

KISHKINDA UNIVERSITY

ಕಿಷ್ಕಿಂಢ ವಿಶ್ವವಿದ್ಯಾಲಯ

Advancing Knowledge Transforming Lives



Examination Manual

E.M .1.0

Table of Contents		
Sl. No.	Contents	Page No.
1	1.0 NTRODUCTION	01
2	2.0 EXAMINATION SECTION	02-12
	2.1. Major activates of examination	
	2.1.1 Pre-Examinations Work.	
	2.1.2. Actual conduct of Examinations and preparation of Result.	
	2.1.3. Post Examination Work	
	2.2. Duties and Responsibilities	
	2.2.1 Duties and Responsibilities of the Registrar (Evaluation)	
	2.2.2. Duties and responsibilities of the Deputy Registrar (Evaluation)	
	2.2.3. Duties and Responsibilities of the Assistant Registrar (Evaluation)	
	2.2.4. Duties and Responsibilities of Office Superintendent / Asst. Office Superintendent	
	2.2.5. Duties and Responsibilities of Office Staff F.D.A / S.D.A	
	2.2.6. Duties and Responsibilities of Senior supervisor	
	2.2.7. Appointment, Duties and Responsibilities of Junior Supervisor	
	2.2.8. Relieving –Junior Supervisor	
	2.2.9. Board of Examiners and their responsibilities	
	2.2.10. Duties and responsibilities of the Chairman of the Board of Examiners	
	2.2.11. Appointment, Functions and Duties of Paper Setters	
	2.2.12. Appointment, Duties and Responsibility of Reviewers/Moderators	
	2.2.13. Tabulators	
	2.2.14. Appointment, Duties and Responsibilities of the vigilance squad Members	
3	3.0 CONDUCTING EXAMINATION	13-18
	3.1. Introduction to examinations	
	3.1.1. Registration and enrolment of courses	
	3.1.2. Admission to examinations	
	3.1.3. Examination time table	
	3.1.4. Issue, collection of examination application forms & payment of examination fees.	
	3.1.5. Detention/cancellation of candidature for appearing in the examination	

Sl. No.	Contents	Page No.
	3.1.6. Printing and issue of hall tickets	
	3.1.7.Special arrangements for amanuensis/scribes	
	3.2. Conduct of theory examinations	
	3.3. Conduct of practical/clinical examinations	
	3.4. Conduct of project viva-voce examinations	
	3.4.1. Guidelines for Preparation of Project Reports	
	3.5. Organization study	
	4.0 EXAMINATION AND EVALUATION PROCESS	
	4.1 Definition key words	
	4.2 TITLE AND DURATION OF THE PROGRAMME	
	4.3 ACDEMIC ELIGIBILITY FOR ADMISSION	
	4.4 CURRICULUM FRAMEWORK AND ACADEMIC PROCESSES	
	4.5 Assessment And Evaluation Procedure	
	4.6 Details of Semester End Examination (SEE)	
	4.7 Challenge Evaluation	
	4.8 Gracing Policy	
	4.9 Make-up Examinations	
	4.10 Fast track semester (Supplementary Semester) for UG program	
	4.11 Grading System	
	4.12 Transitional Grades	
	4.13 Grade Points	
	4.14 Earning of Credits	
	4.15 Academic Performance Evaluation	
	4.16 Rejection of Result	
	4.17 Academic Malpractice	
	4.18 Maximum Duration for Programme Completion	
	4.19 Readmission/ Re-appearing	
	4.20 GRADING AND VERTICAL PROGRESSION	
	4.21 Award of Grade Cards, Certificates and Transcripts	
	4.22 Eligibility For Award Of Degree, Prizes, Medals, And Ranks	
	4.23 Noncompliance Cases	
	4.24 CHANGE OF UNIVERSITY: TRANSFER OF STUDENTS	
	4.25 Guidelines for Using Online Content in Courses at the University	
4		13-18
		19-69

	4.26 Guidelines for Using Online Content in Courses at the University	19-69
	4.27 Guidelines for Using Online Content in Courses at the University	
	4.28 Guidelines for Using Online Content in Courses at the University	
	4.29 The Regulations Governing the Academic Bank of Credits	
	5.0 AWARDING DEGREE	70-80
	5.1. Class Declaration & Award of Degree	
	5.2. Correction in Grade Card & Issue of Duplicate Grade Card / PDC	
	5.3. Issue of Official Transcripts	
	5.4. Issue of Provisional Degree Certificate	
	5.5. With holding conferment of any degree or award of any certificate	
	5.6. Withdrawal of degrees and other academic distinctions	
	5.7. A procedure for ranks and medals during convocation:	
	5.8. Award of medals and prizes from external organization/from individual / etc.:	
	5.9. Conduction of the annual convocation:	
	5.10. Punishment for use of unfair means	
	5.11. Procedure to deal with lapses	
	5.11.1. Competent Authority	
	5.11.2. Management:	
	5.11.3. Investigating Committee:	
	5.11.4. Procedure for Investigation:	
	5.11.5. Punishment:	
	5.12. Grievance Redressal:	
	5.13. Award of chancellor's gold medals and other academic awards given during the convocation	
	5.14. Preservation of documents	

1.0 INTRODUCTION

The Examination has a great importance in any system of Education. It is one of the duties of the Kishkinda University to Conduct Examinations, Entrance Tests for admission to various programmes and to confer the Degrees, besides awarding other academic distinctions to the persons who fulfil the requisite qualifications/conditions. The Examination Section is therefore the backbone of the Kishkinda University. The credibility of the Kishkinda University in the society mainly depends on the Examination System, Examinations Results and Reliability of the Examinations system. Hence the Examination Section plays a very significant role in the Administration. It shall, therefore be the responsibility of all persons connected with the Examination Section to carry out all the Examination work smoothly and in transparent manner. For smooth working of Examination system, there should be certain broadly outlined guidelines. Keeping in view of the above aim, set of guidelines have been prepared and are made available herewith.

The entire work of examination is being governed by the Rules & Regulations of the Statutory Councils and different provisions of the bye-laws of the Kishkinda University.

2.0 EXAMINATION SECTION

The Examination section mainly deals with the conduct of examinations, declaration of the results and issuance of certificates such as Semester Grade Cards, Duplicate Grade Cards, Consolidated Grade Cards, Transcripts, Provisional Degree Certificate (PDC) and other exam related certificates. The examination work is divided into three segments namely Pre- Examination work, Examinations & Preparation of Results and Post Examination work on functional basis for the purpose of simplification, smooth and easier functioning.

2.1. Major activities of examinations

The activities of the Examinations are mainly divided into the following parts on functional basis:

1. Pre-Examination work
2. Actual Conductance of Examinations & Preparation of Results
3. Post Examination Work

2.1.1.	Pre-Examinations Work	➤ Arrange the meeting of the Board of Examiners. ➤ Preparation of Schedule of Examinations. ➤ Appointment of Paper-Setters, Examiners and Moderators. ➤ Appointment of Centre In-charge. ➤ Appointment of Custodian. ➤ Fixing of venue of Central Assessment Programme ➤ Distribution of required stationery to various Examinations Centres. ➤ Make arrangement for sending Name Lists, Summary, and Admit Cards to the departments. ➤ Arrange the sending of Time table of Practical Examination to the departments. ➤ Arrange for distribution of sealed Envelopes of Question Papers to the Examination Centres.
2.1.2.	Actual conduction of Examinations and preparation of Results	➤ Visit to Examinations Centres. ➤ Receive the report of unfair means cases if any happened. ➤ Make arrangement to collect the Answer Books from the Examination Centres. ➤ Coding of Answer Books. ➤ Send it to the venue of the Central Assessment Programme. ➤ Receive the Internal Assessment Marks and Practical examination mark lists on line. ➤ Make arrangement to carry out the work of assessment of Answer Books. ➤ Collect mark lists. ➤ Process the Examinations results, ➤ Declare the results of various examinations and send it to the respective departments.

2.1.3.	Post Examination Work	➤ Receive the forms for verification of marks. ➤ Make the arrangement for verification of marks and send the results to the respective departments. ➤ Receive the forms for providing photocopy / copies of answer book/s. ➤ Make the arrangement for providing photocopy / copies of answer book/s. ➤ Deal with the cases of Unfair means and lapses on the part of candidates and teachers respectively. ➤ Declare the Gold Medals. ➤ Receive online applications for Degree Certificates. ➤ Deal with the process of the convocation. ➤ Preserve record of Examinations. ➤ Issue Duplicate Mark sheet/Passing Certificate/ Degree Certificate. ➤ Make available the statistical data / other examination information's from time to time.
2.2. Duties and Responsibilities		
2.2.1.	Duties and Responsibilities of the Registrar (Evaluation)	➤ The Registrar (Evaluation) shall be responsible for the proper maintenance of records, maintenance of marks list and valued answer scripts. The valued answer scripts shall be preserved for six months after the announcement of results and thereafter dispose of as per procedure. ➤ He/she shall prepare periodically list of those persons who have committed lapses in discharging the examination related responsibilities entrusted to them and place it before the MPC Committee and BOM for taking appropriate action against them. ➤ He/she shall prepare the budget estimates for his section and send it to Finance Officer. ➤ He/she shall get the valid list of examiners as prepared in the latest meeting of BOS from the Academic Section, and get BOE constituted as per rules (Duties and responsibility of Chairman, members). ➤ He/she shall ensure that Chairman BOE shall convene the meeting of BOE for finalization of question papers and distribution of work. ➤ He/she shall appoint Chairman Subject wise for conducting Theory and practical examination (time table of examination) and get the detailed time table prepared. (Chairman and Examiners to be appointed as per norms i.e., Seniority cum rotation cum validity). ➤ Preparation of schedule for printing of Question papers year wise, subject wise, paper wise and get them printed. ➤ Finalization and announcement of Candidates' list Programme wise, course wise, and send one list to each department and one list to tagged centers if any and two lists to be kept in Examination Section. ➤ He/she shall arrange to prepare the eligibility list of candidates and presentation list for each convocation and arrange distribution of the degree Certificates to the conferred candidates.

2.2.1.	Duties and Responsibilities of the Registrar (Evaluation)	➤ He/she shall arrange to prepare the eligibility list of candidates and presentation list for each convocation and arrange distribution of the degree Certificates to the conferred candidates. ➤ He/she shall arrange go prepare the merit list, rank list, list of prize and medal winners. ➤ He/she shall be responsible for the proper custody and maintenance of marks registers and other valuable and permanent records of the section. ➤ He/she shall pass the TA & DA bills and other remuneration bills of the staff drafted for the examination work subject to rules.
2.2.2.	Duties and responsibilities of the Deputy Registrar (Evaluation)	➤ Subject to the general control and supervision of the Registrar (Evaluation), the Deputy Registrar (Evaluation) shall have the following powers and functions, duties and responsibilities: ➤ He shall be the custodian of the ledgers and related documents. ➤ With the approval of the BOM /vice-Chancellor, the Deputy Registrar (Evaluation) shall issue notifications inviting applications, fixing the dates of commencement of examination. He/she shall arrange to issue these notifications, preferably 30 days in advance. ➤ He /she shall prepare the detailed time tables of all examination in consultation with the Registrar (Evaluation), arrange to notify them for the information of candidates registered for examinations, preferably 15 days in advance of the commencement of examinations. ➤ He/she shall responsible for the proper maintenance of the following records in the section. Two sets of candidates lists. Examination wise. Two sets of result sheet, examination wise. ➤ He/she shall ensure that the required material like the answer books, additional answer books and other stationery to the centres of examination. ➤ He/she shall arrange to fix the examination fees for various examinations with the approval of the BOM. ➤ He/she shall arrange for the proper distribution and disposal of day-to-day tappals in the section. ➤ He/she shall attend to the re-totaling of valued scripts, revaluation and redress of grievances, etc., under instruction of the registrar (Evaluation). ➤ He/she shall prepare and supply relevant extracts from this Manual for guidance and benefit of several officers/ officials entrusted with any kind of examination work/ assignment. These should be sent along with the letters of respective appointments.

2.2.3.	Duties and Responsibilities of the Assistant Registrar (Evaluation)	➤ He shall be the custodian of all marks lists and related documents. ➤ He/she shall arrange to scrutinize the examination forms and the statements sent by the respective departments and P.G Department with reference to the records maintained at the office of the Registrar (Evaluation). ➤ He/she shall arrange for the preparation of coding related activities. ➤ He/she shall in addition to the above duties, attend to any duty entrusted to him by the Registrar (Evaluation) /the Vice- Chancellor /the BOM and carryout the above duties seeking orders directly from the authorities / officers concerned. ➤ He/she shall assist the Registrar (Evaluation) in retotaling and revaluation work and to announce the Results under his supervision.
2.2.4.	Duties and Responsibilities of Office Superintendent /Asst. Office Superintendent	➤ Office Superintendent shall exercise general control over the Section including supervision and co-ordination of work, discipline of staff, and punctuality of attendance. ➤ He/she ensure that all communications received in the section are accounted for and those that require actions are brought before appropriate officer promptly. No correspondence shall be kept pending without appropriate action for more than 7 days in the section. ➤ He/she shall arrange to submit all the Cheque /D.Ds. to the Finance Section within 3 day of the receipt, mentioning the name of Department/ student and other details.
2.2.5.	Duties and Responsibilities of Office Staff F.D.A / S.D.A	➤ The FDA/SDA Shall Submit the proper file with relevant papers and references within 7 days of receipt of cases. Urgent cases shall be attended to on top priority basis. ➤ The assistant shall maintain personal register and up to date entries regarding submission of files, disposal of papers, progress and work charts, candidate's lists and result sheets etc., They shall maintain the records neatly compiled in proper files. ➤ The cases workers shall ensure proper scrutiny of application forms received from candidates and prepare a correct statement of candidates taking the examination, noting the correct name, subjects offered, subjects exempted, year of examination with register number, scheme, etc., ➤ The case workers, soon after the results of various examinations are declared, shall prepare statement containing the number of failures, number of register numbers marked for after announcement, with – held cases for not completing previous examinations etc., and take appropriate action as expeditiously as possible to clear all such cases.

2.2.6.

**Duties and
Responsibilities of Senior
Supervisor**

- The Registrar (Evaluation) of the examinations shall appoint the senior supervisor, each Department which is declared as center of examinations, shall have a senior supervisor who shall ordinarily be the Head of the Department. If, it cannot be done, the senior members of the department may be appointed as the senior supervisor the letters of appointment shall be conveyed immediately.
- The senior supervisor shall be responsible for the proper conduct of examinations at his/her center. He/she shall take all the necessary actions before, during and after the examination for the smooth conduct of examination and dispatch of answer scripts promptly.
- He/she shall ensure that authorities of the college/departments have to prepare a statement of candidates taking the examinations at his center, examination wise, course wise and forward the same to the Registrar (Evaluation) /Deputy Registrar (Evaluation) as per the notification of the University and that Department has received the list of candidates.
- He/she shall appoint the required number of Junior Supervisors, Relieving Junior Supervisors (one for every six regular Junior Supervisors). Factotum- cum -assistant, typist and Class-IV staff.
- The senior supervisor shall prepare well in advance the statement of allotment of work, seating for candidates and the number of Junior Supervisor required and draft all the teachers of his institution/ department for supervision work depending upon the need. If the staff of his institution/ Department is not adequate, He/she shall take the staff of neighbouring department with the prior permission of the Registrar (Evaluation). He shall also arrange to give identity cards to Junior Supervisors which they should wear while performing their duty.
- He/she shall see that only candidates with admission tickets are allowed to take examination. If in case candidate has lost the admission ticket, the senior supervisor shall arrange to issue a duplicate admission ticket on payment of Rs. 100/- which should be credited to university fund. Before issuing duplicate hall ticket he shall ensure authenticity of the candidate.
- He/she shall arrange to keep open the examination room/hall half an hour before the scheduled time of commencement of examination on each day session of the examination. He/she shall ensure that no candidate is admitted to the examination hall/room 30minutes after the commencement of the examination and no candidate is allowed to leave the examination hall/room within 30 minutes of commencement of examination. The senior supervisor shall arrange for the ringing of bells to mark the examination timings. At the entry of building, notices of Do's and Don'ts of Examinations be displayed.

2.2.6.	Duties and Responsibilities of Senior Supervisor	➤ He/she shall not forwards more than one case of malpractice in the same report. Each case shall be forwarded with a separate report unless it is inter-related with another case. Every report shall be accompanied with a plan of the seating arrangement made in the hall/room where the malpractice case is said to be committed, indicating the direction the candidate was facing and the place where the junior supervisor was stationed. All the documents and answer script recovered from the candidate along with the report, plan etc., shall be signed by both the senior supervisor and the junior supervisor and forwarded to the Registrar (Eva) by name. He/she should also enclose chits, book, copying material resorted to with hall ticket, answer books, etc. ➤ He/she shall daily accounts of answer scripts dispatched in the prescribed form to the registrar (Evaluation). This statement shall contain the actual number of candidates present and absentees for each course under different schemes of examination and the number of candidates absent for each course.
2.2.7.	Appointment, Duties and Responsibilities of Junior Supervisor	➤ The senior supervisor shall appoint the junior from among the teaching staff of his P.G Department / institution. In exceptional cases where the teaching staff of an Institution is inadequate, the Senior supervisor may with the permission of the Registrar(Evaluation), appoint Junior Supervisor from the Teaching staff of other institutions under intimation to the Registrar (Evaluation)/Deputy Registrar (Evaluation). ➤ The Junior Supervisors shall be in charge of a room containing not more than 25 students. If the total number of candidates taking the examination(s) on a particular day is less than 30, one Junior Supervisor shall be in charge. ➤ The junior supervisor shall not admit any candidate to the examination hall/ room 30 minutes after the commencement of the examination and shall not allow any students to leave the examination hall/ room before 30 minutes after the commencement of the examination. ➤ He/she shall immediately after the first 30 minutes bell, return all the remaining question papers and the blank answer books of absentees to the Chief Supervisor. The Junior Supervisor shall not give any question papers to any outside and He/she shall not take question papers from any candidate for reading it. ➤ The Junior Supervisor shall not be permitted to leave the examination hall during the first and last half an hour of the examination. During intervening period he/she may leave the examination hall with the permission of senior supervisor Relieving Supervisor may take charge of the supervision of the room/hall for not more than 15 minutes. He/she shall sign in the relieving Supervisor's diary for the relief taken.

