PERIYAR MANIAMMAI INSTITUTE OF SCIENCE & TECHNOLOGY

Periyar Nagar, Vallam, Thanjavur - 613403
Tamil Nadu, India.

Periyar Maniammai Institute of Science & Technology is committed to imparting quality education, emphasizing the integration of proficiency and human values, along with the ongoing enhancement of educational quality.

Vision Statement:

To be a university of global dynamism with excellence in knowledge and innovation, ensuring social responsibility for creating an egalitarian society.

Mission:

- Offering well-balanced programs with scholarly faculty and state-of-the-art facilities to impart a high level of knowledge.

- Providing student-centered education and fostering their growth in critical thinking, creativity, entrepreneurship, problem-solving, and collaborative work.

- Engaging in progressive and meaningful research with a focus on sustainable development.

- Empowering students to acquire the skills necessary for global competencies.

- Instilling universal values, self-respect, gender equality, dignity, and ethics.

Quality Policy:

To be a leading institution of excellence in education and research, providing professional competence to meet academic, scholastic, and societal needs

Objectives:

- To provide value-based education with social responsibility and ethics to both urban and underserved rural students.

- To achieve excellence in education and empower students to attain global competence.

- To promote a culture of research and innovation in young minds, fostering academic excellence, and encouraging lifelong learning.

- To engage in specialized areas with a proven ability to make distinctive contributions to the objectives of the higher education system across diverse disciplines.

- To engage in extramural studies, extension programmes, and field outreach activities to contribute to the development of society.

The Motto:

THINK – INNOVATE – TRANSFORM

PERIYAR MANIAMMAI INSTITUTE OF SCIENCE & TECHNOLOGY

REGULATIONS: R-2024

CHOICE BASED CREDIT SYSTEM (CBCS)

(Common to all B.A. / B.Sc. / BCA / B.Com. / BBA Programmes)

Full-Time Programmes

(6 Semesters / 8 Semesters Scheme)

(with effect from the Academic year 2024 - 2025)

R1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

i. **"Institute"** means Periyar Maniammai Institute of Science & Technology (Institute Deemed to be University).

ii. **"Degree"** means that academic award conferred upon a student on successful completion of a programme designed to achieve the defined attributes. It is referred to as an Undergraduate (UG) Degree, that is B.A. / B.Sc. / BCA / B.Com. / BBA Degree.

iii. **"Discipline"** means branch of a Under Graduate Degree Programme, like Computer Science, Mathematics, BCA, B.Com., BBA., Political Science etc.

iv. **"Programme"** means cohesive arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to awarding of a degree.

v. **"Course"** means a theory / practical / theory integrated with practical subject studied in a semester, like Vector Calculus, Coding Techniques, Data Structures and Algorithms, etc.

vi. **"Dean (Academic Courses)"** means the authority of the Institution who is responsible for all the academic activities of the departments for implementation of relevant rules and regulations.

vii. **"Dean of Faculty"** means Dean of the Faculty concerned.

viii. **"Controller of Examinations"** means the authority of the Institution who is responsible for all the activities of the examinations.

ix. **"HoD"** means the Head of the Department concerned.

x. **"MoU"** means the agreement signed between two parties either in India or Abroad to improve academic standards.

xi. **"Chairperson, BoS"** means Chairperson of Board of Studies of each department.

xii. **"Department Advisory Committee"** means the committee constituted by the Institution for approving academic matters of the department.

xiii. **"Honours"** degree means award of additional qualification to well performing UG students on earning the specified additional credits and satisfying the relevant degree award conditions.

xiv. **"E-Resources"** means learning materials saved electronically in online storage or cloud platform, which shall be accessed from anywhere and anytime online or shall be accessed offline by downloading the relevant materials.

xv. **"MOOCs"** means Massive Open Online Courses available at both introductory and advanced levels accessible from "E-Resources".

xvi. **"AICTE"** means All India Council for Technical Education established at New Delhi.

xvii. **"UGC"** means University Grants Commission established at New Delhi.

xviii. **"Academic Council"** means the approval granting authority for all academic related activities like framing of academic policies, approval of regulations, courses, syllabus etc.

xix. **"Bonafide Student"** means one who has enrolled for at least one course in the curriculum as per regulations and has paid the tuition fee for the same.

R2. **ADMISSION PROCEDURE**

Candidates seeking admission to B.A. / B.Sc. / BCA / B.Com. / BBA degree programmes shall satisfy the eligibility criteria as prescribed by the Institution from time to time.

R2.1 **Admission to B.A. Degree Programme**

Candidates for admission to the first year of all B.A. degree programmes shall be required to have passed the Higher Secondary Examination (10 + 2 Academic / Vocational Stream) or any examination recognized as equivalent.

R2.2 **Admission to B.Sc. Degree Programme**

R2.2.1 Candidates for admission to the first year of B.Sc. Computer Science / Computer Science (Cyber Security) / Data Science / Artificial Intelligence / Healthcare Analytics degree programmes shall be required to have passed the Higher Secondary Examination (10 + 2 Academic / Vocational Stream) with Mathematics / Computer Science / Computer Applications / Business Mathematics / Statistics as one of the subjects of study or any examination recognized as equivalent.

R2.2.2 Candidates for admission to the first year of the B.Sc. Animation and Multimedia degree programme shall be required to have passed the Higher Secondary Examination (10 + 2 Academic / Vocational Stream) or any Examination recognized as equivalent.

(OR)

Diploma in Engineering recognized by AICTE / State Board of Technical Education / any other discipline recognized as equivalent by the Government regulatory bodies.

R2.2.3 Candidates for admission to the first year of B.Sc. Mathematics / Mathematics (Data Analytics) / B.Sc. Physics / B.Sc. Computer Science (Augmented Reality and Virtual Reality) degree programmes shall be required to have passed the Higher Secondary Examination (10 + 2 Academic stream) with Mathematics, Physics and Chemistry as subjects of study or any examination recognized as equivalent.

R2.2.4 Candidates for admission to the first year of B.Sc. Chemistry degree programme shall be required to have passed the Higher Secondary Examination (10 + 2 Academic Stream) with Physics, Chemistry, and Mathematics / Biology (Natural Science / Pure Science).

R2.3 **Admission to BCA Degree Programme**

Candidates for admission to the first year of BCA degree programme shall be required to have passed the Higher Secondary Examination (10 + 2 Academic / Vocational Stream) with Mathematics / Computer Science / Computer Applications / Business Mathematics / Statistics as one of the subjects of study or any examination recognized as equivalent.

(OR)

Diploma in Engineering (Computer Engineering / Computer Technology / Computer Applications / Information Technology / Communication and Networking) recognized by AICTE / State Board of Technical Education / any other discipline recognized as equivalent by the Government regulatory bodies.

R2.4 **Admission to B.Com. Degree Programme**

R2.4.1 Candidates for admission to the first year of B.Com. / B.Com. (Professional Accounting) degree programmes shall be required to have passed the Higher Secondary Examination (10 + 2 Academic / Vocational

Stream) with Accountancy / Mathematics / Business Mathematics / Statistics as one of the subjects of study or any examination recognized as equivalent.

R2.4.2 Candidates for admission to the first year of B.Com. (Computer Applications) degree programme shall be required to have passed the Higher Secondary Examination (10 + 2 Academic / Vocational Stream) with Accountancy / Mathematics / Business Mathematics / Statistics / Computer Applications as one of the subjects of study or any examination recognized as equivalent.

R2.4.3 Candidates for admission to the first year of B.Com. (Corporate Secretaryship) degree programme shall be required to have passed the Higher Secondary Examination (10 + 2 Academic / Vocational Stream) with Accountancy / Mathematics / Business Mathematics / Statistics / Business Studies / Economics / Commercial Practices / Informatics Practices and Entrepreneurship as one of the subjects of study or any examination recognized as equivalent.

R2.4.4 Lateral Entry: Candidates with Diploma in Modern Office Practice (3 years) can be admitted directly in the II year of the B.Com. / B.Com. (Professional Accounting) / B.Com. (Computer Applications) / B.Com. (Corporate Secretaryship) degree programme.

R2.5 **Admission to BBA Degree Programme**

Candidates for admission to the first year of BBA / BBA (Digital Marketing) / BBA (Hospitality Management) / BBA (Logistics and Supply Chain Management) degree programmes shall be required to have passed the Higher Secondary Examination (10 + 2 Academic / Vocational Stream) or any examination recognized as equivalent.

R2.6   **Transfer of Candidates from Other Institutions**

A candidate can join from any other University / Institution in the beginning of academic year, subject to the recommendations of Equivalence Committee and approval of Dean (Academic Courses) of the Institution.

R2.6.1   Such candidates should not have any standing arrears at the time of admission and they should undergo additional courses, if necessary, as recommended by the Equivalence Committee. The candidates should submit the Transfer Certificate (TC) obtained from the institution last studied.

R2.7   The eligibility criteria such as discipline, minimum marks required, number of attempts, age limit, and physical fitness shall be as described by the Academic Council of the Institution from time to time.

R2.8   If, at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the Institution, the Dean (Academic Courses) may revoke the admission of the candidate and report the matter to the Registrar for further action.

R3.   **PROGRAMMES OF STUDY**

R3.1   A student may be given admission to any one of the programmes of study (as given in the following table) approved by UGC / AICTE.

