

# **KIET GROUP OF INSTITUTIONS**

**(An Autonomous Institute Affiliated to AKTU, Lucknow)**

## **RULES & REGULATIONS**

**Session 2024-25**

Ver. 1.2



**Delhi-NCR, Ghaziabad-Meerut Road**

**Ghaziabad-201206**

# **KIET Group of Institutions, Ghaziabad**

## **Rules and Regulations 1.2**

### **Governing**

#### **B. Tech, M. Tech, MBA & MCA Programs**

All the academic programs of the institute are governed by the rules and regulation approved by Academic council of KIET Group of Institutions, Ghaziabad. These rules and regulations are applicable to all the students to this institute from academic session 2024-25 onwards as per the decision in Academic Council meeting.

#### **Preamble**

The KIET Group of Institutions was established by the Krishna Charitable Society in 1998 with the intake of 180 students. The institution is approved by AICTE and affiliated to Dr. A.P.J Abdul Kalam Technical University (AKTU), Lucknow. Currently, KIET Group of Institutions offers a range of undergraduate and postgraduate courses across four Schools: KIET School of Engineering & Technology, KIET School of Computer Applications, KIET School of Management, and KIET School of Pharmacy.

#### **Leveraging Autonomy**

KIET Group of Institutions became an Autonomous Institution from the session 2024-25 and presently provides a diverse range of academic programs, including Bachelor's and Master's Programs. The institution's vision is centered around achieving excellence in technical education, interdisciplinary research, and innovation while prioritizing sustainable and inclusive technology. KIET Group of Institution's autonomous status allows for swift adaptation and innovation in its curriculum, incorporating the latest academic trends and industry demands. This ensures students receive an education that is both rigorous and relevant to contemporary requirements.

#### **Vision of the Institution**

To become a leading institution nationally in the areas of professional education, research & innovation for serving the global community.

#### **Mission of the Institution**

- To impart quality professional education, skills, and values through outcome-based innovative teaching-learning processes in all spheres.
- To undertake collaborative interdisciplinary research as a co-requisite for professional education and simultaneously solve problems faced by society and industry.
- To create an ambiance of innovation, entrepreneurship, and consultancy for future leaders and innovators.

*Academic Rules and Regulations Governing B. Tech, M. Tech, MBA & MCA Programs*

- To keep faculty members enthusiastic through continuous professional development and a positive working environment.

**Core Values**

- Academic excellence
- Collaborative and interdisciplinary research culture
- Conducive ecosystem
- Strong humanitarian values and ethics

**National Education Policy (NEP 2020) :** The Institute has incorporated the key recommendations of the National Education Policy 2020 into its curriculum design process to ensure relevance and effectiveness.

## Contents

1. Short Title, Application and Commencement .....	7
1.1 Abbreviations .....	7
1.2 Definitions .....	8
2. Programs Offered .....	10
2.1 Undergraduate Degree Programs .....	10
2.2 Postgraduate Degree Programs .....	10
3. Rules of Admission .....	10
3.1 Change of Branch (B.Tech Programme Only) .....	11
3.2 Fees to be Charged for the Undergraduate, Postgraduate Program .....	11
4. Minimum and Maximum Duration of Courses .....	12
4.1 Credit Framework as per NEP 2020 .....	12
4.2 Credits to be Earned for the Award of Degree .....	13
4.3 Credit Framework under Four-Years UG Engineering Program with Multiple Entry and Multiple Exit Options .....	14
4.4 Academic Bank of Credits(ABC), Credit Transfer Policy .....	14
4.5 Minimum Requirement for Award of Degree .....	15
4.5.1 B.Tech Program .....	15
4.5.1.1 B.Tech (Honors) .....	15
4.5.1.2 B.Tech (Minor) .....	15
4.5.2 M.Tech Program .....	15
4.5.3 MBA Program .....	15
4.5.4 MCA Program .....	16
5. Enrolment .....	16
6. Academic Calendar .....	17
7. Course Registration under CBCS Scheme .....	17
7.1 Rationale for Introduction of CBCS .....	17
7.2 Course Registration .....	17
7.2.1 Maximum Credit Limit under CBCS Scheme .....	18
7.2.2 Adding and Dropping/ Withdrawal of Courses .....	18
7.2.3 Professional Elective Courses in Collaboration with Industry for B.Tech .....	18
8. Teaching Scheme .....	18

***Academic Rules and Regulations Governing B. Tech, M. Tech, MBA & MCA Programs***

8.1 Course Code.....	19
8.2 Course Credit System/Structure.....	19
8.3 Induction Program as per AICTE guideline.....	19
9. Industrial Training/Internship.....	20
9.1 B.Tech Program.....	20
9.2 MBA Program .....	20
9.3 MCA Program .....	20
10. Feedback by the Students.....	20
11. Attendance Criteria.....	21
12. Examination.....	21
12.1 Exam-Registration .....	21
12.2 Exam From submission .....	22
12.3 Question Paper Audit.....	22
13. Evaluation.....	22
13.1 Continuous Assessment.....	22
13.1.1 Assessment Pattern for B.Tech Courses.....	23
13.1.2 Assessment Pattern for M.Tech Courses.....	23
13.1.3 Assessment Pattern for MBA Courses .....	24
13.1.4 Assessment Pattern for MCA Courses .....	24
13.2 Mid-Semester Examination (MSE) Process.....	24
13.3 Criteria for Make-up Examination .....	25
13.4 End Semester Examination (ESE) Process .....	25
13.5 Evaluation Process of ESE (Theory Courses) .....	25
13.6 Evaluation Process of ESE (Practicals/Project Courses).....	25
14. Paper Showing and Grievance Handling.....	25
15. Eligibility For Passing.....	26
15.1 Passing Standards for the Courses of B.Tech./MBA/MCA Programs.....	26
15.2 Passing Standards for M.Tech. Program .....	26
15.3 Passing Criteria for Non-Credit Courses-----	27
16. Grading System .....	27
16.1 Grade Points.....	27

16.2 Moderation of Marks/Grades.....	28
16.3 Grade Points Average .....	28
16.3.1 Computation of SGPA, CGPA.....	28
16.4 Conversion of CGPA into Percentage .....	29
16.5 Promotion Rules .....	29
16.5.1 For UG B.Tech. Program.....	29
16.5.2 For PG M.Tech. Program .....	30
16.5.3 For PG MBA/MCA Program .....	30
17. Declaration of Results.....	30
18. Vacation Exam .....	31
19. Summer Semester.....	31
20. Carry Over Exam.....	32
21. Not Promoted to Higher Academic Year .....	33
22. Re-Admission in the Institution .....	33
23. Special Provision for Scribe/Writer.....	33
24. Semester Drop .....	34
25. Award of Division, Ranks & Medals .....	34
25.1 CGPA, Division, and Honors .....	34
25.1.1 B.Tech. Program.....	34
25.1.2 MBA/MCA Program.....	35
25.1.3 M.Tech. Program.....	35
26. Awards.....	36
26.1 Eligibility for Medals.....	36
26.2 Gold Medal .....	36
26.3 Silver Medal.....	37
26.4 Achiever's Award .....	37
26.5 Topper's Award .....	37
27. Unfair Means.....	38
28. Issue of Duplicate Marksheet/TC.....	38
29. Issue of Transcript .....	39
30. Passing Certificate / Provisional Degree .....	39

31. Award of Degree and Certificate.....	39
32. Transitory Regulations .....	39
Annexure A Credit Transfer Policy	
Annexure B Moderation Policy	
Annexure C Unfair Means Policy	
Annexure D Illustration for computation of SGPA and CGPA	

## 1. Short Title, Application and Commencement

The Regulations mentioned in this section apply to all programs offered by the Institution, effect from the academic year 2024-25 for new entrants, and are revised in accordance with the guidelines for implementing academic autonomy at the institution by provisions of Section 26 of the UGC Act 1956, Regulations, 2023 and Dr. A.P.J. Abdul Kalam Technical University, Lucknow, Uttar Pradesh. The Credit and Multidisciplinary Curricular Framework, designed on the lines of the National Credit Framework and AICTE Approval Process Handbook.

The regulations are subject to amendments made by the Academic Council with the approval of the Governing Body from time to time, while also considering the recommendations of the Board of Studies.

### 1.1 Abbreviations

1.	AICTE	All India Council for Technical Education.
2.	AC	Academic Council
3.	AKTU or University	Dr. A.P.J. Abdul Kalam Technical University
4.	ABC	Academic Bank of Credit
5.	AEC	Ability Enhancement Courses
6.	BoG	Board of Governors of the Institute.
7.	BoS	Board of Studies
8.	B.Tech	Bachelor of Technology as undergraduate degree awarded from university
9.	B.Pharm	Bachelors in Pharmacy
10.	BS	Basic Science Course
11.	CGPA	Cumulative Grade Point Average
12.	COE	Controller of Examinations
13.	CBCS	Choice Based Credit System
14.	CTS	Credit Transfer Scheme
15.	CTC	Credit Transfer Committee
16.	CIE	Continuous Internal Examination
17.	CA	Continuous Assessment
18.	Director (A)	Director (Academic)
19.	Dean SW	Dean (Student Welfare)
20.	Dean R&D	Dean (Research & Development)
21.	ESE	End Semester Examination
22.	ES	Engineering Science courses
23.	ES	Examination Scheme
24.	GATE	Graduate Aptitude Test in Engineering
25.	HOD	Head of Department
26.	HS	Humanities Course
27.	IQAC	Internal Quality Assurance Cell
28.	MSE	Mid Semester Examination
29.	M.Tech	Master of Technology Program
30.	MBA	Master of Business Administration
31.	MCA	Master of Computer Applications
32.	M.Pharm	Master in Pharmacy
33.	MC	Mandatory Course
34.	NC	Non Credit



35.	OE	Open subjects – Electives from other technical and /or emerging subjects
36.	PG	Post Graduate Program
37.	PC	Program Core
38.	PE	Professional Electives
39.	PC	Professional core courses
40.	PW	Project work, seminar and internship in industry or elsewhere
41.	SEC	Skill Enhancement Courses
42.	SGPA	Semester Grade Point Average
43.	State Government	Government of Uttar Pradesh
44.	TC	Transfer Certificate
45.	TS	Teaching Scheme
46.	UG	Undergraduate Program
47.	UGC	University Grants Commission

## 1.2 Definitions

1.	Academic Autonomy	Academic Autonomy means freedom in all aspects of conducting academic programs, granted by University for academic excellence.
2.	Academic Year	Two consecutive (one odd + one even) Terms constitute one academic year.
3.	Academic Council	Academic Council of the KIET Group of Institutions. The highest academic body of the Institute and is responsible for the maintenance of standards of instruction, education and examination within the Institute.
4.	Anti-Requisite Course	Two or more courses that overlaps significantly in content and both cannot be register during degree.
5.	Autonomous Institution/ College	An institution/college designated as autonomous by UGC under UGC Act 1956 & affiliated to Dr. A.P.J. Abdul Kalam Technical University, Ghaziabad
6.	BoS	Board of Studies of the Department of the Autonomous Institution.
7.	Backlog Course	Appeared for a course exam and not cleared (Pass) a course
8.	CGPA	It is a measure of overall cumulative performance of a student till that Semester.
9.	Course	Usually referred to, as ‘papers’ is a component of a Program. A course may be designed to comprise lectures/tutorials/laboratory work/ field work/ outreach activities/project work/ vocational training/viva/ seminars/ semester papers/assignments/ presentations/ self-study etc. or a combination of some of these.
10.	Course Registration	Choice for selection of a course in the academic sesmter.
11.	Credit	A unit by which the course work is measured. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week per semester.
12.	Credit Point	It is the product of grade point and number of credits for a course
13.	Co-Requisite Course	Two or more courses have to register simultaneously (same semester).
14.	CGPA	CGPA is a measure of a student's overall cumulative performance across all semesters. It is displayed at the end of each semester, accounting for all registered courses up to that point. Calculated as the ratio of total credit points earned in various courses to the sum of total credits across all semesters, CGPA is expressed to two decimal places.
15.	Detained course	A student enrolls in a course for a semester but, due to poor attendance, is not permitted to appear in the exam.

