

ACADEMIC REGULATIONS

1. TITLE AND COMMENCEMENT:

- 1.1. These Regulations shall be called “The National Institute of Engineering, Mysuru, (NIE) Regulations under Visvesvaraya Technological University, Belagavi, Autonomous College Statutes - 2006 for Academic Autonomy – 2016 for Post graduate programmes”.
- 1.2. This set of Regulations, on approval by the Governing Body, shall supercede all the corresponding earlier sets of regulations of the post graduate Degree programmes of VTU along with all the amendments thereto, and shall be binding on all students undergoing the Post Graduate Degree Programme(s) (Credit System) at NIE, Mysuru. This set of Regulations, may evolve and get refined or updated or amended or modified through appropriate approvals from the Academic Council and/or Governing Body from time to time, and shall be binding on all parties concerned, including the Students, Faculty and the Staff of Departments. The decision of the Governing Body shall be final and binding.
- 1.3. The provisions contained in this set of Regulations govern the policies and procedures on the Registration of students, imparting instructions of course, conduct of the examination and evaluation and certification of students’ performance and all amendments there to leading to the award of the said Degree(s).
- 1.4. The Regulations shall come into effect from the date of obtaining approval from the Governing Body of the College.

2.0 ABBREVIATIONS:

- a) “Academic Autonomy” means freedom to the College in all aspects of conducting its academic programmes, granted by the University for promoting excellence.
- b) “Autonomous College” means The National Institute of Engineering, Mysuru, designated as an autonomous college by the University, as per the VTU Autonomous College Statute - 2006.
- c) “Commission” means University Grants Commission (UGC).
- d) Council” means All India Council for Technical Education (AICTE).
- e) “Statute” means VTU Autonomous College Statute - 2006.
- f) “University” means Visvesvaraya Technological University (VTU), Belagavi.
- g) “Institute” or “College” means The National Institute of Engineering, Mysuru (NIE).

3.0. ACADEMIC CALENDAR:

- 3.1.** The total duration of an academic programme shall be the same as that followed by the University. i.e., two years for M.Tech. and three years for M.C.A. The maximum period which a student can take to complete a full time academic programme shall also be similar to that prescribed by the University, viz., double the nominal duration prescribed for the programme, i.e., four years for M. Tech. and six years for M.C.A. For students being admitted to 3rd semester M.C.A degree under the lateral entry scheme, the maximum duration to complete the course shall be the same as stipulated by the University.
- 3.2.** Each academic year is split into two semesters. The term of the semester for teaching M.C.A is 16 weeks and for M.Tech. it is 18 weeks. Generally, each semester is of 20 weeks' duration which will include the period for teaching, examination and announcement of results. Typically, odd semester is from August to December and even semester is from January to May. In case of requirement under special circumstances, a Makeup Term of required duration as approved by the Academic Council may be offered in between even and odd semesters. The Summer term, whenever offered, may be limited only to teach value added/add-on courses and or courses as approved by the Principal.
- 3.3.** In general, the academic schedule of a semester includes the following:
- Date of starting semester.
 - Course registration period.
 - Dates of events of Continuous Internal Evaluation (CIE).
 - Date of beginning of Semester End Examination (SEE).
 - Date of announcement of results.
 - Inter semester vacation period, if provided.
 - Last working day of the semester

This academic schedule, shall be prepared by the Dean (Academic Affairs) in consultation with the Principal, approved by the Academic Council (AC) and shall be announced at least one week before the beginning of the semester.

- 3.4.** In case of an eventuality of losing a teaching day due tounavoidable reasons, such a loss shall be made up by having a teaching / laboratory / tutorial session on a suitable day by adhering to the time table of the day which was lost.

4.0. ELIGIBILITY FOR ADMISSION:

4.1: Postgraduate Programmes:

4.1(a). Master of Technology Programmes:

Admission to First semester Master of Technology (M.Tech.) post graduate degree programme shall be open to the candidates who have passed any of the prescribed qualifying examinations of the degree courses recognized by the University for the respective M.Tech. programmes.