Sl. No.	UG Programmes
1.	B.A. English
2.	B.A. Tamil
3.	B.A. Journalism and Mass Communication
4.	B.A. Political Science
5.	B.Sc. Computer Science

Sl. No.	UG Programmes
6.	B.Sc. Computer Science (Cyber Security)
7.	B.Sc. Artificial Intelligence
8.	B.Sc. Animation & Multimedia
9.	B.Sc. Computer Science (Augmented Reality and Virtual Reality)
10.	B.Sc. Data Science
11.	B.Sc. Healthcare Analytics
12.	B.Sc. Mathematics
13.	B.Sc. Mathematics (Data Analytics)
14.	B.Sc. Physics
15.	B.Sc. Chemistry
16.	BCA
17.	B.Com.
18.	B.Com. (Computer Applications)
19.	B.Com. (Professional Accounting)
20.	B.Com. (Corporate Secretaryship)
21.	BBA
22.	BBA (Digital Marketing)
23.	BBA (Hospitality Management)
24.	BBA (Logistics and Supply Chain Management)

R3.2 Change of Programme of Study

R3.2.1 Students can transfer from one programme to another programme of study only after successfully completing the first year, which includes the first two semesters.

R3.2.2 Eligibility for transfer to a specific programme is limited to the students who meet the admission criteria for the programme of study and depends on the availability of vacant seats.

R3.2.3 Students intending to change their programme must apply to the Dean (Academic Courses) at the beginning of second semester of first year of study before the specified closing date.

R3.2.4 Students intending to change their programme of study may indicate up to three preferences of programmes in the order of priority for their desired change, as the decision will be based strictly on merit and the availability of vacancies.

R3.2.5 Programme changes will be granted based solely on the merit of eligible applicants. The CGPA of students at the end of the second semester will determine the rank order for applicants requesting a programme change. The percentage of marks obtained in H.Sc. / Diploma will be considered in case of a tie.

R3.2.6 Approved programme changes for intended students as per the **Clause R3.2** will take effect from the third semester. No further programme changes will be allowed thereafter.

R3.2.7 All programme changes allowed at this stage are final and binding on the applicants. Students cannot refuse the offered programme change under any circumstances.

R4. **STRUCTURE OF THE PROGRAMME**

R4.1 **Categorization of Courses**

All B.A. / B.Sc. / B.Com. degree programmes shall have a curriculum with syllabus comprising of Theory, Theory integrated with Practical and Laboratory courses with well-defined Programme Educational Objectives (PEOs), Programme Specific Outcomes (PSOs), and Programme Outcomes (POs) as per Learning Outcomes-based Curriculum Framework

(LOCF) and Outcome Based Education (OBE). The content of each course is designed based on the Course Outcomes (COs).

BCA and BBA degree programmes shall have a curriculum with syllabus as per AICTE norms.

The programmes shall cover the following categories of courses as per the UGC - Curriculum and Credit Framework for Undergraduate degree programmes.

a. **Major (Core) Courses** include the courses which are mandatory within a programme and have been designed to provide a strong foundation in the discipline. The courses cover the essential skills and knowledge to meet the graduation requirement.

b. **Minor Courses** are optional courses that students can choose based on their interests or the courses that allow specialization within a broader field of study those can be domain specific (discipline electives) or open electives (from other disciplines), which encourage interdisciplinary learning or advanced courses within the major discipline that allow the students to explore specific areas of interest in depth.

c. **Multidisciplinary Courses** are intended to broaden the intellectual experience in various disciplines.

d. **Ability Enhancement Courses (AEC)** are aimed at enabling the students to acquire and demonstrate core linguistic skills including critical reading, expository and academic writing skills which help students to know the importance of language as a mediator of knowledge and identity.

e. **Skill Enhancement Courses** are aimed at imparting practical and professional skills, hands-on training, soft skills and competencies to enhance the employability of students.

f. **Value Added Courses** are designed to add value to the education system include courses on ethics, human values and social responsibilities, Indian knowledge systems, and environmental studies.

g. **Internship** enhances the practical knowledge of the students by participating in a professional activity or work experience or research experience as a part of curriculum with an entity external to the institution to provide opportunities for students to actively engage in on-site experiential learning.

h. **Project / Research / Dissertation** provides practical experience that allows the students to apply theoretical knowledge in real-world situations, which enhances understanding and retention of concepts, employability, and readiness for their professional life.

There should be enough minor and elective courses available for students to choose from. The combination of various courses should be designed in a way that, by the end of the programme, students are not only well-prepared for their specific professional fields but also have developed a sense of social consciousness.

R4.2 Every B.A. / B.Sc. / BCA / B.Com. / BBA degree programme will have a balanced curriculum as per the UGC / AICTE guidelines and syllabus for the courses with required outcomes approved by the Academic Council.

R4.3 The curriculum for the first and second semesters of all the programmes offered in each of the following stream shall be common.

a.   Computing Science and Applications

b.   Science

c.   Arts

d.   Commerce and Management Studies

R4.4   The curriculum of all 3-year B.A. / B.Sc. / BCA / B.Com. / BBA degree programmes is designed to include a maximum of 140 credits for the award of the degree.

If the student opted for a 4-year Honours / Honours with Research degree programme, he / she must earn an additional 40 credits in the fourth year for the award of degree.

The credit requirements for each category of courses are outlined in **Table 1.**

Table 1: Credit requirements for each category of courses

Sl. No.	Category of Courses	Credits		
		3 Years	4 Years (Honours)	4 Years (Honours with Research)
1.	Major Courses	60 - 62	80 - 82	72 - 74
2.	Minor Courses	24 - 26	32 - 34	32 - 34
3.	Multidisciplinary Courses	09	09	09
4.	Ability Enhancement Courses	24	24	24
5.	Skill Enhancement Courses	09	09	09
6.	Value Added Courses (Common for all UG)	06 - 08	06 - 08	06 - 08
7.	Internship / Community Engagement and Social Responsibility	02 - 04	02 - 04	02 - 04
8.	Project / Research / Dissertation	-	12	20
	Total Credits	140	180	180

R4.5   The curriculum of a semester normally shall have a blend of 6 or 7 lecture-based courses and up to 3 laboratory courses. However, the total number of courses per semester shall not exceed 10 including project work, online courses, and audit course(s). Each course may have credits assigned as per **Clause R4.6**.

R4.6   **Credit Assignment**

Each course is assigned a certain number of credits based on the details provided in **Table 2**.

Table 2: Credit Assignment

Contact Period per Week	Credit
One Lecture Period	1
One Tutorial Period	1
Two Practical / Laboratory Periods	1
Every two weeks of Industrial Training / Internship	1

The contact periods per week for practical / laboratory courses shall be in multiples of 2.

R4.7   **Personality and Character Development**

All students shall enroll, on admission, in any one of the personality and character development programmes (NCC / NSS / NSO / YRC / RRC) and undergo training for about 80 hours and attend a camp for about seven days. The training shall include classes on first-aid, health and hygiene awareness.

R4.7.1   **National Cadet Corps (NCC)** will have about 20 parades.

R4.7.2   **National Service Scheme (NSS)** will have social service activities in and around the Institution. The activities will include practical projects on

recycling and reusing of biodegradable and dry / solid waste towards sustainable development.

R4.7.3   **National Sports Organization (NSO)** will have activities related to sports, games, drills, yoga and any physical exercises.

R4.7.4   **Youth Red Cross (YRC)** will have activities related to health and hygiene awareness and social services in and around the Institution.

R4.7.5   **Red Ribbon Club (RRC)** will have activities related to social services such as health awareness, blood donation camps etc., in and around the Institution.

R4.7.6   While the training activities will normally happen during weekends and the camp will be conducted during the vacation period.

R4.7.7   Every student shall put in a minimum of 75 percent attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Dean (Academic Courses) may permit a student to complete this requirement in the second year.

R4.8   **Students Induction Programme**

All first-year students should undergo mandatory induction programme at the beginning of the first semester as per UGC / AICTE norms. The programme comprises of physical activity, creative arts, universal human values, proficiency modules, lectures by eminent people, visits to local areas and familiarization to department / branch & innovations.

R4.9   Assigning Course Codes

UG / PG 1 character	Regulation 2 characters	Category of Courses / Programmes 2 characters	Classification 1 character	Course Sequence Number 2 characters

The course code consists of 8 characters, and it is divided into 5 parts.

Part 1:   One character (Alphabet) - U or P represents UG or PG programme.

Part 2:   Two characters (Numerals) represent Regulations.

Part 3:   Two characters (Alphabets) represent the Category of Courses / Programme Core Courses, Programme Elective Courses, Open Elective Courses, and Online Courses.

Employability Enhancement Courses (EM): Year and Semester wise programme specific Skill Enhancement Courses.

Value Added Courses (VA): Courses related to programme specific, domain specific, skill based, and courses related to thrust areas and industrial requirements and courses offered towards personality building, embedding ethical and social responsibilities, Indian Knowledge Systems, and environmental studies which will help in all round development of students.

Audit Courses (AU): Non-credit courses - Courses related to general skills, life skills, language skills, visionary skills, managerial skills, cyber security, entrepreneurship development, understanding historical events, understanding the successful stories of philanthropists, Indian constitution, etc.

Part 4:   One character (single numeral) – 1 to 9 represents the classification of the courses related to the specific programme.

Classification Code (6th character)	Purpose
1 - 4	Year of Study
7	Open Elective Courses
8	Online Courses
9	Elective Courses related to the specific programme

Part 5: Two characters (Numerals) represent the sequence number of the courses in each category, further, to represent the courses to be offered in the odd and even semesters.

Sequence 01 to 49 represents courses in the odd semester.

Sequence 51 to 99 represents courses in the even semester.

The codes for the Value Added and Audit courses will be general, applied to all programmes offered at the Institution. Although there are only four segments in the codes assigned to these courses, they consist of eight characters in total. Part 4 and Part 5 are combined to create a sequential number ranging from 001 to 999.