16.	Dropped course	The student registers for the course in a semester & he/she will drop a course from a specific semester within 2 weeks of start of the semester, if a student feels that the registered course is difficult.
17.	Dropping Semester	Not registering a single course for the semester, though eligible
18.	Exam Registration	Giving willingness to appear for the exam
19.	Faculty Mentor	Faculty mentor shall advice and counsel the students about the details of the academic Program and the choice of courses considering the student's academic background and career objectives. Faculty mentor will be allotted a batch of 15 to 20 students and will carry this batch of students till the completion of the degree.
20.	First Attempt	If a student has fulfilled all formalities and become eligible to attend the end semester examinations, and has appeared in the end semester exam (if applicable) of a particular course, such attempt (first sitting) shall be considered as first attempt.
21.	Governing Body	Governing Body of the Autonomous Institution. The body of an institution refers to the administrative body or board responsible for overseeing and managing the institution's policies, decisions, and overall functioning.
22.	Grade Point	It is a numerical weightage allotted to each letter grade on a 10-point scale.
23.	Grade Card	Based on the grades earned, a grade card shall be issued to all the registered students at the end of every semester. The grade card will display the course details (code, title, number of credits, grade secured) along with SGPA of both semesters and CGPA earned till that semester.
24.	Institute	KIET Group of Institutions, Ghaziabad, Delhi-NCR
25.	IQAC	It is a structure within the institute designed to ensure continuous improvement in the quality of education. The primary purpose of IQAC is to develop and implement a system for conscious, consistent, and catalytic improvement in the overall performance of the institution.
26.	Lateral Entry	Students who are admitted to the third semester of the respective Program (Undergraduate Engineering Program or the Post Graduate MCA Program, based on the qualification at the time of entry)
27.	Letter Grade	It is an index of the performance of students in a said course. Grades are denoted by letters A+,A, B+, B, C, D, E, F and AB.
28.	Honors	Degree with additional credits earned by registering advanced courses of the same discipline.
29.	Minor	Degree with Minor Specialization by earning additional credits of different discipline
30.	Offered Courses	List of courses run by the Parent department in the semester
31.	Program	Specialization or discipline of B.Tech Degree Program, like Computer Science and Engineering, Mechanical Engineering, etc.
32.	Parent Department	A department which is offering that course and course code is decided by BOS of that department.
33.	Pending Course	A course, not registered or Re-registered
34.	Pre- Requisite for a Course	A course to be studied before registering next course.
35.	Program Core	Compulsory courses for all the students of a particular program.
36.	Professional Elective	Courses from the list of choices of a particular program
37.	Program Scheme	A structured teaching with course syllabus and exam scheme approved by BOS
38.	Regular Students	Students who are admitted to the first year of the respective Program

***Academic Rules and Regulations Governing B. Tech, M. Tech, MBA & MCA Programs***

39.	SGPA	It is a measure of academic performance of students in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
40.	Transcript	May be provided on demand summarizing the academic performance and progress including the courses taken, their grades and any degrees or awards they have.

## 2. Programs Offered

KIET Group of Institutions, offers the following Programs

### 2.1 Undergraduate Degree Programs

S. No.	Title of the UG Program	Abbreviation
1	Computer Science and Engineering	CSE
2	Computer Science	CS
3	Information Technology	IT
4	Computer Science and Information Technology	CSIT
5	Computer Science and Engineering (Artificial Intelligence)	CSE(AI)
6	Computer Science and Engineering (Artificial Intelligence and Machine Learning)	CSE(AIML)
7	Mechanical Engineering	ME
8	Electrical and Electronics Engineering	EN
9	Electronics and Communication Engineering	ECE
10	Electrical and Computer Engineering	ELCE
11	Computer Science and Engineering (Cyber Security)	CSE(CS)
12	Computer Science and Engineering (Data Science)	CSE(DS)
13	Electronics and Communication engineering (VLSI Design and Technology)	ECE(VLSI)
14	Advanced Mechatronics and Industrial Automation	AM&IA

### 2.2 Postgraduate Degree Programs

S.No.	Title of the PG Programme	Abbreviation
1.	Master of Technology in CSE	M.Tech (CSE)
2.	Master of Computer Applications	MCA
3.	Master of Business Administration	MBA

## 3. Rules of Admission

- The Institute shall adopt procedures to admit the students to the different Undergraduate/Postgraduate Programs as prescribed by AKTU, Lucknow.
- The Institute shall follow norms for eligibility of the students for admission to various Programs as per the affiliating university/ state government norms.

### 3.1 Change of Branch (B.Tech programme only)

(i) Change of branch may be allowed against the vacant seats in the following two stages, provided criteria at following sub clauses is satisfied:

- In the first year, after the last date of admission to the B.Tech. I<sup>st</sup> semester, based on merit of entrance examination on vacant seat subject to clause 3.1 (ii).
- In the second year, on the basis of merit at the B.Tech first year examination for those who pass without any carry over paper subject to clause 3.1 (ii).

(ii) After the change of branch, the number of students in branch(s) shall neither increase over the intake approved by A.I.C.T.E. nor will it decrease below 75% of the intake approved by A.I.C.T.E.

(iii) Change of branch facility is not applicable to the candidates admitted into the second year of B.Tech. courses through lateral entry scheme.

(iv) If a branch change is permitted, it will be effective from the third semester of the B.Tech program.

### 3.2 Fees to be charged for the Undergraduate, Postgraduate Program

- **Tuition Fees:** For the UG and PG programs, the tuition and other fees charged to students over the duration of Programs shall be as per the approval of the Fees Regulatory Body from time to time. The dates for payment of fees will be declared well in advance and intimated to the students through the website and other notices. The tuition fees and other fees payable by the student will have to be deposited in the institution's office/bank as prescribed by the Fees Regulatory Body, as per the given dates in the calendar of activities
- **Examination Fees:** There shall be separate examination fees semester wise.
- **Summer Semester Fees:** The summer semester is not mandatory and is an additional semester so there shall be additional fees for the same which shall be calculated based on the credits opted by a student.
- **Minor Degree Fees:** There shall be separate fees for Minor Degree Course Registration and Examination.
- **Caution Money Deposits:** Caution money deposits received from the students shall be refunded after successful completion of the course or after canceling the admission. Unless there is any recovery, no deduction shall be made from the caution money deposit. However, the amount of caution money deposit shall be transferred to the students aid fund in case the candidate does not apply for refund, within 3 complete financial years after the student actually leaves the institution; or, within 3 complete financial years after the date of successful completion of the course, whichever is earlier.

## 4. Minimum and Maximum Duration of Courses

There shall be two Semesters, namely Odd Semester and Even Semester in each academic year. Duration of semesters for different programs shall be as follows:

S. No.	Program	Minimum Duration	Maximum Duration
1	B.Tech Program	8 Semesters	14 Semesters
2	B.Tech Program (Admitted) Directly to Second Year)	6 Semester	12 Semesters
3	M.Tech Program	4 Semesters	8 Semesters
4	MBA Program	4 Semesters	8 Semesters
5	MCA Program	4 Semesters	8 Semesters

- For the students joining late, especially for First Year, provision of bridge classes shall be made to compensate for the loss of teaching. For Direct Second Year admissions, the provision of bridge classes shall be made.

### 4.1 Credit Framework as per NEP 2020

A typical Credit Structure for the courses is given in the below Table. This shall apply to the courses of students registered for all programs offered by the institution.

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

## 4.2 Credits to be Earned for the Award of Degree

A. The total number of credits to be earned by a student to qualify for the award of B.Tech. Degree is given in Table.

Program		Normal Duration		Total number of Credits to be Earned
		Years	Semesters	
UG Degree	B. Tech	4	8	160
	B.Tech.(Lateral entry)	3	6	115
	B.Tech. with Honors	4	8	160+20=180
	B.Tech. with a Minor Certification	4	8	160+16=176

B. The total number of credits to be earned by a student to qualify for the award of M.Tech Degree is given in Table.

Program		Normal Duration		Total number of Credits to be Earned
		Years	Semesters	
PG Degree	M.Tech.	2	4	80

C. The total number of credits to be earned by a student to qualify for the award of MBA Degree is given in Table.

Program		Normal Duration		Total number of Credits to be Earned
		Years	Semesters	
PG Degree	MBA	2	4	80

D. The total number of credits to be earned by a student to qualify for the award of MCA Degree is given in Table.

Program		Normal Duration		Total number of Credits to be Earned
		Years	Semesters	
PG Degree	MCA	2	4	80

### 4.3 Credit Framework under Four-Years UG Engineering Program with Multiple Entry and Multiple Exit options

The Four-year Bachelor's Multidisciplinary Engineering Degree Program allows the students to experience the full range of holistic and multidisciplinary education in addition to a focus on the chosen major and minors as per their choices and the feasibility of exploring learning in different institutions. The minimum and maximum credit structure for different levels under the Four-year Bachelor's Multidisciplinary Engineering UG Program with multiple entry and multiple exit options are as given below:

#### Rules for Multiple Exit

S.No.	Qualification Title	Credit Requirements		Semester	Year
		Minimum	Skill Development Programs (SSP)		
1	One-year UG Certificate in Engg./Tech.	45	1 Credit (Social Internship)	2	1
2	Two Years UG Diploma in Engg./Tech.	95	1 Credit (Summer Internship) and Mini Project	4	2
3	Three Years UG Advance Diploma in (Engg./ Tech.)	140	4 Credits (Industrial Internship) and Minor Project	6	3
4	4-Years Bachelor's degree (B.Tech. or Equivalent) in Engg./ Tech.	160	Capstone Project	8	4
5	4-Years Bachelor's degree (B.Tech. or Equivalent) in Engg./ Tech. with Honors	180	20 additional Credits shall include NPTEL MOOC courses OR Global Certifications + Project)	8	4
6	4-Years Bachelor's degree (B.Tech. or Equivalent) in Engg./Tech with Multidisciplinary Minor	176	16 additional credits shall include courses in a discipline other than the discipline in which he/she is doing the major degree	8	4

### 4.4 Academic Bank of Credits (ABC), Credit Transfer Policy

It is essential that all students should get enrolled on ABC, create ABC ID, and share these ABC IDs with Institute. Credits Earned by the student will reflect in the student's ABC account. The Credit Transfer Policy aims at providing a framework for promoting and facilitating Interinstitutional transfer and mobility of students with transfer of credit across different Universities of India and abroad (**Annexure-A**).

## **4.5 Minimum Requirement for Award of Degree**

### **4.5.1 B.Tech Program**

- The minimum number of credits to be earned for B.Tech Programs in a discipline shall not be less than 160 credits.
- The minimum number of credits to be earned for B.Tech (**Honors**) Programs in a discipline shall not be less than 180 credits.
- Completion of all audit courses
- Completion of all internship courses
- Eligibility for UG Bachelor's Degree is 5.00 CGPA

#### **4.5.1.1 B.Tech (Honors)**

For B.Tech (Honors) Degree, 20 additional Credits to be earned as per the following structure:

- NPTEL Courses (20 Credits) [8-week course (3 credits) / 12-week course (4 credits)]

OR

- 4 Global Certifications and Project of 20 credits (applicable for CS and allied branches)

**The courses and certifications shall be domain specific. List of Approved NPTEL Courses and certifications for each branch shall be provided by respective BOS.**

#### **4.5.1.2 B.Tech (Minor)**

For B.Tech (Minor) Degree, 16 additional Credits to be earned of any discipline other than his/her major domain.

### **4.5.2 M.Tech Programs**

- The minimum number of credits to be earned for M.Tech Programs in a discipline shall not be less than 80 credits.
- Completion of seminar and dissertation
- Eligibility for award of M.Tech Degree is securing D or above grades in all courses of all the semesters.

