

P.E.S. College of Engineering, Mandya - 571 401, Karnataka

[An Autonomous Institution affiliated to VTU, Belagavi,

*Grant – in – Aid Institution (Government of Karnataka), Accredited by NBA (All UG Programs) & NAAC
and Approved by AICTE, New Delhi]*



B.E. - ACADEMIC & EXAMINATION RULES AND REGULATIONS W.E.F. ACADEMIC YEAR 2021-22

VISION

“PESCE shall be a leading institution imparting quality Engineering and Management education developing creative and socially responsible professionals.”

MISSION

- *Provide state of the art infrastructure, motivate the faculty to be proficient in their field of specialization and adopt best teaching-learning practices.*
- *Impart engineering and managerial skills through competent and committed faculty using outcome based educational curriculum.*
- *Inculcate professional ethics, leadership qualities and entrepreneurial skills to meet the societal needs.*
- *Promote research, product development and industry-institution interaction.*

Quality Policy

Highly committed in providing quality, concurrent technical education and continuously striving to meet expectations of stake holders.

Core values

Professionalism

Empathy

Synergy

Commitment

Ethics



Academic and Examination Rules and Regulations

(Applicable to all Autonomous UG Programmes)

Effective from the academic year 2021-22

1.	<p>SHORT TITLE AND COMMENCEMENT</p> <p>The regulations are subject to amendments as may be made by the Academic Council of P.E.S.College of Engineering, Mandya, from time to time. Any or all such amendments will be effective from such date and to such batches of candidates, including those already undergoing the programme, as may be decided by the Academic Council.</p>
2.	<p>DEFINITIONS</p> <ul style="list-style-type: none">a. “University” means Visvesvaraya Technological University (VTU), Belagavib. “College” means P.E.S College of Engineering, Mandya (PESCE)c. “Commission” means University Grants Commission (UGC)d. “Council” means All India Council for Technical Education (AICTE)e. “Regular Students” means students who are admitted to the first year of the respective programmef. “Lateral Entry” means students who are admitted to the third semester of the respective programme (Undergraduate Engineering Programme based on the qualification at the time of entry)g. “Branch” means a specialization in a programme like B.E. degree programme in Mechanical Engineering or B.E. degree programme in Computer Science and Engineering etc.h. “Regulations” means Academic & Examination Rules and Regulations of PESCE.
3.	<p>NOMENCLATURE OF ACADEMIC PROGRAMMES</p> <ul style="list-style-type: none">a. Under Graduate (UG) Level: Bachelor of Engineering (B.E.)b. Post Graduate (PG) Level: Master of Technology (M. Tech.), Master of Business Administration (MBA) and Master of Computer Applications (MCA)c. Besides, the branch/subject of specialization, if any, shall be indicated in brackets after the abbreviation; e.g., B.E. (Mechanical Engineering), M.Tech.(VLSI Design and Embedded Systems).d. Further Diploma and Certificate programmes at PESCE shall be indicated in abbreviated form, like DIP, and CERT with the branch/subject of specialization given in brackets after the abbreviation. The DIP, and CERT. programmes shall be awarded by PESCE only.e. Programmes offered by the College:



Sl. No.	Title of the UG Programme(B.E.)	Abbreviation
1	Automobile Engineering	AU
2	Civil Engineering	CV
3	Computer Science and Engineering	CS
4	Computer Science and Engineering [Artificial Intelligence & Machine Learning]	AM
4	Electrical and Electronics Engineering	EE
5	Electronics and Communication Engineering	EC
6	Industrial & Production Engineering	IP
7	Information Science and Engineering	IS
8	Mechanical Engineering	ME
Sl. No.	Title of the PG Programme (M.Tech. MCA & MBA)	Abbreviation
1	Master of Technology in Computer Science and Engineering	M.Tech.(CSE)
2	Master of Technology in CAD of Structures	M.Tech.(CAD)
3	Master of Technology in VLSI Design and Embedded Systems	M.Tech.(VLSI)
4	Master of Technology in Machine Design	M.Tech.(MD)
5	Master of Computer Applications	MCA
6	Master of Business Administration	MBA

- 4. DURATION OF THE ACADEMIC PROGRAMMES**
- Typically, the duration of an academic programme shall be the same as that followed by the University. i.e., four years for B.E., two years for M.Tech., MCA and MBA (Refer table – 3)
 - As a flexible credit system is to be followed for coursework at PESCE, it is to be noted that the programme duration in the case of UG and PG shall also be dictated by the period in which a student earns the prescribed credits for the Degree/Diploma/Certificate award. Hence, it is possible for an outstanding student to earn the required credits in a shorter time than that ordinarily prescribed for the relevant programme in (a) above.
 - PESCE may prescribe additional credits to be earned by a UG/PG student in prior consultation with the University so as to qualify for the concerned Degree award with Honours or any other term associated with it. PESCE may provide an opportunity for such a student to register for Diploma/Certificate/Add-On courses being conducted at the College or to take an up suitable internship until completion of the prescribed programme duration.
 - The maximum period a student may take to complete a full-time academic programme shall be the same as that prescribed by the University from time to time; for example, double the nominal duration of the programme, i.e., eight years for B.E., four years for M.Tech./MBA/MCA.
 - Besides, the maximum period for a programme shall also be dictated by the fact that a student



	<p>has to demonstrate the prescribed minimum academic performance by registering for the prescribed minimum number of credits in every semester for continuing with the programme. And, this period can be equal to or smaller than the maximum period indicated as in (d) above.</p>
4.1.	<p>Admission of Students</p> <p>a. Candidates seeking admission to B.E. programs must fulfil the eligibility requirements stipulated by the Karnataka State Govt. at the time of admission. The selection procedure for admission shall be as stipulated by the Karnataka State Govt. through Common Entrance Test (CET) and COMEDK. The eligibility requirements and admission procedure to first-year B.E. Programs may change from time to time by the Karnataka State Govt.</p> <p>b. Direct Admission to Second Year (Lateral Entry): Candidates seeking direct admission to the second year B.E program must fulfil eligibility requirements and selection procedures shall be stipulated by the Government of Karnataka. The Candidates who have passed the three-year Diploma Examination conducted by the Director of Technical Education, Govt. of Karnataka can seek admission to B.E programs to the branch in which they have been awarded the Diploma.</p> <p>A limited number of admissions are offered to Non-Resident Indians and management Candidates in accordance with the rules issued by the Govt. of Karnataka/ Govt. of India from time to time.</p> <p>c. The students can opt to migrate from one branch or specialization to another branch or specialization within the College or at another Autonomous/ Affiliated/ Constituent College under the University / University, at the beginning of the second year. In these cases, PESCE shall follow the Rules and Regulations of the University/Council. Students can opt to migrate from PESCE to other colleges (Autonomous/ Affiliated/ Constituent College under the University / University) and vice versa at the third year by following the regulations framed by the Academic Council (by getting the individual cases examined by the concerned Board(s) of Studies approved by the University/Council.</p>
4.2.	<p>Semester Scheme</p> <p>As is well known, the Semester Scheme provides several benefits to technical education programmes in contrast to the Annual Scheme. Therefore, PESCE as an autonomous Institution under the University has adopted the Semester Scheme for its UG and PG programmes.</p>
4.3.	<p>Academic Calendar</p> <p>PESCE shall prepare the Academic Calendar for each academic year as per the guidelines of the University, consisting of two regular semesters and a Supplementary semester; the details of which are shown in Table 1.</p>



Table 1: A TYPICAL SCHEDULE OF ACADEMIC YEAR

Sl. No.	Activity	Description	
1	Number of semesters in an academic year	Two Main Semesters (<i>Odd, Even</i>) and a Supplementary Semester (Refer ANNEXURE-I for Supplementary Semester). (Note: Supplementary Semester is primarily to assist the slow learners and/or repeater students for repeating the courses. PESCE may use this Semester to arrange Add-On Courses for other students and/or for deputing them for fieldwork and/or internship.)	
2	Duration of Regular Semester	20 weeks	
3	Duration of Supplementary Semester	08 weeks	
4	Academic activities (duration in weeks)	Regular Semester(s)	Supplementary Semester
	Course Registration	0.5	0.2
	Course Work	15.5	5.0
	Examination preparation	0.5	0.5
	Examination (SEE)	2.5	2.0
	Declaration of Results	1.0	0.3
		Inter-Semester Recess: After each Main Semester– 1 -2 weeks (flexible). After Supplementary Semester– 1 – 2 weeks (flexible). Total: 12 weeks (for good students) and 4 weeks (for slow learner students). (Note: In each Semester, there shall be various provisions for students like Registration of Courses at the beginning, Dropping of Courses in the middle and Withdrawal from Courses towards the end, all being under the Faculty Members' advice.)	
5	Examinations / Assessment	Continuous Internal Evaluation (CIE) and Semester End Examination (SEE), both have equal weightage in the students' performance in Course Work/Laboratory Work and other activities. (Note: The CIE shall be conducted by the Course Instructor throughout a Semester on dates to be announced in advance and the results made known to the students from time to time. This will be of help to the students to decide on Dropping of Courses or Withdrawal from Courses based on their performance and in consultation with their Faculty Advisors, as per University guidelines.)	