2.2.7.	Appointment, Duties and Responsibilities of Junior Supervisor	➤ He/she shall not allow any candidates to copy from either books/paper/from other candidates or have in his possession or in his desk any book or papers not issued by the Junior Supervisor in the examination hall/room. He/she shall further ensure that no candidate detaches or tears off any sheet or part of sheet from the answer book or additional books, and that every candidate hands over his answer book before he/she is permitted to leave the examination hall/room. ➤ He/she shall be agile, watchful and active throughout the period of examination. ➤ He/she shall, not relax or indifference in the examination hall/ room.
2.2.8.	Relieving – Junior Supervisor	➤ The senior supervisor shall appoint relieving Supervisor/s from the teaching staff of his department one week in advance of the commencement of the examination under intimation to the Registrar (Evaluation)/Deputy Registrar (Evaluation). ➤ There shall be one relieving Junior Supervisor for every Six Junior Supervisors. If there are 3 Junior Supervisors and less, the senior supervisors shall manage, they shall be agile and active during the examination, he/she should not read from any extraneous material nor sit continuously, and preferably they should move from place to place. ➤ The Relieving Supervisor shall report for duty half an hour earlier to the time scheduled for the commencement of examination.
2.2.9.	Board of Examiners and their responsibilities	➤ The BOM shall constitute the board of Examiner for the semester end examinations and the same Board of examiners shall continue to function until the supplementary examinations are completed. No person shall be appointed as a member of the Board for more than one term of one year. ➤ The Confidential Section shall obtain the updated panel of examiners prepared and approved by the B.O.S and the Academic Council in the subject concerned. Normally, the permanent teaching staff having FIVE years of teaching experience shall be included in the list of examiners. However, in the case of non-availability, the Registrar (Evaluation) with the approval of the Vice-Chancellor may relax this condition. ➤ The board of Examiners shall ensure that the question papers set are within the syllabi approved by the University. It shall also ensure that the correct title of the paper, the examination course, duration of the paper, division of the questions into sections, maximum marks allotted for the paper and the number of questions to be answered by the students and any other instructions to the candidates are correctly noted in the question paper.

2.2.10.	Duties and responsibilities of the Chairman of the Board of Examiners	➤ The BOM shall appoint the Chairman of the Board of Examiners for the examinations from among the panel of Examiners prepared by the Board of Studies, and furnished by the Registrar (Evaluation) provided such persons satisfied the following conditions. ➤ The chairman shall so arrange to distribute the work of setting, valuation and review that no one person will get normally more than 2 papers for setting, for valuing and for reviewing, subject to equal distribution of remuneration to the extent possible. He/ she shall draw up a work- allocation scheme, get it approved by the Registrar (Evaluation) and implement it without changes. ➤ The chairman shall arrange practical examinations by consulting Senior supervisor with the approval of the Registrar (Evaluation). He shall assign practical setting and valuation among the eligible examiners only, and ensure as far as possible equal distribution of remuneration. ➤ The chairman shall assign the paper-setters among the various person selected by the BoM depending upon the field of specialization of each person and ensure that persons who do not have basic qualification are not assigned the setting of question paper in any subject.
2.2.11.	Appointment, Functions and Duties of Paper Setters	➤ The BOM shall appoint the paper setters for end examinations of each semester from among the panel of examiners furnished by the Board of Studies through the Registrar (Evaluation). ➤ The paper setter shall set as many sets of question papers as required, each containing sections and question as per the model question paper approved by B.O.S as per the approved syllabi and regulation covering a wide range of contents of the courses for which they are set and send them all in sealed packets to the chairman of the Board of Examiners. ➤ The paper- setter shall ensure that the papers set carry correct caption of the subject, paper, Schemes (old, new etc.) title and the division of the paper. He/she shall also ensure the proper incorporation of the duration of the paper, maximum marks allotted to each question of the paper. If the question paper is common to two more examination it shall be clearly indicated. Necessary instruction for the guidance of candidates shall also be at top the question paper. For mathematics, physical tables, Charts, data handbooks permitted to be used by the examinee should also be clearly indicated. ➤ The paper setter shall arrange to deliver these question papers to the Chairman Board of Examiners in person or through Registered post by name to the Chairman, Board of Examiners, by wrapping them in cloth covers marked “CONFIDENTAL”.

2.2.11.	Appointment, Functions and Duties of Paper Setters	➤ The Chairman B.O.E. may convene a meeting of the valuers of the paper before the commencement of valuation or as instructed by the Registrar (Evaluation) for the purpose of determining the scheme of valuation. The chairman B.O.E shall send the proceedings of the meeting with the scheme of valuation adopted, to the Registrar (Evaluation). ➤ 70:30 ratio of internal and external question paper setters is chosen for SEE question paper setting.
2.2.12.	Appointment, Duties and Responsibility of Reviewers / Moderators	➤ The paper setters shall generally be the reviewers. If there is need for more reviewers, the Registrar (Evaluation) shall appoint as many reviewers as necessary on the recommendation of the chairman of Board of Examiners. ➤ Each reviewer shall review 15% of the papers valued from each of the packets. The reviewers shall use “Green Ink” for the review/moderation work and put “R” against the answer scripts reviewer. The review work shall proceed alongside with valuation work in the presence of values. ➤ The review work shall be completed on a day to day basis. The Registrar (Evaluation) shall have the authority to ensure that the review work is completed on the same day the scripts are valued, by getting the work done with the help of senior staff present for valuation work. ➤ If the reviewer finds the valuation done by any examiner under his control is unsatisfactory, he/she arrange for fresh valuation of the answer scripts by the examiner and report the same to the Registrar (Evaluation). If the examiner refuses to comply with the instructions, another examiner may entrusted with the work and the one who had erratically valued or not valued correctly may be denied remuneration for the unsatisfactory evaluation work done and the case any be referred to MPCC (Teachers) and he/she be relieved forthwith. ➤ The valued answer scripts and marks lists with the signature of the examiner and the moderator/reviewer should be submitted to the custodian of the valuation unit, on the same day and the same shall be transmitted to the computer section for taking action immediately.
2.2.13.	Tabulators	➤ Tabulation work will be done by a team of two or more tabulators who shall be responsible for making the entries in the marks registers from the marks lists furnished verification of entries made, and such other work incidental to tabulation. The team shall work on the principle of joint responsibility. ➤ The team of tabulators shall maintain registers and other records with due care and shall ensure their safe custody. They will hand over all these record to the registrar (Eva)/deputy registrar (Eva) after the completion of work entrusted to them. They shall not bring any book/papers

2.2.13.**Tabulators**

- The team of tabulators shall work on all the days (including public holidays) as per the calendar of work furnished and shall scrupulously observe the time schedules, and sign in the register maintained for the purpose regularly.
- The tabulators shall take special care of marks lists, marks cards etc, and fill in them properly and hand them over to the Registrar (Eva)/deputy registrar (Eva) , after the completion of work.
- The tabulators shall underscore the entries in ordinary pencil round the entries when the candidates have not secured the prescribed minimum for a pass In a paper/subject, part/group in aggregate as the case may be. The entries of marks of candidates who fail in any paper, subject/part/group/ or aggregate after the application of gracing shall be entered in “GREEN INK”.
- The tabulators shall prepare the result sheets in the prescribed form according to the regulations, and check them before they are sent. They shall read all the proofs with reference and certify as “FIT” for publication on the machine proof, if the results are printed. If they are stenciled, they shall compare the stencil cut and record the certificate.

The tabulators shall furnish the following along with the result sheets are:

1. Distinction list.
 2. Rank list of candidates if any in each Examination.
 3. Exemption list.
 4. Final statistics of percentage of passes
 5. Marks cards
 6. Any other information as sought by the Registrar (Eval).
- The Tabulators shall prepare other necessary statistics required by the office immediately after the announcement of results. Unless these statistics are prepared and supplied in full, they shall not be relieved of their work. The Tabulators shall return under acknowledgement, to the Registrar (Eva)/Deputy Registrar (Eva) all the documents, marks cards, marks registers, statistics and stationery before relief. Bill of remuneration for tabulation work shall not be passed, unless accompanied by the acknowledgement.

2.2.14.

**Appointment, Duties
and Responsibilities of
the vigilance squad
Members**

- Members of the vigilance squad appointed by the University, shall give their photographs to the Registrar (Evaluation). Immediately on receipt of the appointment order and obtain their identity cards with the photographs of the squad (duty pasted thereon) from the Registrar (Evaluation). They shall invariably carry the appointment order and identity cards with them and show the same to the Junior/Senior supervisors in the Examination Halls, before they enter hall, with a view to avoid unnecessary resistance and inconvenience.
- The squad members have the powers to get the reports from the senior supervisors and junior supervisors and they shall take on- the –spot decision regarding any malpractice committed by any students. The squad members shall also send a copy of the malpractice report to the Registrar (Eval) on the day of the occurrence, for being considered by the appropriate bodies and taking decision thereon.
- Subject to maintenance of dignity of the student, the members of the squad are empowered to make a search of candidate, in case they are suspicious of him/her answering the questions, provided only ladies shall search lady candidates at examination.
- Squad/Junior supervisor/Senior supervisor should book only when the copying material is physically in possession with the student. (They shall not book a student by just picking a copying material from a nearby surrounding or from elsewhere.).
- They should get an endorsement from the senior supervisor in the required format which should be sent back to the Registrar (Evaluation), Kishkinda University along with the report. The chief of the squad will also give a consolidated report after the examinations are over. They squad members shall appear before the Malpractice Enquiry committee, if desired by the committee for tendering evidence.

3.0 CONDUCTING EXAMINATION

3.1. Introduction to Examinations

For every semester we have internal examinations and semester end examination, which are conducted as per the guidelines.

3.1.1.	Registration and enrolment of courses	➤ The registrations for all the courses offered to the students in a semester / year by various schools / departments/ colleges under in the different faculties are controlled by the office of the Controller of Examinations or Senior supervisor ➤ Only eligible (as per the respective regulations) are permitted to complete the course enrolment process. For course enrolments, all the guidelines mentioned in the respective regulations should be followed. ➤ If a student did not appear for all the courses during the end semester examinations (University examinations) of the previous semester, he or she shall give an appeal to the Vice-Chancellor through concerned head of the institution within two weeks from the commencement of University examinations with valid reasons (medical grounds). Only if the Vice-Chancellor permits, he or she will be allowed to register for the courses in the subsequent semester. The delayed submission will not be accepted. ➤ The enrolment of courses shall be done as per the procedure given in the respective regulations using Digi Campus through online either by the student themselves or by the concerned staff advisor. ➤ Once the course enrolment is over, a copy of the course enrolment for all the students shall be submitted to office of Senior supervisor duly signed by the student, Faculty advisor/ Head of the department and Head of the Institution.
3.1.2.	Admission to examinations	➤ Registration for examination is mandatory. There will be a fee for each course (for all courses which are to be reflected in the mark sheet / grade sheet) and payment of examination fee is mandatory. ➤ Applications for admission to an examination shall be made on the prescribed form accompanied by the requisite fee so as to reach the University by the date fixed for the purpose. The prescribed examination fees may be posted online through student's portal. ➤ In the case of an ex-student, the application for admission to an examination shall be accompanied by a certificate signed by the Dean/Head/ Director/ Faculty, last attended, that the candidate has completed the prescribed course of lecturers and earned the credits, within the period specified in the Ordinance governing the examination concerned. ➤ If a candidate, before issue of hall ticket or before appearance in an examination, is found to be ineligible to take the examination, his/her candidature shall be cancelled by the Controller of Examinations.

3.1.3.	Examination time table	➤ The academic schedules for the different programmes under various faculties are finalized by the respective faculties. Based on this, the office of the Controller of Examinations prepare the time table for University Examinations and get the approval from the Registrar and the Vice- Chancellor. ➤ The detailed time table is communicated to the students well in advance at least two months prior to the commencement of examinations. ➤ The time table will also be made available in the University website: https://www.kishkindauniversity.edu.in
3.1.4.	Issue, collection of examination application forms & payment of examination fees	➤ For each course (purely internal course, seminar, theory, practical, theory combined with laboratory, projects, pedagogy etc.,) which should be reflected in the mark sheet / grade sheet, there is prescribed fees for appearing the examinations. ➤ The examination application forms will be posted through online only for the eligible students. ➤ The examination fee dues are raised through online at least six weeks before the commencement of examinations. Once the fee due is raised, then the student can pay their examination fee through student portal. ➤ After payment, the concerned department download the examination application forms and arrange to send all the examination forms to the office of Senior supervisor for further process. ➤ Extend the date for submission of the examination Admission forms and fees by the Department keeping in view the circumstances; accept the Examination Admission form and fee after the expiry of the last date with late fee as prescribed by the University from time to time. ➤ The Vice-Chancellor / Registrar may condone the late fee in case a Department has failed to deposit the Examination fees in full, within the prescribed period/last date, due to a clerical mistake, viz. totaling of the amount payable, rate of Examination fees payable, etc.
3.1.5.	Detention/cancellation of candidature for appearing in the examination	➤ If a candidate does not earn the required attendance and required minimum internal assessment marks as prescribed in the respective ordinances / regulations, he / she will be allowed to sit for the examinations after satisfying the required attendance and internal assessment marks during the subsequent semester/year. ➤ The candidature of a student for appearing in the examination in particular subject (s) in which he/she falls short of attendance and the same has neither been made up nor condoned in accordance with the Ordinance may be withheld in that particular subject(s) / paper(s) wherever prescribed in the relevant Ordinance.

3.1.5.	Detention/cancellation of candidature for appearing in the examination	➤ The candidature of a student for appearing in the examination shall stand withheld /cancelled, if his/her name is struck off from the rolls of the University, teaching department/constituent college provided such action is taken before the commencement of the examination. ➤ The candidature of a student shall stand withheld /cancelled if he/she is rusticated or expelled from the University Department/Constituent college or his/her character certificate is withdrawn for misconduct before the commencement of examination. ➤ When the candidature of a candidate is to be cancelled before his/her sitting in the examination on grounds of his/her being ineligible, the Controller of Examinations is authorized to pass orders. ➤ The Controller of Examinations shall have authority to cancel the candidature of a candidate for any University Examination on grounds of his/her ineligibility after he/she had actually appeared in the exam (s) and to file/withhold (Not to publish) his/her result.
3.1.6.	Printing and issue of hall tickets	➤ The hall tickets are printed and sent to the students through respective department concerned, who in turn distribute them to the eligible candidates as per the regulations, at least one week prior to the commencement of examinations. ➤ The Hall Tickets can also be downloaded from the students info wherever possible (i.e., online downloads) ➤ Necessary instructions relating to the conduct of the students during the examinations are made available at the back side of the hall tickets.
3.1.7.	Special arrangements for amanuensis/scribes	A candidate may be allowed help of an amanuensis (writer) if:- He/she is blind; OR He/she is permanently disabled to write with his/her own hand; OR He/she is temporarily disabled to write, such as fracture of the right or left-arm, fore-arm or dislocation of a shoulder, elbow or wrist, etc. Note: @ For practical courses, no amanuensis / scribe are permitted ➤ The candidate shall produce a certificate from a Professor of the specialty concerned of a Medical College/Institution, and where there is no Medical College/Institution, from the Civil Surgeon of the District concerned, to the effect that the candidate is unable to write his/her answer books because of the temporary disablement. ➤ On the written request from the blind candidate(s) through the Head of the teaching Departments/Directors/Principals of the constituent colleges/institutions, the super intendant in Chief or Controller of Examinations are authorized to appoint amanuensis in accordance with prescribed qualifications of the writer. Intimation with full particulars on the prescribed pro-forma will be sent to the University by Superintendent-in-Chief in the last packet. In case of the other handicapped persons, amanuensis will be appointed with the approval of the Vice- Chancellor.

3.1.7.	Special arrangements for amanuensis/scribes	➤ In case a person's Physical handicap is such as to render him/her incapable of answering the paper in the prescribed time, an extra time up to one hour for a paper may be allowed. For blind persons, however, the extra time of one hour will be allowed. ➤ The amanuensis should be lesser qualified person than the candidate (for UG, the scribe should be qualified not more than higher secondary level or equivalent and for PG, the scribe should be qualified not more than UG in a department not relevant to the student's discipline), but he/she must not have secured more than 55% marks in the Examination. The requirement of having obtained not more than 55% marks in the last examination may be relaxed if the qualification of the writer is more than two grades lower than that of the examinee. ➤ The amanuensis should submit the following documents before the commencement of examinations: Original / Attested copy of the final degree /certificate of qualification and Identification card i.e. College / School / Voter ID/Driving license / Passport.
3.2.	Conduct of theory examinations	➤ The senior most faculty, as recommended by the Head of the department is appointed as the Chief Superintendent (CS) by the Controller of Examinations for smooth conduct of the examinations for both internal and semester end examinations. ➤ The attendance sheets, nominal roll etc., are sent to the CS through concerned Head well in advance for planning and smooth conduct of the examinations. ➤ Hall / Seating arrangements for the conduct of theory examinations are prepared and displayed at all vintage points by the CS for the benefit of the students. ➤ The question papers are handed over to the CS on the day of Examination. ➤ For other campuses, the question papers are handed to the CS one day before the commencement of examination. It is the responsibility of the concerned CS/Concerned head of the institution to keep them in safe and shall be opened on the day of examination in front of the university observers/squads.
3.3.	Conduct of practical/ clinical examinations	➤ For Practical / Clinical courses, the University examinations are conducted as per the Regulations. ➤ The dates for the end semester practical / Clinical courses, submitted by the concerned course teacher through proper channel, are approved by Senior supervisor.

3.4.	Conduct of project viva-voce examinations	➤ For project viva-voce, the final examinations are conducted as per the Regulations. ➤ The dates for the end semester project viva voce courses, submitted by the concerned Dean / HOD through proper channel, are approved by Senior supervisor ➤ Project final Viva Voce examinations are conducted as per the Regulations. For the conduct of the viva voce examinations, external/internal examiners from other Universities are appointed from the panel of examiners recommended by the concerned Head of the Department/Institution.
3.4.1.	Guidelines for Preparation of Project Reports	Format for Preparation of Final Year Project Report for PG/UG Degree Students 1. Project reports should be typed neatly only on one side of the paper with 1.5 or double line spacing on a A4 size bond paper (210 x 297 mm). The margins should be: Left -1.25", Right-1", Top and Bottom-0.75". 2. The total number of reports to be prepared is a) One copy to the department b) One copy to the concerned guide(s) c) Two copies to the sponsoring agency d) One copy to the candidate. 3. Before taking the final printout, the approval of the concerned guide(s) is mandatory and suggested corrections, if any, must be incorporated. 4. For making copies dry tone Xerox is suggested. 5. Every copy of the report must contain a) Inner title page (White) b) Outer title page with a plastic cover c) Certificate in the format enclosed both from the college and the organization where the project is carried out. d) An abstract (synopsis) not exceeding 100 words, indicating salient features of the work. (NB: four copies of the abstract are to be submitted to the Department on the date of submission separately) 6. The organization of the report should be as follows a) Inner title page b) Abstract or Synopsis c) Acknowledgments d) Table of Contents e) List of table & figures (optional) f) Usually numbered in roman 7. Chapters (to be numbered in Arabic) containing Introduction-, which usually specifies the scope of work and its importance and relation to previous work and the present developments, Main body of the report divided appropriately into chapters, sections and subsections. 8. The chapters, sections and subsections may be numbered in the decimal form for e.g. Chapter 2, sections as 2.1, 2.2 etc., and subsections as 2.2.3, 2.5.1 etc.