### **4.5.3 MBA Programs**

- The minimum number of credits to be earned for MBA Programs shall not be less than 80 credits.
- Completion of all audit courses
- Completion of project/internship/field work.
- Eligibility for Award of MBA Degree is 5.00 CGPA

*Academic Rules and Regulations Governing B. Tech, M. Tech, MBA & MCA Programs*



#### 4.5.4 MCA Programs

- The minimum number of credits to be earned for MCA Programs in a discipline shall not be less than 80 credits.
- Completion of seminar/project/internship.
- Eligibility for Award of MCA Degree is 5.00 CGPA

### 5. Enrolment

A student should have obtained the eligibility certificate from the AKTU if he/she has passed the qualifying examination from any board other than Uttar Pradesh State Board / AKTU. The students admitted to the programs offered by the Institution will be enrolled at AKTU, soon after the admission, if he is not enrolled earlier. The candidature of the student will be provisional till his enrolment is accepted and an enrolment number is assigned by the AKTU. Every student has to fill the enrollment form as per procedure laid by the university time to time.

#### Student's Institute Registration ID

- After completion of admission, students are given a unique registration code/roll number, alpha numeric of 15 (YYYYDDABBBNNNNN) details as below:  
YYYY: Year of Admission  
DD: Degree (01:UG/ 10:PG)  
A: Admission Status (1: Regular/2: Lateral)  
BBB: Branch Code  
NNNNN: Serial Number (Roll Number)  
e.g. 202401100100001 (CS 1<sup>st</sup> year Roll No. UG regular)

The Branch codes for different programs are:

Branches/Programes	Branch Codes
Computer Science	001
Computer Science and Engineering	002
Computer Science and Engineering (Artificial Intelligence)	003
Computer Science and Engineering (Artificial Intelligence & Machine Learning)	004
Computer Science and Information Technology	005
Information Technology	006
Electronics & Communication Engineering	007
Electrical & Computer Engineering	008
Electrical and Electronics Engineering	009
Mechanical Engineering	010
Advanced Mechatronics and Industrial Automation	011
Electronics and Communication engineering (VLSI Design and Technology)	012
Computer Science and Engineering (Data Science)	013
Computer Science and Engineering (Cyber Security)	014
Master of Business Administration	151
Master of Computer Applications	161

The Enrollment number and Roll number of the students will be given by the university AKTU.

## 6. Academic Calendar

The Institution shall follow a semester system. Each academic year is divided into two semesters, with the calendar, durations and academic activities being fixed in advance by the institute while maintaining a common opening /reopening date for the odd and even semester. The breakdown of an academic year for implementing the Semester Scheme is given in the table below.

S.No.	Activity	Description
1	Odd Semester	August-December
2	Even Semester	January-May
3	Duration of Regular Semester	15 weeks
4	Duration of Summer Semester	5-6 weeks
5	Summer Vacation/Internship	June-July
6	Summer Semester	Summer Semester shall be conducted for the benefit of the students who are detained due to shortage of attendance

## 7. Course Registration under CBCS Scheme

### 7.1 Rationale for Introduction of CBCS

- The University Grants Commission, New Delhi in its 12th plan guidelines directed the Universities in the country to implement the Choice Based Credit System (CBCS Scheme) in both the under-graduate and postgraduate programs.

### 7.2 Course Registration

- It is mandatory for all students to register every semester, for courses that he/she is going to study in the semester through a Course Registration process.
- The list of courses offered by each program will be announced immediately after exams are over.
- Students shall register all offered mandatory courses given by the program in the semester.
- Selection of professional and open electives courses from the offered list.
- To provide the flexibility and promote self-paced learning, in alignment with the vision of the NEP 2020, students shall be allowed to complete professional and open elective courses through approved MOOC (NPTEL/SWAYAM) for final year undergraduate students with prior approval of respective Dean of the department.
- The registration and commencement date for each Academic Session will be circulated by the Director Academics office.
- Only registered students are permitted to attend the classes, and their attendance is marked.
- Students are advised to follow the schedule and guidelines during the registration process.

### **7.2.1 Maximum Credit Limit under CBCS Scheme**

- For first-year and second-year students, the credit load is fixed for both semesters.
- Maximum 30 will be the Credits Limit for New Course Registration.
- Registration for Higher Semester Courses (Only elective courses offered in higher semesters), provided they meet the following criteria: a CGPA of 8.0 or above, no backlogs, and no detained courses from lower semesters. Additionally, the prerequisites for the desired courses must be fulfilled.

### **7.2.2 Adding and Dropping/ Withdrawal of Courses**

The addition and dropping/ withdrawal of courses may be accomplished subject to the following conditions:

- (i) The choice of elective/ open elective courses will be based on the registration, which has to be completed well in advance before the commencement of the semester, as per the Academic Calendar.
- (ii) There may be a provision for adding/dropping/switching of elective/ open elective courses within stipulated time period, after obtaining the approval of the concerned Dean of the Department. After that no such above modification will be entertained.

### **7.2.3 Professional Elective Courses in Collaboration with Industry for B.Tech**

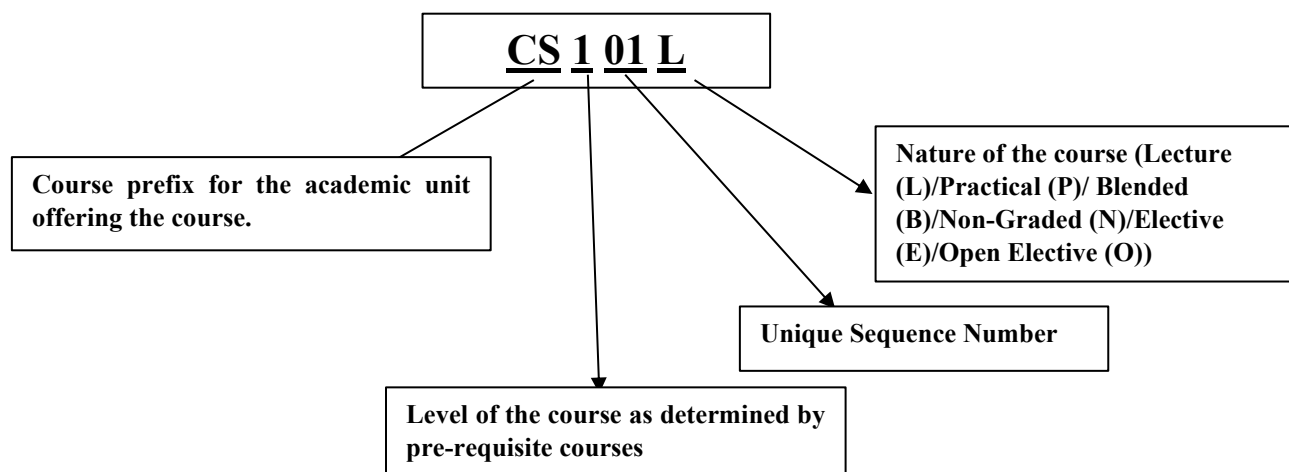
- The professional electives to be offered by the departments in collaboration with industry, providing students with the unique opportunity to learn directly from professionals with real-world experience.
- This collaboration ensures that the curriculum is up to date with current industry standards and practices.
- Students may choose any of the professional electives offered by different Boards of Studies.
- Professional electives are included as part of the total 160 credits.

## **8. Teaching Scheme**

The course contents (Syllabi) for the courses that the Academic Council has authorized and the Board of Studies has suggested will be followed by the Institution. A semester will last 15 weeks, including time for registration, coursework, and other requirements. A semester total number of teaching days cannot be fewer than 90.

## 8.1 Course Code

Each course is denoted by a unique alphanumeric code:



### Codes for various Programs/ Courses

Course Name	Course Prefix
Computer Science and Engineering/ Computer Science	CS
Information Technology/ Computer Science and Information Technology	IT
Computer Science and Engineering (Artificial Intelligence)/ Computer Science and Engineering (Artificial Intelligence & Machine Learning)	AI
Electrical & Electronics Engineering	EE
Electronics & Communication Engineering	EC
Mechanical Engineering	ME
Electrical and Computer Engineering	EL
Master of Computer Applications	CA
Master of Business Administration	MS
Physics	PH
Chemistry	CH
Maths	MA
Humanities & Social Sciences	HS
Interdisciplinary Courses	ID

## 8.2 Course Credit System/Structure

The final number of credits needed to complete a degree will depend on the program-specific teaching method that the AC has approved and the BoS has suggested. The overall number of credits that a student is required to register for in a semester will be determined by the teaching scheme of the specific program.

## 8.3 Induction Program as per AICTE guideline

There is a 2-week induction Program for the students entering the institution, right at the start. Normal classes start only after the induction Program is over. The purpose of the Student Induction Program (SIP) is to help new students adjust and feel comfortable in the new environment, inculcate

in them the ethos and culture of the institution, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self-exploration.

## **9. Industrial Training/Internship**

It is mandatory for each student whether UG/ PG to undergo industrial internship as per following

### **9.1 B.Tech Program**

- Students before entering 3rd Semester are encouraged to work under Human Values/Unnat Bharat Abhiyan (UBA)/Indian Knowledge System (IKS)/NGO/ Rural organization/ Govt. Organization working for welfare of society etc. as Social Internship.
- Prime objective is to expose students to grass root problems of society which will help them identify project topics.
- Six Weeks Industrial Internship to be completed before entering 7th semester. This may include 2 weeks Social Internship.

### **9.2 MBA Program**

Six Weeks Summer Internship Program before entering 3rd Semester.

### **9.3 MCA Program**

- Six Weeks Summer Internship Program before entering 3rd Semester
- The student, after the completion of training, will submit a report to the Institute which will form part of the third semester examination.

## **10. Feedback by the students**

Student feedback will be conducted by the Director Academics office and related guidelines will be circulated to the departments accordingly.

### **A. Faculty Feedback by Students**

- Faculty Feedback from students (Odd and Even semester) will be conducted on ERP by the Director Academics office two times and the detailed schedule and guidelines will be shared accordingly.
- Students having >60% attendance will be allowed to fill the feedback forms.
- It is mandatory for students to fill the feedback form.

### **B. Curriculum Feedback Survey**

- Gathering feedback from students about the curriculum is essential for maintaining the relevance and effectiveness of educational programs. Students' perspectives offer valuable insights into what aspects of the curriculum are working well and what areas may need improvement.

- By actively seeking and considering student feedback, one can adapt and refine their curriculum to better meet the evolving needs and expectations of learners. This collaborative approach not only enhances the quality of education but also fosters a sense of ownership and engagement among students, empowering them to play an active role in shaping their learning experience.
- Curriculum Feedback Survey (Odd and Even semester) will be conducted at ERP by the Director Academics office before the End of Semester and the detailed schedule and guidelines will be shared accordingly.

### **C. Course Exit Survey**

- In order to help faculty enhance learning experiences and match curricula with industry demands, the course exit survey collects student input on the caliber of instruction and course material. This input encourages continued program improvement.
- Course Exit Survey (Odd and Even semester) will be conducted at ERP by the Director Academics office before the End of Semester and the detailed schedule and guidelines will be shared accordingly.

## **11. Attendance Criteria**

- Students are encouraged to maintain 100% attendance. Every student is required to attend all the lectures, tutorials, practical and other prescribed curricular and co-curricular activities.
- The attendance criteria for appearing in MSE1 will be 70% , MSE2 and ESE will be 75% course wise. However, if there is one MSE the attendance criteria will be 75%.
- Students not allowed to appear in ESE due to low attendance has to register for the courses in the summer semester.
- If a student wants to participate in any co-curricular /extracurricular activities in and outside of the campus, he/she has to approve the leave in advance.
- Severe medical cases other than above will be submitted to Head of the Institute, by individual departments for approval up to 15% attendance. However, it is mandatory to complete 60% attendance.

## **12. Examination**

### **12.1 Exam-Registration**

- A student should necessarily register separately for the End Semester Examinations (ESE) in all Backlog Course and the new registered courses as per the dates mentioned in the calendar.
- If a student gets detained in a course after exam registration, then his/her exam registration for that course will be treated as cancelled and will have to register for the summer semester.
- Students shall be permitted to appear in a backlog exam of a course within Vacation Exam

and during respective end semester examinations of subsequent academic sessions in which the students got a backlog.

- D. Every student must fill in the online examination form as per the dates given in the academic calendar through the portal.

## **12.2 Exam from Submission**

Every student must fill the online examination form as per the notification given by the Registrar Office through an available portal.