In addition to the above, the programme shall be open for candidates who have passed the prescribed Qualifying Examinations as specified for the respective programmes of study with not less than 50% of the marks in aggregate of all the semesters or years of the degree examination (cumulative sum of secured marks of all the semesters or years divided by the sum of the maximum marks). However, in the case of candidates belonging to SC/ST and Category-1, marks shall not be less than 45%.

4.1(b) Master of Computer Application Programmes:

Admission to First Semester Master of Computer Applications (M.C.A.) is open to the candidates who have passed any of the prescribed degree courses recognized by the University.

In addition to the above, the programme shall be open for the candidates who have passed the Bachelor degree examinations with not less than 50% of the marks in aggregate of all the years of the degree examinations. However, in the case of candidates from Karnataka belonging to SC/ST and Category-1, the aggregate percentage of marks in the qualifying examinations shall not be less than 45%. Provided that the candidate shall have passed Bachelor degree with not less than 50% of marks with Mathematics/ Statistics/ Computer Science/ Computer Programming/ Computer Applications / Business Mathematics/ Business Statistics as one of the optional or electives at degree level. Provided further that in respect of candidate who has studied and passed one of the subjects specified in the first provision in the Pre-University Course with 50% of marks in that subject shall also be considered for admission. However, in the case of candidates belonging to SC/ ST and Category-1, 45% of marks in that subject shall be considered for admission.

4.2 Admission to, III semester MCA for Lateral Entry Candidates, is open to the candidates who have passed any of the prescribed degree programme recognized by the University.

4.3 Relevant Government/University orders issued from time to time in this regard shall prevail.

5. ADMISSION and FEES:

- 5.1. Admission shall be made in accordance with the policy guidelines issued from the Ministry of Higher Education, Council, Government of Karnataka and University from time to time. Seats are reserved for candidates belonging to Scheduled Castes and Scheduled Tribes, physically challenged candidates, children of defense personnel and other categories as per the orders issued by the Govt. of Karnataka.
- 5.2. Admission for all postgraduate programmes shall be made through PG CET cell of Govt. of Karnataka or by conducting Institution level test as per the applicable Government/University notifications issued from time to time.
- 5.3. A limited number of admissions are offered to candidates under Management quota, in accordance with the rules applicable for such admission, issued from time to time by Govt. of Karnataka/Council.
- 5.4. After admission of a candidate to a programme, if it is found that he/she had in fact not fulfilled all the requirements stipulated in the offer of admission, in any form whatsoever, including possible misinformation etc., the Principal is authorized to cancel the admission of the candidate.
- 5.5. The College reserves the right to cancel the admission of any student and ask him/her to discontinue the studies at any stage of their career on the grounds of unsatisfactory academic performance or indiscipline or any misconduct.
- 5.6. The decision of the Principal regarding the admissions is final and binding.
- 5.7. Candidates must fulfill the medical standards required for admission.
- 5.8. Every student of the College shall be associated with the Parent Department offering the degree programme that the student undergoes throughout his/her study period.
- 5.9. The fee structure as stipulated by Govt. of Karnataka from time to time shall be applicable for all the admitted students.

6.0. PROGRAMME STRUCTURE:

- 6.1. The overall programme structure for a MCA/M.Tech Degree programme typically consist of the following components:
 - a) Engineering Mathematics.
 - b) Programme Core Courses.
 - c) Programme Elective courses.
 - d) Elective courses:

An elective course can be departmental elective, open elective, MOOC elective, Industry driven elective
 - e) Industrial training, Internship, Seminars and Project

- 6.2.** The Departmental Council (DC) shall discuss and recommend the exact credits offered for the programme for the above components ‘a’ to ‘e’, the semester wise distribution among them, as well as the syllabi of all postgraduate programmes offered by the department from time to time before sending the same to the Board of Studies (BOS). The BOS will consider the proposals from the department and make recommendations to the Academic Council (AC) for consideration and approval.
- 6.3.** The minimum Credit Requirement for the M.Tech. is 88 and for M.C.A. is 132. For students admitted to M.C.A under lateral entry scheme, the minimum credit requirement is 90.

