

SIDDAGANGA INSTITUTE OF TECHNOLOGY

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

Rules and Regulations of Academic Program

(Registration, attendance, examinations, evaluation and award of grades)

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 rated as one among the top five institutes in the state by various rating agencies. 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 change over from hitherto absolute evaluation system (examination centric) to student centric grading system (student learning centric) and 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. Program Duration and Total Credits

The duration of various programmes and Number of Credits to be earned for award of degree is given in the Table 2.1.

Table 2.1 : Programme details

Sl. No.	Programmes	Duration	Total No. of credits		Maximum duration for obtaining degree
			Prior to 2018-19	From 2018-19	
1.	B.E.	4 Years (eight semesters)	200	175	8 years
2.	B.E. (Lateral Entry)	3 Years (six semesters)	150	135	6 years
3.	B.Arch.	5 years (ten semesters)	250	260	10 years
4.	M.Tech.	2 Years (four semesters)	100	88	4 years
5.	MCA	3 Years (six semesters)	150	132	6 years
6.	MCA (Lateral Entry)	2 Years (four semesters)	100	88	4 years
7.	MBA	2 Years (four semesters)	100	100	4 years

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)
 - Academic Grievance Cell (AGC)
 - Internal Quality Assurance Cell (IQAC)
 - Disciplinary Committee (DC)
 - Student Counseling 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 overall general and academic administration of the Institute.
- 3.2 **Academic Council (AC)** : Responsible for overall academic regulations, curricula, scheme of syllabi, evaluation and approval of results.
- 3.3 **Institute Academic Affairs Committee (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 award of 'I' Grade and approving the course to be studied by students having shortage of credits for award of degree.
- 3.4 **Departmental Academic Affairs Committee (DAAC)**: 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 Industrial training/field training. Responsible for identification of courses to be offered during evening / summer 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. Approval of registration to different soft core course of failed students.

- 3.5 **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 : Chairmans of all Boards of Studies

Invitees : Controller of Examination & Training & Placement Officer

3.6 **Board of Studies (BoS) :**

Composition of BoS

Chairman : Head of the Department

Convener : Convener DAAC

Members : All members of DAAC

Two experts from outside the Institute

One 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 as member

Chairman co-opts the following members,

Co-opted : Experts from outside the Institute whenever special members 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 syllabi for various courses keeping in view the 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, extension and other academic activities in the departments
- Perform any other function assigned by the AC.

3.7 Board of Examiners (BoE)

Composition of BoE

Chairman : Head of the Department

Members : Two or three faculty members covering different areas of specialization, recommended by HoD
One / Two experts from other Institutions.

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): Responsible for measuring the attainment of COs, POs and PSOs of each of the programme offered in the department and presenting the report to IAAC. PAC is constituted separately for each programme.

Composition of PAC:

Chairman : Head of the Department

Convener : Programme Coordinator

Members : One to Two Associate Professors
Two to Three Assistant Professors

3.9 Malpractice Enquiry Committee (MEC): To conduct enquiry of the students involved in malpractice and decide the nature of punishment to be awarded depending upon the gravity of the offence.

3.10 Academic Grievance Cell (AGC): Receives written complaints from students regarding any kind of academic grievances. Examines the

genuineness of the complaint and suggest remedies. Forward the recommendations to the chairperson of AC for implementation

3.11 Internal Quality Assurance Cell (IQAC):

- Development and application of quality benchmarks.
- 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 MIS 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.

3.12 Disciplinary Committee (DC): Conduct enquiry pertaining to indiscipline, and award suitable punishment.

3.13 Student Counseling Cell : Counsels the students regarding dropping and withdrawal of the courses. Counsels the mentally depressed students with the help of a Psychiatrist and explores the ways to overcome the same.

3.14 Departmental Project Evaluation Committee (DPEC) :

Convener : Faculty member nominated by Head of the Department

Members : Two faculty members and guide

The functions of DPEC are to:

- Evaluate project
- Furnish the details of evaluation to concerned HoDs

3.15 Interdisciplinary Project Evaluation Committee (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 Mini project
- Furnish the details of evaluation to concerned HoDs

The following officials are also involved in academic administration.

3.16 Controller of Examinations (CoE): Responsible for all matters pertaining to smooth conduct of examinations, evaluation and grading, publication of results and printing of grade cards, provisional degree certificates and transcripts.

3.17 Dean of Academic Affairs (DAA): Responsible for receiving, processing and maintaining all records pertaining to undergraduate program including curricula, courses offered, academic calendar, records of long leave of students and examinations.

3.18 Dean of Student Welfare (DSW) : Attend to all student related problems and disciplinary matters.

4. Academic Year

The breakup of academic year and summer semesters are given in the Tables 4.1 and 4.2. Details of vacation are given in Table 4.3.

