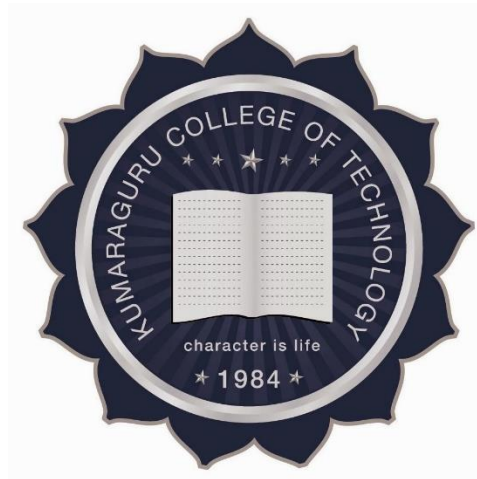


# **KUMARAGURU COLLEGE OF TECHNOLOGY**

**COIMBATORE - 641 049**



## **ACADEMIC REGULATIONS 2017**

**(R-17)**

**MCA Programme**

**(2017 onwards)**

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**A1.LIST OF SYMBOLS AND ABBREVIATIONS**

<b>ACC</b>	Academic Consultative Committee
<b>AY</b>	Academic Year
<b>CAT</b>	Continuous Assessment Test
<b>CAM</b>	Continuous Assessment Marks
<b>CBCS</b>	Choice Based Credit System
<b>CO</b>	Course Outcome
<b>CoE</b>	Controller of Examinations
<b>CGPA</b>	Cumulative Grade Point Average
<b>DCC</b>	Department Consultative Committee
<b>DEC</b>	Departmental Examination Committee
<b>e-RIDE</b>	Employment Enhancement Research/Innovation/Design/ Entrepreneurship
<b>ERP</b>	Enterprise Resource Planning Software
<b>ESE</b>	End Semester Examination
<b>ESM</b>	End Semester Examination Marks
<b>HOTS</b>	Higher Order Thinking Skills
<b>LOTS</b>	Lower Order Thinking Skills
<b>OBE</b>	Outcome Based Education
<b>PO</b>	Programme Outcome
<b>PEO</b>	Programme Educational Objective
<b>SGPA</b>	Semester Grade Point Average
<b>TSRP</b>	Technical Solutions to Real-World Problems





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## 1. PREAMBLE

The rapid transformation in every sphere of life is augmenting the need to prepare the present fast-paced generation to adapt to the changing knowledge & skill requirement on a life-long basis, in the fields of science, engineering, technology and humanities to influence society positively. The future looks up to multi-disciplinary, competent leaders who are Information and Communication Technology ready and driven by strong ethical values.

Kumaraguru College of Technology (KCT) envisions to nurture knowledge, skills, and attitude and values of the aspiring youth to enable them to become global citizens and towards that process, the institution has evolved a flexible integrated academic curriculum.

KCT introduced Outcome Based Education (OBE) in 2014 and Choice Based Credit System (CBCS) in 2015, which emphasized on honing the skills and knowledge of the graduates.

KCT embarked on an ambitious project in December 2016 to develop a new academic regulation, curricular framework and syllabi of its PG programmes. This effort was undertaken to address the present challenges in the educational system and also to be ahead of the curve with respect to innovative practices. The guiding principles was to be Man Making and Nation Building. Towards the above purposes a think-tank comprising of nine faculty members from various departments were put-together to exclusively work on identifying and addressing the challenges. Project Banyan comprised of the following members: Dr.Senthil Kumar.B-Mechanical, Dr.Nirmal Kumar.A-EEE; Mr.Umesh.M.V -E&I, Dr.Stephen Rapheal V-Biotech, Mr.Anush.P -Mechatronics, Dr.Abirami.V -S&H, Dr.Vimal.E.A-IT, Dr.Mary Cherian-MBA, Dr.Santha.A -S&H. The team conducted extensive discussions among members of the faculty, Heads of departments, Unit Heads, Students, Student Leadership Committees, Alumni, and Experts from other Organizations, Industry and faculty of Foreign Institutions to form the basis of the proposals. Inputs are also taken from surveys that are carried out among stakeholders, along with a critical review of the current curricula administered at leading academic institutions in our country and abroad. Cognizance was also taken to incorporate the Outcome Based Education. The team after extensive deliberations, debate and analysis presented the suggestions, prepared the regulations 2017 (R17) and presented it to a 'R17 review committee' comprising Prof.Vasanthraj.C (Director, KC.IRI, KCT), Dr.Ezhilarasi.M (Prof. and Head, EIE) and Dr.Saraswathy.N (Prof. and Head, BT), followed by the standing committee, Academic council committee, Principal, Controller of examinations (CoE), Centre for Academic Excellence (CAE), Leadership council, and other committee members. Project banyan took a considered view of the suggestions of the above members and prepared the R17 which aims to provide a progressive and strong educational foundation.

To further enhance and improvise the educational process, this regulation includes pedagogy changes leading to learner centric academic ecosystem and a flexible curricular framework.

The departments evolve their curricula based on standard procedures, keeping in view the advances in their disciplines and inputs from stakeholders. The curricular goals of regulations 2017 are to provide a strong academic foundation and integration of courses, offer flexibility to students in the selection of courses and mould them into responsible global-citizens driven by a strong value system.

## 2. SCOPE

These regulations are applicable to all students admitted into MCA programme of the institution from the Academic Year (AY) 2017-18 and onwards.

## 3. PRELIMINARY DEFINITIONS AND NOMENCLATURE

Table 1: Preliminary Definitions and Nomenclature

Sl.No.	Name	Definition
1	<b>Programme</b>	Refers to MCA Degree Programme
2	<b>Course</b>	Refers to Theory or Practical course – Data Structures, Data Base Management System, Operating Systems, etc.
3	<b>Head of the Institution</b>	Refers to the Principal
4	<b>Directorate of Academics (DoA)</b>	Refers to the authority of the Institution responsible for all the academic activities and for the implementation of relevant rules/regulations and audits
5	<b>Controller of Examinations (CoE)</b>	Refers to the authority of the Institution who is responsible for all activities of the End Semester Examinations of the Institution
6	<b>Director / Head of the Department</b>	Refers to Director of School or Head of the Department concerned
7	<b>University</b>	Refers to Anna University, Chennai
8	<b>Institution</b>	Refers to Kumaraguru College of Technology, Coimbatore
9	<b>L – T – P – J – C</b>	Refers to <b>L</b> ecture, <b>T</b> utorial, <b>P</b> ractical, <b>P</b> roject and <b>C</b> redits respectively
10	<b>Curriculum</b>	Refers to the various components / courses studied in the programme
11	<b>Humanities and Social Sciences (HS)</b>	The courses include English, Human Values and Communication skills.
12	<b>Basic Sciences (BS)</b>	Courses like Mathematics.
13	<b>Professional Core (PC)</b>	Courses include the core courses relevant to the programme.

Sl.No.	Name	Definition
14	<b>Professional Elective (PE)</b>	Courses include the elective courses relevant to the chosen specialization/ programme
15	<b>Open Electives(OE)</b>	Open Elective (OE) courses include the courses which a student can choose from the curriculum of KCT programmes and courses offered by the Departments under the Faculty of Science and Humanities. These courses may be offered by internal /external experts.
16	<b>Project Work(PW)</b>	Refers to the 12 credits Capstone project done by a student during the final semester.
17	<b>eRIDE-Employability Enhancement Courses (EEC)</b>	Refers to Technical Certification Courses, Internship in Industry, and other e-Ride elective courses (RIDE-Research-Innovation-Design-Entrepreneurship)
18	<b>Academic Consultative Committee (ACC)</b>	The committee includes Principal, Director / DoA, CoE, Director / HoD concerned.
19	<b>Department Consultative Committee (DCC)</b>	The committee includes Director / HoD(need basis), and a few faculty members of the department from various levels

#### 4. MCA PROGRAMME OFFERED AT KUMARAGURU COLLEGE OF TECHNOLOGY

KCT offers 3 year (6 Semesters) MCA degree programme affiliated to Anna University, Chennai under Choice Based Credit System (CBCS) for regular students and 2 year (4 semesters) MCA degree programme for lateral-entry students.

#### 5. ADMISSION

##### 5.1. First Year MCA and Lateral Entry

The norms for admission, eligibility criteria such as marks, physical fitness and mode of admission will be as prescribed by the University from time to time.

##### 5.2. Re-admission

Students under the 2009, 2013, 2014 and 2015 autonomous regulations, who have discontinued for reasons other than disciplinary action, may be readmitted to 2017 regulation. Department Consultative Committee (DCC) shall study and recommend on the exemption and addition of courses to be registered for, by the student concerned during re-admission. The

details shall be forwarded to Academic Consultative Committee (ACC) for approval, whose decision shall be final.

## 6. ACADEMIC STRUCTURE

A student after securing admission shall pursue MCA programme for a minimum period of 3 academic years (6 semesters) and a maximum period of 6 years (12 semesters) starting from the commencement of the first semester.

