awarded by two evaluators is > 10 , then a third evaluator assesses the answer script. The average marks of the nearest two evaluations are taken for further processing. If one of the three evaluation marks falls exactly midway between the other two, then higher two evaluation marks are taken for averaging.
- vi. Evaluated Answer Scripts are made available to the students for verification by making a payment of Rs. 300/-.

Break-up of SEE for Studio based courses of B.Arch.

A student has to obtain a minimum of 40% (i.e. 20/50 marks) of the marks allotted to SEE failing which 'I grade' will be awarded for that course. If a student absents for SEE, 'F grade' will be awarded for that course.

Presentation of drawings and related studies (portfolio) done during the semester are to be submitted two days before the respective SEE examination. If a student fails to submit the presentation drawings at least two days before the examination he/she will be awarded 'I grade'.

<i>Details</i>	<i>Marks</i>
Concept	10
Presentation of Drawings	20
Oral Presentation	10
Models and Views	10
Total	50

9.2.3 Extended Evaluation

Such of the students who have not satisfied with the evaluation in SEE, can apply for PHOTO copy and or Extended Evaluation on payment of prescribed fee within the stipulated time as notified by the institute.

Extended Evaluation is carried out by two external examiners independently (who have not evaluated the answer script earlier). The average of the marks awarded by the external examiners is considered as the final marks in SEE for award of grade.

9.3 Evaluation of Practical Courses

Each practical course is evaluated for 100 marks with allocation of 50 marks for CIE and 50 marks for SEE.

9.3.1 Continuous Internal Evaluation (CIE)

- i. CIE marks for the practical course is computed by adding the average of the marks secured by the student for conducting each of the experiments plus the marks secured in the test conducted and also the marks secured for the open ended experiments at the end of the course, if any.
- ii. HoD announces the CIE marks in the department notice board and submits a copy to CoE duly signed by the faculty in-charge at the end of the semester.

The break-up of CIE marks for practical courses is given in the Table 9.3.

Table 9.3 (a) Break-up of CIE marks for practical courses without Open Ended Experiments

<i>Details</i>	<i>Marks</i>
Regular Lab Work and writing lab records	(20+15) 35 marks
Lab test and Viva-voce at the end of the semester	(10+5) 15 marks
TOTAL	50 marks

Table 9.3 (b) Break-up of CIE marks for practical courses with Open Ended Experiments

<i>Details</i>	<i>Marks</i>
Regular Lab Work and writing lab records	(15+10) 25 marks
Lab test and Viva-voce at the end of the semester	(10+5) 15 marks
Evaluation of open ended experiment	10 marks
TOTAL	50 marks

9.3.2 Semester End Examination (SEE)

Semester end practical examination is conducted jointly by one internal examiner and one external examiner.

Break-up of SEE marks is given in the Table 9.4.

Table 9.4: Break-up of SEE marks for practical courses

<i>Details</i>	<i>Marks</i>
Writing the procedure	10 marks
Conducting lab experiment(s)	20 marks
Analysis of experimental results & presentation	10 marks
Viva-voce related to the experiments	10 marks
TOTAL	50 marks

Break-up of SEE marks for Practical based courses of B.Arch.

Portfolio-Assignments (presentation of drawings/studies) done during the semester shall be submitted two days before the respective SEE examination. Submission of portfolio-assignments is mandatory to appear for SEE. Viva Voce will be conducted on the related portfolio.

<i>Details</i>	<i>Marks</i>
Written examination / Drawing / Model making	35 marks
Viva Voce on Portfolio	15 marks
TOTAL	50 marks

9.4 Projects, Technical Seminar, Internship/Industrial / Field Training & Co-curricular Activities

9.4.1 Projects

Projects consist of mini project spread over V & VI semesters and Major project spread over VII & VIII semesters.

9.4.1 (a) Mini Project

The aim of this project is to bring out creativity and innovation in the students preferably in the form of a working model. This project can be taken up individually or by a group of students (maximum four members per batch) from the same or different departments. If the project demands, more man power, then the number of students in the group can be relaxed to 5 or 6 by the DAAC.

- i) The project is spread over two semesters (V & VI) and evaluated at the end of each semester.
- ii) No credit is allocated during V semester.
- iii) Mini project is evaluated for 100 marks (50% CIE and 50% SEE)
- iv) DAAC assigns guides for mini projects.

Interdisciplinary projects have a guide from each of the participating departments.

9.4.1 (b) Major Project

- i) It is spread over VII and VIII semesters and evaluated at the end of each semester for the assigned credits.
- ii) The project may be based on:
 - Design aspects
 - Theoretical / Analytical Modeling
 - Computer Simulation
 - Developing Working Model
- iii) The project could be part of the research activity carried out in the department.
- iv) The literature survey should be one of the components of the project.
- v) The project can also be carried outside the institute in a recognized industry/research lab.
- vi) DAAC assigns guides for the major project.

- vii) Based on the ability/abilities of the student/s and recommendations of the mentor, a single discipline or a multidisciplinary project can be assigned to an individual student or to a group having not more than 4 students. In extraordinary cases, like the funded projects requiring students from different disciplines, the student strength can be relaxed by DAAC to 5 or 6.
- Interdisciplinary projects have a guide from each of the participating departments.
 - The students should maintain a project diary consisting of day-to-day work carried out by them with monitoring by the guide on weekly basis.
- viii) Project Report completed in all respects and approved by the guide and HoD must be submitted at least one week before the commencement of theory examination of VIII semester. Reports submitted after the last date will not be evaluated in the even semester and I grade will be awarded to major project. The students have to register during supplementary semester or subsequent semester of the next Academic Year.
- ix) Plagiarism check of the dissertation report is mandatory.

Sl. No.	Nature of Academic Work	Similarity allowed
1	B.E/ B.Arch Dissertation Report	30%
2	M.Tech. Dissertation Report	25%
3	Ph.D Dissertation Report	25%
4	Research Publications	20%

9.4.2 Evaluation of Projects

The departmental projects will be evaluated by Department Project Evaluation Committee (DPEC) along with the respective guide. Interdisciplinary Projects will be evaluated by Interdisciplinary Project Evaluation Committee (IPEC) along with the guides.

9.4.2.1 CIE for mini project

The CIE for mini project is spread over V and VI semesters. At the end of V semester, students have to submit a report containing details of the work done. The break-up of marks of CIE for mini project is given in the Table 9.5.

Table 9.5: Break-up of CIE marks for Mini Project

Evaluation at the end of V semester (DPEC)	15 marks
Evaluation at the end of VI semester (DPEC)	15 marks
Evaluation by Guide	20 marks
TOTAL	50 marks

9.4.2.2 SEE for mini project

Mini project work will be evaluated at the end of 6th semester jointly by one internal and one external examiner appointed by the Chairman BoE. The break-up of marks is shown in Table 9.6.

Table 9.6: Break-up of SEE marks for mini project

Project Report, Presentation, Demonstration and Quality of work	30 marks
Viva-Voce	20 marks
Total	50 marks

9.4.2.3 Evaluation of project work during VII semester

At the end of VII semester, for major project, students have to give seminar covering the literature survey and preliminary requirements/specifications/flow chart/design steps pertaining to the chosen project. Also the students in the project batch have to submit a report to the respective guide.