Table 4.1: Break-up of academic year for regular semesters

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

Table 4.2: Break-up of summer semester

Sl. No.	Action Plan	Summer Semester
1	Registration of courses	1 day (The next working day after the announcement of even semester examination results)
2	Course work	7 weeks
3	Examination preparation holidays	3 days
4	Semester End Examination	6 days
5	Vacation	1 week
Total		10 weeks

Table 4.3: 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

5. General Structure of Credit Allocation

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

Credits allocation : 1 credit for 1 lecture hour

1 credit for 2 tutorial hours

1 credit for 2 lab. hours

For example : Engg. Mat-I carries 4.5 credits (4 lecture hrs. + 1 tutorial hr.)

Engg. Physics carries 4 credits (4 lecture hrs.)

Physics Lab. carries 1.5 credits (3 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 5.1.

Table 5.1: Categories of courses

Sl. No.	Course/Course Area	Type of Course	Credit Allocation
1.	Basic Sciences	Hardcore ¹	27
2.	Engineering Sciences	Hardcore ¹	19
3.	Professional Core courses	Hardcore ¹	77
4.	Professional Elective courses	Soft core ²	18
5.	Open Electives	Soft core ²	9
6.	Humanities & Social Sciences	Soft core ²	8
7.	Project work, seminar and others	Soft core ²	17
8.	Soft Skills, Constitution of India & Professional Ethics, Environmental Engineering on any other courses offered by the respective departments for zero credits.	Mandatory ³	--

¹ If a student gets F grade in a hardcore course, he/she should repeat that course in its entirety. *Further, if a student gets F grade in hardcore course consecutively five times, he/she has to leave the Engineering program. However, this student can take re-admission to the 1st semester.*

² If a student fails in a soft-core course he/she can re-register for same course or different course in the same soft-core group with the permission of DAAC.

³ Students have to pass the mandatory courses in order to become eligible for the award of the degree.

⁴ Any additional course taken by the student over and above the stipulated courses will get zero credit for that additional course.

6. Registration

Students should register, for the courses as per the scheme of study, in each of the semesters (odd / even). 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.**

6.1 Eligibility requirements

For the students admitted during 2011-12 and earlier

- He/she should not have obtained F grades in hardcore course five times consecutively.
- For registration to odd semester, *the total number of courses Withdrawn (W), Dropped (DP), Not Eligible (NE), Failed (F), Incomplete grade (I) and X grade should not exceed 4.*
- CGPA should be ≥ 5

- Dues of the previous semesters to the Institution, Hostel and Library are paid.
- Should not have any disciplinary proceeding pending against the candidate.

For the students admitted during 2012-13 and onwards to I B.E./B.Arch / III sem. (Lateral Entry)

- He/she should not have obtained F grades in hardcore course five times consecutively.
- A candidate shall be eligible for promotion from an even semester to the next odd semester (i.e. to the next academic year) if the candidate has not failed in more than four courses (inclusive of theory and practical courses) of the immediately preceding two semesters and has passed in all the courses of all the lower semester examinations.
- CGPA should be ≥ 5

Illustrations :

- A candidate seeking eligibility to 3rd semester should not have W, DP, NE, F, I or X grade in more than four courses of first and second semester taken together excluding mandatory courses.
 - A candidate seeking eligibility to 5th semester should have passed in all the courses of first and second semesters and should not have W, DP, NE, F, I or X grade in more than four courses of 3rd and 4th semesters taken together excluding mandatory courses.
 - A candidate seeking eligibility to 7th semester should have passed in all the courses up to 4th semester and should not have W, DP, NE, F, I or X grade in more than four courses of 5th and 6th semesters taken together excluding mandatory courses.
- Dues of the previous semesters to the Institution, Hostel and Library are paid.
 - Should not have any disciplinary proceeding pending against the candidate.

6.2 Registration procedure

- On the day of registration, the students have to approach the concerned proctor.
- Proctor will counsel the students and will advise 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) indicating the courses to be registered.
- Students will pay the prescribed fee at the designated counters.
- Students will produce the fee paid receipt to the proctor and the proctor will enroll the students for the courses indicated in the registration form.

6.3 Registration for odd semester

- i. A student has to register for all the courses offered in the semester.
- ii. For registration to III, V and VII semesters, students should satisfy the following conditions.
 - CGPA should be ≥ 5
 - A student should not have dropped/withdrawn any course and obtained F/NE/ I / X grade **in more than four courses out of the total courses offered up to the end of previous academic year.**
 - Students admitted prior to 2018-19 have to register for a minimum of 20 and a maximum of 30 credits including re-registered courses, if any.
 - Students admitted from the academic year 2018-19 and onwards have to register for a minimum of 16 and a maximum of 28 credits including re-registered courses, if any.

6.4 Registration for even semester

- A student has to register for all the courses offered in a semester.
- All students are eligible to move from odd semester to even semester during the same academic year.
- A student has to register for a minimum of 20 and a maximum of 30 credits including re-registered courses, if any.

6.5 Re-registration of courses

- i. Students who have dropped, withdrawn, secured NE/F grade in courses in any semester should repeat those courses in their entirety to secure E or higher grades by re-registering in summer semester or as and when offered in the regular semesters.

- ii. If a student has dropped, withdrawn, secured NE/F grade in a professional / OE / HS course, then he/she can re-register for the same or different course.
- iii. If a student gets F or any grade in project / seminar he/she has to take up new project / seminar topic.