For a student admitted in lateral-entry mode, the minimum and maximum period of study shall be 2 academic years (4 semesters) and 4 years (8 semesters) respectively starting from the commencement of the third semester.

### 6.1. Semester Structure

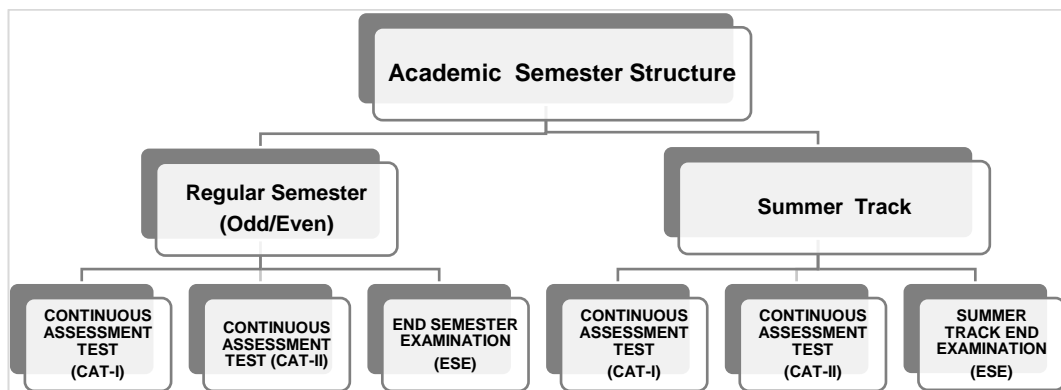


Figure 1 Semester Structure

Choice Based Credit System (CBCS) and Credit Based Semester System (CBSS) as indicated by UGC and curriculum/course structure as suggested by AICTE are followed. The regular semesters (Odd/Even) normally consist of about 90 working days. Also, a summer track is conducted between the even and odd semesters during summer period for about 28 working days. (Figure 1)

### 6.2. Categories of Courses

MCA Programme will have a curriculum consisting of theory, practical, project and embedded courses that shall be included in any of the following categories.

The typical curriculum structure for MCA degree programmes are based on AICTE and University norms and is given in Figure 2.

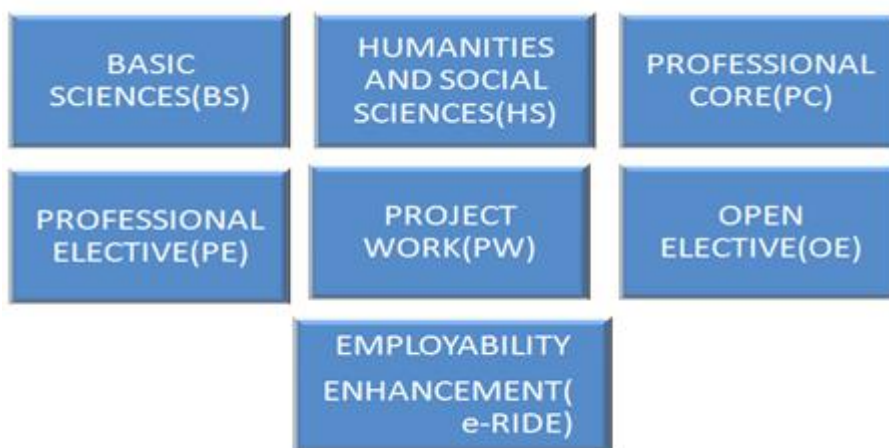


Figure 2 Categories of Courses

The course outcomes (CO’s) are designed to align with the Programme Outcomes (PO’s) and Programme Educational Objectives (PEO’s) of the programme.

The following is based on the suggested AICTE distribution. (Table 2)

Table 2: Credit Distribution

Category	Credit range	
Humanities and Social Sciences (HS)	7%	
Basic Sciences (BS)	10%	
Professional Core (PC) and Cluster Courses	50-60	} 68-75% in total
Professional Electives (PE)	11-15	
Project Work (PW)	7-15	
Employability Enhancement Component (eRide)	10%	
Open Electives (OE)	5%	

Each semester curriculum shall normally have a blend of lecture courses not exceeding 5 and Laboratory courses not exceeding 3. The students can register for Professional Elective/Open Elective courses in any semester, starting from the second semester, provided the pre-requisite conditions for the respective courses are met with.

In addition to the courses listed in the curriculum, the department can include elective courses offered by reputed Industry / Educational Institutions / Experts from time to time if approved by Department Consultative Committee (DCC)/ Academic Consultative Committee (ACC) and ratified by the Academic Council.

- The credits earned through such courses shall be considered equivalent to Professional Elective (PE) credits or Open Elective (OE) credits as decided by the Department Consultative Committee (DCC) on a course to course basis.

- Experts from the Industry / Institution may design such specialized elective courses based on the current technical skill requirements.
- The Department Consultative Committee (DCC) shall review and approve the course offered by the expert from the industry / Institution.

### **6.3. Medium of Instruction**

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The medium of instruction for the entire MCA programme will be English only.

### **6.4. Credit Assignment**

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Course work is measured in units called credits. Each course is assigned a certain number of credits as shown in Table 3.

Table 3: Credit allocation

<b>Contact Period per week</b>	<b>Credits</b>
1 Lecture Period (L= Lectures given during class by the faculty)	1
1 Tutorial Period (T= Tutorial, also class based with more emphasis on problem solving)	1
2 Practical Period (P)/Project Period(J) (Laboratory / Projects/ Capstone Project / etc.) (P= Practical i.e. Lab Classes, J= Project )	1

**\*Extra Tutorial Periods can be handled by faculty if required**

### **6.5. Course Numbering Scheme:**

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Each course is denoted by a unique code consisting of 10 alphanumeric characters. The details of the numbering scheme are in Appendix A1.

### **6.6. Embedded Course**

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An embedded course is a combination of theory component with the other components (P, J).

- Embedded course is recommended to be conducted for a class strength of less than 40. (For class strength of 72, students may be grouped into two sections comprising of 36 each and handled by two faculty members.)
- The Course In-Charge will be a single person for that batch who handles theory, practical and project/laboratory part.

#### **Types of embedded courses**

1. Embedded Theory, Lab & Project Course
2. Embedded Theory & Lab Course
3. Embedded Theory & Project Course
4. Embedded Lab & Project Course

## **6.7. Credit Requirement for Programme**

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The total number of credits that a student earns during the period of study is called the total credits. For the successful completion of the MCA Programme, a regular student must earn 117 credits in a minimum of 6 Semesters, while a lateral-entry student must earn 76 credits in a minimum of 4 semesters.

## **7. COURSE REGISTRATION**

Each student, on admission shall be assigned to a mentor (vide Appendix 2), who shall advise and counsel the student about the details of the academic programme and the choice of courses, considering the student's academic background and career objectives. It is mandatory for all students to register every semester till the end of his/her study, for courses that he/she is going to study in the semester, through a Course Registration Process via the online Enterprise Resource Planning software (ERP). The list of courses offered under each programme will be announced prior to the registration. Depending on the academic and non-academic resources available, courses offered may vary. Alternate course pathways may be made available depending on students' proficiency or interest, provided such courses are offered by the department concerned. Students will get a chance to make their own plan of study by changing the pace with which they study (fast/ extended/ regular) depending on the number of courses for which they register.

### **7.1. Course Registration Process for Odd and Even Semesters**

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- 7.1.1** The registration process for the courses offered in the forthcoming semester will commence 10 working days prior to the last working day of the current semester.
- 7.1.2** A Department shall offer a course only if a minimum number of students register for that course. This minimum number may vary from course to course and shall be specified by the department from time to time.
- 7.1.3** After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment Marks (CAM) and appear for the End Semester Examinations (ESE).

### **7.2. Course Registration Process for Summer Track**

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- 7.2.1** The following students have to register for Theory and Laboratory courses in the summer track if he/she:
  - Was not permitted to attend the End Semester Examination (ESE) due to lack of attendance, (vide clauses of section 8) in the regular semester
  - Failed in the first reappearance of the course
  - Has lack of attendance / failed in the course registered for, during previous summer track



**7.2.2** However, the following students may also opt to take courses in the summer track if he/she:

- Has arrears in the regular semester, and opts to re-earn his/her Continuous Assessment Marks (CAM)
- Wishes to take courses (without pre-requisites) offered in the 5th semester. Such courses can be registered for, after the 2<sup>nd</sup> semester when offered in the Summer track

**7.2.3** The students can register for a maximum of 3 or 4 theory courses (or) a combination of theory and lab courses (maximum lab courses shall be 2) subject to total maximum credits of 12 in the summer track.

**7.2.4** For all the courses registered for in the summer track, students should pay the prescribed fee, in addition to the regular annual fee.

### **7.3. Minimum and Maximum Credits for Course Registration**

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**7.3.1.** A student has to earn the total credits specified in the curriculum of the programme, in order to be eligible to obtain the degree. However, if the student wishes, then he/she is permitted to earn more than the total number of credits prescribed in the curriculum.