The break-up of marks for CIE for major project at the end of VII semester is given in Table 9.7.

Table 9.7: Break-up of CIE marks for Major Project (during VII semester)

Relevance of the topic	10 marks
Report	20 marks
Evaluation by Guide	25 marks
Presentation	30 marks
Viva-voce	15 marks
Total	100 marks

CIE for report shall be awarded only on submission of report covering the literature survey and problem definition. Two credits are assigned for the work done during VII semester. **However, there is no SEE for major project during VII semester.**

9.4.2.4 Evaluation of major project during VIII semester

Major project is evaluated for 100 marks (50% for CIE & 50% for SEE) during VIII semester. The break-up of CIE marks is given in Table 9.8.

9.4.2.4 (a) Co-curricular Activities (Max. of five marks)

Weightage of 5 marks is given for co-curricular activities, with an objective of inculcating in students, the culture of preparing and presenting papers, encouraging them to apply the technical knowledge for solving real life problems and motivating them towards self study.

- 2 marks for presenting paper in National / International conference by maximum of two authors.
- Additional 2 marks for every additional paper presentation but not in the same conference and the paper should not be same.
- 2 marks for participation in hobby project exhibition.
- Additional 2 marks for participation in hobby project exhibition held at different technical institutions or different project.
- 3 marks for obtaining any prize other than first prize in the listed activities.
- 4 marks for obtaining First prize in the listed activities.
- 5 marks for publication in journals.
- 3 marks for every certification obtained from reputed companies like IBM, Microsoft and other organizations approved by the department.
- Additional 3 marks for every additional certification.

- For paper presentation, a maximum of two authors (first two) are considered and if the paper is from the project work, all the students are considered.
- Technical Quiz / Business Quiz / Auto Quiz
2 marks for qualifying in Written Test
3 marks for obtaining any prize other than first prize
4 marks for obtaining first prize
- Hardware Debugging / Programming Contest
2 marks for qualifying in Written Test
3 marks for obtaining any prize other than first prize
4 marks for obtaining first prize
- Robotics/Catia Design Contest/Cyber Eptymology/Instantiania
2 marks for participation
3 marks for obtaining any prize other than first prize
4 marks for obtaining first prize
- This weightage is considered for computing CIE for the Project Work at VIII semester. The paper presentation and participation in hobby project exhibition & other activities mentioned above may be in any semester (I to VIII sem.).

In view of the weightage for co-curricular activities, following is the break-up of CIE for Major Project.

Table 9.8. Break-up of CIE marks for major project (during VIII semester)

Seminar on project and demonstration	20 marks
Report	10 marks
Evaluation by Guide	15 marks
Co-curricular Activities	05 marks
Total	50 marks

9.4.2.4 (b) Provision to carry out the project at industry for one complete semester (8th semester)

- Students without any backlogs at the end of 4th semester are eligible for this benefit.
- These students have to take three additional professional electives prescribed for 8th semester during 5th to 7th semesters.
- Students should not have any backlogs (professional electives) at the end of 7th semester for availing this benefit.
- Such of the students who do not meet the criteria (i) to (iii) have to carry out project work along with attending 8th semester classes.

9.4.2.5 SEE for the major project

SEE is conducted by one external examiner and one internal examiner. The break-up of marks is given in Table 9.9.

Table 9.9: Break-up of SEE marks for major project

Project Report, Presentation, Demonstration and Quality of work	30 marks
Viva-Voce	20 marks
Total	50 marks

9.4.3 Technical Seminar

Students of VII semester (175 Credits Scheme) /VIII semester (200 Credits Scheme) have to present a Technical Seminar on emerging areas in the respective discipline. The students are required to select a research article published in Scopus/Web of Science Indexed Journal.

Technical Seminar is a one credit course. There is no SEE for this course and evaluation is only through CIE for 100 marks done by DSEC.

The break-up of marks for the evaluation of seminar is given in Table 9.10.

Table 9.10: Break-up of CIE marks for Technical Seminar

Relevance of the topic	10 marks
Report	20 marks
Presentation	50 marks
Viva-Voce	20 marks
Total	100 marks

A student has to get a minimum of 40% marks for a pass. If a student fails, then Technical Seminar has to be repeated in its entirety.

9.4.4 Internship / Industrial Training / Field Training

Students have to undergo this internship/industrial training for a period of 6 weeks (minimum) during the intervening vacation of either 4th to 5th semester or 6th to 7th semester. Those students who are unable to complete during these periods will have to undergo the internship after the VIII semester and the VIII semester Grade Card will be issued only after the successful completion of internship by that student.

For students admitted prior to academic year 2018-19 (200 credits scheme) this is a mandatory course and carries 0 credit. For students admitted during academic year 2018-19 and onwards (175 credits scheme), internship carries 2 credits. There is no SEE for this course and evaluation is only through CIE.

The break-up of marks for the evaluation of training is as in Table 9.11.

Table 9.11: Break-up of CIE marks for Internship evaluation

Evaluation by the supervisor under whom the training was carried out	25 marks
Evaluation by DSEC	
(i) Relevance of the training programme	10 marks
(ii) Report	25 marks
(iii) Presentation and Viva-voce	40 marks
Total	100 marks

A student has to get a minimum of 40% marks for a pass. If a student fails, then the training has to be repeated in its entirety.

9.4.5 Research Initiative at UG level

- Totally six credits are prescribed for UG research.
- Research work can be taken up individually or a group of two students from the same or different departments.
- Students pursue UG research and complete successfully are exempted from studying professional elective I (PE-1) in V semester and professional elective II (PE-2) in VI semester.
- The students are required to identify the guide, propose the research topic and submit the application in the format available in the department, to the HoD at the beginning of V semester. If the work is interdisciplinary, one guide will be allotted from each of the participating departments.
- Students who have opted UG research shall carry out an extensive literature survey to decide abstract, introduction, motivation, objectives and methodology. Further, they shall work on the research to complete the project with a publication of paper in refereed journal / conference of repute / applying for patent / preparation of proof of concepts. CIE shall be from the start to completion of the UG Research. The final CIE marks shall be the average of all the CIEs marks reduced to maximum 50 marks. In case, the students complete the UG research before the end of VI semester, they can appear for VI semester SEE viva-voce examination. The prescribed 06 credits shall be included with the credits of the VI semester. In case, UG research is incomplete, students are permitted to continue with the same during the subsequent year/s of the programme.
- SEE shall be conducted at VII or VIII semester examinations depending on the semester during which the students complete the research. The credits of UG research shall be added to the corresponding semester in which students appear for the SEE.
- The students can opt to discontinue the UG research at any time of the programme. However, they have to complete professional electives I (PE-1) and II (PE-2) to become eligible for the award of degree.
- In case, UG research is incomplete even after the completion of VIII semester and students wish to continue the UG research, they shall be permitted to do so till they complete it within the maximum period of the programme. However, the appearance to SEE shall be considered as first attempt and credits shall be included with VIII semester grade card, indicating the year in which the students have appeared for the SEE.