## **12.3 Question Paper Audit**

To ensure consistency of standards and fairness of assessments, all sets of question papers of each course will be Moderated by a duly constituted **Moderation Committee**. The Chairman or his/her nominee of the Moderation Committee will coordinate the entire moderation work. **(Annexure B)**

# **13. Evaluation**

## **13.1 Continuous Assessment**

A student's performance in a Semester shall be evaluated in two parts through (a) Continuous Internal Evaluation (CIE) and (b) End Semester Examination (ESE). CIE will include Continuous Assessments (CA), Mid Semester Examinations (MSE) and Attendance (ATT) in classes. The examinations will be held each Semester on dates as per the academic calendar.

- i. The Continuous Assessments (CA) shall be based on Assignments/Tutorials, Quizzes/Viva-Voce, Activity-based Learning, Collaborative Learning, Practical Based Learning, Problem-Solving, Group Discussions, and Seminars depending on the course.
- ii. There will be one or two Mid Semester Examinations (MSE1 & MSE2) as per the scheme for Theory and Blended courses. The MSE shall be pen paper based or activity based.

### 13.1.1 Assessment Pattern for B.Tech Courses

Component of a course	Name of the examination	Examinations	Weightage
Theory/ Blended courses (Lecture/Tutorials)- with ESE	CIE	Mid Semester Examination (MSE)	40%
		Continuous Assessment (CA)	10%
	ESE	End Semester Examination (ESE)	50%
Theory/ Blended courses (Lecture/Tutorials)- without ESE	CIE	Mid Semester Examination (MSE)	80%
		Continuous Assessment (CA)	20%
Laboratory Practical Work/Project -with ESE	CIE	Laboratory Practical Work (CA)	50%
	ESE	End Semester Examination (ESE)	50%
Laboratory Practical Work - without ESE	CIE	Laboratory Practical Work (CA)	100%

### 13.1.2 Assessment Pattern for M.Tech Courses

Component of a course	Name of the Examination	Examinations	Weightage
Theory/Blended courses (Lecture/Tutorials)- with ESE	CIE	Mid Semester Examination (MSE)	40%
		Continuous Assessment (CA)	10%
	ESE	End Semester Examination (ESE)	50%
Laboratory Practical Work - without ESE	CIE	Laboratory Practical Work (CA)	100%
Seminar	-	Seminar Evaluation	10 Credits
Thesis	-	Pre thesis Submission, Evaluation of thesis by examiners & Viva-voice	20 Credits



### 13.1.3 Assessment Pattern for MBA Courses

Component of a course	Name of the Examination	Examinations	Weightage
Theory/ Blended courses (Lecture/Tutorials)- with ESE	CIE	Mid Semester Examination (MSE)	33.3%
		Continuous Assessment (CA)	16.7%
	ESE	End Semester Examination (ESE)	50%
Theory/ Blended courses (Lecture/Tutorials)- without ESE	CIE	Mid Semester Examination (MSE)	50%
		Continuous Assessment (CA)	50%
Project	-	Project evaluation by examiners & Viva-voce	6 credits

### 13.1.4 Assessment Pattern for MCA Courses

Component of a course	Name of the Examination	Examinations	Weightage
Theory/Blended courses (Lecture/Tutorials)- with ESE	CIE	Mid Semester Examination (MSE)	40%
		Continuous Assessment (CA)	10%
	ESE	End Semester Examination (ESE)	50%
Theory/ Blended courses (Lecture/Tutorials)- without ESE	CIE	Mid Semester Examination (MSE)	80%
		Continuous Assessment (CA)	20%
Laboratory Practical Work* - with ESE	CIE	Laboratory Practical Work (CA)	50%
	ESE	End Semester Examination (ESE)	50%
Laboratory Practical Work* - without ESE	CIE	Laboratory Practical Work (CA)	100%
Project	-	Progress presentation in fortnight and input from industry members.	13 Credits

## 13.2 Mid-Semester Examination (MSE) Process

The Mid Semester Examination Process will include the following: There will be one or two such exams in a semester on the dates given in the academic calendar. For few courses it will be Pen and Paper exams and for few it will be Activity based. All Pen and Paper exams will be conducted centrally by the Controller of Examinations, and Activity based exams will be conducted by respective BoS.

- A. Examination Schedule, Seating-Plan, Invigilation-Duty, Hall Tickets, and List of students who are not permitted to appear in the MSE will be published centrally by controller of examination.
- B. Evaluation: A Centralized Evaluation system will be adopted. Evaluated Answer

Sheets will be shown to students and then marks will be uploaded on ERP within the given deadline in the Academic Calendar.

### **13.3 Criteria for Make-up Examination**

- If a student is absent in any one or both MSE then he/she will be permitted for Make-up Examination. The student has to give prior information to the respective Dean of the department mentioning the reason for his/her absence.
- Only genuine case with prior permission will be allowed for Make-up Examination.
- Only one Make-up Examination will be conducted at the end of the semester covering the whole syllabus which will be considered for the MSE in which the student was absent.
- If the student is absent in both MSE1 & MSE2, the Make-up Examination will replace only one of the MSE.

### **13.4 End Semester Examination (ESE) Process**

The End Semester Examination Process will include the following: Will be conducted by the Controller of Examination at the end of each semester on the dates given in the academic calendar.

- A. The Examination Schedule will be prepared 15 days before the conduction of End Semester Examination.
- B. Duration of Exams will be as per teaching scheme.
- C. Generation of Examination Schedule, Seating-Plan, Invigilation-Duty, Hall Tickets and List of Detained students will be published centrally by controller of examination.
- D. To ensure security inside the campus during End Semester Examinations, the local police station will be intimated.

### **13.5 Evaluation Process of ESE (Theory Courses)**

Professor In-charge of Digital Evaluation will be the Head of the Evaluation Process.

- i. A Centralized Evaluation system will be adopted.
- ii. Moderation of Evaluation : For each evaluated bundle, sample copies will be picked up for moderation.

### **13.6 Evaluation Process of ESE (Practicals/Project Courses)**

The practicals, viva-voice, projects shall be examined/evaluated through internal and external examiners as per scheme.

## **14. Paper Showing and Grievance Handling**

- The schedule for paper showing will be published by CoE. The schedule contains the details of paper, important dates etc. According to the schedule the students should see the evaluated answer booklet of MSE/ESE.
- It is the responsibility of students to see the evaluated answer sheet and marks obtained after

each MSE and ESE within the specified time.

- If a student fails to see on the said date, he/she is not entitled to file a grievance after the prescribed date.
- After seeing the answer booklet, they can apply to the CoE in the grievance format. CoE will appoint a senior expert for resolving the grievance.

## 15. Eligibility For Passing

### 15.1 Passing Standards for the Courses of B.Tech./MBA/MCA Programs

S. No.	Type of Course	Components of Assessment	Minimum Qualifying Criteria (%)
1	Theory / Blended Courses	End Semester Examination (ESE)	$\geq 30\%$
		Overall Assessment (ESE+CIE)	$\geq 40\%$
2	Lab / Internship/ Project/ Viva-voce/ Field Work courses where only CIE is proposed	Overall Assessment (CIE)	$\geq 50\%$
3	Lab/Internship/ Project/ Viva-voce/ Field Work courses where both CIE and ESE are proposed	Overall Assessment (ESE+CIE)	$\geq 50\%$
4.	Non-Credit Courses and Skill Enhancement Courses such as Foreign Language, IKS, UHV, Communication Skills, Innovation and Entrepreneurship, Campus to Corporate, COI etc.	Overall Assessment (ESE+CIE)	$\geq 40\%$

### 15.2 Passing Standards for M.Tech. Program

S. No.	Type of Course	Components of Assessment	Minimum Qualifying Criteria (%)
1	Theory Course	End Semester Examination (ESE)	$\geq 40\%$
		Overall Assessment (ESE+CIE)	$\geq 50\%$
2	Lab / Internship/ Project/ Viva-voce courses where only CIE is proposed	Overall Assessment (CIE)	$\geq 50\%$
3	Lab/Internship/ Project/ Viva-voce courses where both CIE and ESE are proposed	End Semester Examination (ESE)	$\geq 50\%$
		Overall Assessment (ESE+CIE)	$\geq 50\%$
4	Non-Credit Courses and Skill Enhancement Courses such as Foreign Language, IKS, UHV, Communication Skills, Innovation and Entrepreneurship, Campus to Corporate, COI etc.	Overall Assessment (ESE+CIE)	$\geq 40\%$

### 15.3 Passing Criteria for Non-Credit Course

There shall be only Five Grades

- i. A<sup>+</sup>: Outstanding
- ii. A: Excellent Performer
- iii. B: Good Performer
- iv. C: Average Performer
- v. F: Fail

The students who do not satisfy the criteria mentioned above or the student who remains absent shall be deemed to have failed in that course (i.e., they will have a backlog in that course) and will be awarded FF or AB grades respectively.

## 16. Grading System

At the end of each semester, the students will be awarded a letter grade in each registered course for the semester. The following guidelines will be followed for the award of grades:

- Grading shall be done on the total marks secured by students in a particular course after adding the various components of evaluation of that course.
- A **Relative Grading System** on a 10-point scale will be followed for the evaluation of students' performance in a course. Based on the marks range, grade cut offs will be decided and a Proper Bell Curve will be maintained.
- For each course, the Average Grade Point will be maintained at 7.

### 16.1 Grade Points

A. The Letter Grades and their corresponding Grade points are given in the below Table

Grade	Grade Point	Interpretation
A <sup>+</sup>	10	Outstanding
A	9	Excellent
B <sup>+</sup>	8	Very Good
B	7	Good
C <sup>+</sup>	6	Satisfactory
C	5	Average
D	4	Pass
FF	0	Fail
AB	0	Absent in End Semester Examination due to some reason
DT	-	Detained

- B. A student who obtained Grades A<sup>+</sup> to D shall be considered as passed.
- C. **FF, AB grades:** When these grades are awarded in any course, then that course shall be considered as a **Backlog Course**. If a student secured an “FF” grade, he /she has to reappear for the examination.
- FF grade: This grade is awarded when a student fails in the evaluation process.
  - AB grade: This grade is also a backlog to be awarded when a student is absent in the End-Semester Examination.
- D. DT Grade: This grade will be awarded when a student is detained in a course. He/she will not be awarded any grade point.

## 16.2 Moderation of Grades

**Formation of Moderation Committee:** Head of the Institution shall appoint Grade/Marks moderation committee who shall do moderation to bring uniformity across the Institute.

## 16.3 Grade Points Average

The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated from the grades obtained and credit index and shall be rounded off to 2 decimal places.

### 16.3.1 Computation of SGPA, CGPA

The following will be the procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

**A. Semester Grade Point Average (SGPA):** The performance of a student in a semester is indicated by a number called SGPA. The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by the student in all the courses registered by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA (S_i) = \frac{\sum C_i \times G_i}{\sum C_i}$$

where  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course considering all courses registered in that Semester (including those with F or AB Grades)

**B. Cumulative Grade Point Average (CGPA):** The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the Semesters of a program i.e.

$$CGPA = \frac{\sum C_i \times G_i}{\sum C_i}$$

considering all courses registered until that Semester.

The detail illustration for computation of SGPA and CGPA is explained in **(Annexure D)**.

## 16.4 Conversion of CGPA into Percentage

The formula for conversion of CGPA to the percentage of marks is:

$$\text{CGPA} \times 10 = \text{Percentage of marks scored.}$$

CGPA	Equivalent percentage
5.00	50%
6.00	60%
6.50	65%
7.00	70%
7.50	75%
8.00	80%

The students promoted to III semester onwards having their CGPA less than 5.00 will be given a chance to improve their CGPA above 5.00 by appearing in maximum of 10% of the total credits. He/She can improve grade point only by the end semester examination of the same course as per the examination rule.