**7.3.2.** The number of credits, most students are expected to register for, in a semester, will be about 24 credits, so that they complete the programme within the specified duration of the programme. However, a student can register for a maximum of 27 credits (provided one 3-credit course is registered as a self-study course). The minimum credits a student can register for, in a regular semester shall be 16. Normally a student shall not be permitted to register for credits beyond/below these limits.

**7.3.3.** Students shall register for the project work in the 6<sup>th</sup> semester only.

### **7.4. Add/Drop Period**

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A student can add or drop the registered courses within the first 5 instructional days, from the commencement of a regular semester (not applicable to summer track), subject to the availability of resources and the minimum/ maximum number of credits required to be registered in a semester as specified vide clause 7.3.2. Students cannot avail Add/Drop provision for the courses registered during summer track, in view of its short duration.

### **7.5. Arrear Course Registration**

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**7.5.1.** Once RA grade is obtained in an End Semester Examination then student has two options: -

- a) The student has to register for the Summer track, attend the classes, satisfy the minimum attendance requirements, re-earn his/her CAM and then appear for the ESE (**or**)
  - b) The student can retain the earned CAM during the regular semester, and appear for the ESE for the second time. If he/she obtains an RA grade in the second attempt (1 Regular attempt and 1 Arrear attempt), then the student shall re-register for the course in the summer track.
- 7.5.2.** If the student obtains an RA grade in a Human Excellence course he/she will re-register when it is offered next.
- 7.5.3.** If a student obtains an RA grade in any of the components (Theory or Lab or Project) of an embedded course, he/she has to re-register only for that course component (in which he/she obtained an RA grade) when offered in the summer track (vide clause 7.5.1. (a)) or appear for the ESE (only for the component in which he/she has failed) of an embedded course (vide clause 7.5.1.(b)) . Until the student passes all the components of an embedded course it will be considered as an 'RA' grade for that course.
- 7.5.4.** If a student obtains an RA grade in a professional elective or an open elective, the student may register for the same or any other professional elective or open elective course respectively if and when offered next.
- 7.5.5.** If a student has completed the 6 semesters and has obtained RA grade in one or more courses, he can register and appear for arrear examination directly whenever conducted next.

## **8. REQUIREMENTS FOR APPEARING FOR CONTINUOUS ASSESSMENT TESTS & END SEMESTER EXAMINATION OF A COURSE**

- 8.1.** A student is expected to maintain 100% attendance in all courses. Considering the fact that a student may need leave due to ill-health or to attend some family emergency, he/she is permitted to maintain an attendance of 75% (i.e. absent for 25% of instructional hours) in each course. This 25% includes medical, personal, casual, and official on duty leave, leave of absence (On Duty) for organizing events / seminars / workshops / YUGAM / Design competitions / participation in co-curricular / extra-curricular events / NSS & NCC camps, and any other valid reason. Table illustrates the mandatory attendance requirement for CAT-I, CAT-II and ESE.

Table 4: Attendance Eligibility to appear for CAT &amp; ESE for Regular semester and Summer tracks

Test/Examination Type	Period of calculation	Minimum percentage of attendance required
Continuous Assessment Test 1 (CAT-1)	From the date of commencement of the course to two days before the start of CAT – 1	75%
Continuous Assessment Test 2 (CAT-2)	From the date of commencement of the course to two days before the start of CAT – 2	
End Semester Examination (ESE)	From the date of commencement of the course to the last day of instruction.	
Any exam component other than End Semester Examination (ESE) under Project Based courses / Embedded Courses.	From the date of commencement of the course to the last day of instruction.	

**8.1.1.** For an embedded course, a student is permitted to maintain his/her attendance as mentioned in Table (i.e. absent for 25% of instructional hours) in each component of that course, viz. For an embedded course comprising of theory, lab, or/and project component, the student has to maintain an attendance of 75% in each of the components.

**8.2. Criteria for Attendance Relaxation:** Apart from 25% margin in attendance, an additional 10% relaxation in attendance shall be provided only for students who secure attendance greater than or equal to 65% and less than 75% in any of the courses offered in the current semester due to either of the following reasons only:

*Participation in National sports events, NCC or NSS activities- Central/State government sponsored Camps. Prior permission should be obtained through the Office of Student Affairs (OSA) and the Head of the Department. In such cases, the student should have submitted the required documents before availing the leave, through his/her Mentor, to the Departmental Consultative Committee (DCC) for approval to avail exemption from the prescribed attendance requirement. The decision of the DCC is final.*

**8.3.** A student shall normally be permitted to appear for End semester examination of the course if he/she has satisfied the attendance requirements (vide Clause 8.1 – 8.2). He/she is eligible to register for ESE in that semester by paying the prescribed fee.

**8.4.** Students who do not satisfy clauses 8.1 and 8.2 have to re-register for and repeat the course in the summer track when offered next (vide clause 7.2).

**8.5.** If a student has failed (obtained RA grade) due to lack of attendance in course C1, he/she cannot register for a course C2, (which has C1 as a pre-requisite) in the next regular semester. Therefore, he/she has to register for C1 in the summer track/next opportunity.

- 8.6. If a student has a lack of attendance in 4 or more courses which are 3 or 4 credit courses (1 credit industry courses not taken into account) offered in a particular semester, he/she will be detained in that semester and hence cannot proceed to the next semester. He/she shall seek re-admission as per the norms of the affiliating University/DOTE (Directorate of Technical Education). However, in cases of absence due to genuine reasons, he/she may apply to the CoE, for revocation of detainment. The committee composition and the process are as in Appendix A4. The Committee's decision is final.
- 8.7. If the course, in which the student has lack of attendance, is a Professional Elective or an Open Elective, the student may register for the same or any other Professional Elective or Open Elective course respectively, in the subsequent semesters provided he/she submits an application well in advance via his mentor to the COE/ERP, with approval of the DCC.
- 8.8. The days of suspension of a student on disciplinary grounds will be considered as days of absence for calculating the percentage of attendance for each individual course.

## 9. PROVISION FOR WITHDRAWAL FROM EXAMINATION

- 9.1. A student may, for valid reasons (medically unfit / unexpected family situations), be granted permission to withdraw (after registering for the examinations) from appearing for any course or courses in the End Semester Examination of a particular semester. The student may withdraw by following the due process of the CoE's office before the commencement of examination. This facility can be availed **only once** during the entire duration of the degree programme.
- 9.2. Withdrawal from ESE will be valid only if the student is, otherwise, eligible to write the examination and the application for withdrawal is made to the CoE, prior to the examination in the course or courses concerned. The application for withdrawal should be recommended by the Head of the Department concerned and approved by the Head of the Institution.

## 10. ASSESSMENT PROCEDURES FOR AWARDING MARKS

The total marks for each course generally (Theory, Practical, Embedded Course, Project Work) will be 100, comprising of two components namely Continuous Assessment Marks (CAM) and End Semester Examination (ESE). However, there could be some open elective courses, human excellence courses, one credit industry courses, Mini-projects, industry offered professional elective courses and e-RIDE courses that have only continuous assessment for 100 marks without an End-Semester Examination. The Department Consultative Committee (DCC) has to approve such courses every semester. The scheme of assessment may also be decided by the faculty handling the course concerned with the approval from DCC and shall be made available to the students during the online course

registration. Each course shall be evaluated for a maximum of 100 marks as illustrated in Table 5

Table 5 : Assessment components

S.No.	Category of course	Continuous Assessment Marks (CAM)	End Semester Examination Marks(ESM)
1	Theory Courses and Embedded Courses with theory	50 Marks	50 Marks
2	Laboratory Courses and Embedded Courses with lab		
3	Project Work and Embedded Courses with Project		
4	Employability Enhancement Courses (Including One credit industry courses, industry offered professional elective courses, e-RIDE courses)Human Excellence Courses, some open electives, etc.	100 Marks	-

Students may take national/international reputed professional certification courses after due approval from DCC. After completion of the course and submission of relevant verified documents the credits and grades shall be mapped by the DCC.

## 11. MARKS DISTRIBUTION

### 11.1 Marks Distribution of Continuous Assessment Marks (CAM) & End Semester Exam Marks (ESM):

Table (a and b) presents the details of various types of courses and their assessment patterns. The mark distribution is dependent on the credit weightages of various components of the courses such as Theory, Lab, and Project. For English courses, the assessment components will be defined by the English department from time to time, with the approval of the DCC. For the continuous assessment tests, course faculty shall decide on the mark distribution and question paper pattern. The question paper must follow Revised Bloom's Taxonomy action verbs and indicate expected knowledge level and course outcome (CO). Other modes of assessment mentioned in Table 6 ( a and b) are Group Presentation, Project report, Poster preparation, Open book tests, Cooperative learning report, Journal paper review, Prototype or Product Demonstration, Activities, Field trip etc.

Question paper pattern for CAT I and II will be based on the patterns shown in Table (a and b) shall be informed to students by the course handling faculty.