Break-up of CIE marks for Research Component

Sl. No.	Evaluation Component	Marks
1	Evaluation by the Supervisor of the research work (Guide)	15
2	Evaluation by a panel of 3 faculty members, including Guide as one of the member, constituted by BoS.	
	i) Report writing (Report should consist of Abstract, Introduction, Literature review, Research Objectives, Methodology (Experiments), Data Collection Analysis, Results, Conclusions and Scope for future work.)	10
	ii) Presentation and Demonstration	15
	iii) Publication of work in National/International Journals/Conferences	10
	Total	50

Break-up of SEE marks for Research Component

<ul style="list-style-type: none">Examiners panel consists of One internal examiner (Guide) + One external examiner (to be selected by Controller from the panel of three examiners suggested by guide and recommended by BoS)		
Sl. No.	Evaluation Component	Marks
1	Project presentation and demonstration	30
2	Viva-voce	20
Total		50

Such of the UG students who have opted for Research Work have to submit their research findings in the form of a report in line with Major Project report. Two copies of the report are to be prepared (one for the department and one for the student)

9.4.6 Option for choosing Massive Open Online Courses (MOOCs) as Professional Electives for UG students.

Students can choose any Massive Open Online Courses (MOOCs) as Professional Electives to UG students from the academic year 2021-22.

- Based on the academic requirements, Departmental Academic Affairs Committee (DAAC) shall offer the online courses listed in SWAYAM platform for credit transfer.
- BoS shall approve the courses listed by the DAAC.
- Based on the Grades obtained by the students in the online examination Controller of Examinations may transfer the credits to the student's account.
- Student may be permitted to take ONE online course in the entire programme for credit transfer.

9.5 Academic requirements for award of degree

A student is awarded degree when he/she has earned credits as indicated in Table 2.1 and satisfies the following conditions:

- Should have passed all the Hardcore and Softcore courses.
- Secured CGPA ≥ 5.00 .
- Obtained pass grade in all mandatory courses.

9.6 Grade Card

- Grade card is issued normally within month's time from the date of announcement of the results.
- The percentage of actual classes attended will be indicated against each course, in the Grade Card.
- CGPA is computed by considering the latest grade obtained by the student in the courses repeated.
- After graduation, a student can apply for a transcript / consolidated grade card by paying prescribed fee to the Institute.

- There is a provision for the issue of statement of marks indicating the percentage of marks obtained in all the semesters after the graduation, on payment of prescribed fee to the institute.
- For obtaining a duplicate grade report, the student has to lodge a complaint in the jurisdictional police station and obtain the FIR. An affidavit on a stamp paper duly signed by a Notary and FIR should be submitted to the principal.

9.7 Percentage equivalence of the CGPA and class designation

Sometimes, it would be necessary to provide equivalence of the CGPA with the percentages and/or class awarded as in the conventional system of declaring the result of university examinations. Table 9.12 gives percentage equivalence of CGPA on a 10-Point Scale. Table 9.13 gives the range of CGPA and the associated class.

Table 9.12: Percentage equivalence of CGPA

CGPA	Percentage of Marks = (CGPA - 0.75)x10
5.75	50
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

Table 9.13: CGPA range and corresponding class

CGPA	Class
≥ 5.00 & < 6.75	Second
≥ 6.75 & < 7.75	First
≥ 7.75	Distinction

10. Letter Grades

10.1 Awarding Letter Grades

- A letter grade is basically a qualitative measure indicating the performance of a student in that course, such as Outstanding (S), Excellent (A), Very Good (B), Good (C), Average (D), Poor (E) and unsatisfactory / Fail (F).
- Letter grades are awarded for each course based on the total marks obtained in CIE and SEE.
- Letter grades are awarded only when $CIE \geq 40\%$ and $SEE \geq 40\%$.
- The range of marks corresponding to letter grades is indicated in the Table 10.1(a), 10.1(b) and 10.1(c). The grade point indicates the numerical value associated with each letter grade.

**Table 10.1(a): Letter grades, grade points and corresponding marks range
(for the students admitted prior to academic year 2017-18)**

Letter grades	S	A	B	C	D	E	F
Grade points	10	9	8	7	5	4	0
Absolute Marks out of 100	≥ 90	75 to 89	60 to 74	50 to 59	45 to 49	40 to 44	< 40

**Table 10.1(b): Letter grades, grade points and corresponding marks range
(for the students admitted to 1st year during academic year 2017-18)**

Level	Outstanding	Excellent	Very Good	Good	Above Average	Average	Poor	Fail
Letter Grades	S+	S	A	B	C	D	E	F
Grade Points	10	9	8	7	6	5	4	0
Absolute Marks Range (%)	≥90	80 to 89	70 to 79	60 to 69	50 to 59	45 to 49	40 to 44	<40

**Table 10.1(c): Letter grades, grade points and corresponding marks range
(for the students admitted to 1st year during academic year 2018-19 and onwards)**

Level	Out-standing	Excellent	Very Good	Good	Above Average	Poor	Fail
Letter Grades	S	A	B	C	D	E	F
Grade Points	10	9	8	7	6	4	0
Absolute Marks Range (%)	≥90	<90- ≥80	<80- ≥70	<70- ≥60	<60- ≥50	<50- ≥40	<40

- v) 'F' Grade is awarded under the following conditions:
- Not satisfying CIE requirements (min. 40% marks; 20/50)
 - Not satisfying attendance requirement (min. 85% attendance; can be condoned under valid grounds if attendance is ≥75%)
 - Not registering for SEE even after satisfying attendance and CIE requirements
 - Failing to secure ≥40% marks in SEE (min. 40/100)
 - Failing to secure ≥40% marks in CIE+SEE put together (min. 40/100)
- vi) Letter Grades PP (Pass) and NP (Fail) are applicable for mandatory courses. Grade PP is awarded only when SEE ≥ 40% and CIE + SEE ≥ 40%, otherwise the grade NP is awarded.

10.2 Transitional Letter Grades

Transitional letter grades (I, X) are awarded in the following cases.

i. Incomplete Grade (I)

IAAC decides about awarding 'I' grade taking into consideration all the documentary evidences produced by the student under the following circumstances.

A student who has missed SEE due to valid reasons like his/her hospitalization or disaster in family or overlapping in SEE time table (permission from CoE has to be taken) or any other verifiable exigency, should immediately apply for the award of 'I' grade in that course.

The student is permitted to appear for the SEE in that course, which is conducted in either even semester or in supplementary semester of that academic year. His/her CIE marks secured in the course earlier will be considered for the award of grade along with SEE marks.

If such a student fails to appear for SEE either in even semester or in supplementary semester of that academic year, 'I' grade will be automatically converted into F-grade.

If permission for 'T' grade is not accorded by IAAC, then F grade is awarded for the course and the student has to re-register for the course in its entirety when it is offered.

'T' grade is not awarded for re-registered courses.