The two alphabetical characters (Part 3) used to represent various programmes and categories of courses offered in all UG degree programmes are listed below in **Table 3**.

Table 3: Two Character Representation of Category of Programme / Courses

Sl. No.	Name of the Programme / Course	Code
1	B.A. English	EN
2	B.A. Tamil	TA
3	B.A. Journalism and Mass Communication	JM
4	B.A. Political Science	PO
5	B.Sc. Computer Science	CO
6	B.Sc. Computer Science (Cyber Security)	CU

7	B.Sc. Artificial Intelligence	AI
8	B.Sc. Animation & Multimedia	AM
9	B.Sc. Augmented Reality & Virtual Reality	AV
10	B.Sc. Data Science	DS
11	B.Sc. Healthcare Analytics	HA
12	B.Sc. Mathematics	MS
13	B.Sc. Mathematics (Data Analytics)	MD
14	B.Sc. Physics	PH
15	B.Sc. Chemistry	CH
16	BCA	CA
17	B.Com.	BC
18	B.Com. (Professional Accounting)	BA
19	B.Com. (Computer Applications)	BU
20	B.Com. (Corporate Secretaryship)	BR
21	BBA	BB
22	BBA (Digital Marketing)	BM
23	BBA (Hospitality Management)	BH
24	BBA (Logistics and Supply Chain Management)	BS
25	Employability Enhancement Courses	EM
26	Value Added Courses	VA
27	Audit Courses	AU

R4.10 Medium of Instruction

R4.10.1 The medium of instruction is English for all courses, seminar presentations and project / thesis / dissertation reports. However, Bilingual Language Policy (English and Tamil) shall be adopted wherever applicable.

R4.10.2 The medium of instruction is Tamil for Tamil programmes / AEC - Tamil Courses offered by the Department of Languages.

R4.11 **Industrial Training / Internship / Field Visit**

R4.11.1 The students may undergo Industrial Training / Internship / Field Visit for a period (a minimum of 4 weeks in one or more slots) as specified in the Curriculum during Summer / Winter vacation. In this case, the training / internship / field visit must be undergone continuously in the same organization for the entire period of each slot (a slot equals 2 weeks). The students may undergo Industrial Training / Internship / Field Visit at a Research Organization / University / Industry / Innovation Hubs / Community Centers / Social Service Organizations / Newsrooms or Publishing Houses / Advertising Agencies / Financial Institutions (after due approval from the Head of the Department / Dean of Faculty concerned). The credits are distributed in **Table 4** as follows:

Table 4: Assigned Credits for Internship / Field Visit

Duration	Credits
2 weeks	1
4 weeks	2

R4.11.2 The student is expected to submit a report and it shall be evaluated by a team of faculty members nominated by the Head of the Department. Based on the recommendations, the student will be awarded credits, and the results will be sent to the Controller of Examinations for further processing.

R4.12 **Industrial Visit**

Every student is expected to undergo one industrial visit every year starting from the second year of the programme with the approval of the Head of the Department / Dean of Faculty concerned. The Heads of

Departments shall ensure that necessary arrangements are made in this regard.

R4.13   Project / Research / Dissertation

R4.13.1   Capstone Project

Students shall undertake a capstone project work in their own discipline to obtain hands-on experience in the Sixth Semester. Capstone Project work may be assigned to a single student or to a group of students, not exceeding 4 per group with a guide from the same department. However, if the project is of interdisciplinary nature, then students from different programmes are permitted to form a group and the guide can be from other departments also. The students have to submit a project report on or before the last working day of the semester and the assessment shall be carried out as per the System of Examination (**vide Clause R13**).

R4.13.2   Project / Dissertation

Students of Honours degree shall undertake a real time project work / dissertation in their own discipline in the Eighth Semester. The work shall be assigned to a single student with a guide from the same department. The students have to submit a project report / dissertation on or before the last working day of the semester and the assessment shall be carried out as per the System of Examination (**vide Clause R13**).

R4.13.3   Research / Dissertation

Students of Honours with Research degree shall undertake a research work in the Eighth Semester. The work shall be carried out individually under the supervision of a guide from the same department.

The students have to submit the research findings as report / dissertation on or before the last working day of the semester and the assessment shall be carried out as per the System of Examination (**vide Clause R13**).

R4.14   **Value Added Courses**

R4.14.1   Students may optionally undergo additional Value Added Courses and the credits earned shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. However, the credits earned through these courses will not be considered for GPA / CGPA calculation. Value Added Courses with two / three credits shall be offered by a Department every year with the prior approval from the Dean (Academic Courses).

R4.14.2   The details of the syllabus, time table and faculty shall be sent to the Office of the Dean (Academic Courses) after approval from the Department Advisory Committee concerned.

R4.14.3   Students shall be allowed to take these courses offered in other Departments also, but with the permission of the Head of the Department of student, Head of the Department offering the course, and the Dean of Faculty concerned.

R4.14.4   Courses once approved shall be made available in the Institution's website with the information to Dean (Academic Courses).

R4.14.5   A student shall register for additional Value-added courses by paying the prescribed fee.

R4.15   **Off Campus Courses and Transfer of Credits**

R4.15.1   Students are permitted to optionally enroll and study a maximum of three off-campus courses in physical / online / hybrid mode under each UG programme with the approval of Head of the Department / Dean of Faculty concerned and Dean (Academic Courses) as per the Regulations.

The successful completion of these courses through any of the above modes shall be considered in lieu of professional elective / open elective courses listed in the curriculum as approved by the Department Advisory Committee / Equivalence Committee.

R4.15.2 Students are permitted to optionally enroll and study online courses through SWAYAM / NPTEL / Online courses offered by premier institutions. The credit transfer is to be done based on the marks and certificate provided by them. The number of credits and transfer of credits are based on the procedure explained in **Table 5** and the mapping of the marks with the grades is explained in **Table 6**. The mapping of marks with grades is applicable, only if the student passes the course as per the guidelines of the Institutions offering the courses. The credits earned by the candidate shall be added if the same course is offered at different levels and at different times.

Table 5: Duration of the Course and Number of Credits

Sl. No.	No. of Weeks	Credits
1	4 weeks	1
2	8 weeks	2
3	>=12 weeks	3

Table 6: Mapping of Marks Scored in Online Course and Letter Grades

Sl. No.	Letter Grade	Marks
1	O	90 - 100
2	A+	80 - 89
3	A	70 - 79
4	B+	60 - 69
5	B	50 - 59
6	C	40 - 49

R4.15.3 Students are also permitted to enroll and undergo courses in online mode at Universities in India / Abroad. Further, the students are permitted to study courses of a particular semester in a University / Institution based on MoU. The marks / credits earned by the student shall be transferred based on the decision of the Credit Equivalence Committee constituted by Dean (Academic Courses) and approved by the Institution.

R4.16   B.A. / B.Sc. / BCA / B.Com. / BBA

(Honours / Honours with Research Degree Programme)

A student may opt for Honours or Honours with Research in all B.A. / B.Sc. / BCA / B.Com. / BBA degree programmes after completing the third year.

R4.16.1 A four-year UG Honours is a specialized degree that focuses on the area of the students' interest, which encourages advanced level of study that enhances professional development and facilitates gaining recognition at the time of graduation for advanced and distinguished work contributed by the undergraduate students.

R4.16.2 The students who secure 75% marks and above in the first 6 semesters and wish to undertake specialization in their area of interest at advanced level or pursue research can choose UG Honours / Honours with Research stream in the fourth year. They shall do a research project or dissertation under the guidance of a faculty member of the Institution. The research project / dissertation will be in the major discipline.

R4.16.3 The students who pursue UG (Honours with Research) should publish at least one research paper in refereed journal - UGC CARE / Scopus / WoS / SCI indexed journals.

R4.16.4   The students who have opted for UG Honours / Honours with Research degree programme should secure a minimum of 180 credits in their respective stream.

R4.16.5   The student should secure GPA 8.0 and above in both 7th & 8th Semesters and should not have arrears in the fourth year for the award of UG Honours / Honours with Research degree.

R4.16.6   Registration Procedure for Honours / Honours with Research Degree Programme

a.   Any student who meets the eligibility criteria specified in **Clause R4.16.2** and intends to register for the "Honours / Honours with Research" qualification shall apply to the Institution through Head of the Department / Dean of Faculty concerned in a prescribed form along with the prescribed application fee within 15 days after notification by the Institution.

b.   There will be no limit on the intake of students for registration for "Honours / Honours with Research" qualification.

c.   Notification for approved registrants will be intimated by the Dean (Academic Courses) within a week period of time after the closing date.

d.   The selected students shall pay a one-time non-refundable registration fee along with tuition fee as prescribed by the Institution to confirm the registration.

R5.   DURATION OF THE PROGRAMME

R5.1   A student is ordinarily expected to complete the 3-year B.A. / B.Sc. / BCA / B.Com. / BBA Undergraduate Degree Programme in 6 semesters (three academic years) but in any case, not more than 14 semesters (seven academic years) for HSC (or equivalent) candidates and not more than 12 semesters (six academic years) for lateral entry candidates.

R5.2 A student of 4-year Undergraduate Degree Programme is expected to complete in 8 semesters (four academic years) but in any case, not more than 14 Semesters (seven academic years) for HSC (or equivalent) candidates and not more than 12 semesters (six academic years) for lateral entry candidates without deviating the norms stated in **Clause R4.16.5**.

R5.3 Each semester shall normally consist of 90 working days including the days during which the continuous assessments are conducted. The Dean of the Faculty concerned shall ensure that every teacher imparts instruction as per the number of periods / hours specified in the syllabus and that the teacher delivers the full content of the specified syllabus for the course being taught.