6.4. SEMINAR AND PROJECT:

- a) Project work / Dissertation of M.Tech. shall be carried out by the student individually.
- b) Projectwork at 6th semester MCA shall be carried out by the student individually.
- c) Project viva-voce examination shall be conducted individually.
- d) Seminar topic shall be selected from the emerging technical areas only.

7.0. REGISTRATION:

Each student after consulting his/her faculty advisor shall pre- register for the courses in every semester on the days specified for registration.

- 7.1.** Mandatory Pre-registration for higher semester: To ensure proper planning of the academic activity, it is mandatory for all the students to undertake a pre-registration process well in advance before actual start of the next academic session. Typically, this pre-registration has to be completed during the last two weeks of the current semester for the following academic session except for minor modification during the 1st week of the ensuing semester
- 7.2.** A student has to register for a minimum of 20 credits in each semester. The maximum number of credits a student can take in a semester is 30. However, the minimum/ maximum credit limit can be relaxed by the Principal, on specific recommendations of Departmental Council only under exceptional circumstances.
- 7.3.** For a student to register for some courses he/she may be required to have adequate knowledge about one or many courses which are declared as pre-requisite courses in the earlier semesters. The student is deemed to have satisfied this requirement by satisfying the Clause of minimum attendance (Clause.9.11) in the course(s) which is/are declared as pre-requisite(s). The detailsof the pre-

requisites will be announced by the Departmental Council as a part of the programme curriculum.

- 7.4. Late registration up to a cutoff date mentioned in the academic calendar is allowed on payment of a penal fee.
- 7.5. A student will be allowed to register for the next semester only when he/she fulfils the following conditions:
 - a) Cleared the entire previous semester fees due, if any, to the institute, hostel and library and also has paid all advance deposits of the Institute and hostel for the semester for which he/she is registering.
 - b) Satisfies all academic requirements, namely the credits earned and minimum CGPA, to continue with the programme. (Clause 9.10)
 - c) Not restrained from registering due to any specific reason by the college.
- 7.6. REGISTRATION IN ABSENTIA will be allowed only in exceptional cases at the discretion of Principal after the recommendation of the Departmental Council through the authorized representative of the student.
- 7.7. DROP-option: A student has the option to DROP courses until one week after the second event of CIE in consultation with his/her faculty advisor. However, the number of credits after dropping one or more courses shall satisfy Clause 7.2.

8.0. WITHDRAWAL FROM THE PROGRAMME:

8.1. Temporary Withdrawal:

- a) A student who has been admitted to a post graduate degree programme of the college may be permitted to withdraw temporarily, for a period which is an integral multiple of a semester on the grounds of prolonged illness or grave calamity in the family or employment etc., provided that:
 - (i) The student applies to the College within at least 6 weeks of the commencement of the semester or from the date he/she last attended the classes, whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of his/her parent/guardian.
 - (ii) The College is satisfied that, even after counting the expected period of withdrawal, the student has the possibility to complete his/her requirements of the degree within the time limits specified by the University.
 - (iii) There are no outstanding dues or demands, with the Department/

College/ Hostel/Library, etc.,

(iv) The tuition fees for all the subsequent semesters may be collected in advance based upon the severity of the case, before giving approval for such Temporary Withdrawal, until such time his/her name appears in the student's roll list. However, the fees/charges once paid would not be refunded.

(v) Scholarship holders are bound by the appropriate rules applicable to them.

(vi) The decision of the Principal of the College regarding withdrawal of a student is final and binding.

- b) Normally, a student would be permitted to avail of the temporary withdrawal facility as a special case only once during his/her tenure as a student and this withdrawal period shall also be counted for computing the duration of study as specified by the University.
- c) If the student has withdrawn from a programme for reasons of employment, when he / she rejoins the programme, he/ she should obtain necessary permission from his/her employer for rejoining. This permission letter has to be submitted at the time of rejoining.

8.2. Permanent Withdrawal:

Any student who withdraws admission before the closing date of admission for the academic session is eligible for the refund of the deposits only. Fees once paid will not be refunded.