6.6 Registration for summer semesters

- i. Summer semester is of eight weeks duration and is offered at the end of even semester.
- ii. Summer semester is for students who have failed during regular semester, dropped, withdrawn, obtained X grade, I grade, secured NE/F grade in the courses.
- iii. The list of courses offered during the summer semester will be announced at the end of even semester.
- iv. Registration by the students should be completed on or before the registration dates specified in the academic calendar.
- v. **Registration after the last date is not permitted.**
- vi. A student is allowed to register for a maximum of four theory courses during the summer semester excluding one mandatory course provided that there is no overlap of timings even for one hour.
- vii. **Dropping and withdrawal of courses are not allowed in summer semesters.**
- viii. **Compensatory Test will not be conducted in summer semester.**
- ix. **X, I and NE grades are not awarded in summer semester.**

6.7 Course prerequisites

Certain courses need the knowledge of courses offered in the previous semesters, called prerequisites. Each department notifies the courses, which need prerequisites and the candidate can register for such course(s) only after he/she completes the prerequisites by securing at least E grade. Students are not permitted to register for the courses with prerequisites in the higher semester, if they had dropped or withdrawn the prerequisite courses in the previous semesters.

6.8 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.

6.9 Lateral entry

Diploma Holders : Students admitted to Bachelor of Engineering at the III semester level will have to study "Foundations of Mathematics" (5 credits) in III semester and are exempted from studying a Professional Core Course, also they have to study Communicative English as Non-credit Mandatory Course from the academic year 2018-19.

7. Attendance Requirement

- i. A candidate has to obtain a minimum attendance of 85% in each course to appear for the Semester End Examination (SEE). 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 ground.
- iv. If a candidate fails to satisfy the minimum attendance requirements in any course, NE grade is awarded to 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.

8. 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.

8.1 Pattern of question papers for theory courses

8.1.1 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.

8.1.2 Semester end examination

- i. Question paper for the SEE consists two parts i.e., part A and part B. Part A is compulsory and consists of objective type or short answer type questions of 1 or 2 marks each for a total of 20 marks covering the whole syllabus.
- ii. Part B also covers the entire syllabus consisting of five questions, each carrying 20 marks. Four questions are to be answered in this part.
- iii. One question must be set from each unit. However, mixing of questions from different units is allowed.
- iv. The duration of examination is 3 hours.

8.2 Examination and evaluation in theory courses

8.2.1 Continuous Internal Evaluation (CIE)

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

- 4 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 syllabus 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 syllabus for this examination is the syllabus covered between first test and second test. The duration will be of 90 minutes.
- iv. A quiz is a mini test of about 20 minutes duration. One quiz during the period up to 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 8.1.

Table 8.1. Marks distribution

Details		Marks
First Test	CIE (50)	17
Second Test		17
Quizzes		4 x 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 I and II tests. If any student who is unable to attend any one or both tests **on account of hospitalization only he/she is permitted to attend the compensatory test. He/She should have maintained a minimum of 85% attendance in that particular subject 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 examination are considered for computation of CIE in place of I-test or II-test in which student was absent. If a student was absent for both I & II tests, the marks secured in compensatory examination 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 activities, sports and cultural fests are permitted to take alternative quiz and test.** The original copy

- of the letter approved by the Principal recommended by Physical Education Director/Cultural Committee Chairman has to be submitted to Dean, Academic Affairs. The faculty in-charge will conduct the quiz/test.
- vii. Compensatory tests will be conducted during 14th and 15th week from 5.15 to 6.45 PM on normal working days or weekends.
- viii. **Compensatory test is not for improvement of marks. Compensatory test will not be given to students involved in malpractice either during tests and / 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 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 8.2.

Table 8.2. CIE & SEE marks allotment for mandatory courses

Details		Marks
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 NE 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.

8.2.2 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. X grade is awarded when a student has minimum attendance of 85% and minimum of 60% in CIE.
- iii. For students admitted during 2018-19 and onwards, 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. X grade is awarded when a student has minimum attendance of 85% and minimum of 90% in CIE.
- iv. SEE answer scripts are evaluated by two examiners (at least one of the examiners is external).
- v. If the difference between the marks awarded by two evaluators is less than 10%, then the average of the marks awarded by the two evaluators is taken for further processing.
- vi. If the difference between the marks awarded by two evaluators is more than 10%, then a third evaluator assesses the answer script. The average marks of the nearest two evaluations is 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.
- vii. 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 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'.

Details	Marks
Concept	10
Presentation of Drawings	20
Oral Presentation	10
Models and Views	10
Total	50

8.2.3 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 with in 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.

8.3 Evaluation of practical courses

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

8.3.1 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.
- 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 is given in the Table 8.3.

Table 8.3 (a) Break up of CIE marks for lab courses without Open Ended Experiments

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 8.3 (b) Break up of CIE marks for lab courses with Open Ended Experiments

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

8.3.2 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 8.4.

Table 8.4. Break up of SEE marks for lab courses

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 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.