R5.4 The total period for completion of the programme reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in **Clauses R5.1** and **R5.2** irrespective of the period of Break of Study **(vide Clause R17)** or prevention **(vide Clause R7.7)** in order that he / she may be eligible for the award of the degree **(vide Clause R16.1).**

R6.   COURSE ENROLLMENT AND REGISTRATION

The courses that a student registers in a semester include:

a. Courses of the current semester.

b. Course(s) in which he / she has not been permitted to appear for the end semester examination(s) for want of the minimum required attendance if such courses are offered in that semester.

c. Programme Elective or Open Elective course(s) opted by the students in lieu of the same category of courses in which he / she has failed, if the courses are offered in the semester.

d. The student shall register for the project work in the VI / VIII semesters.

e. Any other course(s) the student wishes to register **(vide Clause R4)** with the approval of the Head of the Department / Dean of Faculty concerned and Dean (Academic Courses).

R6.1 Each student, on admission, shall be assigned to a Mentor **(vide Clause R9),** who shall advice and counsel the student about the details of the academic programme and the choice of courses, considering the students' academic background and career objectives.

R6.2 Each student shall register for all the courses prescribed in the curriculum of the first semester of study.

R6.3 After registering for a course, the student should attend classes, satisfy attendance requirements **(vide Clause R7),** earn continuous assessment marks, and appear for the end semester examinations.

R6.4 Registration for all the courses listed in the curriculum from the semesters II to VIII will commence five working days prior to the commencement of the succeeding semester. The candidate makes the choice of electives in consultation with his / her Mentor.

R6.5 Late registration will be permitted with a fine amount as prescribed by the Institution up to two weeks from the last date specified for registration.

R6.6 The student shall enroll for the courses with the guidance of the Mentor. If the student wishes, the student may drop or add courses **(vide Clause R6.9)** within five working days after the commencement of the concerned semester and complete the registration process duly authorized by the Course Instructor / Mentor.

R6.7 The list of students approved by the respective Course Instructor as discussed in the Class Committee **(vide Clause R10)** shall be final and would be considered for attendance, grades, and calculation of CGPA and no changes shall be made thereafter.

R6.8 The candidate will be eligible for enrollment only if he / she has cleared all the dues to the Institution such as Hostel fees, Library due, Laboratory breakages etc., of the previous semester and paid all required prescribed fees for the current semester, provided he / she is not debarred from the Institution on account of any disciplinary matters.

R6.9 **Flexibility to Add or Drop Courses**

R6.9.1 A student must earn the total number of credits specified in the curriculum of the chosen programme of study to be eligible to obtain the degree. However, the student is permitted to earn more than the total number of credits prescribed in the curriculum of the programme. In such cases, the minimum number of credits required for the completion of the programme would be considered for CGPA calculation.

R6.9.2 From third semester onwards, each student has to register all courses in the curriculum of a respective semester (with the facility to drop courses to a maximum of 8 credits). The dropping of courses shall be decided as per prerequisite requirements in consultation with the Mentor.

R6.9.3 The student can also register for courses in which he / she failed in the earlier semesters. In such cases the student shall do reappearance registration for those courses or redo the courses when they are offered.

R6.9.4 In case, the student fails to secure pass in an elective course, he / she shall be allowed to opt for a change in elective and register for the same and do attend the classes to meet the criteria stated in **Clause R7** and the failed elective shall not be listed in the Grade Sheet.

R6.9.5   In any case, adding or dropping or redoing of courses, the total number of credits that a student is allowed to register per semester cannot exceed 30.

R6.9.6   For an elective to be offered, the department shall specify the minimum number of students required.

R6.10   **Reappearance Registration**

R6.10.1   If a student fails in a theory / practical / theory integrated with practical course, the student shall do reappearance registration for that course in the subsequent semester, and appear for the end semester examination or appear for the supplementary examination (**vide Clause R15.7**). However, the continuous assessment marks obtained by the student will be retained for the subsequent arrear attempts or for the supplementary examination.

R6.10.2   If the course in which the student has failed is a programme elective or an open elective, the student will be permitted to register for the same in the subsequent semesters and shall appear for the end semester examination.

If a student registers for the same programme / open elective, then the **Clause R6.10.1** is applicable. If a student registers for any other programme / open elective, he / she must attend the classes and fulfill the attendance requirements (**vide Clause R7**), earn continuous assessment marks, and appear for the end semester examination.

R6.10.3   The student who fails in project work shall register for the same in the subsequent semester, when offered next, and repeat the course. In this case, the student must satisfy attendance requirements (**vide Clause R7**), earn continuous assessment marks and appear for the end semester examination.

R6.10.4   Students are not eligible to reappear for the courses that they have already passed in a semester for improvement of Grade / Marks.

R6.11   Redoing a Course

Redoing a course means re-registering for a course, attending all classes, fulfilling the attendance requirements as per **Clause R7**, earning fresh continuous assessment marks and appearing for the end semester examination.

A student must redo a course in the following conditions:

R6.11.1   If a student is prevented from writing the end semester examination of any core course due to lack of attendance, the student has to register for that course again when offered next and redo the course.

R6.11.2   If a student is prevented from writing the end semester examination of any programme / open elective course due to lack of attendance, the student can opt to register for the same course again when offered next and redo the course, or he / she can opt to register for a different programme / open elective course when it is offered, attend classes, fulfill the attendance requirements as per **Clause R7**, secure continuous assessment marks and appear for the end semester examination.

R6.11.3   If a student fails to secure a pass in any theory / laboratory / theory integrated with laboratory course (including elective theory), he / she is given a maximum of three arrear attempts to complete the course as per **Clause R14.3**. If the student still fails to secure a pass, he / she shall register for the same when offered next and redo the course.

R6.11.4   If the course in which the student fails to secure a pass even after three arrear attempts is a programme / open elective course, then the student can opt for a different programme / open elective course, register for the same when it is offered, attend classes, fulfill the attendance requirements as per **Clause R7**, secure continuous assessment marks and appear for end semester examination.

R6.11.5 The student who fails in any Project work shall register for the course again, when offered next, and redo the course. In this case, the student shall attend the reviews and fulfill the attendance requirements as per **Clause R7**.

R6.11.6 The student who fails in Seminar / Internship / Case Study and Industrial / Practical Training and Creative and Innovative project shall register for the same in subsequent semester and redo the course. In this case, the student shall attend the classes and fulfill the attendance requirements as per **Clause R7**.

R7. **REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATIONS**

A student who has fulfilled the conditions, vide **Clause R7.3** and **Clause R7.4** shall be deemed to have satisfied the attendance requirements for appearing for the end semester examination of a particular course.

R7.1 All students must attend every lecture, tutorial, and practical classes.

R7.2 Attendance record will be maintained based upon roll calls (or any equivalent operation) in every scheduled lecture, tutorial, and practical class. The Class Advisor will maintain and consolidate the attendance record for all the courses (lectures, tutorials, and practicals together, as applicable).

R7.3 Ideally every student is expected to attend all periods and earn 100 percent attendance. However, the student shall secure not less than 75 percent attendance, course wise, considering the number of periods required for that course, as specified in the curriculum.

R7.4 If a student secures attendance between 65 percent and less than 75 percent in any course in the current semester, due to medical reasons

(hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events, with prior permission from the Head of the Department / Dean of Faculty concerned, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end semester examination of that course. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department through the Mentor.

R7.5 A student shall normally be permitted to appear for the End Semester Examination of the course if the student has satisfied the attendance requirements (**Clauses R7.3** and **R7.4**) and has registered for the examination in those courses of that semester by paying the prescribed fee.

R7.6 A student who has an attendance of less than 75 percent will not be permitted to appear for the end semester examination in the course in which the shortage exists. His / her registration for that course will be treated as cancelled and he / she shall be awarded 'SA' grade ("Shortage of Attendance" i.e., registration is cancelled due to lack of attendance) in that course. This grade shall appear in the Result Sheet. The student should register and repeat the course as and when it is offered next.

R7.7 Students who do not satisfy **Clauses R7.3** and **R7.4** or who secure less than 65 percent attendance in a course will not be permitted to write the end semester examination of that course (**vide Clause R7**).

The student must register and redo the course when it is offered next as per **Clause R6.11**. If the course in which the student has been prevented is a programme / open elective, the student can opt to redo the same course or opt for different programme / open elective course as per **Clause R6.11.2**.

R7.8   If a student has shortage of attendance in all the registered courses, he / she would not be permitted to move to the higher semester and must repeat the current semester in the subsequent year.

R7.9   In the case of reappearance registration for a course, the attendance requirement as mentioned in **Clauses R7.3** and **R7.4** is not applicable. However, the student must register for the examination in that course by paying the prescribed fee.

R7.10   If the student needs leave for a short duration (less than two weeks), prior application for the leave shall have to be submitted to the Head of the Department concerned stating the reasons for the leave requested along with supporting documents and such leave may be granted by the Head of the Department.

R7.11   Absence for the period not exceeding two weeks in a semester due to sickness or any other unavoidable reasons for which prior application could not be made may be condoned by the Head of the Department provided the given explanation is acceptable.

R7.12   If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted through Head of the Department / Dean of Faculty concerned to the Dean (Academic Courses) with supporting documents. In such case the decision to grant leave shall be taken by the Dean (Academic Courses) on the recommendation of the Head of the Department / Dean of Faculty concerned.

R7.13   A student who is absent due to illness or any other emergency, up to a maximum of two weeks, should approach the Class Advisor / Course Coordinator / Course Instructor for assignments and laboratory work.

R7.14 In case, the period of absence on medical grounds is more than 20 working days during the semester, the student may apply for withdrawal from the semester, i.e. withdrawal from all courses registered in that semester.