6.	Other Items	<ul style="list-style-type: none">• Care shall be taken to ensure that the total number of days for academic work is ≥ 180/year.• Academic schedules prescribed at the college shall strictly adhere to the success of the <i>Semester Scheme</i>.• <i>Supplementary Semester</i> shall be mainly used by the Colleges for conducting <i>Repeat Courses</i> for the benefit of slow learners/ repeaters.• Students having satisfactory CIE and attendance but, failed (F Grade) in SEE, need not register for course/s and can appear for SEE as and when conducted.• A student shall have a Minimum = 16 Credits and Maximum = 28 Credits Course load in an Semester.
----	-------------	--

5.	PROCTOR SYSTEM	
5.1.	Introduction	The faculty advisory system (Proctoring system) is to help the students to complete their studies successfully & comfortably. A faculty is called a proctor or mentor and the student as proctee.
5.2.	Objective(s):	<ul style="list-style-type: none">5.2.1. To advise the students on their academic requirements5.2.2. To guide/mentor the students appropriately from time to time5.2.3. To provide supportive care to the students from time to time
5.3.	Roles & Responsibilities:	<ul style="list-style-type: none">5.3.1. The proctor shall pay complete attention in respect of the student who fails to satisfy minimum attendance (85%) & minimum prescribed internal marks in all courses as per the regulations.5.3.2. The proctor shall get their copy of the Mentor Book (proctor diary) updated and ensure that it should be completed in all respects from time to time.5.3.3. The proctor shall arrange for a meeting with the students at least once in a month and submit the proceedings to the concerned HOD.5.3.4. Advise the students in the group on all academic matters (like registration of courses, dropping of courses and/or withdrawing from courses).5.3.5. Identify students in the group who are slow, average or fast learners to help them pace their studies /learning at the College based on their individual abilities.5.3.6. Serve as a friend, philosopher and guide to all of them in the group during their studentship at the College.5.3.7. The proctor shall invite the parent for discussion at least once every semester to update the academic progress of their ward.5.3.8. The Proctor should arrange to send the progress reports to the parent furnishing the details of attendance, class marks, examination results, etc. These reports shall be sent twice in a semester (after the conduction of Test1 and Test2) to the



		parents/guardians of all the concerned students. The marks of SEE are also to be sent after the announcement of the results. 5.3.9. Proctor shall ensure that the students should not participate in any sort of ragging activity in & outside of the campus/hostel and they shall not indulge in any anti-social activities and acts unbecoming of a student.
	5.4.	Expected Outcome: Reduce the failure rate, motivate the students & improve the overall performance and quality of the student.
6.	CREDIT SYSTEM	
	6.1.	General 6.1.1. The institution shall follow a Choice Based Credit System (CBCS) from the academic year 2021-22 onwards in the real sense. The students have an option of choosing from a wide range of electives (department, cluster and institutional) and completing the programme at their own pace. Value-added courses shall be offered as a part of extended learning in inter-disciplinary and multi-disciplinary domains. Thus the CBCS facilitates continuous learning and assessment. Credit System has many advantages over the conventional system of organizing academic programmes; in particular, the CBCS for the various programmes will provide a great opportunity to the students in their preparation to meet the challenging opportunities ahead. 6.1.2. In the Credit System, the courses are assigned with credits. The student gains / earns the prescribed credits for that course once he/she successfully completes the teaching-learning process and its assessment. 6.1.3. Credit Definition Course works are assigned with credits in the regular semester (odd/even) for: <ul style="list-style-type: none">○ Theory Course conducted for one hour/week/semester○ Tutorials and Practical classes (Laboratory Courses) conducted for Two hours/week/semester However, in the case of the Supplementary semester, the course load is multiplied by two. These guidelines form the basis to fix semester course load & weekly contact hours in the regular/Supplementary semesters. Note: Other student activities like study tours, industrial visits, guest lectures shall not carry any credits. 6.1.4. Course Registration A student shall register for the courses to earn credits for meeting the requirements of the degree programme. Such courses together with their grades and the credits earned will be included in the Grade Card issued by the College at the end of each semester and it forms the basis for determining the student's academic performance in that semester.



	<p>6.1.5. Audit/Value Added Courses</p> <p>In addition, a student can register for courses such as value-added courses for audit only with a view to supplement his/her knowledge and/or skills. But, these shall not be taken into account in determining the students' academic performance in the semester. In view of this, it may not be necessary for the college to issue any separate transcript covering the audit courses to the registrants at these courses.</p>
6.2.	<p>Credit Structure</p> <p>A typical Credit Structure for coursework based on the above definition is given in Table 2. This shall be applicable for the coursework of students registered for UG and PG Programmes at the college.</p>

Lectures (L) (Hours per Week per Semester)	Tutorials (T) (Hours per Week per Semester)	Laboratory / Project Work(P) (Hours per Week per Semester)	Credits (L:T:P)	Credits (Total)
3	0	0	3:0:0	3
2	2	0	2:1:0	3
2	0	2	2:0:1	3
3	0	2	3:0:1	4
0	0	6	0:0:3	3

7.	COURSE LOAD IN REGULAR SEMESTER(S):	
7.1.	The course load is fixed at an average level of 20 credits per semester.	
7.2.	In the first two semesters, the prescribed course load per semester is mandated. Withdrawal/dropping of courses in the first year (first two semesters) is not allowed.	
7.3.	In higher semesters, the applicable course load per semester may vary from a minimum of 16 credits to a maximum of 28 credits and an average of 20 credits. The variation in credits selection depends on Cumulative Grade Point Average (CGPA). This flexibility enables students (from 3 rd semester onwards) to cope-up with the course work and helps in improving their academic performance and optimizing the learning outcome.	
7.4.	<p>A student may be permitted to register for additional courses (limiting to 28 credits), from the third semester onwards. This is subjected to the following conditions:</p> <ol style="list-style-type: none"> The student has secured a CGPA ≥ 7.75 The student doesn't have backlogs from the previous semesters The student shall ensure that there is no overlapping in the timetable for the period and obtain concurrence from the Proctor. The student shall submit a copy of documentary evidence in respect of the above (a,b,c) while seeking approval from the concerned HOD. It is mandatory and responsibility of the student to ensure all the above conditions(a 	



		<p>to d) are met for registering additional courses over and above the prescribed credits in a semester, otherwise the registrations for the additional courses shall deem to be cancelled.</p>																																
7.5.	<p>The total number of credits required to be earned by a student to qualify for the award of the degree in respect of UG/PG degrees is as shown in Table 3</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="4">Table-3</th> </tr> <tr> <th rowspan="2">Programme</th> <th colspan="2">Normal Duration</th> <th rowspan="2">Minimum number of credits to be earned</th> </tr> <tr> <th>Years</th> <th>Semester</th> </tr> </thead> <tbody> <tr> <td>B.E.</td> <td>4</td> <td>8</td> <td>160</td> </tr> <tr> <td>B.E. (Lateral Entry)</td> <td>3</td> <td>6</td> <td>120</td> </tr> <tr> <td>MCA</td> <td>2</td> <td>4</td> <td>100</td> </tr> <tr> <td>MBA</td> <td>2</td> <td>4</td> <td>100</td> </tr> <tr> <td>M.Tech</td> <td>2</td> <td>4</td> <td>88</td> </tr> </tbody> </table> <p>Additional requirements for the award of degree:</p> <ol style="list-style-type: none"> a. CGPA\geq5 at the end of the programme shall be mandatory. Otherwise, the student has to earn a CGPA\geq5 by following the guidelines of the University from time to time. b. Completion of the bridge / mandatory courses is mandatory. c. It is mandatory to earn the required number of Activity points as prescribed by AICTE / VTU from time to time (to be reflected in the 8th semester marks card). 		Table-3				Programme	Normal Duration		Minimum number of credits to be earned	Years	Semester	B.E.	4	8	160	B.E. (Lateral Entry)	3	6	120	MCA	2	4	100	MBA	2	4	100	M.Tech	2	4	88		
Table-3																																		
Programme	Normal Duration		Minimum number of credits to be earned																															
	Years	Semester																																
B.E.	4	8	160																															
B.E. (Lateral Entry)	3	6	120																															
MCA	2	4	100																															
MBA	2	4	100																															
M.Tech	2	4	88																															
7.6.	<p>Contact Hours: A typical example showing the calculation of contact hours based on course credits is given in Table 4.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="4">Table 4: Calculation of Contact Hours/Week – An Example</th> </tr> <tr> <th colspan="4">Typical Course Load per Semester</th> </tr> <tr> <th>No. of Courses</th> <th>Credits per Course</th> <th>Total Credits</th> <th>Contact hours per week</th> </tr> </thead> <tbody> <tr> <td>Lecture Course</td> <td>3:0:0</td> <td>3</td> <td>3</td> </tr> <tr> <td>Lecture Cum Tutorial Course</td> <td>2:1:0</td> <td>3</td> <td>4</td> </tr> <tr> <td>Lecture Course</td> <td>3:0:1</td> <td>4</td> <td>5</td> </tr> <tr> <td>Lecture cum Tutorial Course</td> <td>2:1:1</td> <td>4</td> <td>6</td> </tr> <tr> <td>Laboratory Courses</td> <td>0:0:1</td> <td>1</td> <td>2</td> </tr> </tbody> </table>		Table 4: Calculation of Contact Hours/Week – An Example				Typical Course Load per Semester				No. of Courses	Credits per Course	Total Credits	Contact hours per week	Lecture Course	3:0:0	3	3	Lecture Cum Tutorial Course	2:1:0	3	4	Lecture Course	3:0:1	4	5	Lecture cum Tutorial Course	2:1:1	4	6	Laboratory Courses	0:0:1	1	2
Table 4: Calculation of Contact Hours/Week – An Example																																		
Typical Course Load per Semester																																		
No. of Courses	Credits per Course	Total Credits	Contact hours per week																															
Lecture Course	3:0:0	3	3																															
Lecture Cum Tutorial Course	2:1:0	3	4																															
Lecture Course	3:0:1	4	5																															
Lecture cum Tutorial Course	2:1:1	4	6																															
Laboratory Courses	0:0:1	1	2																															
8.	<p>COURSE LOAD IN SUPPLEMENTARY SEMESTER:</p> <ul style="list-style-type: none"> • The Supplementary Semester is provided for helping students who have failed in their examinations. The Supplementary semester is provided to help the student avoid losing an academic year. • It is the discretion of the department/College whether to offer the Supplementary semester or not. The supplementary semester is a special semester and the student cannot demand it as a matter of right. • During the Supplementary semester, a student is permitted to re-register up to 16 credits for 																																	



	<p>the course(s) where he/she has secured F / NE Grade (no new courses are allowed for registration).</p> <ul style="list-style-type: none">The student has to pay a special fee prescribed by the College to register for a course in the Supplementary semester. All courses may not be offered and the student has to opt from those courses offered by the department in a given Supplementary Semester.The department/college may offer some courses based on the availability of resources in hand.																														
9.	CURRICULUM FRAMEWORK																														
9.1.	The maximum number of contact hours for the students will be around 30 - 35 hrs./week. This will help students in getting enough time and opportunity to develop their creative skills and abilities, benefitting from Add-On courses and also those taken for audit, in addition to the ones prescribed for credit under a Programme and preparing them for challenging and exciting careers ahead.																														
9.2.	The curriculum framework is important in setting the right direction for a degree programme, as it takes into account the type and quantum of knowledge necessary to be acquired by a student to qualify for the award of a particular degree in his/her chosen branch or subject area.																														
9.3.	Besides, this also helps in assigning the credits for each course, sequencing the courses semester-wise and finally arriving at the total number of courses to be studied and the total number of credits to be earned by a student to fulfil the requirements for particular conferment.																														
9.4.	UG Degree Programmes Table-5 shows a typical Curriculum framework for B.E. degree programme: <table border="1"><thead><tr><th>Sl. No.</th><th>Subject Area</th><th>No. of Credits</th></tr></thead><tbody><tr><td>1</td><td>Humanities & Social Science including Management courses</td><td>09</td></tr><tr><td>2</td><td>Basic Science courses</td><td>22</td></tr><tr><td>3</td><td>Engineering Science courses</td><td>20</td></tr><tr><td>4</td><td>Professional Core courses</td><td>53</td></tr><tr><td>5</td><td>Professional Elective courses</td><td>16</td></tr><tr><td>6</td><td>Open subjects – Electives and Ability Enhancement courses</td><td>11</td></tr><tr><td>7</td><td>Project work, Seminar, Internship etc.</td><td>23</td></tr><tr><td>8</td><td>Mandatory Courses [Environmental Science, Induction Training, Indian Constitution, Universal Human Values, Kannada]</td><td>06</td></tr><tr><td colspan="2">Total</td><td>160</td></tr></tbody></table>	Sl. No.	Subject Area	No. of Credits	1	Humanities & Social Science including Management courses	09	2	Basic Science courses	22	3	Engineering Science courses	20	4	Professional Core courses	53	5	Professional Elective courses	16	6	Open subjects – Electives and Ability Enhancement courses	11	7	Project work, Seminar, Internship etc.	23	8	Mandatory Courses [Environmental Science, Induction Training, Indian Constitution, Universal Human Values, Kannada]	06	Total		160
Sl. No.	Subject Area	No. of Credits																													
1	Humanities & Social Science including Management courses	09																													
2	Basic Science courses	22																													
3	Engineering Science courses	20																													
4	Professional Core courses	53																													
5	Professional Elective courses	16																													
6	Open subjects – Electives and Ability Enhancement courses	11																													
7	Project work, Seminar, Internship etc.	23																													
8	Mandatory Courses [Environmental Science, Induction Training, Indian Constitution, Universal Human Values, Kannada]	06																													
Total		160																													
10.	MANDATORY COURSES FOR B.E. PROGRAMME The UG degree programmes also require the inclusion of certain courses like Mathematics, bridge courses, industrial visit and additional courses suggested by Academic Council for the completion of																														