3.4.1.	Guidelines for Preparation of Project Reports	9. The chapter must be left or right justified (font size 16). Followed by the title of chapter centered (font size 18), section/subsection numbers along with their headings must be left justified with section number and its heading in font size 16 and subsection and its heading in font size 14. The body or the text of the report should have font size 12. 10. The figures and tables must be numbered chapter wise for e.g.: Fig. 2.1 Block diagram of a serial binary adder, Table 3.1 Primitive flow table, etc. 11. The last chapter should contain the summary of the work carried, contributions if any, their utility along with the scope for further work. 12. Reference OR Bibliography: The references should be numbered serially in the order of their occurrence in the text and their numbers should be indicated within square brackets for e.g. [3]. The section on references should list them in serial order in the following format. 1. For textbooks A.V. Oppenheim and R.W. Schafer, Digital Signal Processing, Englewood, N.J., Prentice Hall, 3 Edition, 1975. 2. For papers-Devid, Insulation design to combat pollution problem, Proc of IEEE, PAS, Vol 71, Aug 1981, pp 1901-1907. 13. Only SI units are to be used in the report. Important equations must be numbered in decimal form for e.g. $V=IZ$ (3.2) a. All equation numbers should be right justified. 14. The project report should be brief and include descriptions of work carried.
3.5.	Organization study	The student shall undergo mandatory internship/ organization study as per the Scheme of Teaching and Examination. 1. The Organization study shall be carried out in any industry R&D Organization/Research Institute/Institute of national and international reput Business Organization recognized national and international Professional Bodies. Societies or Organizations. 2. The Department of concerned program shall nominate a faculty to facilitate, guide and supervise students under internship. 3. The Organization study shall be completed during the period specified in the Scheme of Teaching and Examination. 4. The internal guide shall award the CIE marks for the seminar and internship reports after evaluation. He/she will also be the internal examiner for Viva - Voce conducted during SEE. 5. The students are permitted to carry out the Organization study anywhere in India or abroad. The university will not provide any kind of financial assistance to any students for internship.

4.0 Examination and Evaluation Process

4.1 DEFINITION OF KEY WORDS

Sl.No	Keyword	Definition
1	University	Kishkinda University, Ballari (KU)
2	FET	Faculty of Engineering and Technology
3	Academic Council	The Academic Council of the University
4	Finance Committee	The Finance Committee of the University
5	RE	Registrar Evaluation
6	BoS	Board of Studies
7	BoE	Board of Examination
8	B.Tech	Bachelor of Technology
9	Programme	A higher education programme pursued for a degree awarded by the University as specified under Section 22 (3) of the UGC Act.
10	Regular Students	Students who are admitted to the first year of the respective programme (Undergraduate Programme or the Postgraduate Programme)
11	Lateral Entry	Students who are admitted to the third semester of the respective programme (Undergraduate Engineering Programme)
12	Course	One of the subjects either theory or practical, identified by its title and code number, which comprises a Programme of Study.
13	Academic Bank of Credits (ABC)	The Academic Bank of Credits (ABC), is a National-level facility that will promote the flexibility of the curriculum framework and interdisciplinary/multidisciplinary academic mobility of students across the Higher Educational Institutions in the country with an appropriate "credit transfer" mechanism.
14	Academic Year	Two consecutive semesters (odd followed by an even), including intervening periods constitute one Academic Year (July of current year to 30 th June of the next year)
15	Act	The Kishkinda University Act. 20 of 2023 including the amendments thereon.
16	Choice-Based Credit System (CBCS)	The CBCS provides students with choices from the prescribed set of courses viz. Engineering Sciences, Professional core and electives, Professional and Open Electives, Non-Credit Mandatory Courses, Internships and Skill Courses. Under the CBCS, the requirement for awarding a degree or certificate is prescribed in terms of number of credits to be earned by the students.
17	Faculty	Faculty of Engineering and Technology of the Kishkinda University / Departments offering different programmes.
18	Course	Usually referred to as 'subject' / 'paper' and is a component of a Programme with defined learning objectives, course outcomes and number of credits. The course credits vary depending on the required teaching-learning hours to accomplish the learning outcomes specified in the course syllabus. A Course may be designed to comprise lectures/ tutorials/laboratory work/ fieldwork/outreach activities/ project work/ vocational training/ viva-voce/seminars/ term papers/ assignments/ presentations/ self-study components etc., or a combination of some of these.
19	Course Code	An alpha numeric code is used to uniquely identify a course in the programmes offered in the University. 3-digit number used as suffix with the Course Code for identifying the level of the course in the University. Digit at hundred's place signifies the semester in which course is offered and the tens place signifies type of course with unit place representing the sequence number in a semester in the Scheme of Teaching and Evaluation. Example: 23 KVK19
20	Credit	A unit or weightage by which the Coursework is measured. It represents the number of hours of instructions prescribed per week. One credit is equivalent to one hour of lecture or two hours of laboratory/ practical courses/ tutorials/ fieldwork etc., per week. It is further expanded as L: T: P
21	Credit Point	This is the product of grade point and the number of credits for a Course.

22	Credit Representation	Refers to the Credit Values for different academic activities considered, as per Table 1 & Table 2 Credits for the project phases, project viva-voce and internship shall be as specified in the Scheme of Teaching and Examinations.			
Table 1: Credit Values- B.Tech					
Theory/Lectures (L) (hours/ week/ Sem)	Tutorials (T) (hours/week/ Sem)	Laboratory/ Practical (P) (hours/ week/ Sem)	Credits {L:T:P}	Total Credits	
4	0	0	4:0:0	4	
3	0	2	3:0:1	4	
2	2	2	2:1:1	4	
3	0	0	3:0:0	3	
2	2	0	2:1:0	3	
2	0	2	2:0:1	3	
0	0	6	0:0:3	3	
2	0	0	2:0:0	2	
1	0	0	1:0:0	1	
0	0	2	0:0:1	1	
Table 1: Credit Values BCA					
Theory/Lectures (L) (hours/ week/ Sem)	Tutorials (T) (hours/week/ Sem)	Laboratory/ Practical (P) (hours/ week/ Sem)	Credits {L:T:P}	Total Credits	
4	0	0	4:0:0	4	
3	0	2	3:0:2	4	
2	2	2	2:1:1	4	
3	0	0	3:0:0	3	
2	2	0	2:1:0	3	
2	0	2	2:0:1	3	
0	0	6	0:0:3	3	
2	0	0	2:0:0	2	
1	0	0	1:0:0	1	
0	0	2	0:0:1	1	
23	Continuous Internal Evaluation (CIE) (also known as Formative Assessment)	Refers to the evaluation of student's performance in the course during the teaching-learning process. CIE shall be done by the faculty teaching the course and evaluation components may include tests, assignments, group discussion, quizzes, course-specific projects, field surveys, seminars, etc., conducted during the semester tenure with a weightage for different activities as specified by the University.			

24	Course Registration	It is a formal registration to Courses of study every semester by every student under the supervision of a Mentor (also called Faculty Advisor, Counselors) in the University to maintain proper records. Registration on the University portal is mandatory.																																																			
25	Cumulative Grade Point Average (CGPA)	This is a measure of the cumulative performance of a student of all semesters and is computed from the 2nd semester onwards. It is a measure of the overall cumulative academic performance of a student over the entire span of the academic program. CGPA is not an arithmetic mean but a weighted mean. It is also a number that lies between 0 and 10.																																																			
26	Dean	Dean of the Faculty of Engineering & Technology																																																			
27	First Attempt	A student who has studied in a semester and attended any one of the University examinations of that semester after satisfying attendance and CIE requirements of all the prescribed courses of that semester and has registered for SEE. Such an attempt shall be considered the first attempt. Even if the student is absent for all the semester exams after registering for SEE, such an attempt shall also be considered the first attempt.																																																			
28	Grade Card	Refers to the certificate showing the grades earned by a student. A grade card shall be issued to all the registered students after every semester-end examination. The grade card shall have the Program details (Course code, title, number of credits, grades secured, along with the SGPA of that semester and CGPA (except for the first semester) earned till that semester.																																																			
29	Grade Point (GP)	Refers to a numerical weightage allotted to each letter grade on a 10 point scale against a range of percentage of marks secured by students in a course. The University adapts absolute grading.																																																			
30	Faculty	The Faculty of the University who are engaged in teaching and research at the Under Graduate, Post-Graduate or higher levels.																																																			
31	Letter Grade	Course Letter Grade (or simply letter grade or grade) is an index of performance of a student in a said course and refers to a qualitative measure of achievement of a student in each course, based on the percentage range of marks secured in CIE and SEE put together or CIE alone. Grades are denoted by letters: O, A+, A, B+, B, C, P, and F, the rubrics attached to letter grades are shown in the below table: Table 3: Letter Grade <table border="1"> <thead> <tr> <th>Sl. No.</th><th>Grade Letter</th><th>Meaning</th></tr> </thead> <tbody> <tr><td>1</td><td>O</td><td>Outstanding</td></tr> <tr><td>2</td><td>A+</td><td>Excellent</td></tr> <tr><td>3</td><td>A</td><td>Very Good</td></tr> <tr><td>4</td><td>B+</td><td>Good</td></tr> <tr><td>5</td><td>B</td><td>Above Average</td></tr> <tr><td>6</td><td>C</td><td>Average</td></tr> <tr><td>7</td><td>P</td><td>Pass</td></tr> <tr><td>8</td><td>F</td><td>Fail</td></tr> <tr><td colspan="3">Additional letter grades used under special circumstances</td></tr> <tr><td>9</td><td>DX</td><td>Attendance below 75%</td></tr> <tr><td>10</td><td>AU</td><td>Satisfactory in an Audit course/ Skill Enhancement Course</td></tr> <tr><td>11</td><td>AB</td><td>Absent for the Course</td></tr> <tr><td>12</td><td>PP</td><td>Passed in Non-Credit Course</td></tr> <tr><td>13</td><td>NP</td><td>Not passed in Non-Credit Course</td></tr> <tr><td>14</td><td>W</td><td>Dropped / Withdrawn</td></tr> <tr><td>15</td><td>I</td><td>≥85% Attendance & meeting the minimum requirement in CIE but remained absent for SEE for a valid reason acceptable by the University</td></tr> </tbody> </table> This constitutes Continuous Internal Evaluation [CIE]. At the end of the semester, Semester End Examination [SEE] shall be held.	Sl. No.	Grade Letter	Meaning	1	O	Outstanding	2	A+	Excellent	3	A	Very Good	4	B+	Good	5	B	Above Average	6	C	Average	7	P	Pass	8	F	Fail	Additional letter grades used under special circumstances			9	DX	Attendance below 75%	10	AU	Satisfactory in an Audit course/ Skill Enhancement Course	11	AB	Absent for the Course	12	PP	Passed in Non-Credit Course	13	NP	Not passed in Non-Credit Course	14	W	Dropped / Withdrawn	15	I	≥85% Attendance & meeting the minimum requirement in CIE but remained absent for SEE for a valid reason acceptable by the University
Sl. No.	Grade Letter	Meaning																																																			
1	O	Outstanding																																																			
2	A+	Excellent																																																			
3	A	Very Good																																																			
4	B+	Good																																																			
5	B	Above Average																																																			
6	C	Average																																																			
7	P	Pass																																																			
8	F	Fail																																																			
Additional letter grades used under special circumstances																																																					
9	DX	Attendance below 75%																																																			
10	AU	Satisfactory in an Audit course/ Skill Enhancement Course																																																			
11	AB	Absent for the Course																																																			
12	PP	Passed in Non-Credit Course																																																			
13	NP	Not passed in Non-Credit Course																																																			
14	W	Dropped / Withdrawn																																																			
15	I	≥85% Attendance & meeting the minimum requirement in CIE but remained absent for SEE for a valid reason acceptable by the University																																																			

32	Audit Course/ Mandatory Non- Credit Courses (AC/ MNC)	In the case of non-credit mandatory courses, students shall attend the classes during the respective semesters to satisfy the attendance requirements as well as CIE requirements. In case, any student fails to register for the said course/fails to secure the minimum 40% of the prescribed CIE marks, he/she shall be deemed to have not completed the course. In such a case, the student has to fulfill the requirements during subsequent semester/s to appear for CIE. These Courses shall not be considered for CGPA calculation and vertical progression, but completion of the courses shall be mandatory for the award of a degree.
33	Major Degree	A Major degree will be awarded along with "Honors" distinction if a student completes the specified additional number of credit during the regular programme as per the Regulations governing the Honors Degree Programme. A student admitted to the Programme shall be eligible to register for "Honors" programme if he/she fulfils the conditions as per regulations.
34	Mentor	A Faculty Advisor allotted by the Dean to guide about 15-20 students about their registration to the courses and progression in the Programme.
35	Notification	A notification issued by the concerned Statutory Officer of the University.
36	Minor Degree	A Degree along with Minors is awarded in a programme if a student completes the required number of credits of another programme as per the Regulations governing Minor Degree Programme. A student shall be eligible to register to a Minor programme if he/she fulfils the conditions as per the Regulations.
37	Multiple Entry and Multiple Exit (MEME)	The multiple entries and exit points in the academic programmes would remove rigid boundaries and create new possibilities for students. To facilitate flexible learning within the stipulated period (eight years for regular students and 06 years for lateral entry students), multiple entry and multiple-exit options are offered to needy students.
38	Passing Standards	Refers to passing a course only when GP is greater than or equal to 04.
39	Programme	A planned series of events/activities comprising of a combination of courses leading to the award of degree.
40	Semester	One of the two sessions of an Academic Year, each session being of sixteen weeks duration (with not less than 90 working days). The odd and even semesters shall be as per the University academic calendar.
41	Semester End Examinations (SEE) (also called Summative Assessment)	Summative assessment, which refers to the examinations conducted by the University covering the entire course syllabus. For this purpose, syllabi shall be modularized, and SEE questions shall be set from each module as specified by the University.
42	Semester Grade Point Average (SGPA)	It is a measure of academic performance of a student in a semester. It is the weighted average or weighted mean of the grade points obtained by a student in the various courses of any semester. It results in a number that lies between 0 and 10. It shall be expressed up to two decimal places.
43	Teaching Faculty	A member of the regular teaching faculty at the levels of Professor, or Associate Professor or Assistant Professor, and includes adjunct faculty, Professor of Practice and faculty on a long term contract of not less than one year.
44	Transcript, Grade Certificate and Grade Card	Grade card shall be issued to candidates indicating the programme details (Course code, title, number of credits, grade secured and grade points) for all the registered courses after every semester. On successful completion of all courses/earning credits, specified in a semester, the grade certificate is issued indicating the programme details along with SGPA of that semester and CGPA earned till that semester. Transcripts to the successful candidates shall be issued after completion of the programme.
45	University	Kishkinda University (KU), Ballari, established under the Karnataka State Act 20 of 2023 as defined in the University Grants Commission Act, 1956.

4.2 TITLE AND DURATION OF THE PROGRAMME

The Programme of study, which is an undergraduate Programme (UG), shall be called the degree of Bachelor of Technology/ Computer Applications, abbreviated as B Tech / BCA followed by specialization indicated within brackets. The duration of the Programme for the UG shall be four academic years, organized in eight semesters, with each semester having a duration of 16-18 weeks. It also provision for Multiple-Entry- Multiple-Exit and award of Honors degree or Minor degrees.

The annual academic calendar of events in respect of the Programme of study approved by the Academic Council shall be notified at least a month before the commencement of each academic year. It is mandatory for students/faculty members to strictly adhere to the Academic Calendar for the completion of academic activities. Academic Calendar shall be displayed on the academic office homepage of the University website.

4.3 ACADEMIC ELIGIBILITY FOR ADMISSION

The rules specified in the following clauses shall be followed for admission to UG Programmes but the orders issued from the Government Regulatory bodies from time to time shall prevail.

1	Admission to first year: Eligibility for candidates passed in second PUC or equivalent, 1. As notified by the Government of Karnataka from time to time. 2. Those students who have passed a qualifying examination other than the second PUC examination of the Pre-University Education Board of Karnataka, have to obtain an eligibility certificate for seeking admission to 1st year UG. Degree Programme of the University.
2	Admission to 2nd year (Lateral Entry): Eligibility for candidates who have passed a 3years Diploma in Engineering and B.Sc Degree shall be, 1. As notified by the Government of Karnataka from time to time for admission in to 3rd semester UG Degree programme. 2. Those candidates who have completed an Engineering Diploma from States other than Karnataka shall submit the Equivalence/ Eligibility Certificate issued by the Director of Technical Education, Karnataka.
3	Qualification earned from Foreign Countries: With regard to the qualification earned from foreign countries, an equivalence certificate from the Association of Indian Universities is mandatory for admission to UG Programmes. In case of any dispute about the equivalence in qualification earned from foreign countries, the decision of the University in this regard shall be final and binding on all concerned.
4	Additional Requirements: 1. All the Diploma and B.Sc degree holders seeking admission to lateral entry shall also pass any deficit courses as specified by the University before the completion of the degree. 2. Further, all the Diploma and B.Sc degree holder applicants shall also be required to register and pass the non-credit mandatory Mathematics bridge course(s) specified by the University, within two years of joining the programme. However, applicants with B.Sc Degree (with a Mathematics major) may apply to the Registrar through the Dean seeking exemption from the bridge course.