R7.15 If a student is continuously absent from the Institution for more than four weeks without any notification to the Dean (Academic Courses), his / her name will be removed from the Institution rolls and the same should be informed to his / her parents immediately.

R8. CLASS ADVISOR

There shall be a Class Advisor for each class. The Class Advisor will be one among the course instructors of the class. He / She will be appointed by the Head of the Department concerned. The Class Advisor is the ex-officio member and the Convener of the class committee.

The responsibilities of the Class Advisor shall be:

    a. To act as the channel of communication between the Head of the Department and the students of the respective class.

    b. To collect and maintain various details such as attendance, assessment marks and long leave particulars.

    c. To help the Chairperson of the class committee in planning and conducting the class committee meetings.

    d. To monitor the academic performance of the students including attendance and to inform the class committee.

    e. To coordinate with each instructor in performing analysis of results of continuous assessments and end semester examinations and in estimating CO – PO attainment.

f. To attend to the students' welfare activities like awards, medals, scholarships, and industrial visits.

R9. MENTOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students to a teacher of the Department, who shall function as Mentor for those students throughout their period of study. The Mentor shall advise the students in registering and reappearance registering of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Mentor may also discuss with or inform the parents about the progress / performance of the students concerned. The number of students assigned to a Mentor will be decided by the Head of the Department. However, the strength shall not exceed 20 students per Mentor.

The responsibilities of the Mentor shall be:

a. To inform the interpretation of Regulations to the students and their rights and duties.

b. To inform the code of conduct to be maintained in the campus and disciplinary actions.

c. To inform the students about the various facilities and activities available to enhance the students' curricular and co-curricular activities.

d. To guide in the process of enrollment and registration of the courses.

e. To authorize the final registration of the courses at the beginning of each semester.

f. To monitor the academic and general performance of the students including attendance and to counsel them accordingly.

g. To collect and maintain the students' academic and co-curricular records.

h. To facilitate and collect students' feedback about the course and course instructor.

i. To facilitate and collect the course exit survey and programme exit survey.

j. To provide all the details of the academic, including feedback, training, scholarship, placement, co-curricular, and extracurricular activities of the students to the Dean (Academic Courses) through the Head of the Department / Dean of Faculty concerned.

R10. CLASS COMMITTEE

A class committee consists of all teachers of the class concerned, student representatives and a chairperson who does not handle any course for the class. It is like the "Quality Circle" (more commonly used in industries), with the overall goal of improving the teaching-learning process.

The class committee shall be constituted by the Head of the Department within 7 days from the commencement of classes. The Class Advisor and the Head of the Department will attend the meeting. The Dean (Academic Courses), Dean of Faculty concerned and the Mentor(s) shall be called to attend the meeting as special invitees if required.

The functions of the class committee include:

a. Solving problems experienced by students in the classroom and in the laboratories in consultation with the Head of the Department / Dean of Faculty concerned, and Dean (Academic Courses).

b. Clarifying the Regulations of the degree programme and the details of rules therein.

c. Informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment.

d. Informing the student representatives, the details of Regulations regarding weightage used for each assessment.

e. Discussing in the class committee meeting the breakup of marks for each experiment / exercise / module of work, in case of practical courses (laboratory / project work / seminar, etc.) and informing the students.

f. Analyzing the performance of the students of the class after each assessment and finding ways and means of improving their performance.

g. Identifying the students who are low achievers or weak in their courses if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such students.

The class committee is normally constituted by the Head of the Department. However, if the students of different programmes are mixed in each class, the class committee is to be constituted by the Dean (Academic Courses). At least 4 student representatives from the respective class (usually 2 boys and 2 girls) shall be included in the class committee. The Chairperson of the class committee is required to prepare the minutes of every meeting, submit the same to the Head of the Department within two days of the meeting and arrange to circulate the same among students concerned and teachers. A copy of the minutes shall be displayed in the notice board. If there are some points in the minutes requiring action by

the Institution, the same shall be brought to the notice of the Registrar through Dean of Faculty concerned and Dean (Academic Courses).

The first meeting of the class committee shall be held within 10 days from the date of commencement of the semester. The enrollment of courses including add and drop of the courses will be finalized. The nature and weightage of continuous assessments shall be decided in the first meeting, within the framework of the Regulations and the same shall be communicated to the students.

Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings the student members representing the entire class, shall meaningfully interact and express their opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process.

In each meeting, the action taken report based on the minutes of the previous meeting is to be presented and discussed by the Chairperson of the class committee. After the completion of the end semester examination and evaluation process, the course instructor shall keep the record of marks and grades earned by the students for the computation of CO and PO attainments.

R11.   **COMMON COURSE COMMITTEE**

A theory course handled by more than one teacher, or each common theory course offered to more than one discipline or group of disciplines, shall have a "Common Course Committee" comprising of all the instructors teaching that common course with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the Dean (Academic Courses) in consultation with the Dean of the concerned Faculty and the Heads of the Departments, from among the

instructors teaching the common course either from a single department or several departments. The committee shall be constituted by the Dean (Academic Courses) within 5 days from the commencement of the semester. The first meeting of the Common Course Committee shall be held within 5 days from the date of formation of the committee. The lesson plan, books and references to be followed shall be decided at the first meeting. The "Common Course Committee" shall meet as often as possible and ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments (**vide Clause R13**). Wherever feasible, the common course committee shall prepare a common question paper for the continuous assessment tests, objective type test and end semester examination. The question paper for the end semester examination shall be set by the Course Coordinator, in consultation with all the teachers. The common course committee shall meet to decide the multiplication factor for the respective batch of students, if required. The minutes in this regard shall be sent to all the concerned Head of the Departments and the Controller of Examinations.

R12. PERFORMANCE ANALYSIS COMMITTEE

The Performance Analysis Committee will consist of the same members as the class committee but including the Dean (Academic Courses), Director (IQAC), Dean of Faculty concerned, and the Head of the Department and excluding the student members.

An external member from an allied department shall be nominated by the Dean (Academic Courses) in consultation with the Vice Chancellor to the Performance Analysis Committee. The meeting of the Performance Analysis Committee is to be held within 10 days from the last day of the end semester examinations to analyze the performance of the students in all courses of study by estimating the CO - PO attainment levels and finalize the grade ranges for each course and forward the statement of

grades to Dean (Academic Courses) immediately, through the Head of the Department / Dean of Faculty concerned. The Performance Analysis Committee, by collective wisdom, should ensure that the clustering / grading / pass–fail decisions have been reasonably balanced. The attendance registers of all the courses with all the continuous assessment marks, end semester marks, Tabulation Register, grades, and grade-ranges entered in the register are also to be sent to Dean (Academic Courses) immediately through the Head of the Department / Dean of Faculty concerned for forwarding to the Controller of Examinations.

R13.   SYSTEM OF EXAMINATION

The end Semester examinations for theory, theory integrated with practical, and practical courses will be of 3 hours' duration. These examinations shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters. For practical and project courses, the end semester examination will be conducted with an external examiner appointed by the Controller of Examinations.

R13.1   Assessment Procedures for Awarding Marks

All B.A. / B.Sc. / BCA / B.Com. / BBA programmes consist of Theory, Theory integrated with Practical, Practical Courses and Skill Enhancement Courses. Skill Enhancement courses include Seminar, Professional Practices, Case Study and Industrial / Practical Training / Internship / Value Added Courses.

Appearance in End Semester Examination is mandatory for all courses including Theory, Theory integrated with Practical, Practical courses, project work, and all lecture-based skill enhancement courses.

Performance in each course of study shall be evaluated based on:

i.   Continuous Assessments throughout the semester and

ii. End Semester Examination

The evaluation shall be based on Outcome Based Education and the relevant rubrics shall be followed.

R13.2   Each course, Theory, Theory Integrated with Practical, Practical, Project Work, and Value Added Course shall be evaluated for a maximum of 100 marks. The weightage for continuous assessment marks and end semester examination marks are given in **Table 7**.

R13.3   Some domain specific courses included under Skill Enhancement Courses are evaluated by internal assessments only. There is no evaluation for Audit Courses. However, minimum attendance requirements as per **Clause R7** shall be satisfied.

Table 7: Weightage of Marks

Sl. No.	Category of Courses	Marks Weightage (%)	
		Continuous Assessment	**End Semester Examination**
1	Theory Courses	40	60
2	Laboratory Courses	75	25
3	Theory integrated with Laboratory Courses	Theory - 20 Laboratory - 20	Theory - 60
4	Project Work / Dissertation	60	40
5	Value Added Courses, Skill Development Courses, Internship and Online Courses (with one credit)	100	---

R.13.4   Every teacher is required to maintain an "Attendance and Assessment Record" for every semester, which consists of attendance marked in each

class of Theory / Theory Integrated with Practical / Practical / SEC / Audit Courses, the assessment marks, and the record of class work (topics covered), separately for each course handled by the teacher. The attendance book completed in all respects should be submitted to the Head of the Department periodically (three times in a semester) for checking the syllabus coverage and the records of assessment marks and attendance. The Head of the Department / Dean of Faculty concerned will affix signature and date after due verification. At the end of the semester, the record should be verified by the Dean (Academic Courses) who shall keep this document in safe custody for 5 years. The records of attendance and assessment of both current and previous semesters should be available for auditing.

R13.5   Assessment for Theory Courses

R13.5.1   The End Semester Examinations for theory courses will be 3-hours duration for 100 marks and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters. The marks obtained by the student shall be converted to weightage of 60 percent.