Table 6: Scheme for Assessment

a) Scheme of Assessment for non-embedded courses

S. No	Course Type	Mark breakup*														
		Continuous Assessment components										End semester components				
		CAT1	CAT2	Other Assessments#	Average of Pre/post - test/viva for each experiment	Average of marks for Experiment report for each experiment	Model exam/Report	Review1	Review2	Review3	Project report	Written exam	Practical exam	Practical exam Viva-voce	Capstone Project Report and viva-voce	Capstone Project Outcome
1	Theory	15 (50)	15 (50)	20 (50)	-	-	-	-	-	-	-	50 (100)	-	-	-	-
2	Lab	0	0	0	10 (100)	15 (100)	25 (100)	-	-	-	-	30 (60)		20 (40)	-	-
3	Project (capstone)	-	-	-	-	-	-	10 (50)	20 (50)	20 (50)	-	-	-	-	30 (100)	20 (100)

\* mark weightage (outside brackets) and maximum marks for the exam conducted (in brackets). The maximum marks could vary depending on the credit component for lecture/lab/project

# Open book test; Cooperative learning report, Assignment; Journal paper review, Group Presentation, Project report, Poster preparation, Prototype or Product Demonstration etc (as applicable). Five assessments for 10 marks each may be conducted periodically, spread out through the semester and reflected in the course plan.

**b) Scheme of Assessment for embedded courses**

Course Type		Mark breakup*											
		Continuous Assessment components									End semester components		
		CAT1	CAT2	Other Assessments#	Average of Pre/post test/viva for each experiment	Average of marks for Experiment report for each experiment	Model exam/Report	Review1	Review2	Project report	Written exam	Practical exam	Practical exam Viva-voce
Theory + Lab	Theory	15 (50)	15 (50)	20 (50)	-	-	-	-	-	-	50 (100)	-	-
	Lab	-	-	-	10 (100)	15 (100)	25 (100)	-	-	-	30 (60)	-	20 (40)
Theory + Project	Theory	15 (50)	15 (50)	20 (50)	-	-	-	-	-	-	50 (100)	-	-
	Project	-	-	-	-	-	-	25 (50)	50 (100)	25 (50)	-	-	-
Theory + Lab+ Project	Theory	15 (50)	15 (50)	20 (50)	-	-	-	-	-	-	50 (100)	-	-
	Lab	-	-	-	10 (100)	15 (100)	25 (100)	-	-	-	30 (60)	-	20 (40)
	Project	-	-	-	-	-	-	25 (50)	50 (100)	25 (50)	-	-	-
Lab + Project	Lab	-	-	-	10 (100)	15 (100)	25 (100)	-	-	-	30 (60)	-	20 (40)
	Project	-	-	-	-	-	-	25 (50)	50 (100)	25 (50)	-	-	-

Component weightage ratio for final mark calculation	The final mark of a student for an embedded course will be the weighted average of the marks obtained in the various components, with weights proportional to the credits of the corresponding components. For eg. for an embedded theory and lab course, with the credit structure 2-0-2-0-3, a student who has got 'a/100' marks in theory and 'b/100' marks in practical's will get final mark $(2a+b)/3$ (since theory contributes to 2 credits and lab contributes to 1 credit)
--	--

\* mark weightage is indicated outside brackets and maximum marks for the exam conducted is indicated within brackets. The maximum marks could vary depending on the credit component for lecture/lab/project. # Open book test; Cooperative learning report, Assignment; Journal paper review, Group Presentation, Project report, Poster preparation, Prototype or Product Demonstration etc (as applicable). Five assessments for 10 marks each may be conducted periodically, spread out through the semester and reflected in the course plan.



## 11.2. Question Paper Pattern– Theory and Theory component of embedded courses

Table 7: Question Paper patterns

### a) Continuous Assessment Tests (CAT I and CAT –II)

Question paper pattern	1 Marks	2 Marks	5 Marks	10 Marks	Total Marks
A		5		4 (out of 5 questions)	50 Marks
B	5		3	3 (out of 4 questions)	
C		5	2	3 (out of 4 questions)	
D		10		3 (out of 4 questions)	
E	10	5		3 (out of 4 questions)	
F	10	10		2 (out of 3 questions)	
G	Any other Pattern with prior approval from DEC				

### b) End Semester Examinations

Question paper Pattern	1 marks	2 Marks	4 marks	10 marks	12 marks	14 marks	16 marks	Total marks
A		10					5 out of 6	100
B	10		10 out of 12	5 out of 6				100
C		10	5 out of 6		5 out of 6			100
D <sup>#</sup>		50 (MCQ with (-ve) marks) *						100
E	10	10				5 out of 6		100

<sup>#</sup> for courses from 4<sup>th</sup> semester onwards (To be conducted only in online mode)-Viz: Comprehensive exams

\*Negative marks for every wrong answer: minus 0.5 marks will be deducted with total minimum marks as 0.

Normally forty percent of the questions in the End Semester Examinations will address “**remember, understand and apply**” (Lower Order Thinking Skills-LOTS) levels of the Revised Blooms Taxonomy and the remaining sixty percent of the questions will address the “**analyze, evaluate and create**” (Higher Order Thinking Skills-HOTS) levels of The Revised Blooms Taxonomy. The end semester question papers shall also uniformly cover all the course outcomes. Table presents different types of question paper patterns for the assessment of theory and theory component of embedded courses.

### **11.3. Criteria for Assessment for Lab Courses –CAM & ESM components**

Every exercise / experiment in all practical courses shall be evaluated on a continuous basis. The criteria for Continuous Assessment (for each cycle of exercise/experiment) are given in Table 8

Table 8: CAM & ESM break-up for LAB courses/Component of Embedded courses

Sl. No.	Description	Weightage
<b>1</b>	<b>Continuous Assessment Marks</b>	
a	Average of Pre/Post - experiment Test/Viva for each experiment	10
b	Average of Experimental Report / Workbook for each experiment	15
c	Model examination	25
	Total CAM	50
<b>2</b>	<b>End Semester Exam Marks</b>	
a	Lab examination	30
b	Viva voce	20
	Total ESM	50
	<b>Total Marks</b>	<b>100</b>

### **11.4. Embedded courses**

Every component of an embedded course will be assessed individually for 100 marks (vide Clause14.2). Table 6 enlists the weightages as per credit breakup of the course.

#### **11.4.1 Embedded Course with Project component**

The Project component of an embedded course will be evaluated on a continuous basis with two internal reviews and a report.

Table 9 : Embedded course with Project component

Sl. No.	Description	Weightage
a	Review 1	25
B	Review 2	50
C	Project Report	25
	Total	100

### **11.5 Capstone Project Work**

For final year capstone Project Work out of 100 marks, the maximum marks for Continuous Assessment is 50 and that for the End Semester Examination (project report evaluation and viva-voce examination) is 50 marks. Project work may be assigned to a single student under the supervision of faculty guide(s).

The Head of the Department shall constitute a review committee for the project. There shall be a minimum of three faculty members in the review committee. There shall be three reviews (as per Table 10) in total during the semester by a review committee. The student shall make presentation on the progress made before the committee.

Interim project report shall be submitted before the project reviews with the approval of the guide. Project Report, prepared according to the approved guidelines and duly signed by the guide and the Head of the Department, shall be submitted to the department as per the timeline announced by the department. The End Semester Examination for project work shall consist of evaluation of the final project report by an external examiner, followed by a viva-voce examination for each student, by a committee consisting of the External Examiner, and an Internal Examiner. The Controller of Examinations (CoE) shall appoint Internal and External Examiners for the End Semester Examination of the Project Work.

The Continuous Assessment Marks (CAM) and End Semester Examinations marks (ESM) for Project Work and the Viva-Voce Examination will be distributed as indicated in Table 10.

Table 10: CAM &amp; ESM break-up for Project work

Sl. No.	Description			Weightage
<b>1.</b>	<b>Continuous Assessment Marks</b>			
A	Review 1	Review committee #	5	10
		Guide	5	
b	Review 2	Review committee	10	20
		Guide	10	
c	Review 3	Review committee	10	20
		Guide	10	
	<b>Total CAM</b>			<b>50</b>
<b>2.</b>	<b>End Semester Marks</b>			
A	Evaluation of final report and Viva-voce	Internal Examiner	15	30
		External Examiner	15	
B	Outcome*	Publication of papers /prototypes /patents etc.,		20
	<b>Total ESM</b>			<b>50</b>
	<b>Total Marks</b>			<b>100</b>

\*Outcome, in terms of paper publication, patents, product development and industry projects shall be awarded by both internal and external examiners, based on the document proofs submitted by the student concerned

# Review committee consists of internal faculty members nominated by the Head of the Department. The guide of the student being examined shall not be part of the committee.

- If a student fails to submit project report / does not appear for the ESE /fails in the End Semester Examination (ESE), he/she is deemed to have failed in the project work and shall have to re-register for the same when offered next.
- For mini projects, the evaluation will be based on standard rubrics approved by the DCC and evaluated by continuous evaluation only.