For students admitted during academic year 2018-19 and onwards:

Students who have secured X / I grade in odd or even semester examination are permitted to appear for '**Makeup Examination**' to be conducted within a week of announcement of result.

Any student failing to appear for makeup examination, X or I grade will be automatically converted into F-grade.

ii. X- Grade

For students admitted prior to academic year 2018-19

If a student has a minimum attendance of 85% and a minimum 60% in CIE and has obtained < 40% marks in SEE, in regular even or odd semester, then, he/she will be awarded X grade.

- Such a student is permitted to appear for SEE conducted during that academic year.
- If such a student fails to obtain E grade or above in regular or supplementary semester, he/she will be awarded F grade. The student should re-register for the same course in its entirety whenever the course is offered.
- However, a student who has been awarded X-grade also has the option of:
 - i. Re-registering of such courses either during supplementary semester or whenever the courses are offered.
 - ii. Audit the courses during supplementary semester of that academic year by paying prescribed fees.
- X -grade is not awarded during supplementary semester SEE.

For students admitted during academic year 2018-19 and onwards

If a student has a minimum attendance of 85% and a minimum 90% in CIE and has obtained <40% marks in SEE, in regular even or odd semester, then, he/she will be awarded X grade.

- Such a student is permitted to appear for Makeup Examination conducted within a week's time from the date of announcement of result.
- If such a student fails to appear for Makeup Examination, X grade will be automatically converted into F-grade.
- However, a student who has been awarded X-grade also has the option of:
 - i. Re-registering of such courses either during supplementary semester or whenever the courses are offered.
 - ii. Audit the courses during supplementary semester of that academic year by paying prescribed fees.
- X -grade is not awarded during supplementary semester SEE.

iii. Withdrawal Grade (W)

A student, who wants to withdraw a theory course, has to apply in the prescribed proforma (Form-IV) through the faculty who teaches the course, Proctor and HoD to the Dean (Academic) for permission to withdraw.

- A student is permitted to withdraw a course during 14th week of the semester as indicated in the academic calendar.
- Students are not permitted to withdraw theory courses that are integrated with laboratory course.
- Re-registered courses and Mandatory courses cannot be withdrawn.
- Withdrawal of practical course(s) is not allowed.
- A student having attendance >75% is permitted to apply for withdrawing course.
- Courses withdrawn will be indicated in the grade card. However, students need not have to pay registration fee while re-registering withdrawn course.
- Students have to re-register the withdrawn course in the supplementary semester or in the subsequent semesters during which the course is offered.

Note: Transitional grades – Withdrawal (W), Incomplete (I) and X grade are not awarded during supplementary semester.

10.3 Dropping of the courses (DP)

A student, who wants to drop a theory course, has to apply (Form-V) through concerned teacher, Proctor and HoD to the Dean (Academic) for permission.

- The dropping of the course is allowed within the date specified in the academic calendar of that semester, usually eight weeks from the commencement of the semester.
- Students are not permitted to drop theory courses that are integrated with laboratory course.
- Re-registered courses and Mandatory courses cannot be dropped.
- Dropping of laboratory course(s) is not allowed.
- If a student drops the course within specified date, the fee for the course dropped will be adjusted for subsequent registration of the same course. The course dropped will not be indicated in the grade card.

Note: A student can withdraw and/or drop maximum of two courses per semester. However, after dropping and/or withdrawal, student of 200 credit scheme has to have a minimum of 20 credits and student of 175 credits has to have 16 credits.

11. Academic Performance Evaluation

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

- SGPA is an indication of the performance of the student in the current semester.

SGPA is calculated as indicated below.

$$\text{SGPA} = \frac{\sum[(\text{Course credits}) \times (\text{grade points})] \text{ for all courses with letter grades (in that semester)}}{\sum[(\text{Course credits})] \text{ for all courses registered in that semester including F grades and excluding W DP courses}}$$

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

CGPA is calculated as indicated below.

$$\text{CGPA} = \frac{\sum[(\text{Course credits}) \times (\text{grade points})] \text{ for all the courses whose letter grades are E and above from the I semester till the current semester.}}{\sum[(\text{Course credits})] \text{ whose letter grades are E and above from the I semester till the current semester.}}$$

Calculation of SGPA for I semester

Theory courses	Credits	Grade obtained	Grade points	Credit Grade Points obtained for the course
Course-I	4.0	C	7	4.0 x 7 = 28.0
Course-II	4.0	D	6	4.0 x 6 = 24.0
Course-III	3.0	B	8	3.0 x 8 = 24.0
Course-IV	3.0	F	0	3.0 x 0 = 00.0
Course-V	3.0	A	9	3.0 x 9 = 27.0
Course-VI	1.0	S	10	1.0 x 10 = 10.0
Total	18.0			113.0

Practical courses	Credits	Grade obtained	Grade points	Credit Grade Points obtained for the course
Lab-I	1.0	E	4	1.0 x 4 = 04.0
Lab-II	1.0	S	10	1.0 x 10 = 10.0
Total	2.0			14.0

$$\text{SGPA for I Semester} = \frac{[(4 \times 7) + (4 \times 6) + (3 \times 8) + (3 \times 0) + (3 \times 9) + (1 \times 10) + (1 \times 4) + (1 \times 10)]}{[(4 + 4 + 3 + 3 + 3 + 1 + 1 + 1)]} = \frac{127.0}{20} = 6.35$$

Calculation of SGPA and CGPA for II semester

Theory courses	Credits	Grade obtained	Grade points	Credit Grade Points obtained for the course
Course-I	4.0	B	8	4.0 x 8 = 32.0
Course-II	4.0	C	7	4.0 x 7 = 28.0
Course-III	2.0	F	0	2.0 x 0 = 00.0
Course-IV	3.0	E	4	3.0 x 4 = 12.0
Course-V	3.0	A	9	3.0 x 9 = 27.0
Course-VI	1.0	S	10	1.0 x 10 = 10.0
Total	17.0			109.0

Practical courses	Credits	Grade obtained	Grade points	Credit Grade Points obtained for the course
Lab-I	1.0	S	10	1.0 x 10 = 10.0
Lab-II	1.0	D	6	1.0 x 6 = 6.0
Lab-III	1.0	B	8	1.0 x 8 = 8.0
Total	3.0			24.0

$$\text{SGPA for II Semester} = \frac{[(4 \times 8) + (4 \times 7) + (2 \times 0) + (3 \times 4) + (3 \times 9) + (1 \times 10) + (1 \times 10) + (1 \times 6) + (1 \times 8)]}{[(4 + 4 + 2 + 3 + 3 + 1 + 1 + 1 + 1)]} = \frac{133}{20} = 6.65$$

The CGPA at the end of II semester is calculated as below taking into consideration the courses of both I and II semesters which do not have F grade.

$$\text{CGPA at the end of II Semester} = \frac{127 + 133}{17 + 18} = \frac{260}{35} = 7.43$$

Calculation of SGPA and CGPA for supplementary semester

Theory courses	Credits	Grade obtained	Grade points	Credit Grade Points obtained for the course
Sem I Course-IV	3.0	A	9	3.0 x 9 = 27.0
Sem II Course-III	2.0	B	8	2.0 x 8 = 16.0
Total	5.0			43.0