R13.5.2   Continuous Assessment Evaluation for Theory Courses

    i.   The mode(s) of internal evaluation is / are to be decided for each course in the class committee.

    ii.   The handwritten notes taken by students while attending classes are to be regularly monitored by the Course Instructor. Ten marks shall be awarded for the best handwritten notes, while the other handwritten notes will be evaluated comparatively with marks of 2, 4, 6, and 8.

iii. There should be objective type assessment to evaluate the students for all courses exactly from 45 days to 60 days after commencement of classes in a semester and the weightage is 20 marks. There shall be 20, 40 or 50 questions based on the course. The duration of the assessment shall be 60 minutes for each course.

iv. There shall be assignment / tutorial / quiz / case study / seminar / mini- project type of assessment for each course as decided in the class committee and the faculty must evaluate fairly for all the students relatively for 20 marks.

v. All regular assessment tests are to be conducted for 100 marks and the marks obtained by the students are converted in to 40 marks while evaluating continuous assessment marks. Three assessment tests are to be conducted for each course.

vi. The question paper is to be set considering the appropriate Bloom's Taxonomy levels and to cope with the prescribed course outcomes.

vii. The regular first assessment test is to be conducted between 30 and 35 days from the commencement of classes for the semester with the portion of syllabus covered up to 4 weeks. The test duration shall be a minimum of 1 hour. The marks obtained in the regular first assessment test (written for 100 marks) is converted to 90 percent to which the marks obtained for handwritten notes (maximum 10) is to be added to make it 100 (Continuous Assessment 1).

viii. The second assessment test, termed as Mid-term test is to be conducted between 60 and 65 days from the commencement of classes for the semester with the portion of syllabus covered up to

8 weeks. The test duration shall be 2 hours. The question paper should have 5 questions in Part A and 3 questions in Part B.

Marks obtained in the Mid-term assessment test (written for 100 marks) is converted to 70 percent to which the marks obtained for handwritten notes (maximum 10 marks) and marks obtained in the objective type of assessment (maximum 20 marks) are to be added to make it 100 (Continuous Assessment 2).

ix. The third assessment test, termed as Model Examination is to be conducted between 80 and 85 days from the commencement of classes for the semester with the portion of syllabus covered up to 11 weeks. The test duration shall be 3 hours. The pattern of the question paper is as per the end semester regular examination. Marks obtained in the Model Examination (written for 100 marks) is converted to 70 % to which the marks obtained for handwritten notes (maximum 10 marks) and marks obtained in the Quiz / Seminar / Mini-project assessment (maximum 20 marks) are to be added to make it 100 (Continuous Assessment 3).

x. The continuous assessment mark is calculated either using Method 1 or Method 2 as follows:

Method 1:

(Marks in (Continuous Assessment 1+ Continuous Assessment 2 + Continuous Assessment 3) / 300) X 40

Method 2:

Handwritten notes (10) + Objective Type test (20) + Quiz / Seminar (10) + First assessment test (20) + Mid-term test (20) + Model Examination (20) = 100 marks. Reduce the marks obtained by each candidate to 40

percent and shall be submitted as continuous assessment marks. The commencement date of assessments and the number of weeks to be considered for syllabus coverage shall be fixed or modified as per the academic schedule prescribed by the Dean (Academic Courses) and Controller of Examinations.

R13.5.3 In case, a student misses the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Competitions / NSS / NCC camps / Internships with prior permission from the Head of the Department / Dean of Faculty concerned, only one re-assessment may be given at the end of the semester after getting approval from the Dean (Academic Courses) by the concerned Head of the Department and Course Instructor.

R13.6 **Assessment for Theory Integrated with Practical Courses**

Each theory integrated with practical course shall be evaluated for a maximum of 100 marks. The details are provided in **Table 8**.

Table 8: Assessment Weightage

Sl. No.	Category of Course	Marks (in percentage)		
		Assessment for Theory	Assessment for Laboratory	End Semester Examination
1	Theory integrated with Practical	20 (Two Assessments)	20 (Continuous Evaluation)	60 (Theory Examination)

For theory integrated with practical courses, the end semester examinations will be conducted as theory examinations. The procedure for conduct of continuous assessments for laboratory component is as per the **Clause R13.7**. The two assessment tests for theory are written tests. The weighted average shall be converted into 40 marks for continuous assessment in case of theory integrated with practical courses.

R13.7   **Assessment for Laboratory Courses**

R13.7.1   Every laboratory exercise / experiment shall be evaluated based on the student's performance during the laboratory class and the maintenance of laboratory records.

R13.7.2   There shall be at least one assessment test for laboratory courses.

R13.7.3   The criteria for arriving at the continuous assessment marks of 75 will be as per the following scheme: for successful completion of all the prescribed experiments / exercises done in the laboratory including observation and record work, 75 percent of marks shall be awarded, and 25 percent marks shall be awarded for the assessment test. The total marks earned by the student in continuous assessments shall be converted into a maximum of 75 marks and rounded to the nearest integer.

R13.7.4   The end semester examination for laboratory courses shall be for 25 marks and shall include Viva-voce also as a part of it. The Viva-voce examination shall be conducted by an external examiner appointed by the Controller of Examinations.

R13.7.5   The end semester examination for laboratory courses will be of 3 hours' duration and shall normally be conducted before the start of the theory examinations for that semester.

R13.8   **Assessment for Project Work**

R13.8.1   For Project work out of 100 marks, the maximum mark for continuous assessment is fixed as 60 and the end semester examination (project report evaluation and viva-voce examination) carries 40 marks. Project work may be assigned to a single student or to a group of students, not exceeding 4 per group.

R13.8.2 There shall be three assessments (each 100 marks) during the semester by a review committee. The student shall make a presentation on the progress made before the committee. The Head of the Department shall constitute a review committee for each programme. There shall be a minimum of three members in the review committee. The committee shall consist of the supervisor (project guide), project coordinator and domain expert from the concerned / allied department.

The total marks obtained in the three reviews shall be converted to a maximum of 60 marks rounded to the nearest integer. The review meetings, if necessary, may also be arranged in online mode with prior approval from the Dean (Academic Courses) and a suitable record of the meetings shall be maintained.

R13.8.3 The students are expected to submit the project report on or before the last working day of the semester. The end semester examination for the project work shall consist of the evaluation of the final project report submitted by the student or students of the project group by an external examiner, followed by a Viva-voce examination conducted separately for each student by a committee consisting of the external examiner and an internal examiner (other than project guide). The project coordinator shall be the internal examiner. The Head of the Department with the approval of the Controller of Examinations shall appoint the external examiner for the end semester examination of the project work.

R13.8.4 The continuous assessment and Viva-voce examination marks for project work shall be distributed as indicated below in **Table 9**.

Table 9: Continuous Assessment and End Semester Examination Marks for the Project Work

Continuous Assessment (60 Marks)			End Semester Examinations (40 Marks)	
Review I	Review II	Review III	Project Report	Viva-voce Examination

10	20	30	Guide	External	Internal	External
			10	10	10	10

R13.8.5 If the project report is not submitted on or before the specified deadline, an extension of time up to a maximum limit of 30 days may be given for the submission of project work with due approval obtained from the Dean (Academic Courses) and the same needs to be communicated to Controller of Examinations. If the project report is not submitted even beyond the extended time, then the student is deemed to have failed in the Project Work. In the above two cases, double the amount of prescribed Viva-voce examination fee shall be collected from the students.

R13.8.6 A student may, however, in certain cases, be permitted to work on the project in an Industry / Research organization on the recommendation of the Head of the Department and Dean of Faculty concerned, with the approval of the Dean (Academic Courses). In such cases, the project work shall be jointly supervised by a faculty member (project guide) of the department and an expert from the organization (project coordinator) and the student shall be instructed to report the progress periodically and to attend the project reviews for evaluating the progress. The student will produce a certificate of attendance from the Industry / Research organization where the project is carried out. In case of industrial projects, the marks allotted for the project guide will be shared equally by the guide from the department and the coordinator from the industry.

R13.9 **Assessment for Seminar / Professional Practices**

The Seminar / Professional Practices / Case study / Mini-Project shall carry 100 marks and shall be evaluated through continuous assessment only. Every student is expected to present a minimum of 2 presentations / demonstration per semester before the evaluation committee and for each presentation / demonstration, marks can be equally apportioned. The three-

member committee consisting of one coordinator and two members appointed by the Head of the Department will evaluate the performance of the student in above activities at the end of the semester, the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper / report (40 marks), presentation / demonstration (40 marks) and response to the questions asked during presentation / demonstration (20 marks). The final marks obtained by each student in all the above activities should be consolidated and submitted to the Office of Dean (Academic Courses) which in turn should be submitted to Controller of Examinations at the end of each semester. The consolidated final mark obtained by each student is converted to 20 marks and to be utilized as stated in the **Clause R13.5.2**.

R13.10 Assessment for Industrial / Practical Training / Internship / Summer Project

The Industrial / Practical Training shall carry 100 marks and shall be evaluated through continuous assessment only. At the end of the Industrial / Practical Training / Internship / Summer Project, the student shall submit a certificate from the organization where the student has undergone training and a brief report about the training. The evaluation will be made based on this report (40 marks), presentation (30 marks) and a Viva-voce Examination (30 marks). The viva- voce examination will be conducted by a three-member committee constituted by the Head of the Department. The committee comprises of one expert from an industry / organization and two members (a coordinator and a member) from the Department. Certificates (issued by the Organization) of the student along with his / her mark statement should be submitted by the concerned Head of the Department through the Dean of respective Faculty to the Office of Dean (Academic Courses) which in turn should be submitted to Controller of Examinations at the end of each semester.