4.4 CURRICULUM FRAMEWORK AND ACADEMIC PROCESSES

1	Semesters - Odd and Even: The University follows the Choice based credit system and the semester scheme. There are two regular semesters in an academic year. The semester that begins in August (August/ September to December/ January) is known as the Odd Semester and the semester that begins in January (January / February to May/ June) is known as the Even Semester.																					
2	Curriculum: Every Programme has a prescribed course structure which, in general terms, is known as the Curriculum or the Courses of Study or the Scheme of Teaching and Evaluation. It prescribes all the courses/ laboratory/ other requirements for the degree and sets out the nominal sequence semester wise. It provides the syllabus and a list of text/ reference books (or other learning material sources) for each course. The Courses of Study details are updated every semester and are made available at the University website: www.kishkindauniversity.edu.in. Curriculum shall also include some Online Courses including SWAYAM and other MOOC courses approved by the University. However, selection of such course if any, shall always be within prescribed guidelines of the relevant regulatory bodies and the University.																					
3	Choice Based Credit System (CBCS): 1) A certain quantum of academic work measured in terms of credits, is laid down as the requirement for completion of UG. Degree in the respective specialization areas. A student earns credits by satisfactorily completing courses/other academic activities every semester. 2) The credits are distributed semester wise as prescribed in the Scheme of Teaching and Evaluation for each of the programmes. The courses generally progress in sequences building competencies as per the course learning outcomes. The positioning of a course indicates certain academic maturity on the part of the students. 3) Some courses do, in addition, may specify a grade/pass/exposure for other courses, offered earlier in the programme, as pre-requisites for the course. 4) Since the University follows the CBCS, the students shall be offered courses as per the Scheme of Teaching and Evaluation and the students are required to register for the courses of their choice before the beginning of every semester. 5) Students are required to follow the semester wise schedule of courses specified in Scheme of Teaching and Evaluation. They do however have freedom to follow alternative schedules to optimize their academic profile with additional courses keeping the requirements for each course in mind. For students with backlog courses such rescheduling may even become necessary. Such departures from suggested schedules need to be done very carefully and always with guidance from the Mentor.																					
4	Types of Courses: There will be the following types of courses in a UG programme, namely: <table><tr><th>Sl No</th><th>Course Name</th><th>Particulars</th></tr><tr><td>1</td><td>Humanities and Social Sciences (HS)</td><td>Including Management, Skill enhancement and Economics</td></tr><tr><td>2</td><td>Basic Sciences (BS)</td><td>Including Mathematics, Physics, Biology and Chemistry</td></tr><tr><td>3</td><td>Engineering Sciences (ES)</td><td>Including Workshop, Drawing, Basics of Electrical/ Civil/ Mechanical/ Computer Engineering, Materials, and Instrumentation.</td></tr><tr><td>4</td><td>Professional Core Courses (PC)</td><td>These are the courses to be compulsorily studied by a student as a core requirement to complete the requirements of a Programme in a said discipline of study</td></tr><tr><td>5</td><td>Professional Elective Courses (PE)</td><td>These are the courses from which a student can choose and study as a part of the requirement to complete the programme in a said discipline of study.</td></tr><tr><td>6</td><td>Open Elective Courses (OE)</td><td>These courses are supportive to the discipline/ providing extended scope/enabling an exposure to some other discipline/ domain and they are chosen from the pool of courses.</td></tr></table>	Sl No	Course Name	Particulars	1	Humanities and Social Sciences (HS)	Including Management, Skill enhancement and Economics	2	Basic Sciences (BS)	Including Mathematics, Physics, Biology and Chemistry	3	Engineering Sciences (ES)	Including Workshop, Drawing, Basics of Electrical/ Civil/ Mechanical/ Computer Engineering, Materials, and Instrumentation.	4	Professional Core Courses (PC)	These are the courses to be compulsorily studied by a student as a core requirement to complete the requirements of a Programme in a said discipline of study	5	Professional Elective Courses (PE)	These are the courses from which a student can choose and study as a part of the requirement to complete the programme in a said discipline of study.	6	Open Elective Courses (OE)	These courses are supportive to the discipline/ providing extended scope/enabling an exposure to some other discipline/ domain and they are chosen from the pool of courses.
Sl No	Course Name	Particulars																				
1	Humanities and Social Sciences (HS)	Including Management, Skill enhancement and Economics																				
2	Basic Sciences (BS)	Including Mathematics, Physics, Biology and Chemistry																				
3	Engineering Sciences (ES)	Including Workshop, Drawing, Basics of Electrical/ Civil/ Mechanical/ Computer Engineering, Materials, and Instrumentation.																				
4	Professional Core Courses (PC)	These are the courses to be compulsorily studied by a student as a core requirement to complete the requirements of a Programme in a said discipline of study																				
5	Professional Elective Courses (PE)	These are the courses from which a student can choose and study as a part of the requirement to complete the programme in a said discipline of study.																				
6	Open Elective Courses (OE)	These courses are supportive to the discipline/ providing extended scope/enabling an exposure to some other discipline/ domain and they are chosen from the pool of courses.																				

	<table><tr><th>Sl No</th><th>Course Name</th><th>Particulars</th></tr><tr><td>7</td><td>Skill development Courses (SD)</td><td>These courses will be nurturing student proficiency skills. These courses are offered to achieve the programme outcomes not specifically covered by the other courses.</td></tr><tr><td>8</td><td>Ability Enhancement Courses (AE)</td><td>These are the generic skill courses which are basic and needed to all to ensure progression across all careers.</td></tr><tr><td>9</td><td>Non-Credit Mandatory Courses (NM)</td><td>These are courses on peripheral subjects in a programme, wherein familiarity is considered mandatory.</td></tr><tr><td>10</td><td>Project work (PW), Mini Project work (MP), and Internship (IS)</td><td>These are also considered as courses in the programme</td></tr></table>	Sl No	Course Name	Particulars	7	Skill development Courses (SD)	These courses will be nurturing student proficiency skills. These courses are offered to achieve the programme outcomes not specifically covered by the other courses.	8	Ability Enhancement Courses (AE)	These are the generic skill courses which are basic and needed to all to ensure progression across all careers.	9	Non-Credit Mandatory Courses (NM)	These are courses on peripheral subjects in a programme, wherein familiarity is considered mandatory.	10	Project work (PW), Mini Project work (MP), and Internship (IS)	These are also considered as courses in the programme																								
Sl No	Course Name	Particulars																																						
7	Skill development Courses (SD)	These courses will be nurturing student proficiency skills. These courses are offered to achieve the programme outcomes not specifically covered by the other courses.																																						
8	Ability Enhancement Courses (AE)	These are the generic skill courses which are basic and needed to all to ensure progression across all careers.																																						
9	Non-Credit Mandatory Courses (NM)	These are courses on peripheral subjects in a programme, wherein familiarity is considered mandatory.																																						
10	Project work (PW), Mini Project work (MP), and Internship (IS)	These are also considered as courses in the programme																																						
	Credit Composition of Courses The Credit Composition of courses in a B.Tech. Program is shown below: Table 4: Categories of courses for B.Tech <table><tr><th>SN</th><th>Course Area</th><th>Credit Distribution</th></tr><tr><td>1</td><td>Humanities Social Sciences including Management (HS)</td><td>09</td></tr><tr><td>2</td><td>Basic Sciences (BS)</td><td>20</td></tr><tr><td>3</td><td>Engineering Sciences (ES)</td><td>26</td></tr><tr><td>4</td><td>Professional Core (PC)</td><td>54</td></tr><tr><td>5</td><td>Professional Electives (PE)</td><td>12</td></tr><tr><td>6</td><td>Ability Enhancement Course(AEC)</td><td>8</td></tr><tr><td>7</td><td>Open Electives</td><td>9</td></tr><tr><td>8</td><td>Project Work(Mini / Major)</td><td>10</td></tr><tr><td>9</td><td>Internship(INT)</td><td>10</td></tr><tr><td>10</td><td>Universal Human Values(UHV)</td><td>2</td></tr><tr><td>11</td><td>Mandatory Non-Credit Course (MNC)</td><td>-</td></tr><tr><td></td><td>Total</td><td>160</td></tr></table> The delivery of the above courses may be a combination of Lectures, Tutorials and Practicals in any combination with suitable credits assigned to them. All the courses registered by a student under any of the above types of courses as required for the award of the degree shall be considered as heads of passing which shall be Graded according to his/her performance. However, the Non-Credit Mandatory Courses shall be passed by a student for which Grades are not assigned.	SN	Course Area	Credit Distribution	1	Humanities Social Sciences including Management (HS)	09	2	Basic Sciences (BS)	20	3	Engineering Sciences (ES)	26	4	Professional Core (PC)	54	5	Professional Electives (PE)	12	6	Ability Enhancement Course(AEC)	8	7	Open Electives	9	8	Project Work(Mini / Major)	10	9	Internship(INT)	10	10	Universal Human Values(UHV)	2	11	Mandatory Non-Credit Course (MNC)	-		Total	160
SN	Course Area	Credit Distribution																																						
1	Humanities Social Sciences including Management (HS)	09																																						
2	Basic Sciences (BS)	20																																						
3	Engineering Sciences (ES)	26																																						
4	Professional Core (PC)	54																																						
5	Professional Electives (PE)	12																																						
6	Ability Enhancement Course(AEC)	8																																						
7	Open Electives	9																																						
8	Project Work(Mini / Major)	10																																						
9	Internship(INT)	10																																						
10	Universal Human Values(UHV)	2																																						
11	Mandatory Non-Credit Course (MNC)	-																																						
	Total	160																																						
	The following procedure shall be used for designing and offering the above courses: The courses for a programme under the following types from (a) to (i) shall be designed within the framework of UGC and AICTE guidelines by the concerned Board of Studies and approved by the Academic Council of the University. The number of courses offered in a programme under each of the above types shall be decided as per the curriculum framework specified under clause 23OB 3.4. The list of different types of theory courses and details of the practical courses used in the programmes are given below respectively from (a) to (i) and (j) to (l) <table><tr><th>Sl No</th><th>Course Area</th></tr><tr><td>a.</td><td>Humanities Social Sciences</td></tr><tr><td>b.</td><td>Basic Sciences</td></tr><tr><td>c.</td><td>Engineering Sciences</td></tr><tr><td>d.</td><td>Professional Core Courses</td></tr><tr><td>e.</td><td>Professional Electives Courses</td></tr><tr><td>f.</td><td>Open Electives</td></tr><tr><td>g.</td><td>Skill Development Courses</td></tr><tr><td>h.</td><td>Ability Enhancement Courses</td></tr><tr><td>i.</td><td>Non-Credit Mandatory Courses</td></tr></table>	Sl No	Course Area	a.	Humanities Social Sciences	b.	Basic Sciences	c.	Engineering Sciences	d.	Professional Core Courses	e.	Professional Electives Courses	f.	Open Electives	g.	Skill Development Courses	h.	Ability Enhancement Courses	i.	Non-Credit Mandatory Courses																			
Sl No	Course Area																																							
a.	Humanities Social Sciences																																							
b.	Basic Sciences																																							
c.	Engineering Sciences																																							
d.	Professional Core Courses																																							
e.	Professional Electives Courses																																							
f.	Open Electives																																							
g.	Skill Development Courses																																							
h.	Ability Enhancement Courses																																							
i.	Non-Credit Mandatory Courses																																							

7	Prescribed Number of Credits for the Programme	All courses prescribed by the University except the Non-credit Mandatory courses shall have credits and B.Tech considered as a head of passing for vertical progression. The credits fixed for the courses are awarded to the students on passing the courses registered by him. 1. The total number of credits to be earned for the award of UG degree by students admitted to the first semester of the four year B.Tech programme shall be 160. 2. The total number of credits to be earned for the award of B.Tech Degree by students admitted under lateral entry scheme to the third semester of the four year B.Tech Programme shall be 120. 3. A student shall be awarded B.Tech degree with Honors or Minor, if he/she earns a minimum of additional 18 credits satisfying the conditions specified in Kishkinda University (Award of B.Tech Honors/ Minors Degree) Regulations, 2023-24.																																																																																																																								
8	Curriculum Framework	The structure of UG programme in Engineering shall have essentially the following types of courses with the breakup of credits as shown against them. Table 5: Credit Distribution for B.Tech Programme <table><tr><th>SEM</th><th>HS</th><th>BS</th><th>ES</th><th>PC</th><th>PE</th><th>AEC</th><th>OE</th><th>PW</th><th>INT</th><th>UHV</th><th>TOTAL</th></tr><tr><td>1</td><td>2</td><td>7</td><td>10</td><td>-</td><td>-</td><td>1</td><td>-</td><td>-</td><td>-</td><td>-</td><td>20</td></tr><tr><td>2</td><td>2</td><td>7</td><td>10</td><td>-</td><td>-</td><td>1</td><td>-</td><td>-</td><td>-</td><td>-</td><td>20</td></tr><tr><td>3</td><td>-</td><td>3</td><td>3</td><td>12</td><td>-</td><td>1</td><td>-</td><td>-</td><td>-</td><td>1</td><td>20</td></tr><tr><td>4</td><td>-</td><td>3</td><td>3</td><td>12</td><td>-</td><td>1</td><td>-</td><td>-</td><td>-</td><td>1</td><td>20</td></tr><tr><td>5</td><td>5</td><td>-</td><td>-</td><td>9</td><td>3</td><td>3</td><td>-</td><td>2</td><td>-</td><td>-</td><td>22</td></tr><tr><td>6</td><td>-</td><td>-</td><td>-</td><td>9</td><td>3</td><td>1</td><td>3</td><td>2</td><td>-</td><td>-</td><td>18</td></tr><tr><td>7</td><td>-</td><td>-</td><td>-</td><td>12</td><td>3</td><td>-</td><td>3</td><td>6</td><td>-</td><td>-</td><td>24</td></tr><tr><td>8</td><td>-</td><td>-</td><td>-</td><td>-</td><td>3</td><td>-</td><td>3</td><td>-</td><td>10</td><td>-</td><td>16</td></tr><tr><td>Total</td><td>9</td><td>20</td><td>26</td><td>54</td><td>12</td><td>8</td><td>9</td><td>10</td><td>10</td><td>2</td><td>160</td></tr></table> Minor variation is allowed as per need of the respective disciplines on approval of the University.	SEM	HS	BS	ES	PC	PE	AEC	OE	PW	INT	UHV	TOTAL	1	2	7	10	-	-	1	-	-	-	-	20	2	2	7	10	-	-	1	-	-	-	-	20	3	-	3	3	12	-	1	-	-	-	1	20	4	-	3	3	12	-	1	-	-	-	1	20	5	5	-	-	9	3	3	-	2	-	-	22	6	-	-	-	9	3	1	3	2	-	-	18	7	-	-	-	12	3	-	3	6	-	-	24	8	-	-	-	-	3	-	3	-	10	-	16	Total	9	20	26	54	12	8	9	10	10	2	160
SEM	HS	BS	ES	PC	PE	AEC	OE	PW	INT	UHV	TOTAL																																																																																																															
1	2	7	10	-	-	1	-	-	-	-	20																																																																																																															
2	2	7	10	-	-	1	-	-	-	-	20																																																																																																															
3	-	3	3	12	-	1	-	-	-	1	20																																																																																																															
4	-	3	3	12	-	1	-	-	-	1	20																																																																																																															
5	5	-	-	9	3	3	-	2	-	-	22																																																																																																															
6	-	-	-	9	3	1	3	2	-	-	18																																																																																																															
7	-	-	-	12	3	-	3	6	-	-	24																																																																																																															
8	-	-	-	-	3	-	3	-	10	-	16																																																																																																															
Total	9	20	26	54	12	8	9	10	10	2	160																																																																																																															
9	Scheme of Teaching and Evaluation	1) The Scheme of Teaching and Evaluation shall be framed by distributing the total credits over eight semesters as follows: <table><tr><th colspan="4">Table – 6: Semester-wise Allocation of Credits</th></tr><tr><th></th><th>Semester</th><th>Credits</th><th>Total Credits</th></tr><tr><td rowspan="2">I year</td><td>1</td><td>20</td><td rowspan="2"></td></tr><tr><td>2</td><td>20</td></tr><tr><td rowspan="2">II year</td><td>3</td><td>20</td><td rowspan="2"></td></tr><tr><td>4</td><td>20</td></tr><tr><td rowspan="2">III year</td><td>5</td><td>22</td><td rowspan="2"></td></tr><tr><td>6</td><td>18</td></tr><tr><td rowspan="2">IV year</td><td>7</td><td>24</td><td rowspan="2"></td></tr><tr><td>8</td><td>16</td></tr><tr><td colspan="2">TOTAL</td><td>160</td><td></td></tr></table> ➤ Lecture(L): One hour/week: 1 credit ➤ Tutorial(T): Two hours/week: 1 credit ➤ Practical/Lab/Drawing (P): Two hours/Week: 1 credit ➤ Project, Mini-project, Internship: credits as recommended by the University. ➤ Credit for the seminars shall be part of the courses. 2) Course Load: Every student has to register for a set of Courses in each Semester with the total number of their Credits being limited by considering the permissible weekly Contact Hours (typically 35 hours/ Week). For this an average Course Load of 18-24 Credits/Semester (e.g., 6-7 Courses) is generally acceptable and also include 2 or 3 Units of Non-Credit Mandatory Courses in some Semesters.	Table – 6: Semester-wise Allocation of Credits					Semester	Credits	Total Credits	I year	1	20		2	20	II year	3	20		4	20	III year	5	22		6	18	IV year	7	24		8	16	TOTAL		160																																																																																					
Table – 6: Semester-wise Allocation of Credits																																																																																																																										
	Semester	Credits	Total Credits																																																																																																																							
I year	1	20																																																																																																																								
	2	20																																																																																																																								
II year	3	20																																																																																																																								
	4	20																																																																																																																								
III year	5	22																																																																																																																								
	6	18																																																																																																																								
IV year	7	24																																																																																																																								
	8	16																																																																																																																								
TOTAL		160																																																																																																																								

10	Scheme of Teaching and Evaluation	3) Teaching-Learning Process: The theory courses shall be designed to have the syllabus spanning over one semester depending on the credits allocated for them. That is, Four-credit theory courses shall be designed for 55-60 hours of Teaching-Learning process, Three-credit theory courses shall be designed for 40-45 hours of Teaching-Learning process, Two credit theory courses shall be designed for 25-30 hours of Teaching-Learning process and One credit theory course shall be designed for 15 hours of Teaching Learning process. 4) The Scheme of Teaching and Evaluation provides the list of courses offered in a semester, their types, course credits in L-T-P format and the contact hours. As per this, detailed syllabus content, hour distribution, Text and reference Books, Assessment and Evaluation procedure shall also be provided for all the semesters by the Board of Studies of the respective programmes. A course may include online references and virtual labs as approved by the University. 5) The composition of courses in the curriculum may be only a theory a theory with practical or only a practical. These carry separate course codes and each are considered as separate "head of passing". 6) The Syllabus formulated shall be well structured and enable CBCS implementation provide MEME options and incorporate Outcome Based Education (OBE) framework. 7) The University shall provide necessary class rooms, Laboratory equipments, Internet and computing laboratories, Library, qualified faculty and other supporting facilities to meet the standards as specified by the University and concerned Statutory bodies to create proper teaching-learning environment for the students.
11	Course Registration	1) It is mandatory for every student to register for the semester to attend various courses/ earn credits, using the prescribed Course Registration Form (CRF) till he/she completes his/her programme. The registration is normally done on the last two working days of each semester upon completion of the SEE. In all circumstances, registration shall be completed on or before the prescribed last date for registration announced in the Academic Calendar. The registration of courses in each semester with the University portal is mandatory. 2) Student Mentoring On joining the University a group of students are assigned a Mentor from the concerned department offering the Programme. Students are advised to consult the Mentor on any matter relating to their academic performance and the courses they may register in various semesters. Mentor guides the students to complete their courses of study for the required degree in a smooth and satisfactory manner. 3) Minimum Number of Registrations for offering a Course There is no restriction on minimum registrations in a professional core course. However, the minimum number of students registered to any Professional Elective Course/Open Elective Course/ Ability Enhancement Course (from 3rd semester onward) offered by the Departments shall not be less than 10. If the number of registrants for an elective course is less than 10, the University must seek permission from the Registrar (Evaluation) within 15 days from the date of commencement of the semester as per the academic calendar of the University.