Once the admission for the year is closed, the following conditions govern withdrawal of admissions:

- a) A student who wants to leave the College for good, will be permitted to do so (and take Transfer Certificate from the College, if needed), only after remitting the tuition fees as applicable for all the remaining semesters and clearing all other dues if any.
- b) Those students who have received any scholarship, stipend or other forms of assistance from the College shall repay all such amounts.
- c) The decision of the Principal of the College regarding withdrawal of a student is final and binding.

9.0.EVALUATION SYSTEM:

9.1. Each course has its Lecture – Tutorial – Practical (L-T-P) schedule. The credit for each course is based on following:

Lecture: one hour/week is given one credit.

Tutorial/Practical/ Project work: Two hours/ week is given one credit.

9.2. The evaluation of academic performance of a student is done as per Letter

grading system. A ten-point Letter grading system is adopted which denotes the level of academic performance. The grade awarded to a student in a theory course shall be based on his/her performance in tests, assignments, quizzes, tutorials etc. in addition to Semester End Examination. The weightage of these components shall be as follows:

Continuous Internal Evaluation (CIE)	Quizzes, Assignments, Tutorials, Tests, etc. (As per Clause 9.5)	50%
Semester End Examination (SEE)	Written or online or practical	50%

9.3. Grades and Grade Points:

Absolute grading system shall be adopted as follows:

Level	Outstanding	Excellent	Very Good	Good	Average	Fail
Grade	S	A	B	C	D	F
Grade Points	10	09	08	07	05	0
Score (%)	90 & above	75-89	60-74	50-59	45-49	< 45

- A minimum of 50% of marks has to be secured in CIE for appearing for a theory examination.
- A minimum of 40% of marks has to be scored in SEE for passing a theory course.
- A minimum of 45% of marks shall be obtained in (CIE+SEE) for passing a theory course.
- In a practical course, the candidate should secure a minimum of 45% for passing.
- A candidate who does not secure minimum marks in CIE shall be awarded 'W' grade. The candidate shall repeat those courses wherein he/she has secured 'W' grade when the course is offered again in any subsequent semester.
- A student who obtains fail grade in a course should repeat that course when it is offered in any subsequent semester.

9.4. The letter grade awarded to a student in a practical course is based on a suitable continuous evaluation scheme which the course instructor should evolve with the approval of Departmental Council. The student's performance in every practical class shall be evaluated and this shall have a weightage of 50%. He/she shall be evaluated further by conducting periodical tests and/or Semester End Test (SET) which shall have another 50% weightage. The grades shall be

awarded based on these two evaluation components. The minimum passing marks for Practical/Drawing course is 45%.

- 9.5. The course instructor shall make an announcement within one week of the beginning of the semester about blown up syllabus, details of the evaluation scheme which includes distribution amongst various components. This announcement shall be made in both theory and practical course classes. A copy of this announcement should reach the office of Controller of Examinations (CoE).

9.6. **Description of Grades:**

S grade: This grade stands for Superlative grade which indicates outstanding achievement by the student.

A grade: This grade stands for Excellent performance.

B grade: This grade stands for Very Good performance.

C grade: This grade stands for Good performance.

D grade: This grade stands for Average performance and is the minimum passing grade.

F grade: This grade denotes failure and hence very poor performance. A student who obtains 'F' grade in a course shall repeat that course in a subsequent semester or makeup term exam when it is offered. However, if a student gets 'F' grade in an elective theory course, he/she can register for the same elective or an alternative elective, as recommended by the Faculty Advisor and approved by the Departmental Council to satisfy the credit requirement in subsequent semesters.

X grade: This grade is a transitional grade which denotes incomplete grade. A student having satisfactory attendance and having high CIE rating ($\geq 90\%$) in a course, but SEE performance is poor, which could result in an overall 'F' grade in the course, will be awarded this grade. The DC can consider the request of any such student for a make-up examination and depending on the merit of the case and in consultation with the course instructor permit him/her to appear for make-up examination. The 'X' grade would be converted into one or the other of the letter grades (S/A/B/C/D/F) after the student completes the course requirements.