	<p>the programme as mandatory courses. Mandatory courses will not carry any credits; but, a pass in each such course after attaining required CIE or SEE requirements during the programme shall be a necessary requirement for the student to qualify for the award of Degree.</p>
10.1.	Mandatory Courses for the students admitted under lateral entry <p>10.1.1 The student shall compulsorily pass two bridge courses in Mathematics (one in 3rd and one in 4th semester);</p> <p>10.1.2 The student must clear the bridge courses before advancing to the 7th semester of the programme.</p> <p>10.1.3 The student shall pass the non-credit / mandatory courses as decided by Academic Council for the award of the degree.</p>
11.	ASSESSMENT The College has an effective examination/assessment system for each activity.
11.1.	Achievement Testing <p>11.1.1 The assessment of a student's performance during and/or at the conclusion of a programme has to be done using examinations. In general, an examination may have different objectives, like achievement testing, prediction testing, endurance testing, testing of creativity and testing for ranking.</p> <p>11.1.2 Typically, achievement testing is done in two parts as follows:</p> <ol style="list-style-type: none">Sessional: Involving Continuous Internal Evaluation (CIE), to be conducted by the course instructor/faculty all through the semester; and, to include mid-term tests, weekly/fortnightly class tests, homework assignments, problem-solving, group discussions, quiz, seminar, mini-project and other means.Terminal: Covering Semester End Examination (SEE), to be conducted by the course instructor/faculty jointly with an external examiner at the end of a semester, on dates to be fixed at the College level; and to include a written examination for theory courses and practical/design examination with built-in oral part for laboratory/design courses.Both CIE and SEE have equal (50:50) weightage. Students' performance in a course shall be judged by taking into account the results of CIE and SEE individually and also together.
11.2.	Question Papers <p>11.2.1. Achievement Testing: For effective achievement testing of the students in a course, a quality question paper needs to be used as the principal tool. This makes it necessary for the question papers used at CIE and SEE to:</p> <ul style="list-style-type: none">▪ Cover all sections of the course syllabus uniformly;▪ Be unambiguous and free from any defects/errors;▪ Emphasize knowledge testing, problem-solving & quantitative methods;▪ Contain adequate data / other information on the problems assigned;▪ Have clear and complete instructions to the candidates.



		<p>11.2.2. Question Paper Planning: Question Paper to cover the entire syllabus, with a provision for the students to answer questions from the full syllabus. As students need to be given some choice in the questions included in the Paper, it is preferred for the Question Papers at SEE, in particular, to have built-in choice. This factor shall be taken note of by the Board of Examiners (BOE), while planning for the Question Papers.</p> <p>11.2.3. Besides, it is also necessary for the course syllabi to be well drafted, be defect-free and be properly unitized (or modularized) to enable the setting of good question papers covering the whole syllabus. These aspects have to be taken into account, in particular, by the Board of Studies (BOS).</p> <p>11.2.4. Typical Question Paper: The questions to be included in the Question Papers at CIE and SEE can be of two types (or combination of the both the types) as follows and the course instructor/faculty as well as the external examiners shall have to be well trained to set them:</p> <ul style="list-style-type: none">(i) Multiple Choice questions, having each question to be answered by tick marking the correct answer from the choices (commonly four) given against it; such a question paper to be useful in the testing of knowledge, skills, application, analysis, evaluation and understanding of the students.(ii) Comprehensive questions that have to be answered in detail. Such a question paper to be useful in the testing of the overall achievement and maturity of the students in a subject, through long questions relating to theoretical / practical knowledge, derivations, problem solving, application and quantitative evaluation.
11.3.	Examinations/Assessment	<p>11.3.1. Continuous Internal Evaluation (CIE): The CIE shall be conducted by the faculty/teacher handling the Course. It is the responsibility of the faculty handling a course to spell out the teaching/assessment pattern of the CIE such as test, quiz, assignment, seminar, term paper, open-ended questions, mini-projects, two-minute videos, MOOCs etc. and also the necessary rubrics to students well in advance. The faculty shall maintain transparency, announce the CIE results well in time.</p> <p>11.3.2. Components in a course: Each course consists of three components namely, Theory (Lecture and tutorial), Practical and Project. Even, a given course may be classified based on the combination of one or more of these components.</p> <p>11.3.3. Types of Courses: There are two types of courses – Regular/normal and integrated.</p> <ul style="list-style-type: none">a. Regular / Normal Course is a course which has only one component i.e., theory or practicalb. Integrated Course is a course that has both theory and practical components. <p>11.3.4. Alternative Assessment: In order to encourage innovative methods while delivering a course, the faculty members have been encouraged to use the Alternative Assessment Tool (AAT). Thus AAT enables faculty to employ innovative methods and design own assessment</p>



patterns during the CIE. However, the usage of AAT is completely optional. The AAT enhances the autonomy (freedom and flexibility) of individual faculty and enables them to create innovative pedagogical practices. If properly applied, the AAT converts the classroom into an effective learning space. The AAT includes seminars, assignments, term papers, open-ended experiments, mini-projects, two-minute videos, MOOCs etc.

The weightage of AAT is 20% of the CIE in order to encourage faculty for effective teaching-learning practices.

However, it is mandated for a faculty to obtain prior permission from the concerned HOD for implementing AAT and announce the same in the respective class before the commencement of a course.

11.3.5. TYPICAL ASSESSMENT PATTERNS WITH 20% WEIGHTAGE FOR AAT.

11.3.6. Typical Assessment pattern for Regular/Normal courses:

The weightages of various components of CIE for **regular / normal courses** considering weightage of **20% to AAT** i.e. 10 out of 50 marks are shown in the table below:

COMPONENT	THEORY		TOTAL
Type of Assessment	Test*	AAT#	MARKS
Max. CIE Marks	40	10	50

Note:

* Two tests will be conducted; an average of two tests will be considered for the final assessment.

Two AAT will be conducted and an average of both will be considered for the final assessment. The adopted AAT shall be prescribed by the course instructor prior to the commencement of classes.

11.3.7. Typical Assessment pattern for integrated courses:

The weightages of various components of CIE for integrated courses considering weightage of 20% to AAT i.e. 10 out of 50 marks are shown in the table below:

COMPONENT	THEORY (75% of Overall Syllabus)		PRACTICAL (25% of Overall Syllabus)		
Type of Assessment	Test@	AAT [§]	Records & Performance	Lab Test	Viva-voce / AAT [§]
Max. CIE Marks	40	10	20	20	10
Average of Theory & Practical CIE will be considered for the final assessment i.e. for 50 Marks					



The syllabus contents for Theory and Practical are in the ratio of 75:25. Further, the student has to earn minimum CIE in both Theory and Practical to appear for SEE.

Note:

@ Two tests will be conducted; an average of two tests will be considered for the final assessment.

\$ Two AAT will be conducted and considered for final assessment. If AAT is employed, the concerned teacher shall prescribe the pattern of assessment prior to commencement of the classes

The distributions of weightage among these components are as follows:

Particulars	Details	Evaluation
Test – I	Syllabus coverage is 50%, i.e., the first 2½ Units.	Average marks of two tests and Alternative Assessment Tool marks shall form CIE of 50 marks (Practical marks to be considered only for Integrated Course). (Note: Alternative Assessment Tool shall be like Unit Test /Assignment / Mini-Projects / Seminar / MOOC's)
Test – II	Syllabus coverage is 50%, i.e., the remaining 2½ Units.	
Alternative Assessment Tool (AAT)	AAT – I	Syllabus coverage is exclusively from the first 2½ Units of the Self-Study Component.
	AAT – II	Syllabus coverage is exclusively from the remaining 2½ Units of the Self-Study Component.
SEE	Final examination to be conducted for full syllabus for 100 marks.	SEE marks reduced to 50 marks.

Guidelines for Make-up test:

- Make-up test may be given to improve the performance of CIE, subject to a maximum of 20 marks only, and the syllabus for the make-up test will be the content of the poor performance test.
- If the student is absent due to genuine cases like severe illness, accidents, calamities in the family, and other exigencies, the student / parent with the relevant supporting documents has to get prior approval from the Course Instructor / HoD and the same has to be approved by the Department Under Graduate Committee (DUGC). In such a case, the student is permitted to take the Make-Up test and the actual marks scored gained will be considered for his absent CIE component, and the syllabus will be the content of the absent test.

11.4. Semester End Examination (SEE): The SEE shall be conducted jointly by the course instructor/faculty and an external examiner appointed for this purpose by the College. The external examiner is associated with the work of question paper setting/evaluation/moderation/lab examination/project evaluation and others.

11.4.1. SEE Answer Scripts: The answer scripts of SEE are evaluated by the course instructor/faculty and moderated/evaluated by the external examiner. A BOE committee of the College may oversee and ensure the quality and standard of evaluation.