### **11.6. MALPRACTICE**

Students taking exams shall be prohibited from entering into the Examination Halls / Laboratories with any book or portion of book, manuscript, or any unauthorized written / printed / electronic content, communicating with or copying from each other or communicating with anyone outside the Examination Hall / Laboratories. Programmable calculator and mobile phone shall not be permitted inside the Examination hall / Laboratories. However, any required code-books and data sheets / books

as specified in the question paper will be supplied inside the Examination hall / laboratories by the office of the Controller of Examinations. The students are warned that any form of malpractice will be dealt with severely. The punishment may be cancelling all the examinations registered for by the student in that semester and debarring him/her permanently from all the examinations. Disciplinary action will be taken against the students by the college authorities after conducting enquiry.

## 12 ABSENCE FROM A CONTINUOUS ASSESSMENT TEST

A student who has not appeared for a CAT (theory courses/component of embedded courses) shall be permitted to appear for a Retest (only one assessment) only under the following conditions subject to Academic Consultative Committee (ACC) approval. The student shall apply to the Academic Consultative Committee (ACC), which will approve the application for conduct of retest only for the following reasons:

1. Absence due to prolonged illness of more than 7 working days or due to hospitalization (in-patient treatment)
2. Absence due to death of immediate family members
3. Absence due to participation in NCC/NSS/NSO camps only
4. Absence due to participation and representation of college in Government conducted sports events, National level design competitions and off-campus placements with prior approval for cases 1 & 2, above, 80% of the marks obtained by the students in the retest will be considered to be his /her CAT mark. (For eg.: a student who obtains 'a /50 marks' in the retest will be awarded '(0.8 X a) / 50' as CAT marks. For cases 3 & 4, marks obtained in the retest will be taken as such.

If a student is absent for more than one CAT for a particular course in a semester, he/she shall be permitted to appear for the retest for one missed CAT only.

## 13 TEMPORARY BREAK OF STUDY FROM A PROGRAMME

- 13.1.** Break of study is normally not permitted. However, if a student intends to temporarily discontinue the programme in the middle of a semester / year for valid reasons (such as Internships, accident or hospitalization due to prolonged ill health) and wishes to re-join the programme in the next academic year, he / she shall apply in advance to the Principal through the Head of the Department, stating the reasons. The application shall be submitted not later than the last date for registering for the semester examinations. Break of study is permitted **only once** during the entire period of the degree programme.
- 13.2.** The student permitted to re-join the programme after the break shall be governed by the rules and regulations in force, at the time of re-joining.
- 13.3.** The duration specified for passing all the courses for the purpose of classification of degree (vide Clause 18) shall be increased by the period of such break of study permitted (vide Clause 13).

- 13.4.** If a student is detained for want of requisite attendance, academic progress and good conduct, the period spent in that semester shall not be considered as permitted Break of Study and Clause 13.3 is not applicable for such cases.

## 14 PASSING REQUIREMENTS

- 14.1.** A student is declared to have successfully passed a theory / practical / project course if he/she has secured:
- A minimum of 50% marks in the end semester examinations.
  - A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).
- 14.2.** A student is declared to have successfully passed an embedded course if he/she has secured
- A minimum of 50% marks in the theory end semester examination.
  - A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM) of the theory component
  - A minimum of 50% marks in the end semester practical examinations for laboratory component.
  - A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM) of the practical component
  - A minimum of 50% marks in the project component
- 14.3.** For a student who does not meet the minimum passing requirements, the term “RA” against the course will be indicated in his/her grade sheet. He/she shall reappear in the subsequent examinations for the course as arrear or re-register for the course when offered in the summer track. (Vide clause 7.5.1)
- 14.4.** For a student who is absent for end-semester theory / practical / project viva- voce, the term “AB” will be indicated against the corresponding course. He/she shall reappear for the end semester examination of that course as arrear in the subsequent semester or when offered next.(Vide clause 7.5.1)
- 14.5.** The letter grade “W” will be indicated for the courses for which the student has been granted authorized withdrawal (refer Clause 9).

## 15 METHODS FOR REDRESSAL OF GRIEVANCES IN EVALUATION

Students who are not satisfied with the grades awarded in the End Semester Examination of Theory and Embedded Courses (with theory component) for regular and arrear exams can seek redressal as illustrated in Table 11.

Table 11: Grievance Redressal Mechanism

Sl.No.	Redressal Sought	Methodology	
		Regular exam	Arrear exam
1	Re-totaling	<ul style="list-style-type: none"> <li>Apply for photo copy of answer book</li> <li>Then apply for re-totaling</li> </ul>	<ul style="list-style-type: none"> <li>Apply for photo copy of answer book</li> <li>Then apply for re-totaling.</li> </ul>
		(within 5 days of declaration of result)	
2	Revaluation	<ul style="list-style-type: none"> <li>Apply for photo copy of answer book</li> <li>Then apply for revaluation after course expert recommendation</li> </ul>	<b>Not permitted</b>
		(within 5 days of declaration of result)	
3	Challenge of Evaluation  Figure 3)	<ul style="list-style-type: none"> <li>Apply for photo copy of answer book</li> <li>Then apply for revaluation after course expert recommendation</li> <li>Next apply for challenge of evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Apply for photo copy of answer book</li> <li>Then apply for challenge of evaluation after course expert recommendation</li> </ul>
		(within 3 days of publication of revaluation result)	

The process for challenge of evaluation is in

Figure 3

Note: All applications to be made to CoE along with the payment of the prescribed fee.

15.1. Challenge of Evaluation – Flow Chart

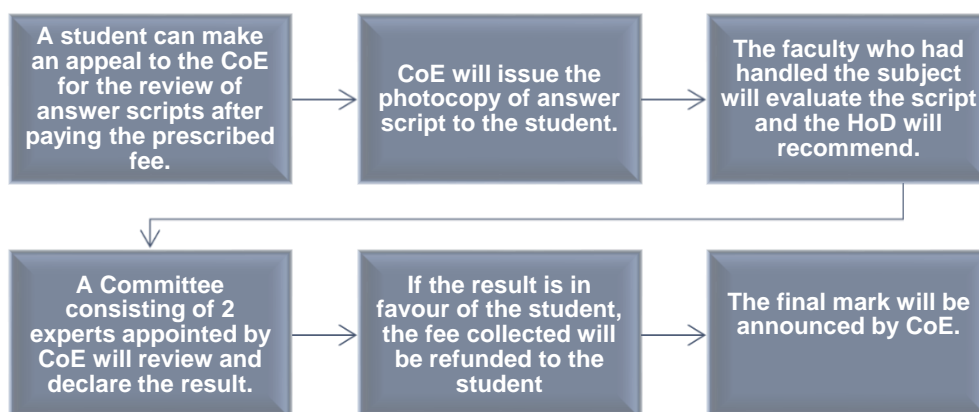


Figure 3 Challenge of Evaluation

**16 LETTER GRADE**

Absolute grading system is adopted in converting marks to grades.

**16.1. ABSOLUTE GRADING POLICY**

All assessments of a course will be evaluated on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range given in Table 12, based on the percentage of marks obtained by the candidate in each subject:

Table 12: Absolute Grading – Letter Grade and its range

Sl. No.	Range of percentage of total marks	Letter Grade	Grade Points
1.	91 to 100	O (Outstanding)	10
2.	81 to 90	A+ (Excellent)	9
3.	71 to 80	A (Very Good)	8
4.	61 to 70	B+ (Good)	7
5.	50 to 60	B (Average)	6
6.	<50	RA (Reappearance Registration)	0
7.	Shortage of Attendance	SA	0
8.	Absent	RA-AB (Reappearance due to absence)	0
9.	Withdrawal from examination	W	0

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: “O”, “A+”, “A”, “B+”, “B”. ‘RA’ indicates that Reappearance registration is mandatory for that course concerned. ‘SA’ denotes shortage of attendance (as per Clause 9) and hence prevented from writing the End Semester Examination.

**16.2. GRADE SHEET**

After the results are declared, grade sheets will be issued to each student, which will contain the following details:

- The College Name and Affiliating University.



- The list of courses registered for during the semester and the grades scored.
- The Grade Point Average (GPA) for the semester.
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

On completion of a semester, each student is assigned a Semester Grade Point Average which is computed as below for all courses registered for, by the student during that semester.

$$\text{Semester Grade Point Average} = \frac{\sum (C_i \times GP_i)}{\sum C_i}$$

Where  $C_i$  is the credit for a course in that semester and  $GP_i$  is the Grade Point earned by the student for that course. The **SGPA** is rounded off to two decimals.

The overall performance of a student at any stage of the Degree programme is evaluated by the Cumulative Grade Point Average (**CGPA**) up to that point of time.

$$\text{Cumulative Grade Point Average} = \frac{\sum (C_i \times GP_i)}{\sum C_i}$$

Where  $C_i$  is the credit for each course in each of the completed semesters at that stage and  $GP_i$  is the grade point earned by the student for that course. The **CGPA** is rounded off to two decimals.