W grade: This grade is awarded to a student having satisfactory attendance at classes, but withdrawing from a course before the prescribed date in a semester under the advice of the Faculty Advisor. Withdrawal from a course shall be allowed only under exceptional circumstances and has to be recommended by the DC.

No withdrawal is permitted after the grades are announced. Further, a candidate having short age of attendance and/or fail to achieve the minimum requirements in CIE shall also be awarded this grade.

Calculation of SGPA and CGPA:

$$\text{SGPA} = \frac{\sum [(\text{course credits}) \times (\text{Grade points})] \text{ for all courses with Letter grades, including F (in that semester)}}{\sum [(\text{course credits})] \text{ for all courses with letter grades, including F (until that semester)}}$$

$$\text{CGPA} = \frac{\sum [(\text{course credits}) \times (\text{Grade points})] \text{ for all courses with Letter grades, including F (in that semester)}}{\sum [(\text{course credits})] \text{ for all courses with letter grades, including F (until that semester)}}$$

9.7. Process of Evaluation, Announcement and Review of Grades:

- a) The evaluation procedure to be adopted by a course instructor shall be announced at the beginning of the semester, so that this procedure will be made known to all the registered students. A copy of this procedure shall be submitted within two weeks of the commencement of the semester to the Chairman of the DC and up on subsequent approval by the DC, it should reach the office of Controller of Examinations (CoE).
- b) After the Semester End Examination (SEE), the papers will be evaluated and provisional results are announced. Then, as per the announcement made by Controller of Examinations (CoE) process of “paper seeing” will be arranged. During paper seeing, those students who wish to see their evaluated papers can meet the concerned Course Instructor and get clarification from him/her about the marks. The results are finalized after the event of paper seeing.
- c) In case, a student has a grievance even after obtaining clarification from the course instructor, he / she can make a written appeal to the respective Chairman of the Departmental Council and request for a review of the grade. The DC shall look into the details and make a recommendation. The recommendation of the DC shall then to be sent to the office of CoE for further processing as per “Examination manual” of the college. The processing fee for such an appeal will be decided by the Academic Council. If the appeal of the student is upheld by the review committee, the fee shall be refunded.
- d) **Evaluation of Dissertation Work (Project work)**
 - (i) The topic and title of the dissertation shall be chosen by the candidate in consultation with the guide and co-guide if any, during the last fortnight of 2nd Semester. The topic selected should be from the major field of the post graduate studies of the candidate. A brief outlay of the action plan to carry out the dissertation work should be submitted by the candidate during first month of the 3rd semester. This action plan shall be scrutinized by the Departmental Council and subsequently approved.
 - (ii) The dissertation work shall be carried out by the candidate independently during 3rd & 4th semester under the guidance of one of the faculty members of the department who is designated as internal guide. If the dissertation work has to be carried out in any industry / Organization outside the College, permission to the effect should be first sought by the candidate. Further, it is mandatory to have a co-guide at industry / organization where work will be carried out. The name of the co-guide has to be specified in the action plan as

detailed above.