The CGPA at the end of supplementary semester is calculated as below taking into consideration the courses in I, II and supplementary semesters which do not have F grade.

$$\text{SGPA for Supplementary Semester} = \frac{[(3 \times 9) + (2 \times 8)]}{[3 + 2]} = \frac{43}{5} = 8.6$$

$$\text{CGPA at the end of Supplementary Semester} = \frac{127 + 133 + 43}{17 + 18 + 5} = \frac{303}{40} = 7.58$$

Calculation of CGPA for the entire programme

Semester	Total Credits	Credit Grade Points obtained for the semester
Semester I	20	154
Semester II	20	149
Semester III	24	211
Semester IV	24	206
Semester V	24	195
Semester VI	24	198
Semester VII	21	180
Semester VIII	18	156
Total	175	1449

$$\text{CGPA at the end of Programme} = \frac{154 + 149 + 211 + 206 + 195 + 198 + 180 + 156}{20 + 20 + 24 + 24 + 24 + 24 + 21 + 18} = \frac{1449}{175} = 8.28$$

SGPA and CGPA are normally calculated to the second decimal position, so that the CGPA, in particular, can be made use of in preparing the rank list of the students' performance at the college. If two students get the same CGPA, the tie would be resolved by considering the number of times a student has obtained higher SGPA and if it is still not resolved, the number of times a student has obtained higher grades like S, A, B, etc., would be considered.

12. Vertical Progression

For the vertical movement of students:

- i) Should not have F Grade in more than FOUR courses (excluding Non-Credit Mandatory Courses).
- ii) For admission to 3rd Semester B.E./B.Arch./MCA, students can carry any FOUR courses of 1st year.
- iii) For admission to 5th Semester B.E./B.Arch./MCA, students can carry any FOUR courses of 1st and 2nd year.
- iv) For admission to 7th Semester B.E./B.Arch. the students should have passed all the courses of 1st year, and can carry FOUR courses of 2nd and 3rd year.
- v) For admission to 9th Semester B.Arch., the students should have passed all the courses of 1st year and 2nd year, and can carry FOUR courses of 3rd and 4th year.

13. Lateral entry

Students admitted to Bachelor of Engineering from the academic year 2020-21 at the 3rd semester level after completing Diploma, will study "Foundations of Engineering Mathematics (3RFMATDIP)" for 0 credits 4 hours/week covering the syllabus of Engineering Mathematics-I & II.

Also, they will study "Communicative English (LMCE)" 4 hours/week as NCMC in 4th Semester.

They will study Engineering Mathematics-III and Engineering Mathematics-IV (titled as per the branch requirements) in 4th and 5th Semesters respectively.

Students admitted prior to academic year 2020-21 will study "Foundations of Engineering Mathematics (3RFMAT1)" for 3 credits in 3rd semester and are exempted from studying one Professional Core Course of 3 credits, which they have already studied during Diploma. Also, they study "Communicative English (LMCE)" as Non-credit Mandatory Course. They will study Engineering Mathematics-III in 4th Semester and Engineering Mathematics-IV (titled differently as per the branch requirements) in 5th semester.

Lateral entry students from B.Sc. Stream, shall clear the non-credit courses Computer Aided Engineering Drawing and Engineering Mechanics of the First Year Engineering Programme. These Courses shall not be considered for vertical progression, but completion of the courses shall be mandatory for the award of degree.

14. Award of Degree

14.1 Requirements for Award of Degree

Degree is awarded to students satisfying the following requirements:

- i) Students should earn prescribed number of credits as indicated in Table 2.1.
- ii) Should not have F grade or any transitional grades (I, W, X) in any of the Hardcore Courses.
- iii) Should have $CGPA \geq 5$ at the end of last semester. If the CGPA is < 5.0 at the end of the B.E. / B.Arch. programme, students are permitted to appear again for SEE in full or part of the previous year theory course/s by rejecting the performance of them (excluding internship, technical seminar, project and laboratories) for any number of times subject to the provision of maximum duration of the programme, to make up the $CGPA \geq 5.00$ for the award of degree.
- iv) Should have passed all the prescribed mandatory courses.
- v) Should not have any pending disciplinary proceedings.
- vi) Should not have dues to the institute.

14.2 Requirements for Award of Honors Degree

Honors Degree is awarded for the students admitted from the academic year 2018-19 and onwards and for lateral entry students admitted from the academic year 2019-20.

14.2.1 Objectives

- Encourage the advanced levels of study and multidisciplinary learning.
- Specialize in a focused area of their interest.
- Learn new skills and methodologies pertaining to their area of interest.
- Enable personal creativity.
- Cultivate a sustaining interest in advanced education and research
- Enhance professional development and
- Provide opportunities to gain recognition at the time of graduation for advanced, distinguished work as an undergraduate.

14.2.2 Eligibility Criteria for Registration

- Registration to Honors qualification shall start from fifth semester onwards.
- The Registrants shall have obtained a CGPA \geq 8.50 at the end of the fourth semester.
- The Registrants shall have obtained a grade \geq D in all the courses in the first attempt only, in the semesters until this stage.
- The lateral entry Diploma students shall have completed additional course "Foundations of Engineering Mathematics" during 3rd semester in first attempt only.

14.2.3 Registration Procedure

- Any student meeting the eligibility criteria specified in 14.2.2 and intending to register for the Honors qualification shall submit the application to the Controller of Examination through HoD within a week's time after the commencement of semester.
- If registration is approved, student shall pay one time non refundable registration fee prescribed by the University to confirm the registration.

14.2.4 Additional Coursework

- In addition to courses prescribed for the award of degree, each student registered for Honors qualification shall have to take up coursework approved by VTU and notified by the Department from NPTEL and other platforms and complete each coursework successfully irrespective of number of attempts, with a final score leading to NPTEL 'Elite and above Graded Certificate', within the prescribed duration for award of degree.
- Department shall announce list of MOOCs (chosen from NPTEL/SWAYAM/ other platforms) corresponding to each programme approved by BoS. The Department shall have freedom to review and approve additional online platforms from time to time as approved by VTU.
- Student shall earn 18 or more credits by appearing in person to the proctored examination conducted by NPTEL/SWAYAM/other platforms.
- The credit equivalence for online NPTEL courses shall be as per the following Table.

Table 14.1: Assigned Credits for online courses

Online course duration	Assigned credits
04 weeks	01
08 weeks	02
12 weeks	03

14.2.5 Award of Honors qualification

- Honors degree shall be awarded only if CGPA at the end of BE programme ≥ 8.5 .
- Students who cannot submit the certificates before the last date prescribed by the University shall not be considered for the award of "Honors" qualification, irrespective of number of credits earned by them.

15. AICTE Activity Points (400 hrs. for the entire programme):

Apart from technical knowledge and skills to be successful as professionals, students should have excellent soft skills, leadership qualities and team spirit. They should have entrepreneurial capabilities and societal commitment. In order to match these multifarious requirements, AICTE has created a unique mechanism of awarding Activity Points over and above the academic grades.