12	Course Registration Procedure	The procedure involves the following steps: a) A student shall register for required courses each semester with prior permission of the Mentor. b) The student can register for courses he intends to take during a given semester on the basis of his plan for each Programme as given in the Scheme of Teaching and Evaluation and as per the advice of the Mentor. c) The students shall decide on the courses to be registered during the ensuing semester immediately after their SEE examinations. d) The Mentor is expected to discuss with the student his academic performance during the previous semesters and then decide the number and nature of the courses for which the student can register during the semester within the framework of the Regulations. e) The Mentor may advise the student to drop one or more courses/activities based on his/ her academic performance. The Mentor may even advise a reduced load program over several semesters for students with poor performance at the end of the first semester/year. f) Every student is permitted to register for the courses to an extent subjected to the conditions under clause 23 OB 3.6.2. g) Students are not permitted to re-register for a course which they have already passed. h) The student shall fill up the CRF online, stating the courses that they propose to complete during the ensuing semester as per the prescribed curriculum. i) They shall take a printout of the completed CRF, take signature of the Mentor and submit to the Dean within the date notified by the University for registration. j) Students having outstanding dues to the University or a hostel not be permitted to register. k) The registration is deemed to be complete only on approval by the University. l) Without registration any academic activity (course/seminar etc.) undergone by a student shall not be counted towards the requirements of his/her degree. m) A student shall exercise the option in respect of a higher semester Professional Elective Course/Open Elective Course/Ability Enhancement Course and register for the same at the end of the previous semester. However, the student may be permitted to opt for a change of Elective Course/s preferably within 15 days from the date of commencement of the semester as per the academic calendar of the University.
13	Permitted Maximum Credits for Registration	The student shall be permitted to register in a semester for that number of courses with total credits not exceeding 28. These 28 credits include Minor/ Honors degree courses, the courses of the regular semester and backlog courses. The registration of these additional credits also includes the courses with a shortage of attendance and the courses with unfulfilled CIE requirements. A student shall pay the prescribed registration fees as notified by the University from time to time.
14	Late Registration	Registration beyond the last date may be permitted only in special cases till the date specified in the Academic Calendar on payment of a late registration fee.
15	Registration for Non-credit Mandatory courses	1. Formal registration for these courses shall also be done along with other courses at the beginning of the semesters. 2. Non-credit requirements are assessed as Pass (PP)/ Not Pass (NP) subject to the fulfillment of the minimum requirements of the specified activities and a minimum of 75% attendance. The award of degree is subject to successful completion of these requirements. 3. A student will be awarded PP (Pass) grade for a course he/ she is registered for in that semester, provided the minimum requirement is met during that semester together with attendance criteria. 4. Not satisfying these requirements will result in a failure grade NP (Not Pass) and the student has to re-register for the course when offered next in the subsequent semesters and pass within two years. The grades shall be submitted to the University before the commencement of the SEE.

16	Course substitution	A student obtaining 'F' grade four times in a course other than the Professional core courses is permitted to choose an equivalent course for substitution on approval by the University. The student shall re-register for the new course and complete the course requirements subjected to the conditions of clause 23OB 5.2. A student shall not be permitted to avail this option beyond a maximum of two courses during the programme.
17	Attendance Requirement	1) Every prescribed course shall be considered as a unit for the calculation of attendance. The students are required to attend all the lectures, tutorials, practical and other prescribed curricular and co-curricular activities and earn full attendance. However, a student shall obtain a minimum attendance of 85% in each of the courses registered. However, if the attendance is below 85%, then the shortage up to a maximum of 10% of the attendance may be condoned by the Vice Chancellor on the specific recommendations of the Dean where the candidate is studying. This provision shall be utilized based on medical grounds, participation in NSS/ NCC/ Red cross/ National level Republic Day and Independence Day Parade/ participation in University/ State/ National/ International level sports and cultural activities, seminars, workshops, paper presentation etc., of significant value, supported by valid documents. The Course Instructor may recommend for condoning the shortage of attendance and submit the application with documents through the Dean along with his recommendation to the office of the Registrar (Evaluation) before the last day of the semester. 2) The basis for the calculation of attendance shall be the period prescribed by the University by its academic calendar of events and as notified by the Registrar. 3) In case of late admissions, approved by competent authority (KEA/DTE/KU) to I semester and III semesters (lateral entry scheme), the attendance shall be reckoned from the date of admission to the Programme. 4) The dean shall also notify every month, the list of candidates who are falling short of required attendance. The Course Instructor shall inform the students as well as their parents/guardians about the attendance requirement and the attendance status every month. Students facing an attendance shortage shall be mentored to make up for the shortage. 5) A student who does not satisfy the attendance requirement in one or more courses (including bridge courses for lateral entry students, if any) shall not be permitted to appear for the Semester End Examinations of those courses. The grade card for such courses shall be marked as DX. The candidate shall repeat those courses whenever offered next. However, the student shall be allowed to appear for the SEE in other courses of the semester.

4.5 Assessment And Evaluation Procedure

1	Assessment And Evaluation Procedure	Formative, Summative and other Assessments shall be conducted as per the University calendar of events in all the courses of the programme offered to the students within the framework of Scheme of Teaching and Evaluation approved by the University. The details of Assessment and Evaluation for specific theory and practical courses including theory question paper setting patterns, as recommended by the Board of Studies and approved by the University .																												
2	Assessment and Evaluation Process	1) CIE and SEE constitute the major evaluations prescribed for each course, with only those students maintaining a minimum standard in CIE are permitted to appear in the SEE of the course. 2) In such cases where a laboratory is attached to the course, CIE marks shall be awarded separately for both theory and the laboratory. However, the laboratory may or may not have the SEE component in the evaluation. 3) In such cases where a laboratory carries more credits and is not part of the theory, they are listed separately in the Scheme of Teaching and Evaluation. Hence, they are treated as separate “heads of passing” which are assessed and evaluated independently. 4) CIE and SEE to carry 50% weightage each, to enable the course to be evaluated for a total of 100 marks, irrespective of its credits. 5) The evaluation system of the programme is comprehensive and continuous during the entire period of the Semester by the faculty who is teaching the course. For a course, the evaluation and grading will be on the following parameters: <table><tr><td>A</td><td>Alternate Assessment Tools (AAT)</td><td>20 marks</td></tr><tr><td>B</td><td>Internal Assessment Tests (IAT)</td><td>30 marks</td></tr><tr><td></td><td>Total of CIE (A+B)</td><td>50 marks</td></tr><tr><td>C</td><td>Semester End Examination (SEE)</td><td>50 marks</td></tr><tr><td></td><td>Total of CIE and SEE (A+ B + C)</td><td>100 marks</td></tr></table>	A	Alternate Assessment Tools (AAT)	20 marks	B	Internal Assessment Tests (IAT)	30 marks		Total of CIE (A+B)	50 marks	C	Semester End Examination (SEE)	50 marks		Total of CIE and SEE (A+ B + C)	100 marks													
A	Alternate Assessment Tools (AAT)	20 marks																												
B	Internal Assessment Tests (IAT)	30 marks																												
	Total of CIE (A+B)	50 marks																												
C	Semester End Examination (SEE)	50 marks																												
	Total of CIE and SEE (A+ B + C)	100 marks																												
3	Continuous Internal Evaluation (CIE)	1) For a theory course, with an LT-P distribution of L-0-0, the CIE will carry a maximum of 50% weightage of the total marks of a course before the start of the Academic session of each semester, a faculty may choose for his course Internal Assessment Test and a minimum of two of the following assessment methods with suitable weightage for each. <table><tr><td>1</td><td>Assignments (Individual and/or Group)</td></tr><tr><td>2</td><td>Seminars</td></tr><tr><td>3</td><td>Oral/Online Quizzes</td></tr><tr><td>4</td><td>Group Discussions</td></tr><tr><td>5</td><td>Case Studies/Case lets</td></tr><tr><td>6</td><td>Practical orientation on Design Thinking, Creativity & Innovation</td></tr><tr><td>7</td><td>Participatory & Industry-integrated learning</td></tr><tr><td>8</td><td>Practical activities/ problem-solving exercises</td></tr><tr><td>9</td><td>Class presentations</td></tr><tr><td>10</td><td>Analysis of Industry/Technical/Business Reports</td></tr><tr><td>11</td><td>Reports on Guest Lectures/ Webinars / Industrial Visits</td></tr><tr><td>12</td><td>Industrial/ Social/ Rural projects</td></tr><tr><td>13</td><td>Participation in Seminars/ Academic Events/Symposia, etc.</td></tr><tr><td>14</td><td>Any other academic activity</td></tr></table>	1	Assignments (Individual and/or Group)	2	Seminars	3	Oral/Online Quizzes	4	Group Discussions	5	Case Studies/Case lets	6	Practical orientation on Design Thinking, Creativity & Innovation	7	Participatory & Industry-integrated learning	8	Practical activities/ problem-solving exercises	9	Class presentations	10	Analysis of Industry/Technical/Business Reports	11	Reports on Guest Lectures/ Webinars / Industrial Visits	12	Industrial/ Social/ Rural projects	13	Participation in Seminars/ Academic Events/Symposia, etc.	14	Any other academic activity
1	Assignments (Individual and/or Group)																													
2	Seminars																													
3	Oral/Online Quizzes																													
4	Group Discussions																													
5	Case Studies/Case lets																													
6	Practical orientation on Design Thinking, Creativity & Innovation																													
7	Participatory & Industry-integrated learning																													
8	Practical activities/ problem-solving exercises																													
9	Class presentations																													
10	Analysis of Industry/Technical/Business Reports																													
11	Reports on Guest Lectures/ Webinars / Industrial Visits																													
12	Industrial/ Social/ Rural projects																													
13	Participation in Seminars/ Academic Events/Symposia, etc.																													
14	Any other academic activity																													

4	Continuous Internal Evaluation (CIE)	2) The faculty will submit the 'AAT' Assessment Plan to the Dean/HOD for approval and notify the same along with the course syllabus before the start of semester. The total marks of the above two assessment components shall be scaled down to 20 marks/ 20% of total marks of the respective course (i.e., A). 3) To assess the students in a course under IAT component, three tests shall be conducted in a semester. Each test will be conducted for 30 marks. The average marks obtained in these three tests will be taken as IAT Marks (i.e., B). 4) The CIE marks awarded to students at different stages during the course shall be displayed on the notice board of the Department concerned to enable the students to point out any discrepancies. 5) The student shall obtain a minimum of 40% of marks allotted for CIE in each course (i.e., A+B) to be eligible to appear for the SEE in that course. 6) When a laboratory is part of a theory course, with L-T-P distribution of L-0-P, the student shall obtain a minimum of 40% marks in CIE of the laboratory to be eligible to appear for SEE in that course. This is in addition to the requirement specified under (5) above for the theory part of the course. The CIE marks obtained by a student in the laboratory if it is equal to or greater than 40%, shall be retained until the end of that academic year till he passes the SEE. Otherwise, he shall re-register for the course when offered next. 7) If a student is unable to secure a minimum 40% in CIE marks in any course, he shall not be eligible to take up SEE/ viva-voce examination in that particular course. It shall be the responsibility of the dean to scrutinize the list of candidates and permit only the eligible students to take up SEE/ viva-voce. In the event of an ineligible student inadvertently being allowed to appear for the theory/viva voce examination the result of the concerned student shall be withdrawn forthwith by the University. 8) The list of such students, who have not secured the minimum in CIE marks, shall be sent to the Registrar (Evaluation) along with the submission of CIE marks of the successful students. 9) After the submission of CIE marks to the Registrar (Evaluation) of the University, any request for changes in the marks by the Dean shall be considered only after due approval of the Vice-Chancellor obtained through the Registrar (Evaluation). 10) The students not obtaining 40% marks in CIE shall re-register for the course during the subsequent semester whenever it is offered.
4.6 Details of Semester End Examination (SEE)		
1	Details of SEE	(A) Courses for which SEE is conducted: - All credit courses in BTech except Social Connect and Responsibility, Mini project, Project Phase-I have SEE. - Mandatory non-credit courses in B Tech Programmes will not have SEE. (B) Maximum Marks: - In UG Programme, SEE for all theory credit courses, laboratory courses will be conducted for a maximum of 100 marks and later reduced to 50 marks. - In UG Programme, SEE for Major Project Work and Research & Industry Internship will be conducted for 100 marks.

1

Details of SEE

Table :7 Courses in SEE and Maximum Marks

Course Type	Max. Marks	Duration	Remarks
Theory Courses (UG)	100	3 Hours	Marks Reduced to 50
Laboratory Courses	100	3 Hours	Marks Reduced to 50
Ability Enhancement Courses	50/100	1Hour/2 Hours	Marks Reduced to 50

(C) Minimum Marks to Obtain in SEE (Passing Standard in SEE):

Table 8: Minimum SEE Marks

Programme	Courses	Passing Standards in SEE	
		Percentage	Marks
UG	Theory	35% of SEE Marks	18 out of 50
	Lab / Project / Internship/seminar	35% of SEE Marks	18 out of 50

(D) Passing Standard in the Course for Award of Credit and Grade

Table 9: Passing Standards for Award of Grade

Programme	Courses	Passing Standards in a Course Total Course Marks = Aggregate of CIE + SEE marks*	
		Percentage	Marks
UG	Theory	Min. 40% of Total Course Marks	Min. 40 out of 100
	Lab / Project / Internship/seminar	Min. 40% of Total Course Marks	Min. 40 out of 100

*Courses for which SEE is not conducted, CIE marks would be the Total Marks for that course

(i) Only those students meeting the passing standards in a course shall earn the prescribed credits for the course and shall be eligible to be awarded a corresponding Passing Letter Grade based on his / her performance.

(E)SEE of Different Courses

I. SEE shall be a written examination for all theory-based credit courses for which SEE is to be conducted.

II. SEE shall be a practical for all laboratory-based / Project / Industry Internship

1

**Details of
SEE****(F) Examiners for laboratory-based, activity-based and experiential learning courses**

- I. Laboratory courses shall have two examiners, preferably having more than three years of experience and had taught the subject.
- II. Mini Project / Summer Internship I & II shall be evaluated by internal examiners for UG programmes.
- III. Project Work (Major) shall be evaluated by two examiners.
- IV. The examiners of courses shall be appointed by BOE Chairman with approval from the Registrar Evaluation. In such of these courses where there are two examiners, the examiners shall jointly evaluate the performance of the students according to the given assessment criteria and rubrics.
- V. For Research/Industry Internship SEE shall be conducted by the Internal and external examiners appointed by the Registrar Evaluation. The internal examiner shall be the guide for SEE. The external Guide for Internship shall be the external examiner for SEE. Examination for internship shall be conducted at the University and the date shall be fixed in consultation with the external Guide. The Examiners shall jointly award the SEE marks. In case the external Guide expresses his inability to conduct the Examination at the last moment, the Registrar Evaluation shall appoint a senior faculty of the Department to conduct the Examination along with the internal Guide. Split up of marks for evaluation may be the same as suggested for CIE or Internal and external examiners shall devise split up of marks for SEE and the same may be submitted to the University along with evaluation marks.

	Assessment	Max Marks
(i)	Report Evaluation by Internal Examiner (A)	12.5
(ii)	Report Evaluation by External Examiner (B)	12.5
(iii)	Joint Viva – Voce Examination (C)	25
	Total Marks	50

SEE Marks = (A) + (B) + (C)

Exam Schedule: SEE of courses will be conducted as per the exam timetable announced by the office of Registrar Evaluation.

(G) Absent to SEE:

- I. A student who remains absent to SEE due to valid reasons like serious illness / disaster in his / her family should immediately apply for the award of 'I' Grade in that course. Applications received after the conduction of examination shall not be considered.
- ii. A student who remains absent to SEE without any valid reasons will be awarded 'F' Grade.

5	Disclosure of Answer Books (Answer Book Seeing)	B) Who Will Show? Office of the Registrar Evaluation C) When? Within 3 to 4 working days after the announcement of results D) How to apply? I. Interested student must pay the prescribed fee, fill the application form and submit the duly signed application form along with the fee paid receipt to office of Registrar Evaluation by appearing in person before the last date mentioned. In case the student is not able to appear in person for some reason, parent / guardian of the student may apply on his / her behalf. However, the student should authorize the same. II. At the time of submitting application, student will produce the proof of his / her identity to the concerned authorities. III. Applications received after the last date and applications found to be not correct in any respect will not be considered. E) Grievances: I. If a student is satisfied with the valuation of his / her book and has no grievance, then he/she will fill a 'Satisfactory Evaluation Form' and submit it to the Office of Registrar Evaluation. II. If a student has any grievance with respect to totaling of marks or marks not being awarded to any question then he/she has to fill an 'Evaluation Grievances Form' and submit the same to the Office of Registrar Evaluation III. The BOE chairperson will look into such and take corrective measures under the directions of Registrar Evaluation. IV. If a student has any grievance with respect to wrong evaluation or expected marks not being awarded, then he/she has to apply for 'Challenge Evaluation' by filling out a 'Challenge Evaluation Form' and paying the prescribed fees. The form and the copy of the fee paid receipt will have to be submitted to the office of Registrar Evaluation [before the notified last date].
6	Revaluation, Re-totaling & Photocopy of Answer Scripts	❖ Answer scripts in courses which have been evaluated twice, shall not qualify for revaluation. Courses with single valuation shall qualify for revaluation. ❖ All UG theory courses shall qualify for revaluation, re-totaling and photo copy of answer scripts. ❖ All UG Practical / Laboratory courses shall not qualify for revaluation, re-totaling and photo copy of answer scripts. However, the computer aided drawing related courses namely CAED, CAMD and CABPD, Computer Aided Electrical Drawing and Computer Aided Detailing of Structures shall qualify only for revaluation and re-totaling but not photo copy of answer scripts. ❖ A Candidate can apply for revaluation, re-totaling and photocopy of the answer scripts as per the announcement / circular from the office of the Registrar Evaluation, after publishing the result of the current semester by paying the prescribed fee. The candidates shall submit the application to the office of the Registrar Evaluation in the prescribed form. There shall be no restriction on the number of courses for which the candidate can apply for re-totaling and / or photocopying of the answer scripts.

6	Revaluation, Re-totaling & Photocopy of Answer Scripts	❖ On receipt of the applications for re-totaling, photocopying and revaluation, office of the Registrar Evaluation shall prepare the consolidate list of applications with USN, Course Code & Course name for each of the above purposes facilitating the retrieval of the respective answer scripts. Office of the Registrar Evaluation shall complete the process of addressing applications for re-totaling and photocopying. ❖ The Candidates who have applied for re-totaling will be called in batches to the office of the Registrar Evaluation. They will be given their answer scripts to verify the marks and re-totaling of the marks and to find out whether answers of the questions attempted are awarded marks or not. ❖ The Registrar Evaluation shall arrange for (i) Giving new code numbers for the answer scripts that need to be sent for revaluation, (ii) Detach or completely mask the title page of the answer script and send it for revaluation. The process be repeated in case of issuing the script for 2nd revaluation (difference of marks is more than 15). The examiners shall be invited to the valuation center as per the direction of the Registrar Evaluation. ❖ The revaluation marks shall be entered in a separate facing sheet. The examiner shall be provided with the scheme of valuation for the course and all the marks shall be entered in to a separate marks list for all the revalued scripts. ❖ If the revaluation marks are less than the original marks, then the original marks shall be retained. ❖ Highest of Original marks (average of I & II Valuation or moderated) & Revaluation marks shall be considered for grading. ❖ Third Valuation shall be done for scripts having a difference of 16 marks & above, between Original Marks & Revaluation Marks. ❖ After the third valuation, average of nearest two awarded marks shall be considered for grading. ❖ For a script evaluated twice or thrice (Revaluation & Third valuation) at least one of the evaluations shall be done by an external examiner.
4.7 Challenge Evaluation		
1	Challenge Evaluation	a) Who Can Apply? Any student who has grievance with respect to evaluation of his / her answer book can apply. b) How to Apply? I. Student must pay the prescribed fee, fill the ‘Challenge Evaluation Form’ and submit the duly signed application form along with the fee paid receipt to office of registrar evaluation by appearing in person by the last date mentioned. II. At the time of submitting application, student will produce the proof of his / her identity to the concerned authorities III. Applications received after the last date and applications not duly signed and submitted by the person seeking challenge evaluation will not be considered. c) Process I. Challenge evaluation will be done jointly by Two Evaluators. II. The examiner who has evaluated the same answer book earlier will not be called for challenge evaluation. III. Only those questions for which the student has applied for revaluation will be evaluated in challenge evaluation. The existing marks will not be disclosed to the evaluators during challenge evaluation d) Challenge Evaluation Marks: The marks awarded in the challenge evaluation will be the final SEE marks. There will be no scope for any further review or appeal over and above this result.