	<p>11.4.2. External Review of SEE: An external review shall be conducted under the aegis of the Board of Examiners (BOE) of the College by appointing a panel of subject experts from outside the College for this purpose and aiming at totality in the review of SEE operation and covering such steps as, question paper review, checking random samples of answer scripts, analysis of results/grades awarded, etc. This step is necessary for gaining the confidence of the University and also of the society at large, on the fairness and transparency in the system.</p>										
11.5.	<p>Passing Standards: High standards are maintained in all aspects of the examination. The absolute grading method is followed. The minimum standard of passing in respect of CIE and SEE for each course is shown in Table-10.</p> <p style="text-align: center;">Table-10: Passing Standards using Absolute Grading</p> <table border="1"><thead><tr><th>Programme</th><th>Courses</th><th>Passing standards in CIE</th><th>Passing standards in SEE</th><th>Overall Passing standard for that course</th></tr></thead><tbody><tr><td>B.E</td><td>All Courses</td><td>40% of CIE Marks</td><td>35% of SEE Marks</td><td>40% of the total marks (CIE+SEE)</td></tr></tbody></table> <p><i>Note: Courses for which SEE is not there CIE marks would be the Total marks for that course. For Integrated Courses the average of Theory and Practical CIE will be considered for the final CIE assessment i.e. for 50 Marks.</i></p>	Programme	Courses	Passing standards in CIE	Passing standards in SEE	Overall Passing standard for that course	B.E	All Courses	40% of CIE Marks	35% of SEE Marks	40% of the total marks (CIE+SEE)
Programme	Courses	Passing standards in CIE	Passing standards in SEE	Overall Passing standard for that course							
B.E	All Courses	40% of CIE Marks	35% of SEE Marks	40% of the total marks (CIE+SEE)							
11.6.	<p>Project work Evaluation: The evaluation of CIE of the project work shall be based on the progress of the student in the work assigned by the project supervisor /guide, periodically evaluated by him/her together with a Project Evaluation Committee (PEC) constituted for this purpose at the department to ensure uniform evaluation. The projects are evaluated by a well-defined Rubrics (made known to the students well in advance). PEC ensures a minimum of three evaluations for CIE: one initial, one mid-semester and one towards the end of the semester (before the last working day). Project demonstration/presentation, seminar, submission of project report and viva-voce conducted with an external examiner shall form the SEE of the project work.</p>										
11.7.	<p>There shall be NO RE-EXAMINATION for any Course in the credit system to take care of such students who have:</p> <ol style="list-style-type: none">Absented themselves from attending SEE; without valid reasons; or,Failed (Grade F, as covered in Section 13) to meet the minimum passing standards prescribed for SEE; or,Been detained for want of attendance; or,Withdrawn (Grade W covered in section 13) from a Course; <p>Such students listed above (a to d), shall be required to re-register for the Course(s) and go through CIE and/or SEE again and obtain a Grade equal to or better than E (refer Section 13) in each case. While such students shall have to re-register for the same/equivalent Course(s) in case of core courses, they can re-register for alternative Course(s) from among the elective courses, as the case may be. The re-registration shall be possible when the particular course is offered in regular semesters.</p> <p>Note:</p>										



		<ol style="list-style-type: none">1. If a student fails to achieve passing standards in CIE in any course, the student will not be permitted to write the SEE and the student has to re-register in that course and after getting minimum passing marks will be allowed to write SEE.2. If a student fails to achieve passing standards in SEE but has achieved minimum passing standards in CIE in any course, the student has to re-register for that course by gaining again the fresh CIE.
12.	ATTENDANCE REQUIREMENT	<p>12.1 All students shall maintain a minimum attendance of 85% in each course registered. In case of shortfall, the concerned Head of the Department shall consider and may condone deficiency up to a limit of 10% in special cases and shall submit a list of such candidates to the office of COE. The list of such students is to be presented and to be ratified in the subsequent Academic Council meeting. However, all the relevant documents pertaining to condonation of attendance shall be maintained by the respective department and produced as and when required by the Institutional authorities. Any student failing to meet the above standard of attendance in any course(s) registered, shall not be allowed to appear for SEE of such course(s).</p> <p>12.2 Attendance at CIE and SEE: Attendance at all examinations, both CIE and SEE of each course registered shall be compulsory for the students and there shall not be any provision for re-examination/consideration.</p> <p>12.3 Any student against whom any disciplinary action by the College is pending shall not be permitted to attend any SEE in that Semester.</p> <p>12.4 Each Semester is considered as a unit and the candidate has to put in a minimum attendance of 85% in each course with a provision of condonation of 10% attendance for reasons such as medical emergencies and legitimate grounds.</p> <p>The basis for the calculation of the attendance shall be the period prescribed by the College by its academic calendar of events. For the first semester students, the same is reckoned from the date of admission to the programme.</p> <p>12.5 The students shall take note of his/her attendance status periodically from the respective faculty and strive to make up the shortage. However, the departments shall periodically announce the attendance status of the students. Non-receipt of such information from the college will not be considered as a valid reason for exemption from the attendance requirements.</p> <p>12.6 If a student does not fulfill the attendance requirements in any course, he/she is not permitted to attend the Semester End Examination (SEE) in that course and is deemed to have been awarded “F” grade in that course.</p> <p>12.7 In respect of Integrated Courses 85% of attendance shall be maintained both in theory and practical components. Failing to maintain the 85% attendance in any one component, the student will not be permitted to take up SEE in that course.</p>
13.	GRADING	
	13.1. General	
	13.1.1	As in recent years, the grading system has replaced the evaluation of student's



		<p>performance in a Course based on absolute marks. This is to ensure uniformity in the grading practice at different autonomous colleges to facilitate the migration of students or transfer of credits among Autonomous Colleges under the University.</p> <p>13.1.2 Letter Grades: A letter grade (an alphabet/letter) is basically a qualitative measure giving the performance of a student, such as, Outstanding (O), Excellent (A+), Very Good (A), Good (B+), Above Average (B), Average (C), Pass (P) and Fail (F), based on the raw score (marks, as in conventional practice) obtained by the student. This is usually arrived at after the student's performance in a Course, which includes both CIE and SEE, is assessed and raw score (marks) for the total are awarded to begin with, followed by grouping of all the students in a Course under different grading levels, as above.</p> <p>13.1.3 Absolute Grading: The College has adopted the absolute grading system.</p>																																																
	13.2.	Grade Points																																																
		<p>13.2.1. Depending on the letter grades assigned, a student earns certain grade points. As the grading system can have different grade points, like 5, 8, and 10, more number points in the scale, will be necessary to provide a better resolution in the performance assessment. The College follows the 10-point grading system, as given in the Table-11:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="4">Table 11: Grade Points Scale for Absolute Grading</th> </tr> <tr> <th>Letter Grade</th> <th>Grade – Points</th> <th>% of Marks Secured</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>O</td> <td>10</td> <td>90 – 100</td> <td>Outstanding</td> </tr> <tr> <td>A+</td> <td>09</td> <td>80 – 89</td> <td>Excellent</td> </tr> <tr> <td>A</td> <td>08</td> <td>70 – 79</td> <td>Very Good</td> </tr> <tr> <td>B+</td> <td>07</td> <td>60 – 69</td> <td>Good</td> </tr> <tr> <td>B</td> <td>06</td> <td>55 – 59</td> <td>Above Average</td> </tr> <tr> <td>C</td> <td>05</td> <td>50 – 54</td> <td>Average</td> </tr> <tr> <td>P</td> <td>04</td> <td>40 – 49</td> <td>Pass</td> </tr> <tr> <td>F</td> <td>00</td> <td>0 – 39</td> <td>Fail</td> </tr> <tr> <td>PP (For Non-credit courses)</td> <td></td> <td></td> <td>Passed</td> </tr> <tr> <td>NP (For Non-credit courses)</td> <td></td> <td></td> <td>Not passed</td> </tr> </tbody> </table>	Table 11: Grade Points Scale for Absolute Grading				Letter Grade	Grade – Points	% of Marks Secured	Remark	O	10	90 – 100	Outstanding	A+	09	80 – 89	Excellent	A	08	70 – 79	Very Good	B+	07	60 – 69	Good	B	06	55 – 59	Above Average	C	05	50 – 54	Average	P	04	40 – 49	Pass	F	00	0 – 39	Fail	PP (For Non-credit courses)			Passed	NP (For Non-credit courses)			Not passed
Table 11: Grade Points Scale for Absolute Grading																																																		
Letter Grade	Grade – Points	% of Marks Secured	Remark																																															
O	10	90 – 100	Outstanding																																															
A+	09	80 – 89	Excellent																																															
A	08	70 – 79	Very Good																																															
B+	07	60 – 69	Good																																															
B	06	55 – 59	Above Average																																															
C	05	50 – 54	Average																																															
P	04	40 – 49	Pass																																															
F	00	0 – 39	Fail																																															
PP (For Non-credit courses)			Passed																																															
NP (For Non-credit courses)			Not passed																																															
		<p>13.2.2. The grade points given in Table -11 help in the evaluation of credit points earned by the student in a Course as the credit points are equal to the number of credits assigned to the Course multiplied by the grade points awarded to the student in that Course. This shall be used in arriving at the credit index of the student for that semester, as it is the sum total of all the credit points earned by the student for all the Courses registered in that semester.</p> <p>13.2.3. Earning of Credit: A student shall be considered to have completed a course successfully and earned the credits if he/she secures an acceptable letter grade in the range 'O' to 'P'. Letter grade 'F' in any Course implies a failure of the student in that Course and no credits earned.</p>																																																



	<p>13.2.4. Transitional Grades: The transitional grades, such as, 'I', 'W' and 'X' shall be awarded to a student in the following cases. These transitional grades shall be converted into anyone of the letter grades (O to F) after the student completes his/her Course requirements, including examination.</p> <p>13.2.4.1. Grade 'I': Awarded to a student having satisfactory attendance at classes and meeting the passing standard at CIE in a Course, but remained absent from SEE for valid and convincing reasons acceptable to the College, like:</p> <ol style="list-style-type: none">Accident or severe illness leading to hospitalization, which disables the student from attending Semester End Examination (SEE);A calamity in the family at the time of SEE, which requires the student to be away from the College;Any other ExigenciesIn the event of (i) and (iii) above, it is the responsibility of the student/parent/guardian to inform the college authorities (proctor/HOD) immediately. The information may be in the form of either written communication, personal communication by parent/guardian/peer, or an e-mail or mobile message. The candidate needs to submit all the relevant evidence (hospital reports, police reports, certificates from competent authorities, etc.). Intimation is mandatory. Any intimation after the conduct of examination will not be entertained. <p>13.2.4.2. Grade 'X': Awarded to a student having attendance $\geq 85\%$ and CIE rating ($\geq 90\%$) in a course, but SEE performance observed to be poor, which could result in an overall 'F' Grade in the Course. No 'F' Grade is awarded in this case but student's performance record is maintained separately. The student will be provided an opportunity in the make-up examination.</p> <p>13.2.5. Grade 'W': Awarded to a student having satisfactory attendance at classes, but withdrawing from that Course before the prescribed date in a semester under faculty advice; the student shall re-register for the said course in the regular semesters only. All the 'W' grades awarded to the students shall be eligible for conversion to the appropriate letter grades only after the concerned students re-register for these Courses in regular semesters (Odd/Even, not in supplementary semester) only and fulfill the passing standards.</p> <p>13.2.6. Grade Card: Each student shall be issued a Grade Card at the end of each semester. This will have a list of all courses registered by a student in the semester along with the credits. In addition to the letter grades with grade points, the grade card may also contain transitional grades 'I' and 'X' which do not carry any grade points. Hence, only the courses registered for credit and having grade points shall be included in the computation of student's performance i.e., SGPA and CGPA.</p> <p>However, the Courses taken for audit will not form part of this computation. The results of mandatory courses, which are of the non-credit type, shall also be reflected in the Grade Card as 'PP' (for Passed) or 'NP' (for Not Passed). It may be noted that each student shall have to obtain the grade 'PP' in each mandatory course to qualify for</p>
--	--