## 16.5 Promotion Rules

**16.5.1 For UG B.Tech. Program:** There shall not be any restriction for promotion from an odd semester to the next even semester. For promotion from the Even Semester to the next Odd Semester (i.e. to the next higher academic year) the rules are given below:

Registration to Semester	Candidates should have earned minimum credits
II Sem	-
III Sem	50% of total credits (rounded off to lower side) of Semester I + II.
IV Sem	-
V Sem	50% of total credits (rounded off to lower side) of Semester III + IV. For Diploma Holders- 50% of total credits of (Semester III + IV)
VI Sem	-
VII Sem	50% of total credits (rounded off to lower side) of (Semester V + VI).
VIII Sem	-

For example, where there are 45 credits for a year and the 50% of credits is (22.5 credits), the eligibility shall be 22 credits.

### 16.5.2 For PG M.Tech. Program

The PG M.Tech students shall be promoted to higher semester as per the conditions laid down below:-

Registration to Semester	Candidates should have earned minimum credits
II Sem.	-
III Sem	50% of total credits (rounded off to lower side) of Semester I + Semester II.
IV Sem	-

### 16.5.3 For PG MBA/MCA Program

The PG MBA/MCA students shall be promoted to higher semesters as per the conditions laid down below: -

Registration to Semester	Candidates should have earned minimum credits
II Sem.	-
III Sem	50% of total credits (rounded off to lower side) of Semester I + Semester II.
IV Sem	-

## 17. Declaration of Results

Semester Examination results will be declared within 15 days after the last theory/practical examination by the **CoE office**. Result compilation will be done by the **Result Section and grade finalization** by the **GMC**. Result Section will prepare TR/Grade cards/Marksheets/Transcripts/Certificates.

- A. At the end of each Semester (i.e., After the End Semester Examination) students will be issued a **Grade Card** by the Result Section/Registrar's office indicating the grades secured in each course, **SGPA**, and the **latest CGPA**.
- B. No representations regarding the results will be accepted after three months from the result declaration date.
- C. If an examinee does not rectify discrepancies in their examination registration application within two months of the result declaration, their registration to the examination may be cancelled.

## 18. Vacation Exam

Students with backlogs (**only FF grades**) shall get the benefit of vacation examinations. It shall be compulsory for all the students to appear for the end semester examination. An examinee who does not pass after appearing in the end semester examination shall be eligible to reappear in the vacation examination. Vacation examination will be an extension of end semester examination and later on examination will be considered as an attempt.

- A. Vacation Examination will be conducted only for students with backlogs in the just preceded end semester examination.
- B. Failure students of the End Semester Exam should fill the form of vacation examination on the notified date and time.
- C. The vacation examination is conducted similar to the end semester examination and centralized evaluation of answer sheets is adopted.
- D. The grades shall be awarded by substituting the end semester marks with the marks secured in the vacation examination.
- E. In vacation examination cutoff limits will remain same as that of the Main Examination.
- F. **Backlogs due to UFM cases in End Semester Examination:** Students with an FF grade in any course/courses due to UFM cases in end semester examination will not be permitted to appear in the vacation examination of that academic session in which the UFM case has been filed.

## 19. Summer Semester

It is designed to support students who were detained in a few courses during the regular ESE examinations (either ODD or EVEN semester) due to low attendance. This program is offered at an accelerated pace, with the course load being double that of a normal semester. For example, a one-credit course will require two hours of class per week to ensure the total contact hours are equivalent to those of a regular semester. Students can appear in the Summer Semester Examination after attending Summer Semester classes. If a student's attendance is less than 90% in any course/tutorial, then he/she will not be permitted to take the summer semester examination of that course. The rules for summer semester are as follows.

- A. Only those students who have been detained in a few courses of Odd and Even semesters can register.
- B. Summer semester is generally for theory/blended/practical category courses and not for audit/noncredit courses.
- C. In the Summer semester, students shall be allowed to register for a maximum of 16 credits including both Semesters. Students will have to submit the **"Consent to Enroll"** for joining the Summer Semester courses.



- D. For the students who register for the Summer Semester, all the CIE marks secured in previous attempts stand canceled. Summer Semester will be considered as a new semester for the registered courses.
- E. The fees for Summer Semester will be decided by the Finance Committee.
- F. Once registered, students will not be allowed to withdraw from a summer semester.
- G. After attaining 90% attendance in Summer Semester students will be eligible to appear for Summer Semester Examinations which will be treated as reconduction of End Semester Examinations of the just concluded Academic year.
- H. The Summer Semester is not applicable to those courses which are not registered in previous Odd and Even semester.
  - Summer semester is a special semester, and students cannot demand it as a matter of right. It is mandatory for students to appear for regular examinations for all courses in regular semester as summer semester may not be offered for all courses. A minimum batch size is required, and offering this semester should not be considered a precedent.
  - If a student is detained in more than 16 credits, he/she can register for those courses in the summer semester of next academic session.

## **20. Carry-Over Exam**

The following rules shall be followed for carry-over exam:

- Students who couldn't clear all backlogs during vacation examinations but are promoted to the next higher academic year as per promotion criteria, should appear in that theory/lab/project course during respective end semester examinations of subsequent academic sessions in which the students got a backlog (FF Grade).
- Student who has a backlog due to absence in end semester examination (AB Grade) or UFM case but is promoted to the next higher academic year as per promotion criteria, should appear in that theory/lab/project course during respective End Semester Examinations of subsequent academic sessions in which the student got a backlog.
- Students appearing for carry-over papers in any semester shall be examined with the examination paper of that course running in that semester.
- However, CIE marks awarded to the student at the previous attempt in the courses concerned will be carried forward.

## 21. Not Promoted to Higher Academic Year

If the promotion criteria are not fulfilled even after Vacation Examinations or Summer Semester Examinations, the student will not be promoted to the next higher Academic year. The following rules will apply:

- i. **EX-STUDENT:** If the student is not promoted to higher academic year and has **only Backlog courses** with **no Detained Courses**, the student may appear in the end semester examinations of the next academic year as **EX-STUDENT** for all the courses of previous academic year. In such cases, CIE marks awarded to the student at the previous attempt in all the courses will be carried forward.
- ii. The student **may be allowed for Re-admission**. In such cases, CIE marks awarded to the student at the previous attempt in all the courses shall be cancelled. The students will pay the fees for the whole academic year, attend classes and appear in all Examinations.
- iii. If the student is not promoted to higher academic year and has few Detained Courses, he/she must take Readmission. Such students should also pay the fees for the whole academic year, attend classes and appear in all Examinations. CIE marks awarded to the student at the previous attempt in all the courses shall be cancelled.

## 22. Re-Admission in the Institution

A student may be allowed re-admission provided the student satisfies one of the following conditions:

- i. A student is not promoted to the next higher academic year as per promotion criteria [Clause 21(i) to 21(iii)].
- ii. If a student has not registered for any of the semester during an academic year than he/she has to take re-admission.
- iii. A student with Detained courses who is not promoted to the next academic year must take re-admission.
- iv. A student did not register for any semester of an academic year appear in an End Semester Examination / or the student was not granted permission to appear in the End Semester Examination.

## 23. Special Provision for Scribe/Writer

- i. The students who use a scribe should produce a medical certificate in the prescribed form at from a Medical Officer in the Government Service to the effect that the student has physical limitations to write including that of speed and submit it along with the Admit Card at the time of examination.
- ii. Disability Certificate issued by the Medical Board/Doctor of not below the rank of Civil Surgeon/ Medical Superintendent of a Central or State Government Hospital /Medical

- College, certifying the nature (permanent or temporary) and percentage of disability and its duration affecting his/her ability and/or the normal physical functions
- iii. The academic qualification of a 'Scribe' (Writer) to write the examination on behalf of a physically challenged student should be one step lower than the qualification possessed by the student enrolled for appearing in the Examination. However, the qualification of the scribe should be matriculate or above.
  - iv. Every student with a specified disability, whether using a scribe or not, shall be entitled to 30 minutes extra time for every 3 hours of examination.

## 24. Semester Drop

In case a student is unable to attend the classes for more than four weeks in a semester due to serious illness, he/she may apply to the concerned Dean for withdrawal from the semester. However, such request along with necessary supporting documents shall be made by the students to the concerned Dean, latest before the start of the End Semester Examination. Partial withdrawal from the semester shall not be allowed. All rules and regulations for promotion will be applicable.

## 25. Award of Division, Ranks & Medals

**Eligibility of Awarding Degree:** A student shall be eligible for the award of a **Degree/Certificate** from the Institute and the University, provided the student has:

- i. Completed all requirements for the Program,
- ii. Paid all the dues to the Institute including the Department, Hostels, Library, and other units and
- iii. No case or disciplinary action pending against him/her.

### 25.1 CGPA, Division, and Honors

#### 25.1.1 B.Tech. Program

After successful completion of **160 credits** and securing a **CGPA of 5.00 or above**, a student shall be eligible to get a B.Tech. Degree. Division and CGPA shall be awarded only after the eighth and final Semester examination based on the integrated performance of the student.

S. No.	Program	Degree/Division/ Honors	Criteria
1	Bachelor of Technology (with <b>additional NPTEL MOOC courses OR Global Certifications + Project, less than 20 credits</b> )	B.Tech, First division with Honors	CGPA $\geq 7.5$ and the student passes each course of that degree program in a single attempt without any grace marks, without any gap
2	Bachelor of Technology (with <b>additional NPTEL MOOC courses OR Global</b>	B.Tech, First division	$7.5 > \text{CGPA} \geq 6.00$

	<b>Certifications + Project, less than 20 credits)</b>		
3	Bachelor of Technology (with <b>additional NPTEL MOOC courses OR Global Certifications + Project more than or equal to 20 credits)</b> )	B.Tech (Honors), First division	MOOC course $\geq 20$ credits, $7.5 > \text{CGPA} \geq 6.00$
4	Bachelor of Technology (with <b>additional NPTEL MOOC courses OR Global Certifications + Project more than or equal to 20 credits)</b> )	B.Tech (Honors), First division with Honours	MOOC course $\geq 20$ credits, $\text{CGPA} \geq 7.5$ and the student passes each course of that degree program in a single attempt without any grace marks, without any gap
5	Bachelor of Technology	B.Tech, Second division	$6.0 > \text{CGPA} \geq 5.00$

**The list of MOOC Courses for B.Tech. (Honors) degree will be decided by the BOS and approved by the Academic Council.**

### **25.1.2 MBA/MCA Program**

Division and CGPA shall be awarded only after the Fourth and final semester examination after successful completion of **80 credits**, based on integrated performance of the candidate for all the four semesters as per following details:

- A. A candidate who qualifies for the award of the degree securing D or above grades in all courses pertaining to all semesters in his/her first attempt within four consecutive semesters (two academic years and in addition secures a CGPA of **7.5** and above shall be declared to have passed the examination in **First Division with Honors**.
- B. A candidate who qualifies for the award of the degree by securing D or above grades in all courses of all the semesters within a maximum period of four semesters, after his/her commencement of study in the 1st semester and secures CGPA not less than **6.5** shall be declared to have passed the examination in **First Division**.
- C. All other candidates who qualify for the award of degree by securing D or above grades in all courses of all semesters within a maximum period of four semesters as applicable, after his/her commencement of study in the 1st semester and in addition secures CGPA not less than **5.0** shall be declared to have passed the examination in **Second Division**.

### **25.1.3 M.Tech Program:**

Division and CGPA shall be awarded only after the Fourth and final semester examination after successful completion of **80 credits**, based on integrated performance of the candidate for all the four semesters as per following details:

- A. A candidate who qualifies for the award of the degree securing D or above grades in all courses pertaining to all semesters in his/her first attempt within four

consecutive semesters (two academic years and in addition secures a CGPA of **7.5** and above shall be declared to have passed the examination in **First Division with Honors**.

- B. A candidate who qualifies for the award of the degree by securing D or above grades in all courses of all the semesters within a maximum period of four semesters, after his/her commencement of study in the 1st semester and secures CGPA not less than **6.5** shall be declared to have passed the examination in **First Division**.
- C. All other candidates who qualify for the award of degree by securing D or above grades in all courses of all semesters within a maximum period of four semesters as applicable, after his/her commencement of study in the 1st semester shall be declared to have passed the examination in **Second Division**.