- (iii) At the end of the 3rd Semester there shall be a mid-term review of the dissertation work. For this purpose, the candidate may be asked to present a seminar where in the action plan submitted earlier vis a vis actual work carried out shall be reviewed and action plan for the remaining part of dissertation work finalized.
- (iv) At the end of the 4th semester, the candidate shall submit 3 copies of report of the dissertation work duly approved by the guide & co-guide. The guide in consultation with Head of the department / PG program coordinator shall prepare a list of three external examiners. This list after being duly approved by the DC shall be sent to CoE along with 3 copies of dissertation work.
- (v) The CoE shall send one copy of the dissertation work to the guide and another copy to one of the external examiners for evaluation. These examiners shall evaluate the dissertation work and send the marks list independently to CoE. The maximum marks for this evaluation is 125 marks. The minimum marks for passing is 60% i.e. 75 marks as evaluated by external examiner. The average of the marks awarded by the two examiners shall be final marks and a candidate shall obtain a minimum of 60% for passing. The minimum passing grade is 'B'.
- (vi) The examiners shall be given not more than three weeks for evaluating the dissertation report. The dissertation work shall not be accepted if external examiner opines that the dissertation work and report are not up to the expected standard and minimum passing marks cannot be awarded. The external examiner can totally reject the report or seek resubmission after incorporating suggested modification. He/she shall specifically quote reasons for rejection. In case he/she recommends for resubmission after modification, he/she shall list out specific areas where modification needs to be done. The resubmitted report in such cases shall be sent to the same external examiner. If he/she does not approve it again, the dissertation work shall be treated as 'rejected'. After the rejection by the first external examiner, the report is sent to another external examiner for evaluation. If he/she also does not approve the work, the candidate shall redo the dissertation work again. In all such cases the candidates shall be free to choose another topic for dissertation under a new guide, after re-registration with prescribed fee.
- (vii) If the dissertation work is approved, the viva-voce examination of the candidate shall be conducted by the external examiner and internal examiner. It is the responsibility of the internal examiner / HoD to contact the external examiner and also the candidate and arrive at a convenient date & time for viva- voce. A copy of these communications shall be sent to CoE.

- (viii) The viva- voce examination shall be carried out for a maximum of 75 marks. The minimum passing marks for this examination is 60% i.e. 45 marks. In case, the external examiner pleads his/her inability to conduct the viva- voce examination, substitute appointment shall be made by CoE in consultation with the guide and HoD.
- (ix) The viva- voce marks awarded jointly by the examiners shall be sent to CoE immediately after the conduct of Viva-voce.

9.8. Make-up Examination:

The make up examination facility would be available to students who have secured ‘F’ or ‘X’ grade in SEE of a semester, make up examination can be held after each SEE or after SEE even semester with the approval of Academic Council of college. The standard of make up examination should be the same as the regular SEE.

9.9. Vertical Mobility Requirements

9.9.1.For MCA:

- a) A student shall register for a minimum of 20 credits in each semester.
- b) Earned credits mean those credits for which the student would have obtained S / A / B / C / D grade.
- c) The regular semester load is declared by the Departments for each programme at the beginning of every semester. Hence the yearly academic load is the sum of the regular semester loads of odd and even semester. Then the shortfall of credits=Yearly academic load – Earned credits. The threshold details at the end of every year are as follows:

shortfall =0 (All credits Earned)	shortfall of <=16 credits	Shortfall of credits >16
Eligible to move to next year.	Should complete the shortfall in credits by repeating only those courses for which ‘F’ or ‘W’ grade is obtained and move to the next year.	Not eligible to move to next year. Should repeat only those courses wherein he/she has obtained ‘F’ or ‘W’ grade. Hence in this case he/she is permitted to register less than 20 credits in a semester overriding the provisions of 9.10.1 (a).

When a student has to move from 2nd year to 3rd year, he/she should have completed all the credits registered in 1st Year except as per the following in (d)

- d) A candidate is allowed to move to 3rd year if he/she has a maximum of two

‘W’ or ‘F’ grades in 1st and 2nd year put together with not more than one ‘W’ or ‘F’ grade in a semester during these years.

- e) The minimum and maximum duration of the programme is as specified in Clause 3.1. If a student cannot complete the Programme in corresponding maximum duration, he/she shall leave the college without a degree. If a student is not able to pass a credit course even after 5 (five) consecutive attempts he/she shall also leave the college without a degree. For this purpose, an attempt is defined as registration in a regular semester.