Details	Marks
Written examination / Drawing / Model making	35
Viva Voce on Portfolio	15
Total	50

8.4 Projects, Seminars, Industrial / Field training & Co-curricular Activities

8.4.1 Projects

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

8.4.1 (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 by a group of students (normally four members) from the same or different departments. If the project demands, more man power, then the number of students in the group can be relaxed by the Heads of the concerned departments.

- 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.

8.4.1 (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 be carried outside the institute in a recognized industry/research lab.
- vi) HoD and DAAC assign guides for the major project.
- vii) The project can be taken up by a group of students (normally four members) from the same or different departments. If the project demands the participation of more students, then the condition of four students in a group can be relaxed by DAAC.
 - ◆ 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 summer semester or subsequent semester.

8.4.2 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.

8.4.2.1 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 8.5.

Table 8.5. 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

8.4.2.2 SEE for mini project

Mini project work will be jointly evaluated by one internal and one external examiner appointed by the Chairman BoE. The break up of marks is shown in Table 8.6.

Table 8.6. 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

8.4.2.3 CIE for major project

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 breakup of marks for CIE for major project at the end of VII semester is given in Table 8.7.

Table 8.7. CIE marks break up 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.**

8.4.2.4 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 8.8.

8.4.2.4 (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.
- ♦ 4 marks for obtaining First prize.
- ♦ 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) is 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 proposed weightage for co-curricular activities, following is the modification in the break up of CIE for Major Project.

Table 8.8. CIE marks break up 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

8.4.2.4 (b) Provision to carry out the project at industry for one complete semester (VIII semester):

- i) Only those students who have CGPA 8.4 without any backlogs at the end of IV semester are eligible for this benefit.
- ii) Even those students who satisfy criteria (i) will not be eligible for this benefit in case they have any backlogs at the end of VII semester.
- iii) These students have to take one additional elective during V, VI and VII semesters.
- iv) Such of the students who do not meet the criteria (i) and (ii) have to carry out project work along with attending VIII semester classes.
- v) To implement this scheme, the system of grouping of professional electives will be dispensed with and all the professional electives come under one group.

8.4.2.5 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 8.9.

Table 8.9. 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

8.4.3 Seminars

Students of VII semester have to present a technical seminar on emerging areas in the respective discipline.

Seminar is evaluated for 100 marks.

The break up of marks for the evaluation of seminar is given in Table 8.10.

Table 8.10. Break up for seminar

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

Note : There is no CIE and SEE for Seminar.

8.4.4 Field training/ industrial training (mandatory course)

Students have to undergo this training for a period of 6 weeks (minimum) during the vacation between even and odd semesters of II and III year or III and IV year. Those students who are unable to complete during these periods will have to undergo the industrial training after the VIII semester and the VIII semester Grade Card will be issued only after the successful completion of industrial training by that student.

Evaluation of the training is done by DSEC for 100 marks. This is a mandatory course and carries ZERO credit. 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.

The break up of marks for the evaluation of training is as in Table 8.11.

Table 8.11. Marks break up for field training evaluation

Evaluation by the supervisor under whom the training was carried out	25 marks
Evaluation by DSEC	
(i) Relevance of the training program	10 marks
(ii) Report	25 marks
(iii) Evaluation of training by DSEC	40 marks
Total	100 marks

No CIE and SEE for Field Training.

For students admitted during the academic year 2018-19 and onwards Field training / industrial training will carry One credit.

8.4.5 Research Initiative at UG level

Such of the students who have CGPA 8.5 and above up to 4th semester and would like to pursue research work during 5th & 6th semesters are required to identify the area of research and the guide. The students have to submit the application to the concerned HoD in the format available in the department. Students are exempted from studying one Open Elective or Humanity course in 5th and 6th semesters.

8.5 Academic requirements for award of degree

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

- Should have completed all the Hardcore courses without securing F grades.
- Secured CGPA ≥ 5.00 .
- Obtained pass grade in all mandatory courses.

8.6 Grade card

- Grade card is issued normally within month's time from the date of announcement of the results.
- The percentage of 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 consolidated grade report by paying prescribed fee to the Institute.
- There is a provision for the issue of actual marks card 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.

8.7 Percentage equivalence of the Grade Points

Some times, 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 8.12 gives percentage equivalence of grade points on a 10-Point Scale. Table 8.13 gives the range of grade points and the associated class.

Table 8.12. Percentage equivalence of grade points

Grade point	Percentage of Marks (class)
5.75	50
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

Table 8.13. Grade point range and corresponding class

Grade point range	Class
≥ 5 & < 6.75	Second
≥ 6.75 & < 7.75	First
≥ 7.75	Distinction

9. Letter Grades

9.1 Awarding Letter Grades

- i. 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).
- ii. Letter grades are awarded for each course based on the total marks obtained in CIE and SEE.
- iii. Pass grades are awarded only when CIE $\geq 40\%$ and SEE $\geq 40\%$.

- iv. The range of marks corresponding to letter grades is indicated in the Table 9.1.1, 9.1.2 and 9.1.3. The grade point indicates the numerical value associated with each letter grade.