4.8 Gracing Policy

1	Gracing Policy	Following gracing policy shall be applicable to UG programmes: I. A student is eligible to get a maximum grace marks of 2% (2/100) in semester end examination (SEE) per course, provided the student gets the minimum required marks in SEE for that course and passes in that course by such grace marks. A student is eligible to get a maximum grace marks of 2% in continuous internal evaluation (CIE) per course, provided the student gets the minimum required marks in SEE for that course. II. A student is eligible to get a maximum of 1% of SGPA (0.1 out of 10) as grace if the student is falling short of either 6.00 or 7.00 which are treated equivalent to First Class and First Class with Distinction, respectively. III. If the candidate has failed in only one subject of the examination, then, he/she shall be eligible to a maximum of 3 marks (out of 50 marks), if after gracing the candidate gets minimum prescribed marks and passes in the subject. IV. Grace Marks awarded for passing the examination is shown only in the ledger and not in the statement of marks.
---	----------------	--

4.9 Make-up Examinations

1	Courses	Makeup examinations shall be conducted every semester after the declaration of regular Semester End examination (SEE) results.
2	Eligibility	1. Make up examination facility shall be available to those students who have failed in the just conducted Semester End Examination (SEE). 2. Students who obtains “I” and “F” grade in the SEE examination are eligible for taking make-up examination.
3	Registration	Eligible students will have to apply for make-up examinations in the Office of Registrar Evaluation by paying the prescribed fee.
4	Exam Schedule	Make-up exam of courses will be conducted as per the exam timetable announced by the office of registrar evaluation.
5	Standard of Examinations	1. The standard of the make-up examinations shall be same as that of the regular SEE for any course, however, the students passing the Makeup/ Supplementary examination shall lose their eligibility to be considered for the award of ranks. 2. No answer script verification and revaluation for Makeup examination.
6	Grades Awarded	❖ If the student fails to obtain the minimum marks in make-up examination, then he/she will be awarded ‘F’ Grade.
7	Absent to Make-up Examinations	If the student does not appear for the make-up examinations, the ‘I’ Grade shall be converted to ‘F’ Grade.

4.10 Fast track semester (Supplementary Semester) for UG program

1	Supplementary Semester	❖ The students who have satisfied CIE and Attendance requirements for the courses and obtained F grade in SEE are permitted to appear directly in ensuing examinations as backlog papers. The students need not re-register for such course/s in the supplementary / fast track semester. In case the student wishes to improve CIE / he/she has to re-register for supplementary / fast track semester as and when offered next. ❖ A supplementary semester shall be conducted at the end of every even semester. Students who have earned ‘F’ grade/ ‘NE’ Grade and those who wish to improve grades can register for supplementary semester of 15 days duration and take exams. A maximum of 16 credits can be registered in a supplementary semester.
---	------------------------	---

2	Supplementary Semester	❖ The student who obtains required attendance and CIE in supplementary semester, but obtains 'F' grade in SEE, is permitted appear for SEE subsequently as backlog course/s. The student need not repeat course for Attendance and CIE. ❖ The course/s for which the student does not possess satisfactory attendance and CIE score, shall be marked as NE in the Grade sheet. Such students are not permitted for SEE for the Courses marked as NE in Grade sheet. The students have to re-register only for course/s marked as NE in supplementary / subsequent semester whenever that course is offered semester and obtain the required CIE and attendance. Subsequently, they are eligible to appear for SEE in such course/s. ❖ Courses with Transitional Grades viz., "W", and "I", are also eligible to register in supplementary semester in case if they wish to improve the score in CIE. ❖ All courses may not be offered in the Supplementary semester. It is the discretion of the University to offer the courses based on the availability of resources. The Institute shall notify time table for Supplementary semester well in advance. ❖ Supplementary Semester is optional; it is for the student to make best use of the opportunity. ❖ Supplementary semester is a special semester and the student cannot demand it as a matter of right. ❖ A student is permitted to register for a maximum of 16 credits in Supplementary / fast track semester. ❖ A student has to choose those courses which are offered by the Institution in a given Supplementary Semester. ❖ In the supplementary semester, each course need to be offered for required number of lectures / tutorial / laboratory hours as prescribed in the syllabus.
3	When to offer Supplementary Semester	A student of UG programme will have opportunity to register for supplementary semester which is offered after every even semester examinations.
4	Standard of Examinations	❖ A supplementary semester shall be conducted at the end of every even semester. Students who have earned 'F' grade/ 'NE' Grade and those who wish to improve grades can register for supplementary semester of 15days duration and take exams. A maximum of 16 credits can be registered in a supplementary semester. ❖ However, the students passing the Makeup/ Supplementary examination shall lose their eligibility to be considered for the award of ranks.

4.11 Grading System

1	Grading System	University follows Grading System to evaluate the performance of students in a course because of its many advantages.																																				
2	Absolute Grading System	Absolute Grading System is followed by allocating a Letter Grade for a band of marks in a course.																																				
3	Letter Grades Grades in Credit Courses	A) General I. The performance of a student in a course is indicated by awarding a Letter Grade, which is a qualitative measure of the performance. II. The Letter Grade is arrived at based on the student’s performance in a course, which includes both CIE and SEE marks. For B Tech Courses letter grades, such as, Outstanding (O), Excellent (A+), Very Good (A), Good (B+), Above Average (B), Average (C), Pass(P) and Fail (F) are awarded based on the total marks scored in CIE and SEE together. For letter grades, such as, Outstanding (S), Excellent (A), Very Good (B), Good (C), Above Average (D), Poor (E) and Fail (F) are awarded based on the total marks scored in CIE and SEE together as per the following tables: B) Table: 9 Grading system for UG Programs <table><tr><td>Level</td><td>Outstanding</td><td>Excellent</td><td>Very Good</td><td>Good</td><td>Above Average</td><td>Average</td><td>Pass</td><td>Fail</td></tr><tr><td>Letter Grade</td><td>O</td><td>A +</td><td>A</td><td>B+</td><td>B</td><td>C</td><td>P</td><td>F</td></tr><tr><td>Marks Range</td><td>90-100</td><td>80-89</td><td>70-79</td><td>60-69</td><td>55-59</td><td>50-54</td><td>40-49</td><td>0-39</td></tr><tr><td>Grade Points</td><td>10</td><td>09</td><td>08</td><td>07</td><td>06</td><td>05</td><td>04</td><td>00</td></tr></table>	Level	Outstanding	Excellent	Very Good	Good	Above Average	Average	Pass	Fail	Letter Grade	O	A +	A	B+	B	C	P	F	Marks Range	90-100	80-89	70-79	60-69	55-59	50-54	40-49	0-39	Grade Points	10	09	08	07	06	05	04	00
Level	Outstanding	Excellent	Very Good	Good	Above Average	Average	Pass	Fail																														
Letter Grade	O	A +	A	B+	B	C	P	F																														
Marks Range	90-100	80-89	70-79	60-69	55-59	50-54	40-49	0-39																														
Grade Points	10	09	08	07	06	05	04	00																														
4	‘F’ Grade	I. A student shall be awarded an ‘F’ grade in a course in any of the following cases: ◆ Student fails to secure minimum passing marks in SEE. ◆ Student fails to secure minimum passing marks for earning the credits and award of grade. ◆ Student is absent for the SEE. II. A student who obtains “F” grade in a core course shall re-appear for the course during subsequent SEE. III. A student who obtains “F” grade in an elective course shall re-appear for the course during subsequent SEE or register for any other elective course.																																				
5	‘DX’ Grade	If a candidate fails to satisfy the minimum attendance requirements in any course, ‘DX’ Grade is awarded to that course and the candidate has to repeat that course in their entirety by re-registering as and when the course is offered next.																																				
6	Non-credit Courses	(C) Grades in Mandatory Non-credit Courses: I. In Mandatory Non-credit courses, students will be awarded only ‘Pass’ or Fail’ Grade. II. ‘PP’ Grade is the Pass Grade in Mandatory Non-credit courses, which is awarded for students who satisfy the prescribed Attendance and CIE marks. III. ‘NP’ Grade is the Not Pass Grade in Mandatory Non-credit courses, which is awarded for students who do not satisfy the prescribed Attendance and Sessional marks requirement in CIE. Such students have to repeat the course in its entirety by re-registering to that course when it is offered by the department and ‘Pass’ the course to qualify for the award of degree.																																				
4.12 Transitional Grades																																						
7		‘I’, and ‘W’ grades are transitional grades and will be replaced by an appropriate letter grade once the student completes the course requirements.																																				

8	‘I’ Grade	❖ ‘I’ Grade is temporarily awarded to a student having attendance $\geq 85\%$ and meeting the minimum requirements in CIE in a Course, but remained absent from SEE for valid and convincing reasons acceptable to the University, like: a) Accident or severe illness leading to hospitalization. b) A calamity in the family at the time of SEE, which requires the student to be away from the University. ❖ In the event of (a) or (b) of above clause, it is the responsibility of the student / parent / guardian to inform the Office of Registrar Evaluation immediately through HOD/ Chair Person and apply for the award of ‘I’ Grade ❖ Applications requesting for the award of ‘I’ Grade received after the conduction of examination shall not be considered. ❖ The candidate needs to submit all the relevant evidence (hospital reports, police reports, certificates from competent authorities, etc.) in support of his claim. ❖ A committee (Registrar Evaluation as chairman, Deans, and Dean-Students Affairs as members) will decide about awarding ‘I’ Grade taking into consideration all the documentary evidence produced by the candidate. ❖ If permission for ‘I’ Grade is not accorded by the committee then ‘F’ Grade is awarded for the course and the student has to re-register for the course in its entirety when it is offered. ❖ The student who is awarded ‘I’ Grade in a course is permitted to attend the make-up examinations in that academic year. After completion of the make-up examinations, ‘I’ Grade shall be converted to one of the other letter grades (S to F) based on the performance. ❖ If the student does not appear for the make-up examinations, the ‘I’ Grade shall be converted to an ‘F’ Grade. ❖ ‘I’ Grade is not awarded in Make-up examinations or Fast Track SEE.
9	‘W’ Grade	i) ‘W’ Grade is temporarily awarded to a student who has withdrawn from a course. ii) ‘W’ Grade for credit courses shall be recorded in the grade card. A student May withdraw from an audit course in which case there shall be no mention of the course in the grade card. iii) A student with “W” grade must re-register for the course during the Fast Track semester of that academic year and the “W” grade shall be converted to one of the other letter grades (S to F) after the completion of SEE of Fast Track semester. iv) If the student does not register or appear for the SEE of Fast Track Semester, the “W” grade shall be converted to an “F” grade. v) “W” grade is not awarded in Fast Track semester.

4.13 Grade Points

A student earns certain grade points depending on the letter grade assigned. University follows the 10-point grading system.

4.14 Earning of Credits

A student shall be considered to have completed a course successfully and earned credits if he/she secures an acceptable letter grade in the range **O to P (for B Tech Program)**. Letter grade F in any Course implies failure of the student in that Course and no credit shall be earned.

4.15 Academic Performance Evaluation

The academic performance of a student is indicated by two different indices, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).

1	Semester Grade Point Average (SGPA)	1. SGPA is an indication of the student performance in the current semester. The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during a particular semester. The SGPA shall be calculated as; $SGPA = \frac{\sum [Course Credits \times Grade Points]}{\sum [Course Credits]}$ Considering all courses registered by the student in that semester, including courses with ‘F’ Grade but excluding transitional grades. 2. The SGPA is calculated to the second decimal position. 3. Credits for subjects with transitional grades will be taken into calculation of SGPA on their conversion to one of the letter grades (S to F) as per the makeup, Fast Track semester examinations rules and regulations. 4. The Mandatory Non-Credit Course (MNC) will not be accounted for the computation of SGPA.																																																																				
2	Semester Grade Point Average (CGPA)	(B) Cumulative Grade Point Average (CGPA) ❖ CGPA is an indication of the cumulative performance of the student from the first semester up to the current semester. The CGPA is the weighted average of the grade points obtained in all the courses registered by the student from the I semester up to the current semester. The CGPA shall be calculated as $CGPA = \frac{\sum [Course Credits \times Grade Points]}{\sum [Course Credits]}$ Considering all the courses registered by the student until that semester excluding those with ‘F’ Grade and transitional grades until that semester. The CGPA is calculated to the second decimal position. ❖ Credits for subjects with transitional grades will be taken into calculation of CGPA on their conversion to one of the letter grades (S to F). ❖ The MNC course will not be accounted for the computation of CGPA. ❖ CGPA is computed by considering the latest grade obtained by the student in the courses repeated.																																																																				
		Table: 10 SGPA & CGPA calculations- Illustrative example for one Academic year <table><tr><th>Semester</th><th>Course Code</th><th>Credits</th><th>Grade</th><th>Grade Points (GP)</th><th>Credit Points (CrP)</th><th>SGPA, CGPA</th></tr><tr><td>I</td><td>XX11</td><td>3</td><td>B</td><td>8</td><td>3x8=24</td><td rowspan="10">$SGPA = \frac{\sum Ci \times Gi}{\sum Ci}$$SGPA = \frac{101}{20} = 5.0$</td></tr><tr><td>I</td><td>XX12</td><td>3</td><td>Absent(F)</td><td>0</td><td>3x0=00</td></tr><tr><td>I</td><td>XX13</td><td>3</td><td>A+</td><td>9</td><td>3x9=27</td></tr><tr><td>I</td><td>XX14</td><td>3</td><td>F</td><td>0</td><td>3x0=00</td></tr><tr><td>I</td><td>XX15</td><td>3</td><td>B</td><td>6</td><td>3x6=18</td></tr><tr><td>I</td><td>XX16</td><td>1</td><td>C</td><td>5</td><td>1x5=05</td></tr><tr><td>I</td><td>XX17</td><td>1</td><td>A+</td><td>9</td><td>1x9=09</td></tr><tr><td>I</td><td>XX18</td><td>2</td><td>B</td><td>6</td><td>2x6=12</td></tr><tr><td>I</td><td>XX19</td><td>1</td><td>B</td><td>6</td><td>1x6 = 06</td></tr><tr><td colspan="2">Total</td><td>20(14*)</td><td colspan="2">Total</td><td>101</td></tr></table>	Semester	Course Code	Credits	Grade	Grade Points (GP)	Credit Points (CrP)	SGPA, CGPA	I	XX11	3	B	8	3x8=24	$SGPA = \frac{\sum Ci \times Gi}{\sum Ci}$ $SGPA = \frac{101}{20} = 5.0$	I	XX12	3	Absent(F)	0	3x0=00	I	XX13	3	A+	9	3x9=27	I	XX14	3	F	0	3x0=00	I	XX15	3	B	6	3x6=18	I	XX16	1	C	5	1x5=05	I	XX17	1	A+	9	1x9=09	I	XX18	2	B	6	2x6=12	I	XX19	1	B	6	1x6 = 06	Total		20(14*)	Total		101
Semester	Course Code	Credits	Grade	Grade Points (GP)	Credit Points (CrP)	SGPA, CGPA																																																																
I	XX11	3	B	8	3x8=24	$SGPA = \frac{\sum Ci \times Gi}{\sum Ci}$ $SGPA = \frac{101}{20} = 5.0$																																																																
I	XX12	3	Absent(F)	0	3x0=00																																																																	
I	XX13	3	A+	9	3x9=27																																																																	
I	XX14	3	F	0	3x0=00																																																																	
I	XX15	3	B	6	3x6=18																																																																	
I	XX16	1	C	5	1x5=05																																																																	
I	XX17	1	A+	9	1x9=09																																																																	
I	XX18	2	B	6	2x6=12																																																																	
I	XX19	1	B	6	1x6 = 06																																																																	
Total		20(14*)	Total		101																																																																	

Total credits of the semester excluding the credits of the courses under F grade. Considered for the calculation of CGPA of the two consecutive semesters under consideration.						
Semester	Course Code	Credits	Grade	Grade Points (GP)	Credit Points (CrP)	SGPA, CGPA
II	XX21	3	B+	7	3 x 7 = 21	SGPA = $\frac{178}{26}$ = 6.85
II	XX22	3	A	8	3 x 8 = 24	
II	XX23	3	B	6	3 x 6 = 18	
II	XX24	3	C	5	3 x 5 = 15	
II	XX25	3	A+	9	3 x 9 = 27	
II	XX26	1	F	0	1 x 0 = 00	CGPA = $\frac{\sum \text{CrP}}{\sum \text{Cr}}$ = $\frac{(101 + 178)}{14 + 25}$ = 7.15
II	XX27	1	A+	8	1 x 8 = 08	
II	XX28	2	A+	9	2 x 9 = 18	
II	XX29	1	A	8	1 x 8 = 08	
I Semester						
I	XX12	3	B	6	3 x 6 = 18	
I	XX14	3	B+	7	3 x 7 = 21	
Total		26(25*)	Total		178	

b) CGPA Calculation of the Program: An Illustrative Example

Semester	I	II	III	IV	V	VI	VII	VIII
Credits of the Semester	20	20	20	20	20	20	24	16
SGPA	5.0	6.73	9.20	6.86	8.18	7.73	9.18	9.40
$\sum \text{CrP}$	100	175	220	165	204	185	184	169

$$\text{CGPA} = \frac{[100 + 175 + 220 + 165 + 204 + 185 + 184 + 169]}{160} = \frac{[1402]}{160} = 8.76$$

For Lateral Entry Students

$$\text{CGPA} = \frac{[220 + 165 + 204 + 185 + 184 + 169]}{120} = \frac{[1127]}{120} = 9.39$$

3

Review Committee for CIE

1. Review of assessment is an organized procedure that ensures the use of valid assessment methods and consistent application of criteria, to provide fair academic judgment and reliable outcomes in the form of marks or grades. It assures appropriate designing and implementation of assessment activities along with the generation of valid and reliable results.
2. After each test, the Dean shall ensure that the evaluation is fair in each of the courses, scheme of valuation is uniformly followed and that the award of marks in the courses follow a normal distribution curve. If there are any lapses or the marks distribution is either left skewed or right skewed, corrective measures shall be taken and the Report be submitted to the University.
3. If the review exercise is done solely for the purpose of unduly favoring the students, the University reserves its right to take punitive action on the concerned.
4. There shall be a Review Committee for Internal Assessments in every Department, which shall be chaired by the Head of Department and two senior faculty members nominated by the Registrar Evaluation. This Committee shall be responsible for the entire process of Internal Assessment in the Department, including re-dressal of grievances, if any.