9.9.2. For M. Tech:

- a) A student shall register for a minimum of 20 credits in each semester except in 3rd semester M.Tech.
- b) Earned credits mean those credits for which the student would have obtained S / A / B / C / D grade.
- c) The regular semester load is declared by the Departments for each PG programme at the beginning of every semester. Hence the yearly academic load is the sum of the regular semester loads of odd and even semester. Then the shortfall of credits = Yearly academic load – Earned credits. The threshold details are as follows:

Shortfall=0 (All credits Earned)	shortfall of credits < =16	Shortfall of credits >16
Eligible to move to next year.	Should complete the shortfall in credits by registering those courses for which ‘F’ or ‘W’ grade is obtained and move to the next Year	Not eligible to move to next year, should register for only those courses wherein he / she has W or F grade. Hence, he / she is permitted (if required) to register for less than 20 credits in a semester overriding the provisions of 9.10.2(a)

- d) The minimum and maximum duration of the programme is as specified in section 3.1. If a student cannot complete the Programme in corresponding maximum duration, he/she shall leave the college without a degree. If a student is not able to pass a credit course even after 5 (five) consecutive attempts he/she shall also leave the college without a degree. For this purpose, an attempt is defined as registration in a regular semester.

9.10. Attendance requirements:

- a) Each student must attend every theory class, tutorial and practical sessions for

which he/she has registered.

- b) To account for approved leave of absence, representing the college in Sports/ Extracurricular / Placement / NCC or NSS activities), the attendance requirement shall be a minimum of 85% of the classes actually held. Further condonation by the Principal for a maximum of 10% attendance will be allowed to account for any exigencies like illness / medical emergency / death of a relative, with a specific recommendation by the HoD.
- c) If a student has less than 75% attendance in any course, he/she shall be awarded 'W' grade in that course irrespective of his/her academic performance.
- d) In a practical course, if a student misses four consecutive weeks of classes without any prior permission, he/she shall be awarded "W" grade in that course irrespective of his/her academic performance.

10.0. TERMINATION FROM THE PROGRAMME:

10.1. A student who is not performing well in terms of obtaining requisite grades and/ or is abstaining from the classes regularly, shall be warned of the consequences and the same shall also be communicated to his/her parents.

10.2. A student may be required to withdraw from the programme and leave the College on any of the following grounds:

- a) Obtaining F Grade and hence not passing a course, in spite of five successive attempts;
- b) A student failing to secure CGPA ≥ 5.0 on three consecutive years;
- c) Absence from classes of all the registered courses for more than six weeks at a time in a semester without leave of absence being granted by competent authorities;
- d) Failure to meet the standards of discipline as prescribed by the College from time to time.

10.3. Conduct and Discipline:

Students shall conduct themselves within and outside the premises of the College, in a manner befitting the students of an Institution of National Importance. As per the order of Honorable Supreme Court of India, ragging in any form is considered as a criminal offence and is banned. Any form of ragging will be severely dealt with.

The following acts of omission and/or commission shall constitute gross

Violation of the code of conduct and are liable to invoke disciplinary measures:

- a) Ragging
- b) Lack of courtesy and decorum; indecent behaviour anywhere within or outside the campus.
- c) Willful damage or stealthy removal of any property/belongings of the College/ Hostel or of fellow students/citizens.
- d) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
- e) Mutilation or unauthorized possession of Library books.
- f) Noisy and unseemly behavior, disturbing studies of fellow Students.
- g) Hacking in computer systems (such as entering into otherPerson's area without prior permission, manipulation and/or damage of computer hardware and software or any other Cyber crime etc.).
- h) Plagiarism of any nature.

Commensurate with the gravity of offense, the punishment may be: reprimand, expulsion from the hostel, debarment from an examination, disallowing the use of certain facilities of the College, rustication for a specified period or even outright expulsion from the College, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.

For an offence committed in (i) a hostel (ii) a department or in a class Room and (iii) elsewhere within the college campus, the Chief Warden, the Head of the Department and the Student Welfare Officer shall meet as a committee and recommend for reprimanding or imposition of fine. Such recommendations shall be reported to the principal for further action.

11.0. STUDENTS' FEEDBACK:

- a) It is recommended by the university that Autonomous Colleges obtain feedback from students on their course work and various academic activities conducted under the credit system. For this purpose, suitable feedback forms shall be devised by the College and the feedback obtained from the students regularly in confidence, by administering the feedback form in print or on-line.
- b) The feedback received from the students shall be discussed at various levels of decision making at the College and the suggested changes/ improvements, if

any, could be given due consideration for being implemented at the College level.