Table 9.1.1 Letter grades, grade points and corresponding marks range (for the students admitted prior to 2017)

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 9.1.2 Letter grades, grade points and corresponding marks range (for the I - year B.E./B.Arch./M.Tech./MCA & MBA students admitted during 2017)

Level	Out-standing	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 9.1.3 Letter grades, grade points and corresponding marks range (for the students admitted during 2018 and onwards)

Level	Out-standing	Excellent	Very Good	Good	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	80 to 89	70 to 79	60 to 69	50 to 59	40 to 49	<40

- v. There are two other letter grades, Pass (PP) / Fail (NP) applicable for mandatory courses. Grade PP is awarded only when $SEE \geq 40\%$ (for 50 marks) and $CIE + SEE \geq 40\%$ (for 100 marks), otherwise the grade NP is awarded.

9.2 Transitional Letter Grades

Transitional letter grades (I, X) are awarded in the following cases. (I or X should be converted into one of the letter grades with in that academic year).

i. Incomplete Grade (I)

A student who has missed SEE due to valid reasons like his/her hospitalization/disaster in his/her family should immediately apply for the award of I grade in that course. Clash in SEE time table (permission from CoE has to be taken for clash in SEE time table). The IAAC sub committee (Principal as Chairman, Deans and CoE, as members) will decide about awarding 'I' grade taking into consideration all the documentary evidences produced by the student. The student is permitted to appear for the SEE in that course, which is conducted in either even semester or in summer 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 permission for I grade is not accorded by IAAC sub committee, then F grade is awarded for the course and the student has to re-register for the course in its entirety when it is offered.

'I' grade is not awarded for re-registered courses either in evening or during Summer Semester Examination.

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.

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 SEE conducted during that academic year.
- If such a student fails to obtain E grade or above in regular or summer semester, he/she will be awarded F grade. The student should reregister for the same course in its entirety whenever the course is offered.
- If such a student fails to appear for SEE either in even semester or in summer semester of that academic year, X grade will be automatically converted into F-grade.

- However, a student who has been awarded X- grades also has the option of:
 - i. Reregistering of such courses either during summer semester or whenever the courses are offered.
 - ii. Audit the courses during summer semester of that academic year by paying prescribed fees.
 - iii. **X - grade is not awarded during summer 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 the permission to withdraw.

- **A student is not allowed to withdraw/drop same course more than once.**
- Withdrawal of practical course(s) is not allowed.
- Students are not permitted to withdraw theory courses that are integrated with laboratory course either in that semester or in any other semester.
- Withdrawal of a course is allowed within the specified date in the academic calendar. A student is not permitted to withdraw any course after the specified date in the academic calendar.
- If a student withdraws the course after eight weeks from the commencement of the semester and up to fourteenth week, the registration fee will be forfeited.
- Students have to reregister the withdrawn course after paying the prescribed fees in the summer semester or in the subsequent semesters during which the course is offered.
- Transitional grades like withdrawal, incomplete and X grade are not awarded during summer semester.

iv. Not Eligible Grade (NE)

Grade NE is awarded to the students who fail to secure attendance at least 85% and CIE of 40%.

9.3 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.
- Students are not permitted to drop theory courses that are integrated with laboratory course in that semester/any other semester.

- Mandatory courses cannot be dropped.
- 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. A student is allowed to drop a maximum of two courses. If the 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.
- Dropping of laboratory course(s) is not allowed.
- Any re-registered course can not be dropped.

* **A student can withdraw and or drop maximum of two courses.**

10. 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 below.

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

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

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

The SGPA and CGPA are calculated to the second decimal position.

Calculation of SGPA and CGPA for I semester

Theoretical courses	Credits	Grade obtained	Grade points	Credit Grade Points obtained for the course
Course-I	4	C	7	4 x 7 = 28
Course-II	3	D	6	3 x 6 = 18
Course-III	4	B	8	4 x 8 = 32
Course-IV	3	F	0	3 x 0 = 0
Course-V	3	A	9	3 x 9 = 27
Course-VI	3	F	0	3 x 0 = 0
Total	20			105
Laboratory/ Training/ Project courses	Credits	Grade obtained	Grade points	Credit Grade Points obtained for the course
Lab-I	1.5	C	7	1.5 x 7 = 10.5
Lab-II	1.5	F	0	1.5 x 0 = 0
Lab-III	1	B	8	1 x 8 = 8
Total	4			18.5

$$\text{SGPA I semester} = \frac{[(4 \times 7) + (3 \times 6) + (4 \times 8) + (3 \times 9) + (1.5 \times 7) + (1 \times 8)]}{[(4 + 3 + 4 + 3 + 3 + 3 + 1.5 + 1.5 + 1)]}$$

$$\frac{123.5}{(24)} = 5.15$$

$$\text{CGPA} = \frac{123.5}{[4 + 3 + 4 + 3 + 1.5 + 1]} = 7.48$$

Calculation of SGPA and CGPA at the end of II semester

Theoretical courses	Credits	Grade obtained	Grade points	Credit Grade Points obtained for the course
Course-I	4	B	8	4 x 8 = 32
Course-II	3	C	7	3 x 7 = 21
Course-III	4	F	0	4 x 0 = 0
Course-IV	3	F	0	3 x 0 = 0
Course-V	3	A	9	3 x 9 = 27
Course-VI	3	F	0	3 x 0 = 0
Total	20			80