		5. Guideline for the Review Committee: Review may be conducted after each test or after the tests in case there is a large number of failures or high marks, or when large number of students have received the same marks, or when there are wide discrepancies between marks allocated to individual students in different courses, ❖ Split-up of marks used for each of the different types of assessment in the course may be checked. ❖ Checking of the questions to find whether it maps to course outcomes. ❖ Checking the difficulty level of questions paper i.e. is the difficulty level on the high extreme, very easy or otherwise. ❖ Whether the assessment modes are used to cover the entire syllabus or not. ❖ Checking the manner of awarding the marks, i.e., has correction been at the extremes, liberal or tough. ❖ Moderation should not be restricted to just assessment but also includes the assessment design (scheme of evaluation). ❖ Each University shall submit the moderation committee report to Registrar (Evaluation) along with the CIE marks.
--	--	---

4.16 Rejection of Result

1. A student is permitted to reject the total performance of a semester (including CIE marks) or reject only the result of his/her performance in University examinations (SEE) of a semester. The rejection is permitted only once during the entire Programme of study.
2. Students who desire to reject the SEE results of a semester shall reject the total performance (irrespective of the earned course grades) in all the courses of the semester either rejecting or retaining the CIE marks. However, rejection of the performance of the VIII semester project shall not be permitted.
3. Students who desire to reject the total SEE performance of an odd or even semester including CIE marks, have to repeat that odd or even semester of the prevailing scheme by taking readmission during the subsequent academic year/s.
 - a) If the rejection of SEE results excluding CIE marks is of the odd semester, students shall be allowed to take admission to the immediate next even semester.
 - b) If the rejection of SEE results excluding CIE marks is of an even semester, then students shall be allowed to take admission to the next odd semester.
 - c) Readmission to odd/even semesters shall not be considered as fresh admission and therefore students shall continue to have the same University Seat Number/Registration ID, which was allotted earlier. The maximum duration of the Program shall be counted with reference to the University Seat Number (USN)/Registration ID.
 - d) Applications for rejection of results excluding CIE and approval to reappear for university examinations shall be sent to the Registrar (Evaluation) through the Dean of the University within 30 days from the date of announcement of the results, with prescribed fee as notified by the University from time to time. Late submission of applications shall not be accepted for any reason.
 - e) Application for rejection of results including CIE and approval for readmission shall be sent to the Registrar through the Dean of the University within 30 days from the date of the announcement of the results with prescribed fee as notified by the university from time to time. Late submission of application shall not be accepted for any reason

4. Registration for SEE is compulsory if the student/s has satisfied the attendance and CIE requirement of ODD /EVEN semester. In case, the students fail to register for SEE of the odd semester after satisfying the attendance and CIE requirements of the semester, they shall be permitted to move to an even semester of that academic year. However, such students have to register for odd semester examinations conducted at the end of the academic year for all the semesters and registration shall be considered for the first attempt. In case, students fail to register for the odd semester SEE after completing successfully the even semester, they shall not be permitted to move to the higher odd semester of the subsequent academic year. Irrespective of a student appearing for SEE, he/she has to register for SEE for odd and even semesters before completing the academic year.

5. Students who opt for rejection of results of the University examination shall be eligible for the award of the Degree and Minor Degree but not for the award of ranks and Honors Degree.

4.17 Academic Malpractice

Academic malpractices shall be seriously viewed, and appropriate action taken. In case of malpractice during any of the internal examinations like assignments, quizzes, and tests, the Course Teacher/Invigilator shall report the matter to the Dean for penal action. If the Dean finds that the offence is serious enough or the candidate appeals in writing to the University, then the matter shall be further referred to the Academic Malpractice Committee of the University. However, any malpractice in the SEE shall be reported to the University irrespective of the seriousness of the malpractice.

4.18 Maximum Duration for Programme Completion

B.Tech: The minimum duration of the program is four academic years for regular students and three years for lateral entry students. Students admitted to first-semester shall complete the programme within eight academic years from the year of the first admission, failing which they will not be eligible for the award of a degree. Students admitted to third semester B Tech under the lateral entry category shall complete the programme within six academic years from the year of the first admission, failing which they will not be eligible for the award of degree.

BCA:

Multiple-Entry-Multiple-Exit Options (MEME)

While earning credits towards their BCA degree, the students may judiciously use the options provided to them through CBCS and MEME clauses in the regulations, to obtain additional certificate. However, they shall earn the required credits for the award of the degree within the maximum specified duration. The following distinctions are awarded under MEME options:

1) Certificate in BCA

A student who exits at the end of II year of the programme shall be awarded a certificate, if he/she successfully passes the registered courses and earns:

- (i) At least 50% of the credit requirements of the programme. (i.e., 68 credits).
- (ii) At least 50% of the programme professional core courses (some specific courses may be specified, so the leaving student has decent skills), and with a minimum CGPA of 5.0.

2) Re-entry to complete the programme

A student exiting with a certificate should be entitled to re-enroll in the programme. All the credits will be transferred, if the student enrolls back within a limited period of 2 years of exit. In case a student enrolls after that, then the transfer of credits should be examined by looking at the change in the curriculum from what the student had earned. Exits are permitted by the University within 15 days of announcement of II year University results, on written request for the award of certificate by a student when he/she is eligible. Corresponding to this exit, a maximum of two re-entries are permitted with the condition that he/she has to complete the programme within the maximum specified duration.

3)Maximum Duration for Programme Completion

The minimum duration of the programme is three academic years for regular students. Students admitted to first-semester shall complete the programme within six academic years from the year of the first admission, failing which they will not be eligible for the award of a degree.

4.19 Readmission/ Re-appearing

- 1) Students who are temporarily discontinuing the programme and getting readmitted to the eligible semester are permitted.
- 2) The permission for readmission is only on request through the Dean and is not treated as a matter of right. Such students shall not claim any benefits based on the readmission.
- 3) Students who take re-admission to any semester of the existing scheme from another scheme, as a repeater/fresher because of various reasons, shall attend and complete all the remaining semesters of the programme adhering to the Regulations of the prevailing scheme and shall complete additional courses, if any, as per the decision of equivalence committee in concurrence with concerned Board of Studies on establishing the equivalence between two schemes. Such a candidate shall not be eligible for the award of rank.
- 4) Readmission to odd/even semester shall not be considered as fresh admission and therefore students shall continue to have the same University Seat Number (USN), which was allotted at the time of his/her admission to the programme. The maximum duration of the programme shall be counted with reference to the USN allotted during his/her first admission to the programme.
- 5) A student who has not obtained the eligibility for III semester even after three academic years from the date of admission to I semester shall discontinue the programme or get readmitted to I semester of first year UG., with a new University Seat Number (USN) but retaining the same year of admission.
- 6) The candidates who have temporarily discontinued the programme of study or changed the scheme of study from one to another because of various reasons or transferred with credits from the autonomous University of the University/other University to non-autonomous constituent/affiliated University of the University, shall be eligible for the award of degree provided the total credits earned at that stage are equal to or greater than the credits prescribed by the University.
- 7) In case, the forecasted or estimated credits are going to be less than that of the credits prescribed by the University on the completion of all the semesters of the programme under the prevailing scheme, the candidate shall register for a course or courses not studied earlier and make up the credits which are equal to or greater than the University prescribed credits.
- 8) In case of any difficulty, Vice-Chancellor shall decide on individual cases, which shall be final.

4.20 GRADING AND VERTICAL PROGRESSION

1	Award of Grades	1) The University adopts absolute grading system wherein the marks are converted to grades, and every semester result will be declared with semester grade point average (SGPA) on successful completion of all courses of that semester. 2) The total marks obtained by the student in CIE and SEE of a course is expressed as a percentage to compute the grade points and the letter grade is awarded. 3) If there is no SEE for a course, then the CIE marks alone will be the basis for the determination of letter grade.
2	Vertical Progression	A student progresses according to his/her performance and could register for the higher semesters subjected to conditions.
3	Students admitted to the first year	Students having "F" grades for the courses totaling to more than 16 credits in the 1 st and 2nd semesters of the first year of the programme shall not be permitted to move to the 3rd semester (2nd year) of the programme. These courses include courses marked as DX. The students who fail to satisfy CIE and attendance requirement shall repeat the courses whenever offered next and become eligible for the 2nd year.
4	Obtaining CIE	From the 3 rd semester (II year) onwards the student who obtains the required attendance for the course, but not the required CIE marks is allowed to move forward to the next semester. However, the student shall mandatorily obtain the required CIE in the subsequent semester. Obtaining minimum CIE marks for the course is mandatory. It may also be noted that the student shall not be permitted to appear for SEE in such courses until he/she obtains the required CIE.
5	Completion of backlog courses	From 3rd semester (II year) onwards, ❖ the student who obtains required attendance, CIE, and appearing for SEE obtains "F" Grade shall be allowed to move forward to the next semester (odd/even) irrespective of several "F" grades. ❖ There shall be no restriction for promotion from an even to next odd semester (or odd to next even semester) even if the student has not satisfied the attendance requirement in one or more courses (including bridge courses for lateral entry students), but he/she shall not be eligible to appear for SEE in those course(s). Such students shall repeat those courses whenever offered next. ❖ A student shall be given admission to the 7 semester (IV year) provided he/she passes all courses of 1st and 2nd semesters.
6	Permitted Maximum credits for registration	The student shall be permitted to register for total courses to an extent of 27 credits subjected to the conditions and can register 16 credits in Fast track Semester.
7	Successive Failures and alternate course selection	a) If a student not completing a course, other than the professional core course, even after four attempts, may drop that course and choose an alternate course having the same number of credits from the pool of courses suggested by the concerned Board of Studies. b) The course so selected should not have been studied by the student or to be studied in future at higher semesters. The faculty advisor shall guide/advise the student in this regard. c) The University shall make arrangements for the registration and conduction of CIE for the alternate course selected. d) This provision is given only for two courses (one at a time) during the entire maximum duration of the programme. e) This provision is optional; the student/s can continue registering for the same course without opting for a change.

8	Condition for Re-Registering a Course	❖ Students who do not pass the course and awarded "F" Grade may Re-Register and improve their performance. ❖ Such student, after passing the failed course in subsequent examination/s, will be awarded letter grade based on the marks he scores while passing in the subsequent examination/s.
9	Computation of SGPA and CGPA	❖ Semester Grade Point Average (SGPA) will be awarded at the end of each Semester and Cumulative Grade Point Average (CGPA) will be awarded at the end of the program. However, CGPA is calculated at the end of each semester from the second semester onwards and reflected in the grade card for indicating the progress of the student. ❖ Each course in a program is associated with number of credits(C). Based on the number of Credits for a course and obtained Grade Point (GP) for that course in a Semester, the GPA is calculated as given below: a) The SGPA is the ratio of sum of the product of the number of credits with the grade points secured by a student in all the courses taken by him and the sum of the number of credits of all the courses undergone by a student, i.e., $SGPA = \frac{\sum(CI \times GI)}{\sum CI}$ Where CI is the number of credits of the I th course and GI is the grade point scored by the student in the I th course. b) The CGPA is also calculated in the same manner considering all the courses undergone by a student over all the semesters of a programme, i.e., $CGPA = \frac{\sum(CI \times SI)}{\sum CI}$ Where Si is the SGPA of the I th semester and CI is the total number of credits in that semester. Finally, the SGPA and CGPA shall be rounded off to 2 decimal points and reported in the grade cards. An illustrative example to calculate SGPA and CGPA for one academic year.
10	Conversions of CGPA into Percentage of marks and Class Equivalence	The following formula for conversion of the CGPA on a 10-point scale into the percentage of marks (M) for employment/ higher studies, etc. may be used; Percentage of marks secured, $M = CGPA \text{ Earned} \times 10$ Ex: Illustration for a CGPA of 8.20; Percentage of marks secured, $M = 8.20 \times 10 = 82.0 \%$
11	Class Equivalence	Subsequent to the conversion of final CGPA, after successful completion of the Program, into the percentage of marks (M), a graduating student is reckoned to have passed in (i) First Class with Distinction (FCD) if $M > 70$ (ii) First Class (FC) if $60 < M < 70$ (iii) Second Class (SC) if $50 < M < 60$ (iv) Pass Class (P) if $40 < M < 50$
4.21 Award of Grade Cards, Certificates and Transcripts		
1	Grade Cards	At the end of each semester, a Grade Card shall be issued to all the registered students of that semester, indicating the Course code, Title, Number of credits, Letter grade awarded, and Credits earned, for all the Courses as specified in the scheme of teaching and evaluation, along with total credits earned, SGPA, and CGPA as applicable. This may have F grades and other temporary grades awarded to the student.

2	Grade Certificate	The Grade Certificate, having the same format of Grade card but indicating the month and year of clearing a course, is issued to the student on demand only on clearing all the temporary grades specified in the Grade Card.												
3	Transcripts	Transcript is the consolidated statement of the academic performance of a student for all the semesters since joining the programme and is generally given to a student on successful completion of the programme along with the degree certificate.												
	a	For those students who have taken multiple attempts to clear a course, the transcript given on successful completion of the programme will only contain earned pass grade ('O' to 'E', AU and PP); the courses cleared subsequently will however be shown in the respective semester with Month and Year in which the student has finally cleared the course. The transcript will show only the overall CGPA based on all the courses taken by the student. Credits earned beyond the requirement for the award of the degree shall be shown as additional courses separately, indicating the grade earned by the student. Additional copies of the transcript can be obtained if needed, on request submitted along with payment of applicable fee.												
	b	Students who have not yet completed the programme can obtain an interim Transcript at the end of any semester, if needed, on request and upon payment of applicable fee. The interim Transcript includes failed courses, which have not been cleared at the time of issue.												
4	Mandatory Earning of Activity points	<table border="1"> <thead> <tr> <th>Sl. No</th><th>Student category</th><th>Activity points prescribed</th></tr> </thead> <tbody> <tr> <td>1</td><td>Regular Students admitted to the 4 year Degree Programme</td><td>100</td></tr> <tr> <td>2</td><td>Students entering 4 year Degree Programme through lateral entry</td><td>75</td></tr> <tr> <td>3</td><td>Students transferred from other Universities. To the 5th semester</td><td>50</td></tr> </tbody> </table> The Activity Points earned shall be reflected on the student's eighth semester Grade Card. (i) Activity Points (non-credit) have no effect on SGPA/CGPA. In case a student fails to earn the prescribed activity Points before the commencement of 8 semester examinations, the Eighth Semester Grade Card shall be issued only after earning the required activity Points. Students shall be admitted for the award of the degree only after the release of the Eighth Semester Grade Card.	Sl. No	Student category	Activity points prescribed	1	Regular Students admitted to the 4 year Degree Programme	100	2	Students entering 4 year Degree Programme through lateral entry	75	3	Students transferred from other Universities. To the 5 th semester	50
Sl. No	Student category	Activity points prescribed												
1	Regular Students admitted to the 4 year Degree Programme	100												
2	Students entering 4 year Degree Programme through lateral entry	75												
3	Students transferred from other Universities. To the 5 th semester	50												

4.22 ELIGIBILITY FOR AWARD OF DEGREE, PRIZES, MEDALS, AND RANKS

1	UG degree	(a) Students shall be declared to have completed the undergraduate Programme of UG. degree and is eligible for the award of degree provided they have undergone the stipulated course work of all the semesters under the Scheme of Teaching and Examinations and have earned the prescribed number of credits within the permitted maximum duration (8 years for 1st year admitted students and 6 years for the Diploma lateral admission students from their admission). (b) For the award of degree, completion of bridge courses, if any, as applicable is compulsory.
2	UG (Honors) Degree	AWARD OF 'HONORS' AT UG DEGREE PROGRAMME General I. These provisions aim at facilitating the award of higher qualifications and recognition to well performing undergraduate students at the University on their acquiring additional credits in the same time period for the programs. II. These Regulations shall be applicable to all UG Degree programs being conducted by the University. Eligibility Criteria for Registration: Every Student intending to register for the 'Honors' Qualification shall fulfil the following academic requirements should be a student of V Semester. I. Have obtained a grade $\geq C$ in all the courses from I to IV Semesters in the First attempt only. II. The lateral entry Diploma students shall have completed Additional Mathematics I and II during III and IV Semesters in the first attempt only.
	Registration Procedure	I. All applicants fulfilling the required eligibility criteria as per above shall register for the 'Honors' in the prescribed form along with the prescribed application fees within the last date after notification from the Office of Registrar . Applications received after the last date shall not be considered for registration. II. There shall be no limit on the intake of students for registration for the Honors qualification.
	Requirements for 'Honors' Qualification	(A) Selection of Additional Coursework I. In addition to the courses prescribed to be completed from V to VIII Semesters, each student registered for the 'Honors' qualification shall have to take up the online courses totaling to 18 or more credits and complete the same before VIII Semester. II. Selection of online courses totaling to 18 or more credits shall be from the bouquet of BOS approved list of MOOCs (chosen from NPTEL/SWAYAM/other platforms) corresponding to each Engineering Program announced by Dean.

III. The Credits equivalence for online NPTEL courses shall be determined based on the following table.

Table: 11 Assigned Credits

Online Course Duration in Weeks	Assigned Credits
04	01
08	02
12	03

IV. Students shall select, the MOOCs such that the content/syllabus of them are not similar to that of the programs first to eighth semesters core courses, professional elective or open electives that the student chooses at later Semesters of the program. In case of violations of this, the credits earned by the students in such course/s shall not be considered for the summation of prescribed 18 or more credits and hence for the award of 'Honors' Qualification.

V. The University shall have the freedom to review and approve additional online courses and platforms from time to time.

(B) Completion of Additional Coursework and Earning Credits

I. The students shall earn the credits by only appearing in person to the proctored examination conducted by NPTEL/SWAYAM/other platforms. University cannot conduct examination and award credits in lieu of NPTEL/SWAYAM/Other platforms to accrue 18 or more credits for the award of 'Honors' Qualification.

II. The method of assessment shall be as per the NPTEL online platform.

III. Students shall complete each coursework successfully irrespective of the number of attempts, with a final score {online assignments:25% + Proctored: 75%} leading to NPTEL Elite {60 to 75%} / Elite - Silver {76 to 89%}/ Elite - Gold {> 90%} Certificate, within the minimum prescribed duration for the recognition of 'Honors' Qualification.

IV. Students shall be permitted to drop the registered coursework/s and select alternative coursework/s in case they cannot appear for proctored examination/s or complete the examination.