12.0. ACADEMIC COMMITTEES:

12.1. Departmental Council (DC): Constitution:

There shall be one DC for every department that is involved in the teaching for the all the programme. The constitution shall be:

The Chairman may co-opt and/or invite more members

Functions:

- a) To monitor the conduct of all programmes of the department.
- b) To ensure academic standard and excellence of the courses offered by the department.
- c) To oversee the evaluation of the students in a class, for each of the courses.
- d) To develop the curriculum for all the programmes offered by the department and recommend the same to the BOS.
- e) Moderation (only if and when found necessary) in consultation with the course instructor and approval of the finalized grades, before submission of the same to the office of the Principal.
- f) To consider any matter related to all the programmes of the Department.
- g) In cases where a course is taught by more than one faculty member, or by different faculty members for different sections of students, DC shall coordinate (only in case of need) among all such faculty members regarding the teaching and evaluation of such courses.
- h) To conduct at least two meetings each semester and send the resolutions of the meeting to Principal, and also to maintain a record of the same in the department.
- i) To attend to the appeals as follows:
 - i) To receive grievance/complaints in writing from the students regarding anomaly in award of grades.
 - ii) To interact with the concerned course instructor and the student separately before taking the decision.
 - iii) The recommendations of the DC shall be communicated to the Principal for further appropriate action as required.
 - iv) To recommend for suitable action against the concerned course instructor.
- j) Any appropriate responsibility or function assigned by the Academic Council or the Chairman of the Academic Council or the BOS or the Chairman of the

BOS.

12.2. Examination Malpractice Enquiry Committee:

Constitution:

1. Dean (Academic Affairs) Chairman
2. Controller of Examinations Member
3. Head of the Concerned Dept. Member
4. Concerned DCI on that Session Member
5. Member Sec., Academic Council, Member Convener

Functions:

- a) This committee shall meet and recommend penal action depending on the severity of the malpractice in examination related cases as per the provisions of “Examination Manual” of the college.
- b) The Principal shall take immediate action as per the approved Rules and the same shall be reported to the Academic Council / Governing Body.

12.3. Faculty Advisor:

The Faculty Advisor, appointed by the HOD, shall be assigned a specific number of students of the concerned department that is offering the Programme and such students shall continue to be attached to the same faculty throughout their duration of study.

Functions (Highlights):

- a) To help the students in planning their courses and activities during study.
- b) To guide, advice and counsel the students on academic programme.

12.4. Course Instructor:

Functions (Highlights):

- a) He /She shall announce the blown up syllabus, Abridged Lesson plan and details of evaluation pattern which includes distribution amongst various components of CIE within one week of beginning of semester.
- b) He/she shall follow all the Regulations related to teaching of a course and evaluation of students.
- c) He/she shall be responsible for all the records (answer books, attendance etc.,) of the students registered for the course.
- d) He/she shall conduct classes as prescribed in the Academic calendar and as per the teaching assignment time table issued by the HOD.
- e) He/she will arrange to distribute a teaching plan and the evaluation plan

together with the course objectives, to all the students within the first week of each semester.

- f) He/she will prepare an evaluation plan showing details of evaluation of the student's performance in the course.
- g) He/she will properly document the students' performance and maintain a record.

13.0. GRADUATION CEREMONY:

13.1. Graduation Requirements:

- a) A student shall be declared to be eligible for the award of the degree if he/she has
 - i) Fulfilled degree requirements in terms of earned credits.
 - ii) No dues to the college, department, hostel, library central computer centre and any other centre or section of the college.
 - iii) No disciplinary action pending against him/her.
- b) The award of the degree must be recommended by the Academic / Governing Council.

13.2. GRADUATION:

- a) College may have its own annual Graduation Ceremony for the award of Provisional Degrees to students completing the prescribed requirements of Academic programmes in each case, in consultation with the University and by following the provisions in the Statute. For the award of Prizes and Medals, the conditions stipulated by the Donor may be considered as per the statutes framed by the College for such awards.
- b) College may also institute Prizes and Awards to meritorious students, for being given away annually at the Graduation Ceremony. This would greatly encourage the students to strive for excellence in their academic work.