Following suggestive activities as Long Term Goals may be carried out by students in teams:

- Prepare and implement plan to create local job opportunities.
- Prepare and implement plan to improve education quality in village.
- Prepare an actionable DPR for doubling the village Income.
- Developing Sustainable Water Management System.
- Prepare and Improve a plan to improve health parameters of villagers.
- Developing and implementing of Low-Cost Sanitation facilities.
- Prepare and implement plan to promote Local Tourism through Innovative Approaches.
- Implement/Develop Technology solutions which will improve quality of life.
- Prepare and implement solution for energy conservation.
- Prepare and implement plan to develop skills of village youth and provide employment.
- Develop localized techniques for reduction in construction cost.
- Prepare and implement plan of sustainable growth of village.
- Setting of Information imparting club for women leading to contribution in social and economic issues.
- Developing and managing efficient garbage disposable system.
- Contribution to any national level initiative of Government of India. For example Digital India/ Skill India/ Swachh Bharat Internship etc.

A student has to earn 100 points (75 points for lateral entry students).

The activities can be spread over entire duration of the programme and it will be reflected in the student's 8th semester Grade Card. It shall not be considered for computation of SGPA/CGPA and for vertical progression. The total duration of the activities for entire programme is 400 hours for regular students and 300 hours for lateral entry students.

AICTE Activity Points Implementation and Monitoring Committee has been constituted under the Chairmanship of Principal and NSS Coordinator as convener, and Dean Academic, Dean Student Welfare, Chief Warden, NCC Coordinator and Two Senior Professors as members. This Committee shall arrange for logistics and material support wherever necessary and review the progress at the end of each Semester.

Procedure:

1. Students can take-up listed activities individually or in a group.
2. Proctors shall monitor the progress of students' work.
3. They can work on daily basis/ weekends/ or in one shot, continuously for 400 hours to earn 100 points. The schedule is at the convenience of group of students.
4. For every **FOUR** hours of work, students will get **ONE** Activity Point.
5. Students shall submit a report and photographs related to activities carried out to the proctor
6. Students shall maintain a "Activity Logbook"
7. Students shall register to "Activity Points" during VIII Semester
8. The work done by students will be reviewed by Department Seminar Evaluation Committee during VIII Semester.
9. Break-up of CIE marks for activity points:

Evaluation by the Proctor	50 marks
Evaluation by DSEC	
(i) Report	20 marks
(ii) Presentation	20 marks
(iii) Outcome	10 marks
Total	100 marks

10. No SEE for Activity Points.
11. Students will be awarded either NP or P grade based on their performance.
12. Students will be awarded degree only on earning P grade in the Activity Points.

16. Academic Counselling Cell

After the first test, the faculty in-charge reports to the HoD, about the students who have scored less than the minimum requirement of 40% in first two quizzes and first test. HoD, faculty in-charge and proctor counsel such students and advice them regarding the courses to be dropped so that, he/she can concentrate on other courses and perform better. The HoD and proctor take an undertaking from such students to the effect that he/she:

- Shall attend all lectures, tutorials and laboratory classes regularly.
- Shall not miss any quizzes and Tests.
- Shall submit assignments regularly.
- Shall work hard to improve his/her academic performance.

17. Students Counselling Cell (SCC)

The functions of SCC are to:

- Identify academically deficient and disturbed/distressed students through the proctors and counsel them. Monitor the students with the help of psychiatrist and medical officer and maintain statistics.
- Explore ways and means to help the students to come out of their deficiency as a result of depression.
- To assign a mentor to regularly monitor the progress of the academically weak students.

18. Malpractice in Examinations

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

<i>Sl. No.</i>	<i>Nature of Malpractice</i>	<i>Penalty to be imposed</i>
1	Any form of revealing the identity of the candidate in the answer script of Semester End Examination.	Fine of Rs. 250/- and award of F grade for that course.
2	Possession of Manuscript / printed or typed matter, Books or notes and written matter on Calculator/ Instrument Box/ electronic/ wireless devices/cell phones, iPhone, pen drives etc., or having any other written matter on the person (For Example, Palm, Hand, Leg, Clothes, Socks etc.).	To deny the benefit of performance of the examinations of all the courses for which the candidate has appeared by awarding ' F'-grade in all the courses (both attended and to be attended of the particular examination conducted including arrear courses if any), debar him/her for a further number of chances extending up to two semesters of examinations in all the courses including the arrears courses.
3	Detection of identical answers in the answer scripts of different Candidates or allowing a candidate to copy from his/her answer script.	To deny the benefit of performance of the examinations of all the courses for which the candidate has appeared by awarding 'F'-grade in all the courses (both attended and to be attended of the particular examination conducted including arrear courses if any), debar them for a further number of chances extending up to two semesters of examinations in all the courses including the arrears courses.

<i>Sl. No.</i>	<i>Nature of Malpractice</i>	<i>Penalty to be imposed</i>
4	Appeal to the examiner with or without money as enclosures to the SEE answer book / use of abusive / obscene language or threatening remarks in the SEE answer book.	To deny the benefit of performance of the examinations of all the courses for which the candidate has appeared by awarding 'F'-grade in all the courses (both attended and to be attended of the particular examination conducted including arrear courses if any), debar them for a further number of chances extending up to two semesters of examinations in all the courses including the arrear courses.
5	Found giving or receiving assistance at the examination, passing the question paper with written answer/formulae/answer script/additional sheet/Graph Sheet/Drawing Sheet for purpose of copying.	To deny the benefit of performance of the examinations of all the courses for which the candidate has appeared by awarding 'F'-grade in all the courses (both attended and to be attended of the particular examination conducted including arrear courses if any), debar them for a further number of chances extending up to two semesters of examinations in all the courses including the arrears courses.
6	Destroying the documentary evidence of malpractice.	To deny the benefit of performances of the examination of all courses for which the candidate has appeared (both attended and to be attended of the particular examination conducted including arrear examinations) and debar him/her for a further number of chances extending up to Two more examinations
7	Insertion of additional sheets / Graph Sheets / Drawing Sheets, use of answer book which is not issued at the examination hall on that particular examination date.	To deny the benefit of performance of examinations of all the courses for which the candidate has appeared (both attended and to he attended of the particular examination conducted including arrear examinations) and debar him/her for a further number of chances extending up to Two more examinations.
8	In case of Impersonation or found guilty of deliberate prior arrangements to cheat in the examination.	To deny the benefit of performance of the examination of all courses for which the candidate who has appeared and who has arranged another person to impersonate (both attended and to be attended of the particular examination conducted including arrear examinations to both the candidates) & debar him/her for a minimum of six more examinations. (For the person who has impersonated and on whom impersonation is done for both persons, the punishment shall extend up to reprimanding and also booking a case under Indian Penal Code -IPC).