		<p>award of the Degree by the University.</p> <p>13.2.7. Make-up Examination: The Make-up Examination facility shall be made available to students who have secured 'I' or 'X' grade; The standard of the Make-up Examination shall be the same as that of regular SEE for the Courses. The Make-up Examination shall be held as per dates notified in the Academic Calendar.</p> <p>13.2.8. In the event, a student fails in a Laboratory / Project course and/or in CIE of a course in final year, the student shall be given 'I' grade. In such a case, the concerned Chairperson of BOE may grant the student extra time not exceeding 12 weeks for completing the course with the due concurrence of the faculty and Head of the Department. If no such extra time is sought/granted, the concerned student shall have to re-register for the course(s) in the succeeding regular semester and fulfill the academic requirements for the award of the degree.</p> <p>13.2.9. All the transitional grades ('I' and 'X') awarded to a student shall have to be converted to an appropriate letter grade after the make-up examination. If a student fails to appear for the make-up examination, the 'I' and 'X' grades shall be automatically converted to 'F' grade, after the last scheduled Make-up Examinations.</p>
	13.3.	Grade Point Averages
		<p>13.3.1. SGPA and CGPA: The credit index can be used further for calculating the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA), both of which are important performance indices of the student. While SGPA is equal to the credit index for a semester divided by the total number of credits registered by the student in that semester, CGPA gives the total sum of credit indices of all the previous semesters divided by the total number of credits registered in all these semesters.</p> <p style="padding-left: 40px;">The SGPA and CGPA will be computed as shown below:</p> <p style="padding-left: 40px;">Semester Grade Point Average (SGPA)</p> $\frac{\sum[(\text{Course credits}) \times (\text{Grade points})] \text{ (for all Courses in that semester excluding transitional grades)}}{\sum[(\text{Course credits})] \text{ (for all courses in that semester excluding transitional grades)}}$ <p style="padding-left: 40px;">Cumulative Grade Point Average (CGPA)</p> $\frac{\sum[(\text{Course credits}) \times (\text{Grade points})] \text{ (for all Courses excluding those with F \& transitional grades until that semester)}}{\sum[(\text{Course credits})] \text{ (for all Courses excluding those with F \& transitional grades until that semester)}}$ <p style="padding-left: 40px;">Both SGPA and CGPA facilitate the declaration of academic performance of a</p>



		<p>student, at the end of a semester and at the end of successive semesters respectively. Both SGPA and CGPA shall be normally calculated up to the second decimal position, so that the CGPA, in particular, can be made use of in ranking the students in a class. If two students get the same CGPA, the tie should be resolved by considering the number of times a student has obtained higher SGPA; but, if it is not resolved even at this stage, the number of times a student has obtained higher grades like S, A, B etc., shall be taken into account in ranking the students in a class.</p> <p>13.3.2. Vertical Progression: For vertical progression refer to section 21 and further, the conditions laid down by the University from time to time will also be followed.</p> <p>13.3.3. Award of Class: The class will be awarded after students earn a total of 160 credits for regular and 120 credits for lateral entry. There is no formula for the conversion of CGPA into the percentage of marks. However the following may be referred for the conversion of the CGPA on 10-point scale into the percentage of marks for employment / higher studies, etc.</p> <p>Percentage = CGPA X 10</p> <p>Class Equivalence:</p> <p>Subsequent to the conversion of final CGPA, after successful completion of the program, into the percentage of marks (M), a graduating student is reckoned to have passed in</p> <ol style="list-style-type: none">First Class with Distinction (FCD) if $M \geq 70$First Class (FC) if $60 \leq M < 70$Second Class (SC) if $50 \leq M < 60$Pass Class (P) if $40 \leq M \leq 50$
14.	OTHER ACADEMIC MATTERS – TIME SCHEDULES	
	14.1.	Academic Schedules: An Academic Calendar is published before the commencement of every semester to assist the students and faculty. The calendar includes dates for registration of courses, dropping of courses, and withdrawal from courses. This enables the students to be well prepared, minimize their chances of failure in CIE and/or SEE and take full advantage of the flexibility provided by the credit system.
	14.2.	Registration of Courses: Each student shall have to register for course work at the beginning of a semester as prescribed in the academic calendar. The student has to compulsorily register for all the stipulated credits in the first year of the programme. In the subsequent years (higher semesters i.e., third semester onwards) the registrations shall be within the limits of minimum (≥ 16) and maximum (≤ 28) credits. A period of 2-3 days is assigned for this event to facilitate the students to seek faculty advice and discuss with the proctor/faculty prior to registering for courses.



	<p>14.3. Dropping of Courses: A specific period in the middle of a semester is fixed for this purpose and to help review the student's performance in CIE by the faculty advisors (proctors). The students having poor performance are facilitated to drop the identified course(s) (up to the minimum credits specified for the semester) in the higher semesters only (i.e., third semester onwards) without being mentioned in the Grade Card. Such Courses to be re-registered by these students in the regular semesters at a later time.</p>
	<p>14.4. Withdrawal from Courses: A specific period is identified towards the end of a semester to help review the students' performance in CIE by the Proctor who shall advise the students having poor performance to withdraw from an identified course(s) (up to the minimum credits specified for the semester) with a mention in the Grade Card (Grade 'W'). Such Courses are to be re-registered by these students in the main/regular semesters at a later time.</p> <p>When to withdraw?: A student is allowed to withdraw from a Course(s) after one week from the last date of the second internal test (CIE) or as mentioned in the Academic Calendar.</p> <p>Separate circular/notification shall not be issued in this regard. It is the responsibility of the student to withdraw from the courses with in the stipulated time failing which student will have to continue with the course and fulfill the academic requirements.</p>
	<p>14.5. Temporary withdrawal from programme:</p> <p>14.5.1. A student may withdraw temporarily from the programme on grounds like prolonged illness, grave calamity in the family or any other serious happening. The withdrawal shall be for periods which are integral multiples of a semester, provided that:</p> <ul style="list-style-type: none">• The student applies to the College within 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 a withdrawal, together with supporting documents and endorsement of his/her parent/guardian.• If the College is satisfied of the genuineness of the case and that, even by taking into account the expected period of withdrawal, the student has the possibility to complete the programme requirements within the time limits specified by the University.• The student should not have any dues or demands at the College /University including tuition and other fees as well as library material. <p>14.5.2. A student availing of temporary withdrawal from the College under the above provision shall be required to pay such fees and/or charges as may be fixed by the college until such time as his/her name appears on the Students' Roll List. However, it may be noted that the fees/charges once paid shall not be refunded.</p> <p>14.5.3. Normally, a student will be entitled to avail the temporary withdrawal facility only once during his/her studentship of the programme. However, any other concession for the concerned student shall have to be approved by the Academic Council of the College. Hence, the students shall be advised by the Principal / Dean - Academic to use this provision only in exceptional cases.</p>
	<p>14.6. Termination from the Programme:</p> <p>A student shall be required to withdraw from the programme and leave the College on</p>



	<p>the following grounds:</p> <p>14.6.1. Failure (getting 'F' Grade) and not passing a Course to earn credits for the same, in spite of five attempts.</p> <p>14.6.2. Failure to secure a CGPA ≥ 5.00 on three consecutive occasions to lead the student being asked to discontinue the programme and leave the College (However, failure to secure a CGPA ≥ 5.00 at the end of any semester for the first time, to attract warning before approval of the student to continue in the following semester).</p> <p>14.6.3. Absence from classes for two consecutive semesters (Odd and Even) at a time without leave of absence being granted by competent authorities.</p> <p>14.6.4. Failure to meet the standards of discipline as prescribed by the College from time to time;</p> <p>14.6.5. Successive Failures: A student who has not been able to obtain eligibility for third semester even after three academic years will be terminated from the program. However, such a student can re-join the B.E. Programme in the College as a fresh student to the First Year.</p> <p>There shall be a provision for the rejection of total performance of a semester and re-registration for the semester. This shall be done only once in the entire course of studies.</p>
14.7.	Student's Feedback <p>14.7.1. The college obtains feedback from students on their course work and various academic activities conducted. The feedback is obtained on-line from the students at regular intervals maintaining confidentiality.</p> <p>14.7.2. The feedback received from the students is reviewed/discussed by a committee constituted for the purpose and necessary corrective measures are taken.</p>
14.8.	Recommendations for Degree Award <p>14.8.1. The College shall forward its recommendations to the University in respect of students qualifying for UG/PG Degree Awards based on their success in the examinations/adjudication of theses as the case may be after receiving approval from the Authorities/ Bodies of the College concerned.</p> <p>14.8.2. The College shall also ensure that each such student in (14.8.1) has fulfilled all the requirements for the Degree Award.</p>
14.9.	Graduation Ceremony <p>14.9.1. The College shall have its own annual Graduation Ceremony for the award of Degrees (Provisional Certificates) to the students completing the prescribed academic and other requirements in each case as per the lists recommended to the University, in prior consultation with the University and by following the provisions in the University Statutes.</p> <p>14.9.2. The College may award Prizes to the meritorious students, for being given away annually at the Graduation Ceremony. This will greatly encourage the students to strive for excellence in their academic activities.</p>