R13.11   Assessment of Semester Long Industrial Project / Internship

R13.11.1 The Viva-voce examination for semester long industrial project or internship shall be based on the report submitted by the student regarding the work carried out in the industrial project or internship. The students must produce an attendance certificate at the time of reviews. The report shall be certified by the coordinator from the industry, supervisor and Head of the Department.

R13.11.2 Projects / internships undertaken externally should have an internal guide and an external guide. Both guides are expected to interact regularly for monitoring the progress of the student. For the reviews, the external guide should be present at least in online mode to assess and award marks to the student.

In the beginning of the project, the internal guide should ensure that the work to be carried out is up to the standard as well as not attracting any IPR issues with the external organization so that the work could be published.

R13.11.3 The reviews may be conducted in online mode, if the student cannot travel to the Institution to attend the reviews and this shall be approved by Head of the Department, and such reviews must be recorded. However, the end semester examination must be conducted in physical mode with the coordinator from the industry present physically or through online.

R13.11.4 In the final report, the Bonafide certificate shall be mandatorily signed by both the guides. However, if any difficulty is encountered in fulfilling this norm, then the Head of the Department in consultation with the Dean of respective Faculty can initiate remedial action and complete the evaluation requirement with justification and approval of the Dean (Academic courses) for the same.

R13.11.5 The Bonafide certificate of the project report shall have the date of Viva-voce examination and the signatures of the internal and external guides.

R13.11.6 If the project report or report of industrial project or internship is not submitted on or before the specified deadline, an extension of time up to a maximum limit of 30 days may be given for the submission of report with due approval obtained from the Head of the Department. If the report is not submitted even beyond the extended time, then the student(s) is deemed to have failed in the Project Work and the student must redo the course again. In the above two cases, double the amount of prescribed Viva-voce examination fee shall be collected from the students.

R13.12 **Assessment for Value Added Courses**

This one / two credit course shall carry 100 marks and shall be evaluated through continuous assessments only. One or two assessments shall be conducted during the semester by the department concerned. The Head of the Department may identify a faculty member as coordinator for the course. A committee consisting of the Head of the Department, faculty handling the course (if available), coordinator and a senior faculty member nominated by the Head of the Department shall monitor the evaluation process.

The grades shall be assigned to the students by the above committee based on their relative performance.

Certificates issued by the industry if any along with the student's mark / grade statement should be submitted by the concerned Head of the Department through the respective Dean of concerned Faculty to the Office of Dean (Academic Courses) which in turn should be submitted to Controller of Examinations at the end of each semester.

R13.13 **Assessment for Online Courses**

Students may be permitted to credit online courses (NPTEL / SWAYAM / other permissible online platforms) with the approval of the Head of the Department / Dean of Faculty concerned and Dean (Academic Courses), subject to a maximum of three credits.

R.13.13.1 On successful completion of the online course, the candidate must submit the copy of the certificate and the grade card (if applicable) to the Head of the Department.

R.13.13.2 The Head of the Department shall form a committee to recommend the credit and grade to be awarded to the candidate by mapping the score earned by the student and results shall be submitted to the Office of Dean (Academic Courses) through Dean of respective Faculty which in turn should be submitted to Controller of Examinations for further processing with due approval from Dean (Academic Courses).

R13.13.3 If the grade card is not submitted by the student, the Head of the Department / Dean of Faculty concerned shall intimate the same to the Controller of Examination through Dean (Academic Courses) to conduct end semester examination for the online course.

R13.13.4 Continuous assessment marks approved by the Dean (Academic Courses) shall be notified to the students by the respective Head of the Department within 5 days from the last working day.

R14. **PASSING REQUIREMENTS**

R14.1 A student who secures not less than 40 percent of total marks prescribed for the course [Continuous Assessment + End Semester Examination] with a minimum of 35 percent of the marks prescribed for the end semester examination, shall be declared to have passed the course and acquired the

relevant number of credits. This is applicable for all theory, practical, theory integrated with practical courses (including project work / dissertation).

R14.2   If the student gets less than 40 percent of total marks, then the student will be awarded only RA (Reappearance) grade.

R14.3   If a student fails to secure a pass in a course, the student shall register and appear for the end semester examination in the subsequent semester or appear for the supplementary examination vide **Clause R15.7**. In such a case, the Continuous Assessment marks obtained by the student in the first appearance shall be retained and considered valid for one subsequent arrear attempt. However, from the third attempt onwards, to pass the course, the candidate should secure either 40 percent of marks and above considering the sum of 40 percent of marks acquired in continuous assessment and 60 percent of marks earned in end semester examination (satisfying the passing requirement) or 40 percent of marks and above earned in end semester examination alone.

R14.4   The students are allowed to write arrear examination as per **Clause R6.10.1**.

R14.5   If a student has submitted the project report but absent in the end semester examination of project work, the student is deemed to be failed. If a student attends and fails in the End Semester examination of Project work, he / she shall attend the end semester examination again within 60 days from the date of declaration of the results. The subsequent Viva-voce examination will be considered as reappearance with payment of examination fee. In case the student fails in the subsequent Viva-voce examination also, the student shall redo the course again. In the above two cases, double the amount of prescribed Viva-voce examination fee shall be collected from the students.

R14.6 The passing requirement for the courses which are assessed only through continuous assessment (skill enhancement courses such as value-added courses, online courses with one credit, and internship except project work) shall be fixed as minimum 40 percent and the rest of the grades are decided.

R15. AWARD OF LETTER GRADES

R15.1 All assessments will be done based on marks. However, for the purpose of reporting the performance of a student, letter grades, each carrying certain number of points will be awarded as per the range of total marks (out of 100) obtained by the candidate in each course as detailed below in **Table 10**.

Table 10: Grade Distribution with Range of Marks

O	A+	A	B+	B	C+	C	RA
91 - 100	81 - 90	71 - 80	61 - 70	56 - 60	50 - 55	40 - 49	< 40

An absolute grading system is followed in assigning grades to students for each course registered. The letter grades and the associated grade points are shown in **Table 11**.

Table 11: Letter Grades with Grade Points

Letter Grade	Grade Significance	Grade Points
O	Outstanding	10
A+	Excellent	9
A	Very Good	8
B+	Good	7
B	Above Average	6
C+	Average	5
C	Satisfactory	4

Letter Grade	Grade Significance	Grade Points
RA	Reappearance Registration	0
SA	Shortage of Attendance	0
W	Withdrawal	0

i.   "RA" denotes Reappearance required for the examination in the course and "W" denotes withdrawal from the course.

ii.   The Grade "SA" denotes inadequate attendance (**as per Clause R7**) and hence prevented from writing the end semester examination.

iii.   The Grade "SA" and "W" will figure only in the Result Sheets.

R15.2   For the Extra-curricular activities such as NCC / NSS / NSO / YRC / RRC / Community Engagement and Social Responsibility, 2 credits are assigned in the curriculum. This shall appear in the grade sheet. In the NCC / NSS, every student shall put in a minimum of 75 percent attendance in the training and attend the camp compulsorily. A satisfactory grade in the above extra-curricular activities is compulsory for the award of a degree.

R15.3   The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Head of the Department may permit a student to complete the requirement in the second year.

R15.4   The grades obtained for the one / two credit value added courses shall figure in the grade sheet under the title "Value Added Courses / Online Courses". The other grades W and SA will not figure in the grade sheet.

R15.5   **GRADE SHEETS**

R15.5.1   After the results are declared, Grade Sheets will be issued to each student, which will contain the following details:

- List of courses enrolled for that semester and the grades obtained by the student.

- The Grade Point Average (GPA) for the semester considering only the courses listed in the curriculum (not the additional courses).

- The Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards considering only the courses listed in the curriculum (not the additional courses).

R15.5.2   The Grade Point Average (GPA) for each semester will be calculated only for the students who have passed all the courses of that semester.

$$GPA = \frac{\sum_{i}^{n} C_i * GP_i}{\sum_{i}^{n} C_i}$$

Similarly, Cumulative Grade Point Average (CGPA) up to any semester will be calculated only for the students who have passed all the courses up to that semester. GPA is the ratio of the sum of the products of the number of credits of curricular courses (C_i) registered and the grade points scored in those courses (GP_i), taken for all the courses, to the sum of the number of credits of all the courses successfully cleared (n) during the particular semester.

On successful completion of the programme, the CGPA will be calculated in a similar manner as follows, considering all the curricular courses (not the additional courses) enrolled from the first semester.

$$CGPA = \frac{\sum_{i=1}^{N} C_i \times GP_i}{\sum_{i=0}^{N} C_i}$$

where N is the total number of courses for the entire programme. "RA" and "SA" grades will be excluded for calculating GPA and CGPA.

R15.5.3   If a student studies more number of programme electives and open electives than required, the calculation of the final CGPA shall be as per **Clause R15.5.1**.

R15.5.4   In the consolidated grade sheet, the CGPA earned shall be converted into percentage of marks as follows:

$$\text{Percentage of Marks} = \text{CGPA} \times 10$$

R15.5.5   The Grade Point Average (GPA) for each semester will be included in the grade card or sheet, even if a student fails in one or more courses within the semester. In such cases, the GPA will be calculated based on the grades obtained in the courses the student has passed. Similarly, the Cumulative Grade Point Average (CGPA) will also be calculated based on the grades obtained in all the courses the student has passed up to and including the current semester.

R15.6   **Revaluation of Answer Scripts**

A candidate can apply for photocopy of his / her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of the Department. Students can see the valued answer scripts of the semester examinations and can get it retotaled / revalued by the faculty concerned. Based on the recommendation of the course instructor concerned / Head of the Department, the candidate can register for the revaluation through proper application to the Controller of Examinations. The answer sheets will be revaluated and the results will be intimated to the student concerned through the Head of the Department. Revaluation is not permitted for practical courses, project, and Skill Enhancement Courses.