## 26. Awards

Awards shall be given for excellent performance in Academics, sports, cultural & extracurricular activities, debates, etc. and are to be given to the students as prescribed in the Bye-laws. The details of different awards for medals are as follows:

### 26.1 Eligibility for Medals

- A. The students completing each course of the undergraduate / postgraduate Programs in one attempt shall be considered to be eligible for the above medals. If the topper student does not fulfill the above requirements, the medal shall be awarded to the next student in merit.
- B. In case the students having tie it shall be broken by considering the CGPA of the students. In case of a tie in CGPA, it shall be broken by considering the candidate's performance on the basis of SGPA of previous two semesters. If, however, the tie still exists, then consider the SGPA of the previous four semesters and so on.
- C. Medals shall be awarded only if the number of students registered in a discipline is minimum ten.
- D. If a student declines the Medal, the same shall be awarded to the next student in Merit.
  - The College shall announce the Awards of Medal at least 20 days before the date of convocation.
  - The above Medals shall be awarded to the notified candidates in the convocation.

### 26.2 Gold Medal

- The College shall award a Gold Medal to the outstanding engineering graduate (topper amongst all branches).
- The College shall award the Gold Medal to the best postgraduate student (topper amongst all Engineering branches).

- The college shall award a separate Gold Medal to the best post graduate student from non-engineering courses.

### 26.3 Silver Medal

- The College shall award a silver medal to the most outstanding graduate (topper) in each branch of Engineering.
- The College shall award a silver medal to the most outstanding postgraduate student in each branch of Engineering, MBA, M.Tech, MCA.

### 26.4 Achiever's Award

The student whose performance is best in academic as well as extra-curricular, co-curricular and other activities taken together shall be treated as the Achiever of the year. He/she shall be awarded a Gold Medal for best male outgoing and best female outgoing.

#### Criteria for selection of Achiever's Award:

S. No.	Criteria	No. of Prizes
1	Best Project UG (Among all Core Engineering Branches)	01
2	Best Project UG (Among all Computing Engineering Branches)	02
3	Best Project PG ( Combined M.Tech & MCA)	02
4	Best Project PG (MBA)	01
5	Successful Entrepreneur	02

### 26.5 Topper's Award

S. No.	Awards	Details of Awards
1	Merit based Scholarship for Program / Branch Toppers	1st Position: Rs. 12000/- 2nd Position: Rs. 6000/- Toppers of the class will be judged on the basis of the result of both semesters (without carryover/clear pass in first attempt) and this incentive will be awarded in the following year.
	Scheme to encourage students to excel in University Examination	Students of B. Tech & B. Pharm 1 <sup>st</sup> to 3 <sup>rd</sup> year, securing 85% (aggregate marks including both semesters) will be awarded Rs. 500/- and for each % marks above 85%, will be given Rs. 200/- extra in addition to Rs. 500/- (e.g. Student who secures 90% will be in awarded Rs.1500/-). Students of MCA 1 <sup>st</sup> year and MBA 1 <sup>st</sup> year securing 80% (aggregate marks

2		including both semesters) will be awarded Rs. 500/- and for each % marks above 80%, will be given Rs. 200/- extra in addition to Rs. 500/- (e.g. Student who secures 85% will be awarded Rs.1500). However, Branch Toppers at S. No. 1 will not be eligible to get the benefit under this clause.
3	Scheme to encourage undergraduate program students with highest improvement in academic result in comparison to previous year examination	<p><b>i. For B. Tech. 1<sup>st</sup> Year Students:</b>  <b>Top two Students from each branch</b> securing highest improvement % in First year, result in comparison to PCM% at 10+2 level will get incentive as below:  1st highest improvement in %: Rs. 5000/-  2nd highest improvement in %: Rs. 3000/-</p> <p><b>ii. For B. Tech. 2<sup>nd</sup> &amp; 3<sup>rd</sup> Year Students:</b>  <b>Top two Students from each branch</b> securing highest improvement % in 2nd year/3rd year result in comparison 1st year / 2nd year result will get incentive as below:  1st highest improvement in %: Rs. 3000/-  2nd highest improvement in %: Rs. 3000/-</p> <p><b>iii. For B. Pharm. 1<sup>st</sup> Year Students:</b>  <b>Top two Students from each branch</b> securing highest improvement % in First year result in comparison to PCB / PCM % at 10+2 level will get incentive as below:  1st highest improvement in %: Rs. 3000/-  2nd highest improvement in %: Rs. 3000/-</p> <p><b>iv. For B. Pharm. 2<sup>nd</sup> &amp; 3<sup>rd</sup> Year Students:</b>  <b>Top two Students from each branch</b> securing highest improvement % in 2nd year/3rd year result in comparison to 1st year / 2nd year result will get incentive as below:  1st highest improvement in %: Rs. 3000/-  2nd highest improvement in %: Rs. 3000/-</p>

## 27. Unfair Means

Cases of unfair means shall be dealt as per the Unfair Means (UFM) Policy of the Institute for Mid Semester Examinations and End Semester Examinations. (**Annexure C**)

## 28. Issue of Duplicate Marksheet/TC

Type of certificate	Fees*	Processing time
Duplicate mark sheet/ TC	Fees prescribed by finance committee in time to time shall be applicable	4-5 days

## **29. Issue of Transcript**

After successful completion and award of degree, a transcript may be issued to the students as per scheme of the program. Candidates can apply for transcripts by submitting an application to the Registrar office along with photocopies of the grade sheets, name of the University where he/she wishes to apply and prescribed fees. The processing time will be 4-5 days.

## **30. Passing Certificate / Provisional Degree**

The students, who have completed all requirements as set out in these rules and regulations, will be eligible for issue of Passing Certificate/ provisional certificate during graduation day ceremony of the institution, duly signed by the CoE and Head of the Institution.

## **31. Award of Degree and Certificate**

After successful completion of the program at the Institution, the student will be eligible for award of degree in subsequent convocation of the Institute. A student shall be eligible for the award of the degree only if the student has

- Passed all prescribed courses.
- Attained the minimum required CGPA.
- Satisfied minimum academic requirements.
- Satisfied all requirements specified by the concerned department; if any.
- Satisfied all requirements specified by the Academic Council and/or ordinances.
- Paid all the dues to the institute.
- No pending case of indiscipline.

The degree certificate in person will be distributed from the Institution office after submitting the copies of grade sheets(original) of all semesters and proving his/her identity.

## **32. Transitory Regulations**

These regulations are applicable to students who were discontinued for some reasons and rejoin the program, then he/she shall be governed by the scheme of examination, syllabi contents and the rules and regulations in force at the time of rejoining the student. A candidate, who discontinued in the year/semester, will be admitted to the same semester on paying the prescribed fees as decided by the Board of Governors from time to time. On readmission, he/she shall be required to pass in all the courses in the curriculum prescribed for such a batch of students in which the student joins subsequently. However, exemption will be given to those candidates who have already passed in such courses in the earlier semesters he was originally admitted into.



### **POLICY FOR CREDIT TRANSFER AT KIET**

1. This policy aims at providing a framework for promoting and facilitating Interinstitutional transfer and mobility of students with transfer of credit across different Universities of India and abroad.
2. KIET Group of Institutions being an autonomous Institution affiliated to AKTU, shall follow the rules of the affiliating University.
3. This policy prescribes:
  - a) Procedure for facilitating and promoting transfer of credits earned by the students of KIET Group of Institutions to other Universities/ Educational Institutions; and
  - b) Policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/Educational Institutions.

#### **Facilitation for Transfer of Credits to Other Universities/ Educational Institutions:**

4. KIET Group of Institutions shall facilitate the transfer of credits earned by its students to other Universities/ Educational Institutions.
5. A student of KIET seeking transfer of credit to other Universities/ Educational Institutions shall submit a written request, along with the fee as prescribed by the Academic Council from time to time, to the Controller of Examination.
6. The Controller of Examinations, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student at KIET and shall forward the application of the students to the concerned University/ Educational Institution.

#### **Policy and Procedure for accepting Credit Transfer from other University**

7. KIET Group of Institutions shall have a policy of accepting transfer of credits earned by a student from the following University/ Educational Institutions/ Research Institutions:
  - a) Such Indian or Foreign Universities/ Educational Institutions/ Research Institutions with which KIET Group of Institutions has signed an MOU for students and faculty exchange.
  - b) Any other University/Educational Institution/Research Institution that has been recognised and approved for the purpose of credit transfer by the Academic Council of KIET Group of Institutions.

#### **Policy Coverage for Credit Transfer:**

##### **A. Transfer of Credits Within India:**

- a) The **Academic Bank of Credits (ABC)** is a digital credit repository managed by the UGC.
- b) Students of KIET can transfer credits for courses pursued at other UGC-recognized universities, IITs, IIMs, NITs, and other reputable Indian Institutions.
- c) The courses must match KIET's curriculum and have been completed with a minimum grade or GPA set by KIET.

##### **B. Transfer of Credits from Overseas Institutions:**

- a) Credits earned from foreign universities recognized by the Association of Indian Universities (AIM) can be transferred to KIET.
- b) The content of these courses must be comparable to the courses of KIET.
- c) Professional translation of documents is required for verification when applicable.

**C. Accumulation of Credits from External Institutions:**

- a) KIET students may earn up to 25% of their total program credits from other recognized institutions while pursuing their program at KIET, with prior approval the Head of the Institute.

**D. Eligibility and Procedures:**

- a) Students must apply in the prescribed format with the necessary documents and fee within the stipulated time frame.

**E. Maximum Allowable Credits:**

- a) Restrictions exist regarding the percentage of credits that can be transferred, ensuring academic integrity and uniformity.

**F. Equivalence Standards:**

- a) Clear frameworks are in place to equate credit hours from other universities to KIET's credit system.

**8. Request for acceptance of transfer of credits shall be:**

- a) Entertained only if received from such candidates who have been duly selected for admission in a Programme of Study, as per the Rules and regulations governing admission at KIET.
- b) Made by the student concerned within 10 days from the date of his/her registration for the semester.
- c) Made in the prescribed format and along with the fees as prescribed by the Academic Council of KIET from time to time; and
- d) Supported by such documents as may be prescribed by the Academic Council.

**9. Registrar shall be the Nodal Officer for receiving and processing the request for accepting transfer of credits. To facilitate and expedite the process, the Head of the Institute may constitute a committee comprising of a senior faculty as chairman, two faculty members and finalise the request for acceptance of credit.**

**10. The maximum credits that can be accepted for transfer shall not exceed 25% of the total credits required for the completion of the Programme of Study in which a student has been admitted.**

**11. Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least C grade/ GP of 5 or above/a minimum of 50% marks. In case a student has earned more credits from other University/Educational Institutions/Research Institutions, the student may indicate his/her performance of courses for credit transfer. However, the decision of the Chairman of the Committee in this regard shall be treated as final.**

**12. The credit equivalence for accepting credit transfer shall be determined as under:**

- a) For credit(s) earned by students from Universities that have the credit system in place, a Course work requiring 15 contact hours shall be considered as equivalent to 1 credit of the University; and
- b) For Courses completed from Universities/ Educational Institutions/Research Institutions that do not follow credit system but have semester system in place, a Course work requiring a minimum of 30 lecture hours per semester shall be considered as equivalent to 2 credit of the University; and
- c) For Courses completed from Universities/Educational Institutions/Research Institutions that neither follow the credit system nor have the semester system, a Course requiring formal classroom instruction/lab work of at least 2 hours per week shall be considered as equivalent to 2 credits of the University.

- 13.** Institute may also allow its students to accumulate certain credits from other Universities/Educational Institutions/Research Institutions in full or partial fulfilment of the required Course work. In such cases;
- a) The student shall be required to obtain prior approval of the Head of the Institute.
  - b) The Courses can be undertaken only in the institutions specified in para 7 above; and
  - c) The maximum number of credits that can be accumulated by a student from other institutions shall not exceed 25% of the total credits prescribed for the successful completion of the Programme of Study.

### **Moderation Committee and Policy for Autonomous Batches**

1. A Central Moderation Committee is hereby constituted with the objective of ensuring consistency and fairness across various assessments within the programs, working closely with all relevant stakeholders.
2. The Moderation Committee is an Institute Level Centralized Committee that will coordinate with BOS of respective course and CoE Office for the moderation of Question Papers.