Theoretical courses	Credits	Grade obtained	Grade points	Credit Grade Points obtained for the course
Lab-I	1.5	F	0	1.5 x 0 = 0
Lab-II	1.5	F	0	1.5 x 0 = 0
Lab-III	1	B	8	1 x 8 = 8
Total	4			8

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

$$\text{SGPA II semester} = \frac{[(4 \times 8) + (3 \times 7) + (3 \times 9) + (1 \times 8)]}{[(4 + 3 + 4 + 3 + 3 + 3 + 1.5 + 1.5 + 1)]} = \frac{88}{24} = 3.67$$

$$\text{CGPA} = \frac{[(4 \times 7) + (3 \times 6) + (4 \times 8) + (3 \times 9) + (1.5 \times 7) + (1 \times 8) + (4 \times 8) + (3 \times 7) + (3 \times 9) + (1 \times 8)]}{[(4 + 3 + 4 + 3 + 1.5 + 1 + 4 + 3 + 3 + 1)]}$$

$$= \frac{211}{27.5} = 7.67$$

Note: CGPA is calculated as per the procedure given above at the end of every semester.

Note: Minimum CGPA to be earned at the end of each academic year is 5.0. 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.

11. Vertical Progression

For the vertical movement of students admitted during 2011-12 and prior:

- i) The CGPA has to be ≥ 5.00 at the end of academic year. However, failure to secure a minimum CGPA of 5.00 at the end of any semester for the first time shall attract warning before approval of the student to continue in the following semester.

- ii) If a student gets the CGPA of < 5.00 for the five consecutive times, he/she has to discontinue the programme.
- iii) *For* registering to odd semester, he/she should not have F, I, W, X, NE and DP grades in more than 4 courses excluding Mandatory courses.
- iv) There is no restriction for vertical movement from odd to even semester.

For the vertical movement of students admitted during 2012-13 and onwards :

- i) The CGPA has to be ≥ 5.00 at the end of academic year. However, failure to secure a minimum CGPA of 5.00 at the end of any semester for the first time shall attract warning before approval of the student to continue in the following semester.
- ii) If a student gets the CGPA of < 5.00 for the five consecutive times, he/she has to discontinue the programme.
- iii) A candidate shall be eligible for promotion from an even semester to the next odd semester (i.e. to the next academic year) if the candidate has not failed in more than four courses (inclusive of theory and practical courses) of the immediately preceding two semesters and has passed in all the courses of all the still lower semester examinations.
- iv) There is no restriction for vertical movement from odd to even semester.

Illustrations :

- a) A candidate seeking eligibility to 3rd semester should not have W, DP, NE, F, I or X grade in more than four courses of first and second semester taken together excluding mandatory courses.
- b) A candidate seeking eligibility to 5th semester should have passed in all the courses of first and second semesters and should not have W, DP, NE, F, I or X grade in more than four courses of 3rd and 4th semesters taken together excluding mandatory courses.
- c) A candidate seeking eligibility to 7th semester should have passed in all the courses upto 4th semester and should not have W, DP, NE, F, I or X grade in more than four courses of 5th and 6th semesters taken together excluding mandatory courses.

12. Lateral Entry

Diploma Holders : Students admitted to Bachelor of Engineering at the III semester level will have to study an additional course, "Foundations of Mathematics" (5 credits) in addition to the regular courses from III to VIII semesters.

13. Requirements for Award of Degree

Degree is awarded to the students satisfying the following requirements:

- i. Securing the credits as indicated in the Table 2.1.
- ii. Should not have any transitional grades (I, W, X, NE, DP) in any of the Hardcore courses.
- iii. Should have CGPA ≥ 5 at the end of last semester.
- iv. Should have passed in all the prescribed mandatory courses.
- v. Should not have any pending disciplinary proceedings.
- vi. Should not have any dues to the Institute.

14. Academic Counseling 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 advise them regarding the courses to be dropped so that, he/she can concentrate on other courses and perform better. The HoD and proctor takes 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.

15. Students Counseling 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.
- Explore ways and means to help the students to come out of their deficiency as a result of depression.

- To assign a student mentor to academically weak students to regularly monitor their academic progress.

16. Malpractice in Examinations

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

Sl. No.	Nature of Malpractice	Penalty to be imposed
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 them for a further number of chances extending upto 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 upto two semesters of examinations in all the courses including the arrears courses.
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 upto two semesters of examinations in all the courses including the arrear courses.

Sl. No.	Nature of Malpractice	Penalty to be imposed
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 upto 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 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.
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).

Sl. No.	Nature of Malpractice	Penalty to be imposed
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 candidate to write all subsequent examinations and send the answer books to the office of the Controller of Examinations (CoE) on the following day.

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.

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.	'NE' graded will be awarded for that course in that semester. He/She will not be permitted to appear for SEE for that course. He/She will not be permitted to Drop / Withdraw that course.
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However, depending on severity of malpractice, MPEC will impose penalty as deem fit, other than the one mentioned above.