<i>Sl. No.</i>	<i>Nature of Malpractice</i>	<i>Penalty to be imposed</i>
9	Abusing, threatening, manhandling the examination authorities at the examination hall or in the premises of the examination centre / outside the centre as well as misconduct of a very serious nature.	To deny the benefit of performance of the examination of all courses for which the candidate who has appeared and who has arranged another person to impersonate (both attended and to be attended of the particular examination conducted including arrear examinations to both the candidates) & debar him/her for a minimum of six more examinations. (For the person who has impersonated and on whom impersonation is done for both persons, the punishment shall extend up to reprimanding and also booking a case under Indian Penal Code -IPC).
10	Any other Malpractices not defined above but connected with the Examination.	Committee can recommend suitable penalties as deem fit.

The Chief Superintendent shall allow the candidates indulged in malpractice to write all subsequent examinations, with an undertaking by the student that he/she will abide by the decision and penalty imposed by Malpractice Enquiry Committee.

The Examiner shall, if he/she suspects malpractice while valuing the answer scripts or other material such as insertion of answer sheets, revealing of identity or enclosures, such as currency, shall return the answer script with reasons in writing to the CoE by name and desist from further valuation. If already valued, marks shall not be entered in the regular marks lists in which the marks awarded to other candidates are furnished but enter them in a separate list which shall be enclosed in a sealed cover and forwarded to the CoE. The decision pertaining to above Penalties and Punishments may be communicated to all the concerned. Enquiry under Malpractice Cases Consideration Committee is independent of the criminal proceedings, if any, in the appropriate court of law.

However, depending on severity of malpractice, MEC will impose penalty as deem fit, other than the one mentioned above.

Malpractice in Quizzes / Tests

If a student is involved in malpractices as defined for SEE in any course(s) of quiz / I test / II test / Compensatory test.	'F' graded will be awarded for that course in that semester. He/she will not be permitted neither to Drop/Withdraw nor appear for SEE in that course.
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19. Students Code of Conduct

In order to maintain the sanctity and decorum in the campus and the hostels, the students are required the following rules of discipline:

- The students should behave courteously with the members of the staff.
- They should maintain silence in the library, classrooms and work quietly in drawing halls, laboratories and workshops.
- Students should come to class in time and be clean, tidy and modestly dressed.
- They should not meddle with the machines, equipment and tools in the laboratories and workshops without the permission of the staff members in charge. They will be responsible for the damages and will have to pay for their replacement.
- They should not absent themselves from the classes without the prior permission of the HoD.
- Students are expected to take up all tests, quizzes, assignments and examinations seriously and would try to perform the best.
- Students are expected to read notices/circulars displayed on the college notice board. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse for not complying with the directions contained in it.
- While attending college functions, the students will conduct themselves in such a way so as to bring credit to themselves and to the institution.
- Students are forbidden from pasting posters in the institute premises and causing any damage to the property of the institute.
- Students are not to affix any notice or remove any office notice from the notice boards.
- Spitting, smoking, consumption of alcoholic beverages and drugs are strictly forbidden.
- Use of Cell Phone is banned in classrooms, laboratories, library and academic corridor.
- Gathering in groups at roads, entrance, exit and pathways is strictly prohibited.
- Students using vehicles are required to leave them in parking places provided and are forbidden from parking in other places causing inconvenience.
- Vehicles with altered silencers, causing disturbances to the classes will be confiscated.

20. Ragging and Punishment

Ragging means causing, inducing, compelling, forcing a student either by way of practical joke or otherwise, to do any act which detracts from human dignity or violates his/her fundamental right or exposes him/her to ridicule or to forbid from doing any lawful act by intimidating, wrongfully restraining, wrongfully confining, or injuring him/her or by using criminal force, extortion.

The following perverse actions also constitute the ragging.

i) Forcing to:

Address seniors as Sir, Perform mass drills, Copy class notes and practical records for seniors, Carry out various errands, Do menial jobs for seniors, Drink alcohol and

consume drugs, Do acts with sexual overtones and homosexual acts leading to physical injury/mental torture or death.

- ii) Stripping / Kissing
- iii) Any other related or allied acts of commission would also from ragging.

Punishment for Errant Students (Raggers)

- i) Filing of First Information Report (FIR) with the local police as per the Supreme Court direction.
- ii) Publishing the photographs of errant students (raggers) on the Notice Boards and in Local Newspapers.
- iii) Imprisonment for a term extendable up to one year or a fine of Rs. 2000/- or both.
- iv) Rustication, dismissal and expulsion from the Institute.
- v) Embossment on marks cards and other academic certificates that he/she was indulged in ragging.
- vi) Non eligibility for getting passport or visa.
- vii) Non eligibility for campus recruitment/cancellation, if selected already.

21. Disciplinary Actions and Related Matters

- i) Violation of code of conduct and disciplinary rules of the institute will be referred to the disciplinary committee.
- ii) Violation of code of conduct shall attract disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, debarring from the examination, withdrawal of placement facilities, withholding grades/degree, cancellation of registration and even rustication from the institute.

22. Termination from the Programme

A student is required to withdraw from the programme and leave the Institute on the following grounds;

- i) Failure to complete degree within the prescribed time period as indicated in Table 2.1
- ii) Failure to comply with the disciplinary rules as prescribed by the Institute from time to time.

23. Provision for Change of Branch

Change of branch is granted at the beginning of III Semester as per the VTU norms based on AICTE guidelines.

- Students who are interested in taking Change of Branch have to apply online in VTU Change of Branch portal by paying prescribed application fee.
- Facility of branch change is available at the III Semester level only to meritorious students and shall not be considered as a matter of Right.
- Branch change is permitted, strictly adhering to the strength in any branch not falling below 75% of the admission and only against clear vacancy available in a particular branch.
- Students admitted under SNQ quota are not eligible for change of branch.

- Vacancy (V) is defined as

$$V = I - (\text{Reg} + \text{Rep})$$

Where, I = The prescribed Intake for the branch
 Reg = No. of regular students who become eligible to be promoted to III Semester
 Rep = No. of students from previous batches who become eligible to join III Semester (along with regular students)
- Once the student accepts the change of branch, he/she will not be allowed to revert to the former branch as the list will be sent to the university on the date of counselling itself for approval.
- The student given change of branch has to pay prescribed amount as change of branch fee to VTU, Belagavi.

24. Medals

The Institute will award the following Gold Medals in recognition of outstanding academic merit in programmes leading to an award of degree specified in Table 2.1.

Table 24.1: Medals & Awards

1	Student secured highest CGPA in UG Programmes for the entire institute (passed all the courses from 3 rd to 8 th sem. in first attempt only, without any transitional grades dropping/ withdrawal of the course.)	Dr. Sree Sree Sivakumara Swamiji Gold Medal
2	Student secured highest CGPA in each of the UG Engg. programmes offered in the Department (Passed all the courses from 3 rd to 8 th sem. in first attempt only without any transitional grades dropping /withdrawal of the course)	SIT Gold Medal
3	Student secured highest CGPA in B.Arch.(Passed all the courses from 1 st to 10 th sem. in first attempt only without any transitional grades dropping /withdrawal of the course)	SIT Gold Medal
4	Student secured highest CGPA in each of the PG Programme (M.Tech./MBA/MCA) offered in the Department (Passed all the courses from 1 st to 4 th sem. in first attempt only without any transitional grades dropping /withdrawal of the course)	SIT Gold Medal
5	Student secured highest CGPA in MCA (Passed all the courses from 3 rd to 6 th sem. in first attempt only without any transitional grades dropping /withdrawal of the course; applicable to students admitted prior to academic year 2020-21)	SIT Gold Medal
6	Best Major Project in each Department	Cash Prize & Certificate

Apart from the "SIT Gold Medal" instituted by SIT for securing highest CGPA in each of the programme, many Philanthropists and alumni have instituted the following medals.