3. **The structure of the Moderation Committee is given below:**

S. No.	Name	Role
1.	As Nominated by the Head of the Institute	Coordinator of Moderation Committee
2.	All BOS Chairman	Chairman of all moderation teams belonging to the respective BOS
3.	All Institute Level Course Coordinators	Members

4. The Moderation Team for each course will be comprised of:
  - a) BOS Chairman offering the course.
  - b) Institute Level Course Coordinator.
  - c) One specialized member of BOS for that course/ field / broad area.BOS Chairman will be responsible for Moderation of All Question Papers of all courses belonging to that BOS.
5. The above team members will undertake their responsibilities in addition to their regular academic and administrative duties and are expected to take full ownership of their assigned roles.
6. The Chairperson of the Moderation Committee shall report to the Controller of Examinations and work closely with all stakeholders in fulfilling her duties.
7. **Code of Conduct**
  - a) The Moderation Committee's work is secret in nature, members must adhere to secrecy requirements of the role.
  - b) Members should take necessary measures to ensure the security and confidentiality of the examination papers and other materials they are working on.
8. The Question Paper selection will solely be done by CoE.
9. **Policy for Moderation:**
  - a) A list of Institute level Subject Coordinators will be shared by the CoE Office for each code running in every branch/ school.

***Annexure-B***  
***Moderation Policy***

- b) For all the courses **02 sets** of Question papers for Mid Semester Examinations (MSE) and **04 to 05** sets for End Semester Examination (ESE) will be submitted by the paper setters to the CoE.
- c) The paper setters may be any faculty members teaching that course for MSE and will be intimated by the CoE office, however recommendations for the name of paper setter for all courses will be taken from the Chairman of the concerned BOS.
- d) For ESE few sets will be taken from External paper setters and few from internal faculty teaching the course.
- e) There will be no Departmental level moderation of the Question paper to enhance the integrity of the Question paper.
- f) A schedule will be shared by the Chairman of the Moderation Committee, regarding the moderation of all sets of Question papers for each course. However, BOS Chairman will be responsible for completion of moderation in due time.
- g) The Process of moderation will be carried out only in the strong room of the Examination Cell.
- h) The Moderation team under the chairmanship of BOS Chairman will be responsible for verifying and modifying the Question Papers by keeping the following points in mind:
  - i. To ensure the smooth implementation of OBE throughout the Question paper
  - ii. To ensure mapping of CO is done properly and BL and KC are properly defined and used in the Question paper.
  - iii. To ensure whether the paper is in desired format, and it is free from any kind of grammatical error, clarity and readability must be there.
  - iv. To ensure optimal mapping of marks to each question and unit wise marks distribution is done.
  - v. To ensure coverage of the syllabus.
  - vi. To ensure that all questions are compulsory and there is no choice in questions.
  - vii. To identify out of syllabus questions and their replacement.
  - viii. To ensure the non-repetition of Questions in each Question paper.
  - ix. To ensure the quality of figures.
  - x. To make sure that the BL4 and BL5 questions must be application based.
  - xi. To ensure that one question is of BL6 i.e., Higher Order Thinking question.
  - xii. To ensure for the elective subject, the similarity of questions between the sets of Question Papers must be less than 10%.
- 10. The Moderation Team will prepare a report according to above mentioned points highlighting the discrepancies found in each Question paper.
- 11. After Completion of the moderation, the Moderation Team will do the desired changes in the Soft Copy and will submit original Hard Copy, Moderated Hard Copy and Soft copy of

***Annexure-B***  
***Moderation Policy***

the Paper (Both the WORD and PDF File) and the moderation report to the Chairman of Moderation Committee. Hard copy must be duly signed by all the members present over there for the moderation.

12. In Case the moderation done in a question paper is more than 15%, the case shall be reported to CoE who shall have the power to change the question paper, if necessary.
13. It is the responsibility of BOS Chairman and the team to destroy the Hard Copies and soft copies from the system/ any other device after the submission of above-mentioned files to the CoE.

**UNFAIR MEANS POLICY**  
**(Mid Semester Theory/Practical/Project Examinations)**

**Preamble**

Evaluation of students by means of various types of examinations is an integral part of the teaching-learning process. It not only allows teachers to evaluate the students for professional readiness but also makes students learn to obey various “Do’s and Don’ts” while he/ she is in the profession. In the recent past, the number and types of UFM cases have noticeably increased, which is a very alarming situation. Above this, misbehaviour by students during examinations is also rising day by day.

Keeping this in mind, the following are the proposed policies for curbing and handling such cases.

**The following acts on the part of a student will be considered as the use of Unfair Means.**

**Minor Acts (Category I offenses)**

- A. The following acts will be considered Intentional cheating:
- i. Being in possession or having access in the examination hall of Papers, books, notes, or chits with content related to the examination.
  - ii. Writing on clothes, handkerchief, body parts, table, desk, calculator, foot rule, set squares, protractors, slide rules, or any other material.
  - iii. Any smart electronic device or similar material accessible to the candidate that could potentially provide assistance during the examination or is intended to do so.
  - iv. Using or attempting to use objectionable material in their possession for copying.
  - v. Looking at another candidate's work and trying to replicate it.
  - vi. Assisting others by providing answers or sharing unauthorized material.
  - vii. Carrying Mobile inside the Examination Hall.
- B. Engaging in conversation with another candidate or individual, either inside or outside the examination hall, without the authorization of the supervisory or invigilation staff, or seeking or offering guidance through verbal communication or any form of body language, is prohibited.
- C. Writing on any other material, any question or any portion of a question from the question paper, or any related material, as well as the solution to such questions on any paper or other material in the Examination Hall.
- D. Altering one's seat without the approval of the supervisory staff or deliberately sitting in a seat that has not been assigned to them is prohibited.
- E. Disclosing identity by writing the Roll number on any part of the Answer- booklet other than the specified place or making any peculiar remarks in the answer booklet.
- F. Failure to comply with the legitimate instructions of the controller of examinations or any member of the supervisory staff is not permitted.

**Serious Acts (Category II offenses)**

- A. Leaving the examination hall without handing over the complete answer booklet, or any part of it, to the supervisor/invigilator, as well as removing or damaging it, is strictly prohibited.
- B. Tearing or disposing of another candidate's answer booklet.
- C. Destroying any evidence of Unfair Means.
- D. Illegally bringing an answer booklet, continuation sheet, or any part of it into or out of the examination venue is strictly forbidden.
- E. Replacing or facilitating the replacement of an answer booklet, any of its pages, or a continuation sheet during or after the examination is also prohibited.
- F. The use of abusive or obscene language in the answer booklet or within the examination hall is not permitted.
- G. Misbehaving during Examination. This includes:
  - i. Engaging in misconduct or inappropriate behavior toward the Superintendent, any member of the supervisory staff, the inspection team, the flying squad, or with another candidate, whether inside or outside the examination hall, before, during, or after the examination, is strictly prohibited.
  - ii. Causing any disturbance in the examination hall or its surrounding area is strictly prohibited.
  - iii. Organizing a walkout, encouraging others to walk out, or engaging in any form of misconduct, either inside or outside the examination hall, is strictly forbidden.
  - iv. Disrupting or disturbing the examination in any way is strictly prohibited.
  - v. Making disrespectful/provocative remarks or gestures to anyone within the premises during the examination.
  - vi. Manhandling someone within the examination premises.
  - vii. Creating/making unusual/absurd sounds/noise individually or in mass.
- H. Intentionally writing another person's roll number on one's answer booklet is strictly prohibited.
- I. Forging another person's signature on any document or using a forged document, knowing it to be fraudulent, to gain admission to the examination hall or for any other purpose is strictly prohibited.
- J. Repeating any of the Minor Acts Second Time.

**Very Serious Acts (Category III offenses)**

- A. Attempting any act that disrupts the sanctity and confidentiality of the Examination Process.
- B. Getting oneself impersonated by someone in the examination or impersonating another candidate.
- C. Coming to the examination hall under the influence of alcoholic drinks or drugs.
- D. Carrying into the examination hall fire-arms or any other weapon.
- E. Repeating any of the Serious Acts Second Time.
- F. Repeating any of the Minor acts Third time.

**Action to be taken during the Examination**



During the examination, if any candidate is found indulging in Unfair Means, UFM guidelines should be strictly followed.

- i. The original answer booklet is replaced by 2<sup>nd</sup> answer booklet.
- ii. The student must provide an explanation, and the invigilator is required to submit a report, both in the designated format provided
- iii. UFM copies (both 1<sup>st</sup> & 2<sup>nd</sup>) along with the UFM form and supporting documents should be kept in separate packets and submitted to the Control Room.
- iv. The Candidate shall be allowed to appear in that examination and remaining examinations provisionally. However, CoE may debar the candidate from appearing in remaining examinations if he/she feels the presence of the candidate to be detrimental to the smooth conduction of Examinations.

### **Punishments**

S. No.	For Offences under the		Punishment
	Category	Clause	
1	I	A	Cancellation of <b>01</b> course which can be <b>extended to 50%</b> of the courses of the concerned MSE depending upon the severity of the offense.
2		B, C	Cancellation of 1 <sup>st</sup> copy and evaluation of 2 <sup>nd</sup> copy.
3		D	Cancellation of <b>01</b> course of the concerned MSE
4		E	Cancellation of <b>01</b> course of the concerned MSE which may be <b>extended to 02 courses</b> of the concerned MSE depending upon the severity of the offense.
5	II	A, B, C, H	Cancellation of <b>50%</b> of the courses of the concerned MSE
6		D, E, F, G, I, J	Cancellation of <b>50%</b> of the courses of concerned MSE which may be <b>extended to all courses</b> of concerned MSE or <b>deduction of marks</b> from <b>other components of internal assessment</b> depending upon the severity.
7	III	B, C, E, F	Cancellation of examinations of <b>all</b> courses of concerned MSE followed by Proctorial Action.
8		A, D	Cancellation of examinations of <b>all</b> courses of concerned MSE followed by Proctorial Action/Rustication. The candidate shall be handed over to the police and a case shall be registered against him/her.

### **Implementation of Punishments**

For an understanding of the offense, its severity, and the implementation of punishments, a committee shall be constituted as follows-

<b>Parties Mean</b>	<b>The offender and invigilators</b>
---------------------	--------------------------------------

<b>Executive UFM Committee</b>	<b>Five members</b> – Controller of examination (COE), 02 Deputy COE, Chief Proctor, Discipline Incharge of Concerned Department.
<b>Sub Committee Type I</b>	<b>Three Members</b> –01 Deputy COE, 01 external member (a senior professor from any other program/branch), 01 Course Expert (not teaching the student that course)
<b>Sub Committee Type II</b>	<b>Three Members</b> –01 Deputy COE, 01 member (a senior professor from any other program/branch), Chief Proctor/Addl. Chief Proctor.

- The sub-committees will be formed by CoE. The sub-Committee will make decisions on individual cases. These decisions will then be ratified by Executive UFM Committee.
- Under all the circumstances, the decision of the Executive UFM Committee would be final.

### **Implementation Protocols**

#### **Category I:**

- Formal receiving of complaints from students/members of the examination committee/any other member concerned.
- Talk to parties, if required.
- Matter to be forwarded to the committee.
- Decision by **Sub-Committee Type I**.
- Ratification by Executive UFM Committee.**
- Information to Deans for implementation.

#### **Category II & III:**

- Formal receiving of complaints from students/members of the examination committee/any other member concerned.
- Talk to parties, if required.
- Matter forwarded to the committee.
- Decision by **Sub-Committee Type II**.
- Ratification by Executive UFM Committee.**
- Information to the Deans for implementation.

### **UNFAIR MEANS POLICY**

#### **(End Semester Theory/Practical/Project Examinations)**

#### **Preamble**

Evaluation of students by means of various types of examinations is an integral part of the teaching-learning process. It not only allows teachers to evaluate the students for professional readiness but also makes students learn to obey various “Do’s and Don’ts” while he/ she is in the profession. In the recent past, the number and types of UFM cases have noticeably increased, which is a very alarming situation. Above this, misbehavior by students during examinations is also rising day by day.

Keeping this in mind, the following are the proposed policies for curbing and handling such cases.