17. Rules and Discipline

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

- 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 coming late to the classes are not permitted to enter the class rooms.
- 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 Principal.
- Students should take all the tests without fail.
- Students are forbidden from pasting posters in the institute premises and causing any damage to the property of the institute.
- Smoking, consumption of alcoholic beverages and drugs are strictly forbidden.
- Students are not to affix any notice or remove any office notice from the notice boards.
- Use of Cell Phone is banned in classrooms, laboratories, library and in academic corridor.
- Students using vehicles are required to leave them in parking places provided and are forbidden from parking in other places inside the campus causing disturbance to the classes.

18. 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 person or exposes him/her to ridicule or to forebear from doing any lawful act by intimidating, wrongfully restraining, wrongfully confining, or injuring hem/her or by using criminal force, extortion.

The following perverse actions also constitute the ragging.

i) Forcing to :

Address seniors as SIRS, 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 form 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.

19. 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.

20. Termination from the Program

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

i. **Failure (securing F grade) in any hardcore/softcore course for five consecutive attempts.**

ii. **Failure to secure a CGPA ≥ 5.0 at the end of any semester for the first time, attracts a warning before approval to continue in the following semester. However, a student failing to secure CGPA ≥ 5.0 in five consecutive semesters has to withdraw from the engineering program. However the student can take re-admission to 1st year.**

iii. Failure to meet the standards of discipline as prescribed by the Institute from time to time.

21. Provision for Change of Branch

Change of branch at the beginning of III semester is as per VTU norms.

22. Medals

To recognize academic excellence, following awards have been instituted.

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.

Table 21 Medals & Awards

1.	Student secured highest CGPA for the entire institute (passed all the courses from 1 st to 8 th sem. in first attempt only), with out any transitional grades /dropping/ withdrawal of the course.	Dr. Sree Sree Sivakumara Swamiji Gold Medal
2.	Student secured highest CGPA in each department (Passed all the courses from 1 st to 8 th sem. in first attempt only without any transitional grades dropping /withdrawal of the course)	SIT Gold Medal
3.	Best major project in each department	Cash Prize & Certificate

Medals Instituted

Under Graduate Programmes :	
Architecture	For securing highest CGPA <ul style="list-style-type: none"> ◆ SIT Gold Medal ◆ Rotary Tumkur Gold Medal for topper in Architectural Design Project
Biotechnology	For securing highest CGPA <ul style="list-style-type: none"> ◆ SIT Gold Medal ◆ B.L. Siddaiah & Smt. Girvanamma Gold Medal instituted by Dr. B.S. Gowrishankar
Chemical Engineering	For securing highest CGPA <ul style="list-style-type: none"> ◆ SIT Gold Medal ◆ 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 ◆ K S Sridhar Gold Medal ◆ Sri P. Sakkarai Nadar and Chinnathal Ammal Gold Medal instituted by Guru Trust, Ramachandrapuram
Civil Engineering	For securing highest CGPA <ul style="list-style-type: none"> ◆ SIT Gold Medal ◆ SIT Alumni Kerala and Qatar Chapters Gold Medal ◆ Late Shri Sudam Shirsat Memorial Gold Medal instituted by Sri Ketan Shirsat ◆ 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 ◆ Pratibha Channabasavaiah Gold Medal for a girl student securing highest CGPA in Civil Engg. ◆ 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	For securing highest CGPA <ul style="list-style-type: none"> ◆ SIT Gold Medal ◆ Gopi Kesavan Gold Medal

Electrical & Electronics Engineering	For securing highest CGPA <ul style="list-style-type: none"> ◆ SIT Gold Medal ◆ Prof. Basavarajaiah Gold Medal for securing highest marks in "Network Analysis"
Electronics & Commn. Engineering	For securing highest CGPA <ul style="list-style-type: none"> ◆ SIT Gold Medal ◆ Shekhar B Chandrashekhar Gold Medal ◆ S. Vishwanathan Gold Medal for securing highest marks in "Network Analysis" ◆ Alumni of SIT, E&C of 1984 Batch Gold Medal for securing second highest CGPA in E&C Branch ◆ Cash Award for securing highest CGPA in E&C Brach (Lateral Entry) instituted by Alumni of SIT, E&C of 1984 Batch
Electronics and Instrumentation Engg.	For securing highest CGPA <ul style="list-style-type: none"> ◆ SIT Gold Medal ◆ Smt. Lakshminarasamma and Sri Anjaneya Setty Memorial Gold Medal for securing second highest CGPA in Electronics & Instrumentation Engg. instituted by Prof. G.A. Shashikumar
Industrial Engg. & Mgmt.	For securing highest CGPA <ul style="list-style-type: none"> ◆ SIT Gold Medal
Information Sc. & Engineering	For securing highest CGPA <ul style="list-style-type: none"> ◆ SIT Gold Medal ◆ Alumni of Information Sc. & Engg. Dept. Gold Medal
Mechanical Engineering	For securing highest CGPA <ul style="list-style-type: none"> ◆ SIT Gold Medal ◆ Faculty, Dept. 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. Kamamma and Sri Revanasiddappa Gold Medal instituted by Dr. H.R. Purushothama
Telecommunication Engineering	For securing highest CGPA <ul style="list-style-type: none"> ◆ SIT Gold Medal ◆ Sridhar Kadambi Gold Medal ◆ Dr. Krishna Prabhu Gold Medal
General	<ul style="list-style-type: none"> ◆ Sri B Shivanna and Smt Nagarathnamma Gold Medal instituted by B.S. Shashikala for securing highest marks in 3rd sem. Mathematics