15.	INTERPRETATION Any question as to the interpretation of these rules and regulations shall be decided by the College, whose decision shall be final and binding on the student in the matter. The College shall also have the power to issue clarifications to remove any doubt, difficulty or anomaly, which may arise in regard to the implementation of these regulations.
16.	CONDUCTION OF EXAMINATIONS
16.1.	APPOINTMENT OF VARIOUS OFFICIALS a. Controller of Examination: Controller of Examination shall be a senior professor or Head of the Department nominated by the Principal and approved by the Academic council. The tenure of the Controller of examination shall be normally for three years. All the activities of the examination process will be performed under the supervision and seal of the 'Controller of Examination' (CoE). b. Examination Board: This will consist of the following members, to help in the process of Examination, recommended by the CoE and appointed by the principal. (i) One senior faculty from the Science group (ii) Two senior faculty from the Engineering group (iii) Dean – Academic c. Chief Superintendent: To conduct the Semester End Examinations (SEE), the Principal will act as Chief Superintendent or shall appoint a Chief Superintendent from amongst the senior heads of the departments. d. Examination coordinators: For smooth conduct of examination two senior faculties from the cadre of Assistant professors or above shall be appointed as examination coordinators by the Chief Superintendent.
17.	APPOINTMENT OF EXAMINERS a. Appointment of internal examiners a) Chairman BoE is required to submit a list of internal and external examiners to the CoE. b) A course teacher who is a post-graduate and has at least one year of experience can be appointed as an examiner. c) For both theory and practical, as far as possible the teacher who has taught the course shall be appointed as one of the valuer in addition to external examiner. b. Appointment of external examiners. a) Examiners in the grade of Assistant Professor and above with a minimum experience of



	<p>five years in teaching can be appointed as examiners.</p> <p>b) Specialization/courses taught by the examiners to be exclusively indicated.</p> <p>c) Address/phone numbers of examiners to be provided to CoE.</p> <p>d) The BOE is required to send an approved list of examiners as per the requirement put in (a) and (b).</p> <p>e) The allotment of examiners will be the sole discretion of the CoE from the list provided to him/her.</p> <p>NOTE: ANY PERSON NOMINATED / APPOINTED FOR EXAMINATION WORK WHERE CONFIDENTIALITY IS REQUIRED SHALL DECLARE IN WRITING THAT HE/ SHE DOES NOT HAVE ANY BLOOD RELATIVE OF FIRST CIRCLE (CHILDREN, SISTER, BROTHER, NIECE, NEPHEW, FIRST COUSIN, WIFE/HUSBAND, WIFE'S / HUSBAND'S BROTHER/ SISTER AND SO ON) TAKING EXAMINATION.</p>
18.	DUTIES AND RESPONSIBILITIES
18.1.	<p>Duties and responsibilities COE</p> <ul style="list-style-type: none">• The Controller of Examination shall be totally responsible for smooth conduct of examination with confidentiality.• CoE shall interact with the Principal / Vice Principal, Deans, Chairmen BoS's / BoE's to prepare the time table of examination• CoE will be responsible for getting all examination stationary printed.• He / She shall get the Question Papers (QP) set from a panel of examiners recommended by various BoE and perform other related tasks concerned with QP.• To get the question papers printed and handover to the Chief Superintendent as per the indent on the date of examination.• Approve the list of students taking examinations in each course that is provided by the examination section of the Principals' office and arrange for the issue of hall tickets.• Shall make all preparations connected with SEE examinations, like paper setting, answer paper booklets, choosing examiners for both practical and theory, getting valuation done, arriving at grades, announcement of results, printing and issue of grade cards etc.• To call for grading advisory committee and malpractice investigating committee meetings before the announcement of results and implement their recommendations.• Grading and announcement of results.• Review of performance of valuers and prepare the short comings. Call meeting of Chairman of BoE, discuss and record important issues analyzed.• CoE shall submit the accounts for advance drawn from the PESCE, to the office of the Principal within 30 days of completion of the examination process. <p>Deputy Controller of Examination will assist Controller of Examination in all duties and responsibilities of COE.</p>



18.2.	<p>Duties and responsibilities of Chief Superintendent (CS)</p> <p>The Chief Superintendent shall remain in the Headquarters for the entire period of examinations, except in case of emergency or valid reasons.</p> <p>The chief Superintendent be present in the college during the time of both theory and practical examinations and to supervise the arrangements for the effective conduct of examinations.</p> <p>Chief Superintendent shall not leave the centre of examination without prior permission of the Principal, PESCE, Mandya, and in such cases of absence, name of the next senior most professor should be suggested for appointment well in advance. The Chief Superintendent shall:</p> <ol style="list-style-type: none">a) Get the question paper indent ready and pass it on to CoE as and when required.b) Make arrangements to distribute hall tickets through respective departments.c) Appoint a required number of Deputy Chief Superintendents(DCS), Relieving superintendents, Room Superintendents(RS) among the faculty of the college as per the guidelines given below.<ul style="list-style-type: none">• One Deputy Chief Superintendent for every 300 candidates• One Room Superintendent for every 20 to 40 candidates• One Relieving Superintendent for every 150 to 200 candidatesd) Also appoint a required number of office and other staff among the employees of the college.e) Prepare well in advance the statement regarding seating arrangements for the candidates.f) Convene a meeting of all staff involved in the examination work, two or three days prior to the commencement of examinations, and explain to them the duties and responsibilities. The Chief Superintendent shall inform them to strictly follow the instructions laid down. The Chief Superintendent shall also give instructions to the room superintendent about the distribution of answer papers and question papers. The CS shall impress upon them the need for vigilance and prevention of any kind of malpractice during the examinationg) See that the candidates with valid admission ticket and identity card only are allowed to take the examination. If any candidate has lost the admission ticket, the Chief Superintendent shall issue a duplicate admission ticket on payment of required penal fee of Rs.100/- per admission ticket.h) His/her authorized nominee shall collect the question papers of the examinations and the same shall be delivered by the office of the CoE as per the arrangements made by the CoE from time to time. Chief Superintendent shall be solely responsible for the security of the question papers.i) His/her authorized nominee should take sufficient care to verify the question paper parcels with regards to the date, course code/title, time of examination, number of question paper etc, while collecting the question paper from the CoE.j) On the day of the examination, the relevant sealed packets of the question papers shall be opened in the office of the Chief Superintendent, not earlier than half an hour scheduled for the commencement of the examination in the presence of the Deputy
--------------	--



		<p>Chief Superintendent(s), after carefully examining the seals, date, time etc on the packets (or take the printed question papers dynamically on the day of examination half an hour before the commencement of examination). He/She shall also verify the course as per the time table and check the number of question papers written on the packets and inside the packet. In case of discrepancy, the same shall be brought to the notice of the CoE.</p> <p>k) After opening the question paper packets, taking the help of the Deputy Chief and Reliving Superintendent, the Chief Superintendent shall arrange to put the question papers required for each block in separate cover which shall contain actual number of papers as per the number of candidates taking the examination in that block. The packets containing question papers shall be delivered to the room superintendent not more than 10 minutes before the commencement of the examination.</p> <p>l) Arrange to print / type the candidate seat numbers on room superintendent's report, for notice board and attendance report – Form-A before issuing it to the room superintendent.</p> <p>m) Maintain an allotment register and answer book issue register which shall be duly signed by Deputy Chief Superintendent, Reliving Superintendent and Room Superintendent.</p> <p>n) Ensure that the desks, tables and walls are free from any written matter as otherwise the student appearing on the allotted table may be apprehended under MPC rules.</p> <p>o) Immediately after the end of each examination session, the Chief Superintendent will arrange to receive and check the answer scripts brought by the room superintendent at his / her office or collection center.</p> <p>p) Arrange to prepare the packets branch-wise, semester-wise, course-wise, paper-wise in serial order. The answer scripts shall be sent to the CoE in cloth bags branch wise enclosing the relevant proforma, the bag will be stitched and sealed. Also, it is to be ensured that in each bag at least two question papers of the concerned course are enclosed.</p> <p>q) Arrange to collect the answer scripts marks list of the practical / viva voce examination in sealed covers from the examiners and send the same to the CoE, maximum by subsequent day course- wise/paper-wise.</p> <p>r) Appoint a squad team of three senior faculty to curb and report Malpractice if any.</p>
18.3.	Duties and responsibilities of Deputy Chief Superintendents (DCS)	<p>The Deputy Chief Superintendent shall:</p> <p>a) Report 45 minutes before the commencement of examination.</p> <p>b) Verify the code and title of question paper as per the time table published by CoE and put their signature before opening the bundle/s (or take the printed question papers dynamically on the day of examination half an hour before the commencement of examination). Verify the Form-B and give it for typing. During the process they shall check the number of unused answer scripts and question paper received.</p> <p>c) Return unused answer scripts to exam section and unused question paper to be</p>



		<p>packed back in the respective packets.</p> <p>d) Verify Form-A and put signatures on both Form-A and Form-B</p> <p>e) Collect the answer scripts in the collection center, verify with Form-A and get it bundled in cloth bags.</p> <p>f) Assist the chief superintendent in the smooth functioning of examination.</p> <p>g) Go round the blocks where examination is going on and bring any <i>discrepancy</i> to the notice of the Chief Superintendent.</p>
18.4.	Duties and responsibilities of Relieving Superintendents	<p>The Relieving Superintendent shall:</p> <p>a) Report and sign the allotment register 45 minutes before the starting of the examination</p> <p>b) In case he/she is not able to take duty on the assigned day, permission from Principal / Chief Superintendent in writing should be obtained.</p> <p>c) Not expected to send substitutes at any cost.</p> <p>d) Assist in sorting and packing question papers and answer scripts.</p> <p>e) Assist the chief superintendent and deputy chief in the smooth functioning of examination.</p> <p>f) Give relief for a period not exceeding 15 minutes to the room superintendent. If any invigilator chronically takes more than 15 minutes it should be brought to the notice of CS or DCS</p> <p>g) Violation of any instructions by the candidate shall be immediately brought to the notice of the Chief Superintendent, failing which; the relieving superintendent shall be equally responsible for the misconduct.</p> <p>h) Whenever squad visits, the relieving superintendent shall politely ask for identification (in case of doubt) and cooperate with them. He/She shall not allow the invigilators to move out of the examination hall in the first and last half an hour.</p> <p>i) Collect the answer scripts in the collection center, verify with Form-A and get it bundled in cloth bags.</p>
18.5.	Duties and responsibilities of Room Superintendent (RS)	<ol style="list-style-type: none">1. Room Superintendent is expected to report and sign the allotment register 30 minutes before the starting of the examination.2. In case the RS is not able to take invigilation on the assigned day, take permission from Principal / Chief Superintendent in writing.3. The RS is not expected to send substitutes at any cost.4. They should check the serial number of answer scripts and their condition before issuing to candidates.5. They should check the number of question papers, code and title of the paper as soon as it is delivered by Deputy Chief / Relieving superintendent.