R15.7   **Supplementary Examination**

R15.7.1   Only those Students who obtained "RA" grade and have prescribed attendance and above in a course are eligible to apply for Supplementary Examination.

R15.7.2   Registration shall be made for supplementary examination within the stipulated period from the date of notification and the examination fee to be paid is double the amount of fee prescribed for the regular end semester examination.

R15.7.3   A student is eligible for only one Supplementary Examination for any course. No second chance will be given. In case a student fails in the Supplementary Examination, he / she must rewrite the examination along with the regular stream in the subsequent semesters, as and when it is conducted.

R15.7.4   Students who miss the end-semester examination due to valid medical or some other reasons may be permitted with the consent of the Dean (Academic Courses) to appear for the supplementary examination(s) subject to fulfilling of attendance requirement (**vide Clause R7**).

R15.7.5   Supplementary Examinations will be conducted during the first two weeks after the commencement of the next semester.

R15.7.6   Supplementary examination will be considered as an alternative to the end-semester examination only. The continuous assessment marks already secured by the students will be considered for finalizing the grade.

R15.7.7   A minimum of 40 percent of marks prescribed for the end semester examination should be scored in the supplementary examination(s) to declare the result as have passed the course and acquired the relevant number of credits.

R16.   ELIGIBILITY FOR THE AWARD OF DEGREE

R16.1   A student shall be declared to be eligible for the award of the B.A. / B.Sc. / BCA / B.Com. / BBA degree provided the student has:

i.   Successfully gained the required number of total credits as specified in the curriculum corresponding to the programme within the stipulated duration.

ii.   Successfully completed the course requirements, appeared for the End Semester Examinations and passed all the courses prescribed in all the 6 / 8 semesters within a maximum duration of 7 years reckoned from the commencement of the first semester / 6 years reckoned from the commencement of the third semester in case of lateral entry scheme to which the student was admitted.

iii.   Successfully passed any additional courses prescribed by the Dean (Academic Courses).

iv.   Successfully completed the NCC / NSS / NSO / YRC / RRC requirements.

v.   No disciplinary action is pending against the student.

vi.   The award of Degree must have been approved by the Academic Council of the Institution.

R16.2   Classification of the Degree Awarded

R16.2.1   Award of B.A. / B.Sc. / BCA / B.Com. / BBA - Honours / Honours with Research Degree

A student who satisfies the following conditions shall be declared to have passed the examination with Honours / Honours with Research:

i. "Honours / Honours with Research" Degree shall be awarded to well performing UG students on earning the minimum required credits as prescribed (**vide Clause R4.16**) for the degree.

ii. The student should have passed the examination in all the courses of the first six semesters with 75 percent of marks and have secured GPA 8.0 and above in both 7th & 8th Semesters and should not have arrears in the fourth year and should have completed the programme within the prescribed duration (**vide Clause R5.2**), which includes authorized break of study of one year. Withdrawal from examination (**vide Clause R18**) will not be construed as an appearance.

R16.2.2 First Class with Distinction

A student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

i. Should have passed the examination in all the courses of all the six semesters in first appearance within four years, which includes authorized break of study of one year. Withdrawal from examination (**vide Clause R18**) will not be construed as an appearance.

ii. Should have secured a CGPA of not less than 7.5.

iii. Should not have been prevented from writing end semester examination due to lack of attendance in any of the courses.

The authorized break of study (**vide Clause R17**) and withdrawal from the examination (**vide Clause R18**) will not be construed as an attempt.

R16.2.3   First Class

A student who satisfies the following conditions shall be declared to have passed the examination in First class:

  i.   Should have passed the examination in all the courses of all six semesters within seven years, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).

  ii.   Should have secured a CGPA of not less than 6.0

The authorized break of study (**vide Clause R17**) and withdrawal from the examination (**vide Clause R18**) will not be construed as an attempt.

R16.2.4   Second Class

All other students (not covered in **Clauses R16.2.1, R16.2.2 and R16.2.3**) who qualify for the award of the degree (**vide Clause R16**) and have secured a CGPA of $6 < CGPA \leq 5.0$ shall be awarded Second Class.

R16.2.5   Third Class

All other students (not covered in **Clauses R16.2.1, R16.2.2, R16.2.3**, and **R16.2.4**) who qualify for the award of the degree (**vide Clause R16**) and have secured a CGPA < 5.0 shall be awarded Third Class.

R16.2.6   A student who is absent in the end semester examination in a course / project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from end semester examinations as per **Clause R18**) for the purpose of classification.

R17. **PROVISION FOR AUTHORISED BREAK OF STUDY**

R17.1 Break of Study shall be granted by the Dean (Academic Courses) only once for valid reasons for a period of maximum one year during the entire period of study of the degree programme.

R17.2 Prescribed fee to the Institution should be paid during the "Break of Study" period.

R17.3 The student permitted to re-join after the break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of re-joining. If the Regulation is changed, then, those students may have to take up additional courses as prescribed by the Dean (Academic Courses).

R17.4 Total number of credits to be earned by the student shall be more than or equal to the total number of credits prescribed in the curriculum in force. If the credit assigned for LTP of the courses are not same in two Regulations under consideration, then equivalence shall be arrived as per the credit assignment followed in the Regulations in force.

R17.5 The authorized break of study (for a maximum of one year) will not be counted for the duration specified for passing all the courses for the purpose of classification. (**vide Clause R16.2**).

R17.6 The total period for completion of the programme reckoned from, the commencement of the first semester (third semester for Lateral Entry) to which the candidate was admitted shall not exceed the maximum period specified in **Clause R5** irrespective of the period of break of study in order that he / she may be eligible for the award of degree.

R17.7 If any student is detained for lack of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as

permitted "Break of Study" or "Withdrawal" (**Clause R18**) is not applicable for this case.

R17.8 In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the programme only if the approval is obtained from the Dean (Academic Courses) through the Head of the Department / Dean of Faculty concerned before the end of the semester in which the student has taken break of study.

R17.9 If the student has not reported back to the department, after the break of study, his / her name shall be deleted permanently from the Institution enrollment and the same should be informed to his / her parents immediately. Such students are entitled to seek permission from the Executive Council to continue the programme.

R17.10 If a student in Full Time mode wants to take up job / start-up / entrepreneur-ship during the period of study, he / she shall apply for authorized break of study for one year. The student shall take up the assignment only after getting approval of the same by the Dean (Academic Courses).

R18. **PROVISION FOR WITHDRAWAL FROM THE END SEMESTER EXAMINATIONS**

R18.1 A student may, for valid reasons (medically unfit / unexpected family situation / Sports approved by the Director, Sports and Head of the Department) and on prior application, be granted permission to withdraw from appearing for one examination of one course or two or more consecutive examinations of different courses in the end semester examination. Permission cannot be given to withdraw from the examinations in a non-consecutive sequence.

R18.2 Such withdrawal shall be permitted only once during the entire period of study of the degree programme.

R18.3 Withdrawal application is valid only if the student is otherwise eligible to write the examination (**vide Clause R7**) and if it is made within 10 days prior to the commencement of end-semester examination and recommended by the Head of the Department / Dean of Faculty concerned and approved by the Dean (Academic Courses).

R18.4 Notwithstanding the requirement of mandatory 10 days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

R18.5 Withdrawal shall not be construed as an appearance for the eligibility of a student for First Class with Distinction. This provision is not applicable to those who seek withdrawal during final semester.

R18.6 Withdrawal from the end semester examination is NOT applicable to arrear courses of previous semesters.

R18.7 The student shall appear for the end semester examination with respect to the withdrawn courses during the examination conducted in the subsequent semester / supplementary examination in the same semester and need not re-appear for the continuous assessment examination.

R18.8 Withdrawal from the continuous assessment examination is not permitted.

R18.9 Withdrawal is not permitted to the student who has not satisfied the conditions prescribed in **Clause R7** as requirements for appearing in the end semester examination.

R19. **DISCIPLINE**

The Institution reserves the right to cancel the admission of any student and ask him / her to discontinue his / her studies at any stage of his / her career on the grounds of unsatisfactory academic performance or misbehaviour and conduct.

R19.1 Every student is required to observe discipline and decorous behaviour both inside and outside the Institution and not to indulge in any activity which will tend to bring down the prestige of the institution.

R19.2 Any act of indiscipline of a student reported to the Dean (Academic Courses) will be referred to a Discipline and Welfare Committee constituted by the Vice Chancellor. The Committee will enquire into the charges and recommend suitable punishment if the charges are substantiated. The Vice Chancellor will consider the recommendation of the Discipline and Welfare Committee for appropriate action.

R19.3 If a student indulges in malpractice in any of the end semester examination / continuous assessment tests, he / she shall be liable for punitive action as prescribed by the institution from time to time.

R19.4 Ragging of any dimension is a criminal and nonbailable offence in our country. The current State and Central legislations provide for stringent punishment, including imprisonment. Once the involvement of a student is established in ragging, the offending student will be dismissed from the Institution and will not be admitted into any other Institution. Avenues also exist for collective punishment if individual cannot be identified in this inhuman act. Every student of the Institution, along with the parent, shall give an undertaking every year in this regard.

R20. **REVISION OF REGULATIONS AND CURRICULUM**

The Academic Council of the Institution reserves the right to revise, amend or change the regulations, the curriculum, syllabus and the scheme of examinations from time to time if found necessary and shall send the recommendations to the Executive Council for approval.

R21. **SPECIAL CASES**

In the event of any clarification in the interpretation of the above regulations, they shall be referred to the Standing Committee (Internal members of the Academic Council). The Standing Committee will offer suitable interpretation / clarification required for special case on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final.