## 17 ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be declared to be eligible for the award of the MCA Degree provided the student has

- Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- Successfully completed the course requirements and has passed all the prescribed examinations in all the 6 semesters (4 semesters for lateral-entry) within a maximum period of 6 years (4 years for lateral-entry) reckoned from the commencement of the first semester to which the candidate was admitted.
- Successfully passed any additional courses prescribed by the Department concerned whenever readmitted under regulations 2017 (R17) (vide Clause 5.2)
- No disciplinary action pending against him/her.

## 18 CLASSIFICATION OF MCA DEGREE

The degree awarded to eligible students will be classified as given in Table 13: Classification of the MCA Degree

Table 13: Classification of the MCA Degree

Sl. No.	Class Awarded	Criteria
1.	First class with Distinction	<p>A student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:</p> <ul style="list-style-type: none"> <li>a) Should have passed the examination in all the courses of all the 6 semesters (4 semesters in the case of Lateral Entry) in the student's First Appearance within 4 years (3 years in the case of Lateral Entry).</li> <li>b) Withdrawal from examination (vide Clause 9) will not be considered as an appearance.</li> <li>c) Should have secured a CGPA of not less than 8.50</li> <li>d) One-year authorized break of study (if availed of) is included in the 4 years (3 years in the case of lateral entry) for award of First class with Distinction.</li> <li>e) Should NOT have been prevented from writing end semester examination due to lack of attendance in any semester.</li> </ul>
2.	First class	<p>A student who satisfies the following conditions shall be declared to have passed the examination in First class:</p> <ul style="list-style-type: none"> <li>a) Should have passed the examination in all the courses of all 6 semesters (4 semesters in the case of Lateral Entry) within 5 years (4 years in the case of Lateral Entry).</li> <li>b) One-year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included in the duration of 4 years (3 years in the case of lateral entry) for award of First class</li> <li>c) Should have secured a CGPA of not less than 7.00</li> </ul>
3.	Second class	<p>a) All other students (not covered in clauses at S.No.1&amp;2 under Clause 18) who qualify for the award of the degree (vide Clause 19) shall be declared to have passed the examination in Second Class.</p>

**Note:** A student who is absent for the end semester examination in a course / project work Viva Voce after having registered for the same will be considered to have appeared for that examination (except approved withdrawal from end semester examinations as per Clause 9) for the purpose of classification.

## 19 AWARD OF DEGREE

The Academic Council of the institution will approve the award of Degree to all eligible students. The degree will be issued by Anna University, Chennai and the consolidated Grade Sheet will be issued by the institution. The consolidated grade sheet will specify any specializations and distinctions that the student has earned during the course of the study.

## 20 DISCIPLINE

Every student is required to maintain discipline and decorum both inside and outside the institution campus. They shall follow the **Honour Code** (Appendix A5) and should not indulge in any activity which can tarnish the reputation of the University or Institution. The Principal shall refer any act of indiscipline by students to the Discipline and Welfare Committee and other appropriate committees.

## 21 SPECIAL PROVISIONS

### **21.1. Extended Track**

From the second semester onwards, a student is allowed to register for the minimum permissible number of credits (vide clause 7.3) in each semester and complete the programme within the maximum duration of 6 years (Regular) and 5 years (Lateral Entry).

A student who wishes to opt for extended track shall submit a request to get approval from mentor, Class advisor and HoD concerned and sign an undertaking.

The approval shall be granted on case to case basis after discussion with the parents of the student concerned. Necessary fees for the extra semester/study period will apply.

### **21.2. Professional / Technical Certification Courses**

Department shall list DCC- approved, nationally or internationally recognized professional certification courses with prometric testing viz., like SWAYAM/NPTEL courses (online mode/ offline or in-campus for a minimum of 6 weeks' duration or 45 hours). Students who wish to obtain certification from the enlisted courses, may do so subject to a maximum of three credits.

- After the student successfully completes a Professional/Technical certification course, the DCC shall map it to a Professional elective course and transfer the credits appropriately, if the student applies for credit mapping.
- In case of credits earned through online mode from a University/Institution approved by the respective Department Consultative Committee (DCC), the credits may be transferred after due approval procedures from Departmental Consultative Committee.
- Students may be permitted to credit only one professional certification course.

### **21.3. Guided Self-Study of Professional Elective (PE) Course**

- If a student, after his/her second year of study, has no history of arrears and his/her CGPA is greater than 8.0, then he/she is eligible to register for one professional elective course of his/her programme as a guided self-study course with the approval of DCC. This shall be allowed only once during the entire period of study.

- One faculty member approved by the DCC shall be responsible for the periodic monitoring and evaluation of the student(s) who has/have registered for the guided self-study of the Professional Elective course. Though the student need not attend the classes, he/she shall appear for continuous assessment tests, submit assignments and appear for End Semester Examination (ESE).

## **21.4. SPECIALIZATION**

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### **21.4.1 Minor / Micro Specialization in Open Electives**

Minor and Micro Specialization Modules can be offered individually or jointly by Departments / Centers / Schools including those who do not run undergraduate programmes. Students can opt for specializations from other / interdisciplinary programmes and earn micro and minor specialization in addition to their major programme of study.

- A minor specialization is a set of four or five courses for a total of 15 credits, offered by a Department/ School and registered for, by students of other departments in the open elective slots. Among these courses (or 15 credits), three courses (or 9 credits) would satisfy the minimum credit requirement of the open elective component. The additional six credits to be earned by the students are above the minimum requirements of the programme. The student shall earn the extra six credits by registering for one course by guided self-study mode or DCC approved MOOC mode. The other three credits shall be earned through an internally assessed project work or project-embedded course that he/she shall complete during seventh or eighth semesters.
- A micro specialization is a smaller and more compact but niche area which requires a student to do a foundation course and two / three related courses and / or a project for a total of 9 credits. This would satisfy the credit requirement of the open elective component.

The minor/micro specialization modules along with the sequence (if any) and semester offerings will be listed by the departments / centres / schools and could be taken by the students starting from their second year programme onwards.

Upon completion of all courses in a specialization module, it will be indicated as a minor/micro specialization in the consolidated mark statement of the institution.

### **21.4.2 Professional Elective Specialization**

Departments may also offer professional electives as pre-defined groupings organized in discrete domains/streams, so that a student can choose one such domain in which he/she wishes to gain in-depth understanding, knowledge and skill. The specialization criteria need to be aligned with Programme goals and objectives. Upon completion of all courses in such a chosen stream, it will be indicated as a domain specialization in the consolidated mark statement of the institution.

### 21.5 Employment Enhancement Component – Research / Innovation / Design / Entrepreneurship (e-RIDE)

The e-RIDE Component has been designed to enrich a student's career skills. The e-RIDE brings in flexibility for the student to earn credits at a time of his choosing, allowing him to structure and plan his studies from the 2nd semester onwards. Students shall earn a minimum of 9 credits under e-RIDE under the guidance of the Mentor. Table 14 illustrates the basket of courses offered under e-RIDE and the suggested sequencing. DCC/ACC may allow exceptions to the suggested sequencing.

Table 14: Basket of courses offered under e-RIDE

Sl.No	Basket	Types of courses	Offered By	Suggested Credit cap
1	Skill development Courses	1. Soft/ Professional Skill Training Courses/ Language Courses	KCT Placement Cell / External Agency	6
		2. One Credit Courses	External / Internal Experts	
2	Online Courses	1. Design/ Research Methodology / Entrepreneurship Courses	Reputed Online MOOC Platforms (Prior Approval of DCC/ACC is required.)	4
		2. Programme Relevant Courses		
		3. Humanities		
3	Program Comprehension	1. Comprehensive Exam- To be conducted in the 5 <sup>th</sup> semester- 2 credit	Institution	2
4	Experiential learning	Research / Industry Internships	Industry/Reputed Academic Organizations/Universities	3
5	Mini Projects	1. Re' Projects / iQube / Garage Projects etc. 2. Technical Solutions to Real-world Problems (TSRP).	Institution	4

#### 21.5.1 Industrial / Research Internship

The students may undergo training or internship during summer / winter vacation at Industry/ Research organization / University (after due approval from the Mentor, Class advisor and DCC) In this case, the internship/training should be undergone continuously (unbroken) in one organization. Normally no extension of time period is allowed. However, DCC may consider exception on a case to case basis.

**21.5.1.1. Duration and credit distribution of Industrial /Research Internship**

The student is allowed to undergo a maximum of 4 weeks Industrial Training / Internship or a maximum of 2 credits in this e-RIDE category as shown in Table 15. This activity undergone in this category shall not be part of the Capstone project / or mini project Viz: This shall not be a part of other credit requirements.