6. Do not carry mobile to the examination hall.
7. Carry blue/ black pen and red pen.
8. Put signature on answer books only after ascertaining the identity of candidate/ checking admission ticket and identity card.
9. Get signature of candidate at the appropriate place in the answer script and Form-B.
10. Put signature at the bottom of the Form-B after entering the number of absentees.
11. For absentees, mark ABSENT in red ink.
12. Enter the details of malpractice in Form-B (If any).
13. Do not leave the examination hall during invigilation unless the relieving superintendent takes charge of the room.
14. Keep an eye on each and every student without disturbing them.
15. Announce and check that no student carries slips of any sort and/or mobile phone and/ or any electronic gadgets other than the allowed calculators.
16. Do not collect wallets.
17. If Handbook/ graph sheets/tables are required send word through the water boy.
18. Instruct the candidates to write in blue / black ink only in the beginning of the examination itself.
19. Announce the time when bells ring:
20. **First bell:** 10 minutes before the commencement of examination.
21. **Second bell:** To commence the examination/ distribution of question papers.
22. **Third bell:** After half an hour of commencement indicating finalization of Form-B and not allowing late comers.
23. **Fourth bell:** Ten minutes before closing time, when no student should be allowed to leave his/ her seat.
24. **Fifth bell:** Final bell to stop the examination and collect answer scripts.
25. Do not allow students to take question paper out of the hall if they want to leave early.
26. Do not allow the students to leave in the last 10 minutes.
27. Check, count and arrange the answer scripts serially before allowing the students to leave the examination hall.
28. Bring the answer script to the designated collection center and handover personally to the Deputy Chief / Relieving superintendent.
29. The room superintendent shall be personally responsible for loss, misplacement of any answer book.
30. The room superintendents are expected to take rounds and shall not engage themselves in conversation with student or fellow room superintendent unnecessarily.
31. The room superintendent shall not read books/ magazines or newspaper while invigilating.
32. Whenever a candidate wishes to change the pen/ink, the room superintendent shall affix signature at the cover page in the prescribed place.



	<p>33. Smoking and drinking tea / coffee are strictly prohibited and shall be punishable.</p> <p>34. Violation of any instructions by the candidate shall be immediately brought to the notice of the Chief Superintendent failing which the room superintendent shall be equally responsible for the misconduct.</p> <p>35. Whenever squad visits, the relieving superintendent shall politely ask for identification (in case of doubt) and cooperate with them.</p>
19.	<p>SETTING OF QUESTION PAPER</p> <p>a) The CoE will insist the examiners to set question papers for various courses as per the scheme and syllabus approved by the College Council and Academic Council (AC) of the college.</p> <p>b) The paper setters shall consist of the teacher who has taught the course and external examiners proposed by the BOE.</p> <p>c) The CoE shall get at least THREE sets of question papers.</p> <p>d) The CoE shall send the scheme of setting, syllabus, list of reference/text books to the paper setters.</p> <p>e) The paper setters shall be asked to send detailed scheme of evaluation in separate envelop along with question paper.</p> <p>f) The question paper shall be scrutinized on a specific day by a BoE committee under the supervision of CoE keeping strict confidentiality.</p> <p>g) The chairman BOE shall form a scrutiny committee of not less than three senior faculty members in whom he/she has confidence from different specializations to scrutinize the question paper. The BOE should contain at least one senior external member. The name of the committee members shall be intimated to COE in advance in a confidential communication.</p> <p>h) The scrutinized question paper shall contain seal 'accepted' or 'rejected' and signed by the scrutinizer and Chairman BOE.</p> <p>i) During scrutinizing only 15% of questions can be changed if found unsatisfactory. If more than 15% of questions are substandard, then the total question papers need to be rejected.</p> <p>j) The scrutinized papers should be put in separate covers, sealed and handed over to the CoE.</p> <p>k) The CoE shall get the question paper printed by random selection and he/she will be solely responsible for confidentiality of printed question paper.</p> <p>l) As far as practical examination the internal and external examiners shall set the questions for every batch. The internal examiners shall provide all the inputs to the external examiners as to the procedure and calculations taught to the students.</p>
20.	<p>EVALUATION PROCESS</p> <p>a) The answer scripts will be mixed and coded by the examination officers under the supervision of CoE, course-wise. This should be done in a manner that the identity of the student is not revealed.</p> <p>b) The coded papers may be put in to the packets with 10 / 20 scripts each.</p> <p>c) The above process shall be carried out for all theory answer scripts before giving to the</p>



	<p>examiners for valuation.</p> <p>d) Every answer script shall be valued by an examiner and 30% of the valued scripts will be reviewed by another examiner. (For PG each answer script will be evaluated two evaluators, if the marks awarded has a difference more than 10 it will be evaluated by a third evaluator. The average of nearer two marks of the three evaluations will be the final marks). The valuers are appointed by CoE from among the panel of examiners provided by BOE Chairman.</p> <p>e) As far as possible there will be at least one external examiner for every 100 scripts to be valued.</p> <p>f) In case of a reviewed answer script the average marks awarded by initial evaluator and the reviewer shall be considered.</p> <p>g) The valuers shall write marks sheets for each of the packets and hand over the same to the custodian /CoE.</p> <p>h) The custodian / CoE shall maintain a register to record which packet was valued by which examiner.</p> <p>i) The examiners shall strictly follow the scheme given to them by the chief valuer/ CoE. In case of anydiscrepancy in the scheme, same will be brought to the notice of the custodian /CoE.</p> <p>j) 40 scripts / day can be valued by a valuer if he/she has reported at the valuation center before 10:30AM.</p>
21.	<p>VERTICAL PROGRESSION (PROMOTION TO NEXT ACADEMIC YEAR)</p> <p>i. There shall be no restriction for promotion from an odd semester to the next even semester, provided the student has fulfilled the attendance requirement.</p> <p>ii. A student must secure a Minimum CGPA = 5.0 at the end of every academic year.</p> <p>iii. A student shall also be eligible for the first time, with a warning to move to a higher odd semester, if he/she has failed to secure a minimum CGPA = 5.00 at the end of any academic year.</p> <p>iv. For the award of degree, a CGPA \geq 5.00 at the end of the programme shall be mandatory.</p> <p>Noncompliance of CGPA \geq 5.00 at the end of an academic year</p> <p>i. In case, the CGPA falls below 5.00 at the end of an academic year for the second time during the subsequent academic years, the student shall not be permitted for the next higher odd semester.</p> <p>ii. For the above such case, the students are permitted to appear again for SEE in full or part of the corresponding previous semester courses/s by rejecting the performance of them (Other than Internship, Technical Seminar, Project and Laboratories) for only one time during the maximum duration of the degree programme.</p> <p>Further, for vertical progression, the conditions laid down by the University from time to time may be followed.</p>
22.	<p>GRADING ADVISORY COMMITTEE</p> <p>The Grading Advisory Committee (GAC) shall consist of Principal, Dean (Academics), at least three chairmen of BoE, and three nominated members of the rank of Professor / Associate Professor with CoE as convener.</p>



	<ul style="list-style-type: none">• The GAC may moderate the results and approve announcement with or without changes.• The GAC will recommend changes without diluting the standard.• The recommended changes should be ratified by the Academic council.• The GAC shall go through the 'I' grade applications and recommend for the award of I grade /rejectthe request. <p>22.1. GRACING POLICY</p> <p>Grace marks shall be awarded during regular ODD / EVEN Semester only. A maximum of 5% of Semester End Examination marks (i.e. 03 grace marks for 50 marks) may be distributed among the subjects (theory/practical) of the examination if due to this the candidate passes the subjects.</p>
23.	<p>AWARD OF RANKS</p> <p>Ranks are awarded in each program based on the CGPA secured by the candidates (considering all the semester subjects).</p> <p>Provided the candidate</p> <ul style="list-style-type: none">• Has completed the entire course in the college itself.• Has passed all the subjects in first attempt only, including the mandatory subjects with a CGPA of at least 7.75(FCD) or more.• Has not repeated/rejected/withdrawn/secured I, F, W, X, N grades in any of the subjects in the entire course.• Has not discontinued the program for any period during the course of study.• Has not been awarded any punishment for being involved in malpractice or indiscipline during the course of study in the college. <p>A minimum of 10 candidates should have appeared for the final semester examination in that branch of Engineering. Total no. of ranks shall be 10% of total no. of candidates appeared in the final semester examination in that branch of Engineering subject to a maximum of 5 ranks if the sanctioned intake of the branch is 60 and a maximum of 10 ranks if the sanctioned intake of the branch is 120 or more in the considered batch at admission.</p>
24.	<p>MALPRACTICE</p> <ol style="list-style-type: none">a) Whenever, the Chief Superintendent receives a report of any candidate indulging in malpractice (MP) he/she shall immediately take action as per Table-14.b) A candidate booked under MP (1 to 9 in Table-14) shall be permitted to write all subsequent examination papers except for the one in which he/she was booked.c) The chief superintendent shall send the seized answer books along with evidence to the office of the CoE on the same day, in a separate sealed cover with suitable label.
24.1.	<p>CONDUCT DURING EXAMINATION</p> <ol style="list-style-type: none">a) Only one main answer book will be issued, and no additional Books are permitted.



- | | |
|--|---|
| | <p>b) The candidate should write his/her seat number and give other information like examination, semester, subject, subject code etc., against the space provided on the title page of the answer book.</p> <p>c) The candidate shall not write his/her name/USN or put any identification mark inside any part of the answer book, which may disclose his/her identity which will be treated as malpractice and liable for penalization.</p> <p>d) The question numbers should be mentioned in the margin only.</p> <p>e) The candidate shall write answers on both the sides of sheets of the answer book. All rough work must be done in the space provided at the end of the answer book. Answers must be written using blue / black ink (ball pen or ink pen). If there is a change in ink, the same shall be attested by the Room Superintendent on the facing sheet of the answer script at the top.</p> <p>f) Answer book should be handed over personally to Room Superintendent before leaving the examination hall.</p> <p>g) Candidate shall be permitted to go to toilet (one faculty of same gender has to accompany) in case of emergency during the period of examination.</p> <p>h) The candidate should not carry any books/notes, log table, scribbling pads, Cell phones, programmable calculators, Pen Drive, or any kind of reference material into the examination hall. The candidate should make sure that he/she has no unauthorized book or paper in the examination hall with him/her or in his/ her desk. He/she should have only articles permitted like Identity Card, Hall Ticket /Admission Ticket. The candidate should not write anything on the Admission Ticket or Identity Card or Calculator should not have any writings other than officially printed.</p> <p>i) A warning bell will be given 10 minutes before the commencement of the examination when all the candidates should take possession of their seats, another bell will be given at the beginning of the examination when question papers will be distributed and the students should start writing the answers. No candidates shall be admitted 30 minutes after the commencement of the examination and also shall be allowed to leave the examination hall before 45 minutes of since the commencement of the examination. No candidate should leave his/her seat during last 10 minutes. Warning bell will be given 10 minutes before the closing time and final bell is given at the end of the examination. Then all the candidates should stop writing or revising the answers and should handover the answerbook to the Room Superintendent.</p> <p>j) The candidates should see that, the Room Superintendent has appended his/her signature at the specified space on the answer book as and when he/she received the answer book.</p> <p>k) Smoking and taking tea or coffee or cold drink in the examination hall is strictly prohibited. However, drinking water will be supplied on request.</p> <p>l) Any candidate appearing for the examination is liable to be charged with committing malpractice in the following cases:</p> <ul style="list-style-type: none">• Bringing to the examination hall or being found in possession of portions of a book, manuscript, Cell phones, Programmable Calculator, Pen Drive, |
|--|---|