	<ul style="list-style-type: none"> 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 :	
MCA	For securing highest CGPA <ul style="list-style-type: none"> SIT Gold Medal
MBA	For securing highest CGPA <ul style="list-style-type: none"> SIT Gold Medal
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 (Rs. 10000/-) for securing First place in HR stream
M. Tech. :	For securing highest CGPA
Chemical Engg.	<ul style="list-style-type: none"> SIT Gold Medal
Structural Engg.	<ul style="list-style-type: none"> SIT Gold Medal
Signal Processing	<ul style="list-style-type: none"> SIT Gold Medal
Thermal Power Engg.	<ul style="list-style-type: none"> SIT Gold Medal Tumkur Nanjappa Memorial Gold Medal instituted by Dr. N. Chandrashekar
Computer Sc. & Engg.	<ul style="list-style-type: none"> SIT Gold Medal
Manufacturing Sc. & Engg.	<ul style="list-style-type: none"> SIT Gold Medal
Transportation Engg. & Mgmt.	<ul style="list-style-type: none"> SIT Gold Medal
Computer Network Engg.	<ul style="list-style-type: none"> SIT Gold Medal
Digital Communication Engg.	<ul style="list-style-type: none"> SIT Gold Medal
Computer Integrated Mfg.	<ul style="list-style-type: none"> SIT Gold Medal
Power Electronics	<ul style="list-style-type: none"> SIT Gold Medal
Nanotechnology	<ul style="list-style-type: none"> SIT Gold Medal
Cyber Forensics & Info. Security	<ul style="list-style-type: none"> SIT Gold Medal
VLSI Design & Embed. Systems	<ul style="list-style-type: none"> SIT Gold Medal
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



Academic Calendar for B.E./B.Arch./III Sem. M.Tech./III & V Sem. MCA 2018-2019

ODD SEMESTER (I, III, V & VII Semesters)	
Registration	All BE courses, III & V sem MCA and III sem M.Tech. on 29th & 30th July 2018
Inauguration of Ist Year classes and	30th July 2018
Induction Programme Phase - I	30th July to 11th August 2018
Late Registration with penal fee of Rs.500/- per day	31st July to 1st August 2018
Evaluation of Industrial Training Report and Project Phase - I of III Sem. PG	1st week of Nov. 2018
Soft Skills Programme for V Sem UG and III MCA	27th & 28th August 2018 (ME, IEM, CH, BT) 29th & 30th August 2018 (EC, TC, E&IE, EE) 31st Aug. & 01st Sept 2018 (CS, IS, MCA, CV)
I Test	18th, 19th & 20th of September 2018
Last date for Dropping of courses	29th September 2018
BIO CHESS	6th October 2018
IDEEEas	13th October 2018
BROWSE	27th October 2018
Soft Skills Programme for V Sem UG and III MCA	24th & 25th Sept. 2018 (CS, IS, MCA, CV) 25th & 26th Sept. 2018 (ME, IEM, CH, BT) 27th & 28th Sept. 2018 (EC, TC, E&IE, EE)
BoE Meeting	Before 28th October 2018
II Test	2nd, 3rd & 5th November 2018
Soft Skills Programme for V Sem UG and III MCA	12th & 13th Nov. 2018 (EC, TC, E&IE, EE) 14th & 15th Nov. 2018 (CS, IS, MCA, CV) 16th & 17th Nov. 2018 (ME, IEM, CH, BT)
Last date for Withdrawal of courses	10th November 2018
RACHANA	10th November 2018
SPANDANA - Kannada Cultural Programme	15th, 16th & 17th November 2018
Compensatory Test	16th to 20th November 2018
Last working day	24th November 2018
Sending the list of Non-Eligible students due to shortage of attendance and CIE by the HODs to the Principal	27th November 2018
Preparation Holidays	25th November to 2nd December 2018
Semester End Examination	3rd December to 27th December 2018
Academic Council Meeting	29th December 2018
Announcement of results	29th December 2018
Vacation	24th to 30th December 2018
EVEN SEMESTER (II, IV, VI & VIII semesters)	
Registration	30th & 31st December 2018
Commencement of classes	31st December 2018
Late Registration with penal fee of Rs.500/- per day	1st January 2019
FEEL Employable for II Sem UG	4th, 5th & 6th Feb 2019 (Sections A, C, F) 7th, 8th & 9th Feb 2019 (Sections B, D, E) 11th, 12th & 13th Feb 2019 (Sections G, I, J, K) 14th, 15th & 16th Feb 2019 (Sections H, L, M, N)
I Test	18th, 19th & 20th February 2019