Table 15: Internship Credit details

Sl. No.	DURATION OF TRAINING/INTERNSHIP	CREDITS
1	2 Weeks	1
2	3 - 4 Weeks	2
3	5 - 6 Weeks	3

**21.5.1.2. Assessment for Industrial /Research Internship**

- The Industrial / Research Internship shall carry 100 marks and shall be evaluated through continuous assessment only.
- At the end of Industrial / Practical training / internship, the student shall submit a brief report on the training undergone and a certificate from the organization concerned.
- The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a three-member Departmental Committee constituted by the Head of the Department.
- Duly attested copies of Certificates (issued by the Organization) submitted by the student shall be attached to the mark list and sent to Controller of Examinations by the Head of the Department for awarding Grades.
- Table illustrates the credit allocation for Internship.

**21.5.2 One credit courses offered by External/Internal Expert**

Students can register for one credit courses for a minimum of 15 periods (lecture mode) or 30 hours (practical mode) duration during any semester when it is offered. Experts from the industry/Institution (KCT) may design such specialized one-credit courses based on the current technical skill requirements. The Department Consultative Committee (DCC) shall review and approve the syllabus, course plan, and pedagogy and assessment pattern for the course.

- A pass in 3 one-credit Programme allied courses (over and above the limit specified in the curriculum) may be taken in lieu of one professional elective course, with the approval of Department Consultative Committee and the Grade sheet shall reflect the same. The grade earned in this professional elective course will be the average grade of the 3 one credit programme allied courses.
- A pass in 3 one-credit Non-Programme allied courses (over and above the limit specified in the curriculum) will be taken in lieu of one open elective course, with the approval of Department

Consultative Committee and the grade sheet shall reflect the same. The grade for this open elective course will be the average grade of the 3 one credit Non –Programme allied courses.

- In case a student wishes to complete three one - credit courses in order to satisfy e-RIDE credit requirement he / she may be allowed to do so.

*Note: One credit courses offered by internal expert shall be value-added courses beyond the curriculum. The faculty members from other departments (not belonging to the specific discipline of the programme) also can offer such courses to the students with the approval of DCC.*

#### **21.5.2.1 Assessment for One credit courses**

- A one - credit course shall carry 100 marks and shall be evaluated through **continuous assessment only**. The QP pattern and scheme will be decided by the course faculty and will be approved by the DCC.
- The Head of the Department may identify a faculty member as the coordinator for the course. A committee consisting of the Head of the Department, staff handling the course (if available), coordinator and a senior Faculty member nominated by the Head of the Department shall monitor the evaluation process.
- The faculty coordinator shall coordinate with the external expert for conducting one Continuous Assessment Test (CAT-I).
- The grades shall be assigned to the students by the above committee based on their performance and included in the calculation of CGPA.

#### **21.5.3 Online Courses**

Students may be permitted to register in reputed online course platforms (SWAYAM / Coursera etc.) for skill development, humanities, management, Design/Research methodology / entrepreneurship and other non-technical courses (which are provided with certificate after evaluation of the performance) with prior approval from Mentor, DCC of the department concerned.

All the online courses (minimum of 30 hours duration) under the e-Ride elective carry a weightage of 1 credit each. Student shall earn a maximum of 2 credits under this category for the entire period of study.

##### **21.5.3.1 Assessment for Online courses**

On successful completion of the course, he/she has to submit the digitally signed/ verified certificate to the Head of the department. The assessment pattern will be decided and approved by the DCC. Based on the recommendation by the DCC, the student will be awarded grades which will be included in the calculation of CGPA.

#### **21.5.4 Mini Projects**

Students who wish to hone their research skills may take up mini projects as listed below. A Student (or a group of 2-3 students) shall do these projects in their extra-academic time and are allowed to utilize institutional resources with necessary approvals.

- i. Technical Solutions to Real World Problems (TSRP)
- ii. Short-term Research projects like Ré projects
- iii. Real time projects like product development by individual or batch of students / i-cube / Garage activities

##### **21.5.4.1. Assessment for Mini Projects**

Students shall register for the mini project before starting the project, after getting due approval from DCC/Forum coordinators. Regular process/reviews will be conducted regularly by a panel of subject experts across the college. The student(s) shall submit a final report and the respective coordinator will award the marks. Relevant supportive documents will be submitted to CoE/DCC for award of grades and credits. All the mini projects will be assessed internally.

#### **21.5.5 Soft skills and Professional Skills Courses**

These courses are offered or prescribed by the placement cell. The activities will be coordinated at the college level by the placement officer. The course listing and the syllabi shall be formulated by the placement officer from time to time, and students may register for the course. Maintaining an attendance of 75% is mandatory for these courses.

##### **21.5.5.1. Assessment for Soft skills and Professional Skills Courses**

These courses shall carry 100 marks and shall be evaluated through continuous assessment only. Assessment pattern for these courses will be prescribed by Placement cell or the agency offering the course with the prior approval from Placement cell.

#### **21.5.6 Comprehensive Examination**

Programme comprehension courses are guided-self-study courses, evaluated through Comprehensive Examinations which assess the analytical ability, comprehensive knowledge that the student has gained so far in all the courses he/she has completed, his or her ability to apply such knowledge in various situations, etc. Comprehension of a student in his/her field of specialization will be evaluated in the form of a written or online examination in Graduate Aptitude Test in Engineering (GATE) pattern.

##### **21.5.6.1. Assessment for CE**

- Comprehensive Examination will be conducted in the beginning of the 5<sup>th</sup> semester
- If a student fails in the Comprehensive Examinations, he/she shall register and earn credits in the other electives offered under e-Ride.



## 22 INTERNATIONALIZATION

KCT encourages global exposure for students in their academic learning process. In general, it is KCT's policy to accept credits earned at recognized Universities, provided that such credits have been earned through university-level courses (ULC) equivalent to the courses in specific programmes of KCT. Students can travel to International Universities with the approval of KCT International office, CoE, and DCC for Semester abroad (courses/ Project/ Research) courses; Summer schools; Short-term specialized courses / internships (2-6 weeks) or other specialized courses.

- Credits can be earned through International Exchange Programmes with proper prior approvals from KCT. University Level Courses (ULC) equivalent to the courses in KCT are permitted for credit transfer. ULC should match the courses in specific programmes of KCT satisfying AICTE/ AU norms.
- A maximum of 15 credits can be earned from internationally recognized universities and the same can be transferred after the normalizing process decided by KCT Credit Transfer Committee.
- Credit transfer will be as per the KCT International Credit Transfer Policy, and students have to submit the relevant documents. Credits for courses which have already been earned at KCT cannot be transferred.
- The eligibility criteria to apply for International Exchange programmes will be as per the norms of the partner/ host University.
- The completed credit transfer record must be signed by the student and the Head of the Department and submitted to Controller of Examinations, who will transfer the approved credits and grades

## 23 REVISION OF REGULATIONS AND CURRICULUM

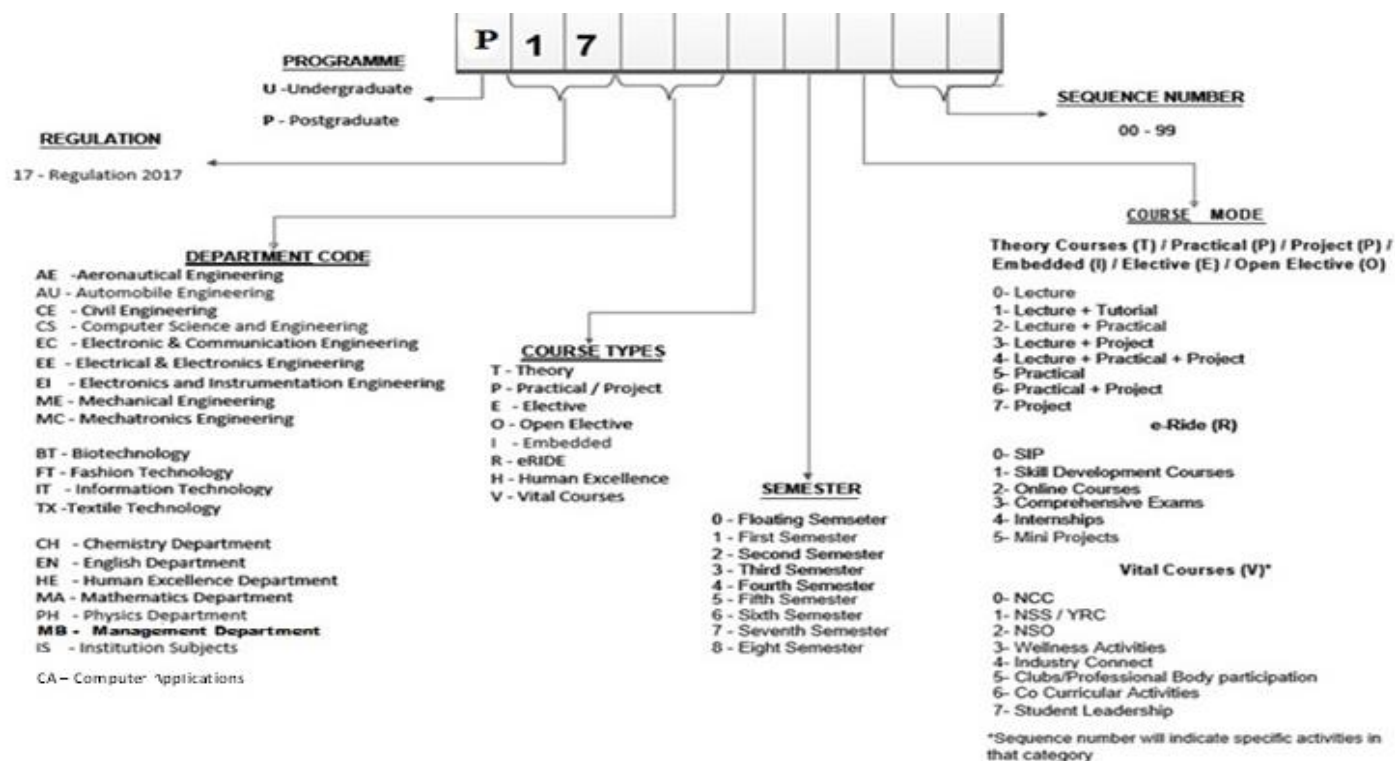
The institution may from time to time revise, amend or change the Regulations, scheme of Examinations and syllabi, if found necessary. Academic Council assisted by Board of Studies and Standing Committee will make such revisions / changes.