		<p>digital watch or any other study materials.</p> <ul style="list-style-type: none">• Having any written matter on scribbling pad, Question Paper, Admission Ticket, Calculator, Hand Kerchief, Clothes, Socks, Instrument Box, Identity Card, Scales, or any part of the body etc.• Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts while answering.• Copying from the material or matter or answer of another candidate or similar aid or assistance is rendered to another candidate within the Examination Hall.• Communicating with any candidate or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination.• Making any request of representation or offers any threat for inducement or inducing to bribery to Room Superintendent or and any other official or officer of the college for favors in the examination hall or to the Examiner in the answer script.• Smuggling out or smuggling in or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book or running away along with the answer script from the examination hall or premises.• Impersonating or allowing any other person to impersonate to answer in his / her place in the examination hall.• Supply of copying material inside or from outside the examination hall.• Bringing mobile phone to the examination hall. Unruly behavior inside or near the examination hall.
24.2.	PROCEDURE FOR BOOKING MALPRACTICE FOR AN STUDENT DURING EXAMINATION Any one or more of the following acts by the candidate during the examination shall be considered as Malpractice. <ul style="list-style-type: none">a. Possession of any books, portion of a book, manuscript, Xerox or any other material pertaining to the course of the ongoing examination or bringing into examination hall other materials which are not permissible.b. Disclosing identity by making peculiar marks or writing their USNs in the answer books while answering.c. Copying from any other materials to answer script in the examination.d. Communication with any other candidate or any other person inside or outside the examination hall to obtain /give help or assistance for writing answers in the examination (both the candidates will bebooked.)e. Copying from the material or answer book of another candidate or assisting another	



		<p>candidate to copy from his/her material or answer paper.</p> <ul style="list-style-type: none">f. Supply of copying materials.g. Smuggling of the answer paper or inserting paper written outside the examination hall into the answer book.h. Tearing of answer scripts Impersonation or making any other person to appear in the examination in place of a candidate.i. Making request for help, giving threat or reporting to for bribery to any of the officials of the College or institution for favors in the examination.j. Having any written matter on (scribing pad, Calculator, palm, hand, leg, hand kerchief, cloths, socks, Instrumentation Box, Identity Card, Hall ticket, Scales etc.,)k. Bringing mobile phone or any other communication/ messaging system in to the examination hall.l. Takes with him/her any answer book written or blank while leaving the examination hall.m. Attempting to use any unfair means.n. Destroying any evidence of malpractice.o. Making any appeal in the answer paper for more marks.p. Misbehavior with the officials or any kind of rude behavior in or near the examination hall, using obscene or abusing language.q. Any act enlisted above or such act, which may be deemed as unjustifiable by the Malpractice Investigating Committee. <p>As soon as the candidate is booked under MP, the answer scripts (of the course booked under malpractice shall be marked as MP on facing sheet of the answer book and sent separately to the office of the CoE, PESCE, Mandya in sealed cover along with concerned documents.</p> <p>The candidates booked under Malpractice shall be allowed to write the subsequent papers. Subsequent papers shall be dispatched to valuation center just like any other answer booklet of the candidate.</p> <p>If any examiner suspects malpractice, while valuing the answer scripts, he/she shall report the same to the Custodian / CoE of PESCE, and send the script(s), giving reasons for suspicion. The marks of such candidate shall not be entered in the regular Marks List in which the marks awarded to other candidates are furnished but, entered in a separate list which is to be placed in a sealed cover and forwarded to the CoE for further action.</p> <p>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 PESCE, by name and stop evaluating that script and hand it over to the COE. If that script is already valued, marks shall not be entered in the regular marks lists in which the marks are awarded to other candidates. The answer script and details shall be furnished to the CoE, PESCE in a separate sealed cover with a note.</p> <p>The decision pertaining to above activities of the candidate may be communicated to the</p>
--	--	--



		<p>Principal for further action.</p> <p>All the case of malpractice will be placed before the committee constituted for consideration of MP cases and for recommending punishment to the candidates. The recommendations of the MP committee will be placed before the Academic council for its consideration.</p>
	24.3.	<p>Setting up of Malpractice Investigating Committee:</p> <p>The Controller of Examination shall set up a committee with himself (as Chairman), Dean (Student Welfare), Dean (Academics) and two senior professors from among the faculty from PESCE</p>
	24.4.	<p>GUIDELINES FOR RECOMMENDING PENALTIES AND PUNISHMENT TO THE STUDENTS INVOLVED IN MALPRACTICE DURING THE EXAMINATION</p>



Table 14 (Penalties and/or punishment guidelines for Malpractice cases)

Nature of malpractice	Penalty to be imposed
1.Revealing the identity of the candidate	Deny the benefit of the performance of that course in which the candidate has revealed his/her identity. Allow the student to appear for that course in immediate Supplementary Semester or later and a minimum fine of Rs. 2500/-
2.Possessing of mobile/ipod/iphone which are prevented from examination	Deny the performance of the course. Allow the student to appear for that course in immediate Supplementary Semester or later and a minimum fine of Rs. 5000/-
3.Using of mobile and other electronic gadgets	
4. Possession of Manuscript / printed or typed matter, books or notes and written matter on calculator , instrument box etc., or having any other written matter on the person (For Example Any part of the body, cloths, socks etc.,)	Deny the performance of the course. Allow the student to appear for that course in the subsequent Supplementary Semester or later and a minimum fine of Rs. 5000/-.
5. Detection of identical answers of different candidates or allowing a candidate to copy from his/her answer scripts.	Deny the performance of the course for both of the candidates. Allow the students to appear for that course in the subsequent Supplementary Semester or later and a minimum fine of Rs. 5000/-.
6. Appeal to the examiner with money as enclosures to the answer book / use of abusive / obscene language or threatening remarks in the answer book	Deny the performance of the course. Allow the student to appear for that course in the subsequent Supplementary Semester or later and a minimum fine of Rs. 2500/-
7. 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 the purpose of copying.	Deny the performance of the course.Allow the student to appear for courses in the subsequent Supplementary or later and a minimum fine of Rs. 5000/-
8. Destroying the documentary evidence.	Deny the performance of the ALL courses of that examination. Allow the student to appear for courses in the subsequent Supplementary or later. The student can appear in number of courses as per the prescribed norms of the Supplementary Semester and a minimum fine of Rs. 5000/-
9. Insertion of additional sheets / graph sheets / drawing sheets, use of answer book which are not issued at the examinational hall.	



10. In case of Impersonation or found guilty of deliberate prior arrangements to cheat in the examination.	Denial of performance of all courses for which student has registered. Debarring the student(s) from registering for two subsequent years. Both, impersonator and the student to be handed over to the police. OR Both, impersonator and the student to be handed over to the police. Rusticate the student(s) from college.
11. Abusing, threatening, manhandling the examination authorities at the examination hall or in the premises of the examination centre, as well as misconduct of a very serious nature.	
12. Any other malpractices connected with the Examination	Committee shall recommend suitable penalties and punishment.

IMPORTANT NOTE:

1. The above indicated punishments are only guidelines and the committee shall judiciously take decisions.
2. Repeated malpractice by a student (more than once), the punishment shall be more severe.
3. The punishment can even lead to rustication based on the severity of malpractice.
4. Enquiry under malpractice cases is independent of the criminal proceedings if any in the appropriate court of law.

The formats for reporting the malpractice cases and statements to be taken from students and room invigilators will be provided during examinations.

* If the student indulge in any of the malpractices mentioned above during CIE, deny the benefit of the performance of that course and additionally penalty not more than Rs.5,000/- as decided by the department malpractice investigating committee. The Head of the Department shall set up a committee with himself (as Chairman), Controller of Examination and two senior professors from among the faculty from the department.

25	<p>EXAMINATION RESULT AND APPEAL ON GRADES</p> <ul style="list-style-type: none">• The results will be announced within ten days from the last examination.• The facility of revaluation of the answer scripts is only for theory examination where answer scripts are valued only once (valued by single examiner). The candidate can apply for any number of papers of theory examination.• A candidate shall submit an application to the Examination section in the prescribed format for revaluation of the answer scripts by paying the prescribed fee within three days from the announcement of the results.
----	---



Annexure I Supplementary / Fast Track semester

- The students who have satisfied CIE and Attendance requirements for the course/s and obtained F grade in SEE are permitted to appear directly in ensuing examination/s as backlog paper/s. The students need not re-register for such course/s in the supplementary/ fast track semester. In case the student wishes to improve CIE then he / she has to re-register for supplementary / fast track semester as and when offered next.
- The student who obtains required attendance and CIE in supplementary semester, but obtains 'F' grade in SEE, is permitted to appear for SEE subsequently as backlog course/s. The student need not repeat course for Attendance and CIE.
- The course/s for which the student does not possess satisfactory attendance and CIE score, shall be marked as NE in the Grade sheet. Such students are not permitted for SEE for the Courses marked as NE in Grade sheet. The students have to re-register only for course/s marked as NE in supplementary / subsequent semester whenever that course is offered semester and obtain the required CIE and attendance. Subsequently, they are eligible to appear for SEE in such course/s.
- Courses with Transitional Grades Viz "W", "I" and "X" are also eligible to register in supplementary semester in case if they wish to improve the score in CIE.
- All courses may not be offered in the Supplementary semester. It is the discretion of the College to offer the courses based on the availability of resources. The Institutes shall notify time table for Supplementary semester well in advance.
- Supplementary semester is optional; it is for the student to make best use of the opportunity. Supplementary semester is a special semester and the student cannot demand it as a matter of righty.
- A student is permitted to register for a maximum of 16 credits in Supplementary / fast track semester.
- A student has choose those courses which are offered by the Institution in a given Supplementary Semester.
- In the supplementary semester, each course need to be offered for required number of lectures / tutorial / laboratory hours as prescribed in the syllabus

When to offer Supplementary semester:

A student of UG programme will have opportunity to register for supplementary semester which is offered after 4th semester for courses from 1st to 4th semester and after 8th semester for courses from 5th to 8th semester. For registering to supplementary semester, the student should complete the Internship/s as notified in the College Regulation / directions. The students opting for supplementary semester between 4th and 5th semester must comply the missed internship requirement in the subsequent semester in the gap between 5th and 6th semester.