Table 24.2: Medals Instituted by Philanthropists and Alumni

Under Graduate Programmes:	
Architecture	<ul style="list-style-type: none"> • Rotary Tumkur Gold Medal for topper in Architectural Design Project
Biotechnology	<p>For securing highest CGPA</p> <ul style="list-style-type: none"> • B.L. Siddaiah & Smt. Girvanamma Gold Medal instituted by Dr. B.S. Gowrishankar
Chemical Engineering	<p>For securing highest CGPA</p> <ul style="list-style-type: none"> • Smt Vijayadevi and Sri Kewalchand Vohra Gold Medal instituted by Sri Ravindra Vohra • Dr. T S Mallikarjunaiah Memorial Gold Medal instituted by Sri T.M. Swamy • SIT Alumni Chapter, USA Gold Medal • Sri K S Sridhar Gold Medal • Sri P. Sakkarai Nadar and Chinnathal Ammal Gold Medal instituted by Guru Trust, Ramachandrapuram
Civil Engineering	<p>For securing highest CGPA</p> <ul style="list-style-type: none"> • SIT Alumni Kerala and Qatar Chapters Gold Medal • Late Shri Sudam Shirsat Memorial Gold Medal instituted by Sri Ketan Shirsat • Sri Pratul A Patel Gold Medal • Smt. Dakshayanamma and Prof. B Gangadharaiah Gold Medal for securing highest marks in "RCC Structures" • Late B. Gurushanthaiah & Late G.R. Manjunath Memorial Gold Medal instituted by S.M. Kumaraswamy & friends for securing highest marks in Structural Analysis I & II put together • Smt. Pratibha Channabasavaiah Gold Medal for a girl student securing highest CGPA in Civil Engineering • Sri G.S. Paramashivaiah Gold Medal instituted by his brother G.S.S. Murthy for securing highest marks in "Water Resources Subjects"
Computer Sc. & Engineering	<p>For securing highest CGPA</p> <ul style="list-style-type: none"> • Sri Gopi Kesavan Gold Medal
Electrical & Electronics Engineering	<ul style="list-style-type: none"> • Prof. Basavarajaiah Gold Medal for securing highest marks in "Electric Circuit Analysis"
Electronics & Commn. Engineering	<p>For securing highest CGPA</p> <ul style="list-style-type: none"> • Sri Shekhar B Chandrashekhar Gold Medal • Smt. K.S. Sarojamma and Sri S. Veeranna Gold Medal instituted by Dr. K.V. Suresh and Sri K.V. Jyothi Prakash • Alumni of SIT, E&C of 1984 Batch Gold Medal for securing second highest CGPA in E&C Branch • Sri S. Vishwanathan Gold Medal for securing highest marks in "Network Analysis" • Cash Award for securing highest CGPA in E&C Branch (Lateral Entry) instituted by Alumni of SIT, E&C of 1984 Batch

Electronics and Instrumentation Engg.	<ul style="list-style-type: none"> Smt. Lakshminarasamma and Sri Anjaneya Setty Memorial Gold Medal for securing second highest CGPA in Electronics & Instrumentation Engg. instituted by Prof. G.A. Shashikumar Smt. Pamidi Chinnammayi and Sri Pamidi Rattaiah Memorial Gold Medal for securing third highest CGPA in Electronics & Instrumentation Engg. instituted by Prof. Venkataramaiah. P.P.
Information Sc. & Engineering	<p>For securing highest CGPA</p> <ul style="list-style-type: none"> Alumni of Information Sc. & Engg. Dept. Gold Medal
Mechanical Engineering	<p>For securing highest CGPA</p> <ul style="list-style-type: none"> Faculty, Department of Mechanical Engg. Gold Medal Dr. Sojan Lal Gold Medal Smt. Meera Reddy Gold Medal instituted by Prof. K.P.J. Reddy Tumkur Nanjappa Memorial Gold Medal instituted by Dr. N. Chandrashekar Smt. R.S. Kamalamma and Sri Revanasiddappa Gold Medal instituted by Dr. H.R. Purushothama
Electronics and Telecommunication Engineering	<p>For securing highest CGPA</p> <ul style="list-style-type: none"> Sri Sridhar Kadambi Gold Medal Dr. Krishna Prabhu Gold Medal
General	<ul style="list-style-type: none"> Sri B Shivanna and Smt. Nagarathamma Gold Medal instituted by B.S. Shashikala for securing highest marks in third semester Mathematics. Dr. M.N. Channabasappa Gold Medal for securing highest marks in Mathematics I-IV sem. put together across all the UG programmes Sri D. Basavaraju Gold Medal for securing second highest CGPA among all the UG students of all branches of Engineering instituted by Dr. K.L. Shivabasappa
Post Graduate Programmes:	
MBA (Finance Stream)	<ul style="list-style-type: none"> Sri Rudrappa Shollapur Memorial Gold Medal for securing First place in Finance
MBA (HR Stream)	<ul style="list-style-type: none"> Dr Manu N Kulkarni Cash Award for securing First place in HR stream
M.Tech. :	
Thermal Power Engg.	<p>For securing highest CGPA</p> <ul style="list-style-type: none"> Tumkur Nanjappa Memorial Gold Medal instituted by Dr. N. Chandrashekar
General	<ul style="list-style-type: none"> Sri D. Basavaraju Gold Medal for securing second highest CGPA among all the PG students of all branches of Engineering instituted by Dr. K.L. Shivabasappa

Note: Awards are given for those students who were not involved in malpractice in test/quiz/examination and on whom no disciplinary action taken. If more than one candidate has the same CGPA, then awarding of medal is decided based on number of S-grades/number of A-grades/any other relevant criteria.

Our Motto

"WORK IS WORSHIP"

VISION

To develop young minds in a learning environment of high academic ambience by synergizing spiritual values and technological competence.

MISSION

To continuously strive for the total development of students by educating them in state-of-the-art technologies and helping them imbibe professional ethics and societal commitment, so that they emerge as competent professionals to meet the global challenges.

QUALITY POLICY

Siddaganga Institute of Technology is committed to:

- Impart quality education by establishing effective learning-teaching-learning processes to produce competent engineers with high professional ethics and societal responsibility.
- Create congenial environment and provide state-of-the-art infrastructure.
- Continually improve the effectiveness of the quality management system.
- Satisfy all applicable requirements.



Siddaganga Institute of Technology

(An autonomous institution affiliated to Visvesvaraya Technological University, Belagavi, Approved by AICTE, New Delhi,
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