Note: Any ambiguity in interpretation of this regulation is to be put up to the Standing Committee, whose decision will be final.



24 APPENDIX

A1. COURSE CODE NUMBERING SCHEME



## A2. CLASS ADVISOR AND MENTOR

### A2.1. Class advisor

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The Head of the Department will allot one faculty member to be the Class advisor for a particular class of students throughout their period of study. The role of Class advisor are as follows:

- To motivate and closely monitor the performance of the students and Mentor.
- To build a strong alumni base for the institution by maintaining a meaningful rapport with students and parents.
- To maintain all important documents of the students for reference / inspection by all committees.
- To work closely with the mentors on matters related to students.

Class advisor shall also play the role of Mentor for a set of 25 students in the class allotted to him or her.

### A2.2. Mentor

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In order to facilitate the students' progress and welfare, the Head of the Department will allocate a fixed number of students to a teaching faculty of the department who shall function as Mentor for them throughout their period of study. Each mentor will have a maximum of 25 students allotted to him/her. The responsibilities of the mentor are:

- Advise students in course registration, monitor their attendance and academic performance and counsel them periodically.
- If necessary, the mentor may also discuss with, or inform the parents about the progress of the student concerned.
- During the Course Registration Process, the mentor shall advise the mentee about the academic programme and counsel him/her on the number and nature of courses to be registered for in the ensuing semester, considering the academic background and career objectives of the mentee.
- Mentors shall guide students with arrears during the course registration process in the summer track for pacing the programme.
- Mentors shall maintain an e-Record of each of his/her mentees, which shall contain information about the students' attendance, grades obtained in the End Semester Examinations, Continuous Assessment Tests, achievements if any in Curricular, Co-curricular and Extra-curricular activities, Medical History and disciplinary proceedings if any, taken against the student.
- Mentors shall organize two meetings with their mentees in a semester, to keep track of their academic progress and to solve grievances if any and minute the same in the e-Record.
- Mentors shall organize one meeting with their respective mentees' parents in a semester.

## A3. VARIOUS COMMITTEES

For smooth execution of the regulation, policies, various committees are formed and a few of them are briefed here

### **A3.1. Class Committee**

The Class Committee Meeting (CCM) shall be conducted by the Academic department faculty and shall be done class wise to assess the quality of the academic and non-academic activities in a stipulated period. The class committee meetings shall be conducted as scheduled below and the minutes shall be submitted to Academic Consultative Committee (ACC). Table A-1 shows the schedule for organizing the class committee meetings.

Table A-1 Schedule for organizing class committee Meeting

Meeting 1	One week before the commencement of CAT-I
Meeting 2	One week before the commencement of CAT-II

ACC will to address the feedback collected from the various departments before the start of the next meeting.

### **A3.2. Course Committee for Common Courses**

Each common theory course offered to more than one class / branch shall have a Course Committee comprising all the teachers teaching the common course with one of them nominated as Course Coordinator as detailed in Table A-2 : Common Course Committee.

Table A-2 : Common Course Committee

SL. No.	Nature of common course	Person responsible for forming course committee and nominating Course-Coordinator
1.	For common course / course handled in a particular department	Respective HoD will nominate and intimate the concerned faculty.
2.	For common courses handled in more than one department	DoA to put up the course committee details to the Principal, get the same approved and intimate the concerned faculty

The course committee will ensure that a common question paper is prepared for the tests / exams and uniform evaluation is carried out. The course committee should meet at least 3 times in a semester. The schedule for the course committee meetings is shown in Table A-3.

Table A-3 : Schedule for organizing Course Committee Meetings

Meeting 1	Before one week of the start of the semester
Meeting 2	One week before CAT - 1
Meeting 3	One week after CAT - 2

### **A3.3. ACC - Academic consultative committee:**

The committee includes the Principal, Director, DoA, CoE, Director / HoD concerned. The committee meets to carry out business related to academic matters which require central decision making and approval viz. retest approval of missed CAT, addressing the feedback collected from the various departments' class committee meetings

### **A3.4. DCC - Department consultative committee**

The committee includes Director or HoD (need basis), and a few faculty members of the department from various levels. The committee meets to carry out business related to academic matters that can be addressed within the department viz. course equivalence of common courses for readmitted students; approval of new courses to be offered by the department; consider and approve the credit equivalence of courses offered by industry, review the course offerings; Consider the merit of applications involving lack of attendance in PE/OE courses to take up another PE or OE; Approve CAM only courses every semester; Approve scheme of assessment for each course; Approval for and Mapping credits of certification courses; Approval of list of nationally or internationally recognized professional certification courses with prometric testing; consider credit mapping request from students for Professional /Technical certification course to Professional elective course and transfer the credits appropriately; Approval of guided self-study of Professional elective course for students with no history of arrears and CGPA >8.0; periodic monitoring and evaluation of the student(s) who has/have registered for the guided self-study of the PE course; listing and approval of minor/micro specialization modules; Changes in eRIDE sequencing and approval of eRIDE related matters.

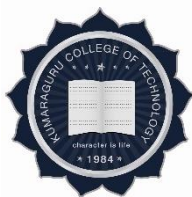
### **A3.5. DEC- Departmental Examination Committee**

The committee includes Director or HoD (need basis), and a few faculty members of the department from various levels. The committee shall schedule, conduct, scrutinize the quality of CAT question papers, project / lab reviews and maintain records.

#### **A4. PROCESS TO CONSIDER THE APPLICATION FOR REVOCATION OF DETAINMENT**

The process to consider the application for revocation of detainment on account of lack of attendance in 4 or more courses, due to genuine reasons (viz. sports participation, NCC, Medical grounds etc) is as follows:

The student submits an application for consideration via a request letter to the CoE, not later than 3 days from the last working day, along with the HOD's recommendation, Class Advisors report and Mentors recommendation. A committee consists of the Principal, CoE, DoA (1 representative), Head (OSA), LC (1 representative), HODs - 2 from departments other than the student's own). The committee shall meet 4 working days, to consider the case. Stakeholders may be called to be meeting as may be required, and decision arrived at. The decision approved by Principal shall be final.

**A5. HONOUR CODE**

## KUMARAGURU OF TECHNOLOGY, COIMBATORE

Self-attested Student Passport Size Photograph  To be affixed
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### THE HONOUR CODE

I \_\_\_\_\_, Roll No. \_\_\_\_\_, do hereby undertake that as a student at Kumaraguru College of Technology:

(1) I will not give or receive aid in examinations; that I will not give or receive unpermitted aid in class work, in preparation of reports, or in any other work that is to be used by the instructor as the basis of grading; and

(2) I will do my share and take an active part in seeing to it that others as well as I uphold the spirit and letter of the *Honour Code*.

I realize that some examples of misconduct which are regarded as being in violation of the *Honour Code* include:

- copying from another's examination paper or allowing another to copy from one's own paper;
- unpermitted collaboration;
- plagiarism;
- revising and resubmitting a marked quiz or examination paper for re-grading without the instructor's knowledge and consent;
- representing as one's own work the work of another, including information available on the Internet; and
- giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted.
- committing a cyber-offence, such as, breaking passwords and accounts, sharing passwords, electronic copying, planting viruses, etc.

I accept that any act of mine that can be considered to be an *Honour Code* violation will invite disciplinary action.

Date: \_\_\_\_\_ Student's signature \_\_\_\_\_

Name \_\_\_\_\_

Roll No. \_\_\_\_\_

### **NOTE TO THE STUDENT**

Submit one signed copy at Registration.

Submit one signed copy to your Mentor

Keep one signed copy with you.

Keep one signed copy with your parent(s)/guardian.