**The following acts on the part of a student will be considered as the use of Unfair Means.**

**Minor Acts (Category I offenses)**

- K. The following acts will be considered Intentional cheating:
- viii. Being in possession or having access in the examination hall of Papers, books, notes, or chits with content related to the examination.
  - ix. Writing on clothes, handkerchief, body parts, table, desk, calculator, foot rule, set squares, protractors, slide rules, or any other material.
  - x. Any smart electronic device or similar material accessible to the candidate that could potentially provide assistance during the examination or is intended to do so.
  - xi. Using or attempting to use objectionable material in their possession for copying.
  - xii. Looking at another candidate's work and trying to replicate it.
  - xiii. Assisting others by providing answers or sharing unauthorized material.
  - xiv. Carrying Mobile inside the Examination Hall.
- L. Engaging in conversation with another candidate or individual, either inside or outside the examination hall, without the authorization of the supervisory or invigilation staff, or seeking or offering guidance through verbal communication or any form of body language, is prohibited.
- M. Writing on any other material, any question or any portion of a question from the question paper, or any related material, as well as the solution to such questions on any paper or other material in the Examination Hall.
- N. Altering one's seat without the approval of the supervisory staff or deliberately sitting in a seat that has not been assigned to them is prohibited.
- O. Disclosing identity by writing the Roll number on any part of the Answer- booklet other than the specified place or making any peculiar remarks in the answer booklet.
- P. Failure to comply with the legitimate instructions of the controller of examinations or any member of the supervisory staff is not permitted.

**Serious Acts (Category II offenses)**

- Q. Leaving the examination hall without handing over the complete answer booklet, or any part of it, to the supervisor/invigilator, as well as removing or damaging it, is strictly prohibited.

- R. Tearing or disposing of another candidate's answer booklet.
- S. Destroying any evidence of Unfair Means.
- T. Illegally bringing an answer booklet, continuation sheet, or any part of it into or out of the examination venue is strictly forbidden.
- U. Replacing or facilitating the replacement of an answer booklet, any of its pages, or a continuation sheet during or after the examination is also prohibited.
- V. The use of abusive or obscene language in the answer booklet or within the examination hall is not permitted.
- W. Misbehaving during Examination. This includes:
  - viii. Engaging in misconduct or inappropriate behavior toward the Superintendent, any member of the supervisory staff, the inspection team, the flying squad, or with another candidate, whether inside or outside the examination hall, before, during, or after the examination, is strictly prohibited.
  - ix. Causing any disturbance in the examination hall or its surrounding area is strictly prohibited.
  - x. Organizing a walkout, encouraging others to walk out, or engaging in any form of misconduct, either inside or outside the examination hall, is strictly forbidden.
  - xi. Disrupting or disturbing the examination in any way is strictly prohibited.
  - xii. Making disrespectful/provocative remarks or gestures to anyone within the premises during the examination.
  - xiii. Manhandling someone within the examination premises.
  - xiv. Creating/making unusual/absurd sounds/noise individually or in mass.
- X. Intentionally writing another person's roll number on one's answer booklet is strictly prohibited.
- Y. Forging another person's signature on any document or using a forged document, knowing it to be fraudulent, to gain admission to the examination hall or for any other purpose is strictly prohibited.
- Z. Repeating any of the Minor Acts Second Time.

**Very Serious Acts (Category III offenses)**

- A. Attempting any act that disrupts the sanctity and confidentiality of the Examination Process.

- B. Allowing oneself to be impersonated by another individual during the examination or impersonating another candidate is strictly prohibited.
- C. Entering the examination hall while under the influence of alcohol or drugs is strictly prohibited.
- D. Bringing firearms or any other weapons into the examination hall is strictly prohibited..
- E. Repeating any of the Serious Acts Second Time.
- F. Repeating any of the Minor acts Third time.

**Action to be taken during the Examination**

During the examination, if any candidate is found indulging in Unfair Means, UFM guidelines should be strictly followed.

- v. The original answer booklet is replaced by 2<sup>nd</sup> answer booklet.
- vi. The student must provide an explanation, and the invigilator is required to submit a report, both in the designated format provided
- vii. UFM copies (both 1<sup>st</sup> & 2<sup>nd</sup>) along with the UFM form and supporting documents should be kept in separate packets and submitted to the Control Room.
- viii. The Candidate shall be allowed to appear in that examination and remaining examinations provisionally. However, CoE may debar the candidate from appearing in remaining examinations if he/she feels the presence of the candidate to be detrimental to the smooth conduction of Examinations.

**Punishments**

Table I			
S. No.	For Offences under the		Punishment
	Category	Clause	
1	I	A	Cancellation of <b>01</b> course which can be <b>extended to 50%</b> of the courses of the concerned ESE depending upon the severity of the offense.
2		B, C	Cancellation of 1 <sup>st</sup> copy and evaluation of 2 <sup>nd</sup> copy.
3		D	Cancellation of <b>01</b> course of the concerned ESE

4		E, F	Cancellation of <b>02</b> courses of the concerned ESE
5	II	A, B, C, H	Cancellation of <b>50%</b> of the courses of the concerned ESE
6		D, E, F, G, I, J	Cancellation of <b>50%</b> of the courses of concerned ESE which may be <b>extended to all courses</b> of concerned ESE depending upon the severity.
7	III	B, C, E, F	Cancellation of examinations <b>of all</b> courses of concerned ESE followed by Proctorial Action.
8		A, D	Cancellation of examinations <b>of all</b> courses of concerned ESE followed by Proctorial Action/Rustication. The candidate will be turned over to the police, and a case will be filed against them.

### **Implementation of Punishments**

For an understanding of the offense, its severity, and the implementation of punishments, a committee shall be constituted as follows-

<b>Table II</b>	
<b>Parties Mean</b>	<b>The offender and invigilators</b>
<b>Executive UFM Committee</b>	<b>Five members</b> – Controller of examination (COE), 02 Deputy COE, Chief Proctor, Discipline Incharge of Concerned Department.
<b>Sub Committee Type I</b>	<b>Three Members</b> –01 Deputy COE, 01 external member (a senior professor from any other program/branch), 01 Course Expert (not teaching the student that course)
<b>Sub Committee Type II</b>	<b>Three Members</b> –01 Deputy COE, 01 member (a senior professor from any other program/branch), Chief Proctor/Addl. Chief Proctor.

- The sub-committees will be formed by CoE. The sub-Committee will make decisions on individual cases. These decisions will then be ratified by Executive UFM Committee.
- Under all the circumstances, the decision of the Executive UFM Committee would be final.

**Implementation Protocols:**

A. Category I:

- i. Formal receiving of complaints from students/members of the examination committee/any other member concerned.
- ii. Talk to parties, if required.
- iii. Taking a **Statement of Defense** from the Concerned Student.
- iv. Matter to be forwarded to the committee.
- v. Decision by **Sub-Committee Type I**.
- vi. **Ratification by Executive UFM Committee.**
- vii. Information to the Digital Evaluation Incharge & ERP incharge for implementation.

B. Category II & III:

- i. Formal receiving of complaints from students/members of the examination committee/any other member concerned.
- ii. Talk to parties, if required.
- iii. Taking a **Statement of Defense** from the Concerned Student.
- iv. Matter to be forwarded to the committee.
- v. Decision by **Sub-Committee Type II**.
- vi. **Ratification by Executive UFM Committee.**
- vii. Information to the Digital Evaluation Incharge & ERP incharge for implementation.

**Power to Modify:**

- i. The office of CoE reserves the right to addition, deletion, or modification of any clauses mentioned in the manual.
- ii. Notwithstanding anything contained in this manual, the Chief Controller (Head of the Institute) can take appropriate decisions in an emergency situation.







## iii. Second Semester End Semester Exam

COURSE	CREDITS ( $C_i$ )	GRADE ALLOTTED	GRADE POINT ( $G_i$ )	GRADE POINT VALUE ( $C_i \times G_i$ )	SGPA	CGPA	Earned credits
Semiconductor Physics and Devices (Re-registration)	3	C+	6	3×6=18	SGPA= $\frac{\sum C_i \times G_i}{\sum C_i}$ 132/23 = 5.74	CGPA= $\frac{\sum C_i \times G_i}{\sum C_i}$ (Including Sem I & Sem II) CGPA= (122 +132) / (18+23) = 6.20	
Design & Realization (Re-registration)	2	DT	-	-			
Linear Algebra for Engineers	4	B+	8	4×8=32			
Environmental Chemistry	2	B	7	2×7=14			
Data Structure	3	FF	0	3×0=0			
Computer Organization & Logic Design	3	B	7	3×7=21			
IoT and Embedded Systems	2	DT	-	-			
Proficient English Communication	2	B	7	2×7=14			
Data Structures Lab	1	D	4	1×4=4			
Computer Organization & Logic Design Lab	1	C+	6	1×6=6			
IoT and Embedded Systems Lab	1	C	5	1×5=5			
Python Workshop	1	C	5	1×5=5			
Innovation and Entrepreneurship	1	C+	6	1×6=6			
Ethics & Professional Competency	1	B	7	1×7=7			
<b>Total</b>	<b>27</b>	<b>-</b>		<b>132</b>	<b>5.74</b>	<b>6.20</b>	<b>20</b>
	<b>Exam Registration = 23</b>						

**Calculation of CGPA:**

Total Exam Registered Credits of Semester I and II =  $\sum C_i = 18+23 = 41$

Total Earned Grade Points of Semester I and II =  $\sum C_i \times G_i = 122+132 = 254$

$$\text{CGPA} = \frac{\sum C_i \times G_i}{\sum C_i} = 254/41 = 6.20$$

## iv. Summer Semester Exam (Result for Semester 2)

COURSE	CREDITS ( $C_i$ )	GRADE ALLOTTED	GRADE POINT ( $G_i$ )	GRADE POINT VALUE ( $C_i \times G_i$ )	SGPA	CGPA	Earned Credits
Semiconductor Physics and Devices	3	C+	6	$3 \times 6 = 18$	$\text{SGPA} = \frac{\sum C_i \times G_i}{\sum C_i}$ $\text{SGPA} = \frac{165}{27} = 6.11$	$\text{CGPA} = \frac{\sum C_i \times G_i}{\sum C_i}$ (Including Sem I & Sem II)  $\text{CGPA} = \frac{(122 + 165)}{(18 + 27)} = 6.38$	
Design & Realization	2	C	5	$2 \times 5 = 10$			
Linear Algebra for Engineers	4	B+	8	$4 \times 8 = 32$			
Environmental Chemistry	2	B	7	$2 \times 7 = 14$			
Data Structure	3	C	5	$3 \times 5 = 15$			
Computer Organization & Logic Design	3	B	7	$3 \times 7 = 21$			
IoT and Embedded Systems	2	D	4	$2 \times 4 = 8$			
Proficient English Communication	2	B	7	$2 \times 7 = 14$			
Data Structures Lab	1	D	4	$1 \times 4 = 4$			
Computer Organization & Logic Design Lab	1	C+	6	$1 \times 6 = 6$			
IoT and Embedded Systems Lab	1	C	5	$1 \times 5 = 5$			
Python Workshop	1	C	5	$1 \times 5 = 5$			
Innovation and Entrepreneurship	1	C+	6	$1 \times 6 = 6$			
Ethics & Professional Competency	1	B	7	$1 \times 7 = 7$			
Total	27	-		165	6.11	6.38	27
	Exam Registration = 27						

**Summer Semester Exam Registered Credits are = 07**

**Calculation of SGPA (Semester 2)**

Total Exam Registered Credits of Semester II =  $\sum C_i = 27$

Total Earned Grade Points of Semester II =  $\sum C_i \times G_i = 165$

$$\text{CGPA} = \frac{\sum C_i \times G_i}{\sum C_i} = 165/27 = 6.11$$

***Calculation of CGPA***

Total Exam Registered Credits of Semester I + II =  $\sum C_i = 45$

**Total Credits Earned in 1st year (Semester I + II) = 45**

Total Earned Grade Points of Semester II =  $\sum C_i \times G_i = 122 + 165$

$$\text{CGPA} = \frac{\sum C_i \times G_i}{\sum C_i} = 287/45 = 6.38$$