(C) Post-completion of Additional Coursework

I. Students who successfully complete the requirements of 'Honors' Qualification shall submit the certificates against the notification issued by the Registrar Evaluation to respective HOD/Dean/ Chairperson within time as per the calendar.

II. Dean/Chairperson shall constitute a committee comprising of senior faculty of the department with himself/herself being the Chairman of such committee to verify the compliance with respect to the eligibility of the candidates for the award of 'Honors' Qualification.

III. Dean/ Chairperson s shall submit the final list of students who are eligible for the 'Honors' Qualification along with the total credit earned by each student and the corresponding MOOC certificates to the Office of Registrar Evaluation before the last date as per the calendar. The list shall B.Tech validated members of the Scrutiny Committee and endorsed by the Dean/Chairperson.

IV. Those students who cannot/do not submit the certificates on or before the last date prescribed by the University shall not be considered for the award of 'Honors' qualification, irrespective of the number of Credits earned by them. However, they shall be awarded only UG Degree.

2	Award of 'Honors' Qualification	(A) Eligibility ❖ Completion of online courses totaling to 18 or more credits with a final score leading to NPTEL Elite / Elite - Silver / Elite-Gold Certificate, within the end of VIII Semester. [Compliance of Sections 16.4 (A), (B) and (C)] ❖ (a) Maintaining a grade $\geq C$ in all the courses of V to VIII Semesters on first attempt only. (b) Students failing to maintain a grade $\geq C$ in all the courses of V to VIII Semesters in the first attempt only shall discontinue the attempt to earn additional credits. ❖ Having a CGPA ≥ 7.5 at end of the program even if they have satisfied the consideration of the additional credit prescribed for 'Honors' Qualification. (a) Students shall be declared to have completed the undergraduate Programme of UG degree with Honors, provided they have been declared eligible for the award of the degree as per norms. (i) Earned additional 18 or more credits through University approved online courses, and (ii) Satisfied the conditions of "KU (Award of Honors at UG Degree Programmes) Regulations, 2023".
3	B Tech with Minor Degree	a) Students shall be declared to have completed the undergraduate Programme of UG degree with Minors, provided they have been declared eligible for the award of the degree as per norms. (i) Has earned additional 18 or more credits through University approved online courses, and (ii) Satisfied the conditions of "KU (Award of B.Tech with Minor at Degree Programmes) Regulations, 2023".
4	Award of Degree for an Extraordinary Student	1) The University can offer a fast-track degree for an extraordinary student. The same is done by offering courses of his/ her choice to fulfill the requirement of the programme in three and half years. 2) However, the degree shall be awarded on completion of 04 years. 3) The course completion letter shall be issued jointly by the University immediately after completion of the programme, not withstanding t minimum duration. 4) The extraordinary student is one with a CGPA > 9 in 2nd and 3rd semesters and continue to maintain the same in all the semesters. Otherwise, his/her registration shall stand cancelled automatically. 5) Aspirant students shall register with the University through the Dean of the University at the 4 semester level, with the prescribed registration fee as fixed by the University from time to time. Such students shall register for more credits, other than the regular semester credits, along with the 5th semester registration.

4.23 Noncompliance Cases

1	Noncompliance of Mini-project	The mini-project shall be considered as a head of passing and shall be considered for the award of degree. Those, who do not take up/complete the mini-project shall be declared fail in that course and shall have to complete the same during subsequent University examinations after satisfying the Mini project requirements.
	Noncompliance of Major-project	The Project Work shall be considered as a head of passing and shall be considered for the award of degree. Those, who do not take up/complete the Major-project shall be declared fail in that course and shall have to complete the same during subsequent University examinations after satisfying the Major-project requirements.
	Noncompliance of Internship	All the students of B Tech shall have to undergo mandatory-internship The internship shall be considered as a head of passing and shall be considered for the award of degree. Those, who do not take-up/complete the internship shall be declared fail in that Course and shall have to complete the same during subsequent University examinations after satisfying the internship requirements.
	Non-compliance to earn credits in Honors and Minors	When a student registering for minor or Honors degree is unable to complete all the required courses or earn the required credits within the maximum programme duration or at the time of becoming eligible for the award of the Degree, may withdraw from these additional degree programmes and request for the award of a certificate. The University shall consider those additional courses passed as Value Added Courses and issue a certificate to that effect.
2	Award of Prizes, Medals, and Ranks	For the award of Prizes and Medals, the conditions stipulated by the Donor shall be considered subject to the provisions of the statutes framed by the University for such awards. ❖ For the award of rank in a Specialization of Bachelor of Technology, the highest CGPA secured by the students at the end of the VIII semesters shall be considered after having completed the requisite credits. ❖ The additional credits earned for the award of Honors/ Minors degree shall not have any bearing for the Rank declaration. ❖ A student shall be eligible for a rank at the time of award of the degree of Bachelor of Technology, provided that the student, a) (i) Has passed all the Courses of I to VIII semester in the first attempt only in case of Candidates admitted to I year. (ii) Has passed all the Courses (including bridge courses) of III to VIII semester in the first attempt only in case of Candidates admitted under lateral entry scheme. b) Is not a repeater in any semester because of rejection of result of a semester/ shortage of attendance /temporarily discontinued and rejoined/readmitted etc., c) Has completed all the semesters (I to VIII or III to VIII for lateral entry students) in KU. d) Has not been transferred from any autonomous University affiliated to KU or any other University.

2		(4) The total number of ranks awarded shall UG 10% of the total number of students who appeared in the VIII semester subject to a maximum of 10 ranks in a specialization. (5) For an award of ranks in a specialization, a minimum of 10 students should have appeared in the VIII semester examination. Illustration: a) If 1228 students appeared for the VIII semester in Electronics and Communication Engineering Program, the number of ranks to be awarded for Electronics and Communication Engineering shall be 10. b) If 90 students appeared for the VIII semester in Bio medical Engineering, the number of ranks to be awarded for Bio medical Engineering will be 09. c) In case of a fractional number of ranks, it is rounded to a higher integer only when the first decimal place is greater than or equal to 5.
3		Ranks shall be awarded based on the merit of the students as determined by CGPA. If two or more students get the same CGPA, the tie shall be resolved by considering the number of times a student has obtained a higher SGPA. If it is not resolved <i>even</i> at this stage, the number of times a student has obtained higher grades like S, A+, A, B+ etc., shall be taken in to account to decide the order of the rank.

4.24 CHANGE OF UNIVERSITY: TRANSFER OF STUDENTS

1	CHANGE OF UNIVERSITY: TRANSFER OF STUDENTS	The Regulations Governing the Change of University shall be followed.						
2	CHANGE OF BRANCH	The Regulations Governing the Change of Branch shall UG followed.						
3	Applicability and Power to Modify	i) The regulations governing the degree of Bachelor of Technology of Kishkinda University shall be binding on all concerned. ii) Notwithstanding anything contained in the foregoing, the University shall have the power to issue directions/ orders to address and removal of any difficulty. iii) Nothing in the foregoing may be construed as limiting the power of the University to amend, modify or repeal any or all of the above.						
4	An illustrative example to calculate SGPA and CGPA for one academic year	Semester	Course Code	Credits	Grade	Grade Points (GP)	Credit Points (CrP)	SGPA, CGPA
		I	XX11	3	B	8	3x8=24	$SGPA = \frac{\sum Ci \times Gi}{\sum Ci}$ $SGPA = \frac{101}{20}$ $= 5.0$
		I	XX12	3	Absent(F)	0	3x0=00	
		I	XX13	3	A+	9	3x9=27	
		I	XX14	3	F	0	3x0=00	
		I	XX15	3	B	6	3x6=18	
		I	XX16	1	C	5	1x5=05	
		I	XX17	1	A+	9	1x9=09	
		I	XX18	2	B	6	2x6=12	
		I	XX19	1	B	6	1x6 = 06	
		Total		20(14*)	Total		101	

4

Total credits of the semester excluding the credits of the courses under F grade. Considered for the calculation of CGPA of the two consecutive semesters under consideration.						
Semester	Course Code	Credits	Grade	Grade Points (GP)	Credit Points (CrP)	SGPA, CGPA
II	XX21	3	B+	7	3 x 7 = 21	SGPA = $\frac{178}{26}$ = 6.85
II	XX22	3	A	8	3 x 8 = 24	
II	XX23	3	B	6	3 x 6 = 18	
II	XX24	3	C	5	3 x 5 = 15	
II	XX25	3	A+	9	3 x 9 = 27	
II	XX26	1	F	0	1 x 0 = 00	CGPA = $\frac{\sum \text{Cr} \times \text{SI}}{\sum \text{Cr}}$ = $\frac{(101 + 178)}{14 + 25}$ = 7.15
II	XX27	1	A+	8	1 x 8 = 08	
II	XX28	2	A+	9	2 x 9 = 18	
II	XX29	1	A	8	1 x 8 = 08	
I Semester						
I	XX12	3	B	6	3 x 6 = 18	
I	XX14	3	B+	7	3 x 7 = 21	
Total		26(25*)	Total		178	

4		CGPA Calculation of the Program: An Illustrative Example								
		Semester	I	II	III	IV	V	VI	VII	VIII
		Credits of the Semester	20	20	20	20	20	20	24	16
		SGPA	5.0	6.73	9.20	6.86	8.18	7.73	9.18	9.40
		ΣCrP	100	175	220	165	204	185	184	169
		$\text{CGPA} = \frac{[100 + 175 + 220 + 165 + 204 + 185 + 184 + 169]}{160} = \frac{[1402]}{160} = 8.76$								
For Lateral Entry Students										
$\text{CGPA} = \frac{[220 + 165 + 204 + 185 + 184 + 169]}{120} = \frac{[1127]}{120} = 9.39$										

4.25 Guidelines for Using Online Content in Courses at the University

Background	A lot of online high-quality content is available today either free or at a low cost besides the Government supported NPTEL, there are companies who aggregate courses from several Universities (and even private commercial organizations) and offer them to students all over the world. There are other companies who offer courses designed and developed by them. Further, a lot of companies have online content available to students. On the other hand, most of the Computer Science (and related) departments face serious shortage of faculty, particularly in areas where there is a significant demand in the industry. So, on one hand, we have quality content available for free or low cost, and on the other hand, we don't have faculty to teach such courses. The natural solution is to find ways to use on line content for the courses in the curriculum (with credits). This way, either a knowledgeable faculty can "teach" a much larger class, or a faculty member with inadequate background in the topic can still "teach" the course better than what he/she would have done without the support of such online content.
Issues	The online content has been around for several years. The regulatory bodies have also been encouraging use of such content (particularly, NPTEL). And yet, the online content has not been integrated with the curriculum in most Universities. The pandemic has allowed people to take a fresh look at online content and the mental barriers to using such content in the curriculum have been reached. At this time, it is felt that a lot of Universities would want to use this content. However, there are two primary academic issues that need to be addressed (besides logistics, financial, and HR issues). These are: 1. How do we decide what material to use? This has two sub-issues. One, what content would be equivalent to the content that is mentioned in our curriculum (course mapping). Note this is a challenge because there may not be a single module which covers all parts of the curriculum. So, we may need to select more than one module. Two, given the plethora of content, which content is of reasonable quality. 2. How would a University do evaluation of students in order to assign marks / grades?
Modes of Learning	There are several ways of using the online content in the curriculum.
(Mode 1)	The simplest mode (Mode 1) is to use online content as additional reference material. In this mode, the normal teaching is anyway being done and the faculty is referring to online content in the same way he/she would refer to a book. This mode requires no change or suggestions and hence is outside the scope of this document.
(Mode 2)	The next mode (Mode 2) is the flipped classroom model where the students go through the online content (including writing programs, small quizzes, etc.), and the local faculty takes discussion sessions and does all the evaluation. This mode still requires a knowledgeable faculty member to be the course, Teacher. However, given that we can now reduce the contact hours for the students and faculty, the same faculty can handle a much larger class (or multiple sections in case there is an upper limit on the size of the class).

4.26 Guidelines for Using Online Content in Courses at the University

(Mode 3)	The next mode (Mode 3) is that the students are studying only through the online mode and there is very little interaction with the faculty at the University. May be there can be some sessions once in a while, but mostly, the role of a local faculty is only to handle evaluation (exams, assignments, projects, etc.). This partially addresses the issue of lack of faculty in certain areas since the expertise required for handling evaluation is arguably lesser than the expertise required to teach the course.
(Mode 4)	The last mode (Mode 4) is where the on-line provider does everything, including evaluations. We don't need any faculty member at the University to offer this course. We only need to decide how to translate the evaluation done by an outsider to an equivalent grade/ mark on the University transcript.

The table below illustrate the four models in brief.

Model	Local Part	Online Part	Guidelines
Reference Mode	All lectures ,home works, evaluations	Additional Reference Material	No additional recommendations. This requires no additional details.
Flipped mode	Discussion, sessions, evaluations	Lectures, Home works, Quizzes, Project options	Requires local faculty with some knowledge in the subject area. Large sections/class sizes can be
Screen Mode	Evaluations	All lectures, Home works, Projects	Place reasonable limit on the number of credits that can be earned in this mode. Use in cases where there is Faculty shortage in critical areas. Place reasonable limit on the number of credits that can
Online Fully		Evaluations, Projects, Tests All lectures,	Advised not to repeat this model for the same course more than two times. Local faculty also to register and go through the course. Official score/grade to be suitably added to the student

4.27 Guidelines for Using Online Content in Courses at the University

Course Mapping

Each course in the curriculum has course outcomes and the content defined by the University. Typically, we may have some course outcomes which are important ones and may be some outcome which is desirable or optional. Similarly, the curriculum may also define the rough duration of each topic. Sometimes the curriculum will also include the kind of projects or assignments that the student shall be asked to do in the course.

The key to course mapping is to realize that any two individuals defining a course will have some differences and we must be flexible to accept differences to some extent. The committee trying to do course mapping should have an understanding of what are the important components (in all three: outcomes, topics, and projects) and should ensure that the online content meets all the important requirements. But looking for identical course would be usually futile. Also, what is noticed is that typical online courses are often available in smaller modules than a typical 4- credit course in our curriculum. And therefore, one may need to consider more than one online course together to be equivalent to one course in the University. It may also be noted that just like some small aspects of the course may not be present in the modules chosen, there may be some aspects of the online modules which were not part of the University course. This amount of flexibility should be acceptable to the University. Typically, if the online content covers 80% of the University course, it may be accepted.

While autonomous Universities and Universities do have this flexibility, the affiliated Universities may not have the flexibility of not teaching even 20% of the content. In case of affiliated Universities, one will have to either be stricter in course mapping or find a way to cover the gaps through a local faculty or a visiting faculty. It is assumed that it is easier to find a visiting faculty for a small part of the course and hence it is still a useful mode.

It may also be noted here that for Core courses, the overlap needs to be significantly higher while for the elective courses, the overlap could be relaxed somewhat. It is because the core courses typically are pre-requisites for other courses. Also, core courses have been defined to be such because it is assumed that content is more important for the graduates than what is taught in electives. However, course mapping is still not an easy thing to do. It requires an understanding of important versus less important components, and quality of content among the plethora of options available. It may require someone to go through the content patiently and hence it is recommended that for courses recommended in the curriculum, a course mapping may be suggested for the benefit of the University.

4.28 Guidelines for Using Online Content in Courses at the University

Evaluation	In Modes 1, 2, and 3, the complete evaluation is local, and hence there is no issue. In Mode 4, we need to consider an external evaluation and use that internally. This is a challenge. In a University, a simple way of handling this would be to assign a Pass/Fail grade to the student. In case of an affiliating University, where only the internal marks need to be forwarded to the University, one could consider the external evaluation since it impacts only 30% of the marks, and the University will anyway have its own exam of 70% marks. There are other models like normalizing the external evaluation to the University's internal policy or average distribution of marks in other courses. It is assumed that in Mode 4, there is a formal way of communicating performance of the student by the provider of the online courses since University will not accept screen shots, emails, etc.
a) Financial	If there is a fee to be paid for online content, the University should have a policy on that. Typically, if the savings due to reduced faculty requirements are significant, then the fees for the online provider shall be reimbursed by the University.
b) Teaching Load	Faculty member supporting the course whether by taking a few discussion sessions (in Mode 2) or by evaluating the students (in Mode 3) is still putting in substantial effort in managing the course, and an appropriate credit should be given to the faculty member when his/her teaching load is computed.
c) Training The teacher	When a course is being done in Mode 3, the local faculty member should also be expected to register for the course and go through the course (with load being appropriately counted). After a faculty member has gone through the course in two academic sessions, he/she would be well prepared to teach the course in the class in a much better way. Even if the course is being offered in Mode 4, there is no harm in asking a faculty member to register for the course and go through it. Some responsible person in the University would know the level of the course and what exactly students have done, and again, after two such sessions, the faculty member would be well prepared to teach the course. Hence this mode will also lead to better training of the teachers.
d) Limits on Credits	The University recommends that there should be a limit on the number of credits students can earn through on line courses. In case of Mode 4, where even the evaluation is done by the online course provider, the proposed limit is 8 credits only. As the technology for online exams or the processes for evaluation by online providers improve over a period of time, this limit may be increased. In case of Mode 3 where the content is delivered online but evaluation is local, the limit can be high. For Mode 3 and Mode 4 combined, the limit can be what the regulatory bodies like UGC have announced for online courses, which is currently 40% of the total credits. In Modes 1 and 2 where the online content is really the reference material, there is no need for any limit. Another constraint the committee would want the University to consider is that in a sequence of courses in one stream of Computer Science, at least one course should be in class. For example, if we consider the sequence of systems courses - Operating Systems, Databases, Networks, Architecture, at least one course should be in class. This is to ensure that if there were some gaps in online courses, the faculty in the face to face class can try to cover that to some extent.

e) Faculty Incentive	There is a need to provide some incentive to faculty members who would manage the course that is being taught in the on line mode. If a course is being taught in Mode 2, the load on the faculty is only marginally less than the load of teaching an in person course. So the full teaching load should be considered for the faculty. In Mode 3, the load is much less, and in Mode 4, the load is only that we are asking the faculty to also go through the course along with the students. In these two modes, the University may consider this as reduced load. However, their learning the course may be treated as equivalent to having done a Faculty Development Program when it comes to their appraisal and promotions.
f) Consideration in NBA Accreditation	One of the prime reasons why online courses haven't become popular with University is that they must recruit faculty with a certain faculty to student ratio for accreditation and ranking. And once they have recruited faculty, one would always want the faculty to teach and not keep them under-loaded. If one can consider online courses as equivalent to faculty strength while deciding faculty-to-student ratio, then University would be attracted to online courses. A typical faculty member teaches about 100 students in a semester (across 2-3 courses). If 100 students do a course in Mode 4, we may consider this as equivalent to having one additional full time equivalent (FTE) faculty member on the rolls of the University for that semester. Similarly, if 200 students do a course in Mode 3, we may consider this as equivalent to having one additional FTE faculty member for that semester.
g) Online offering of AICTE Model Curriculum Courses by Experts	It is known that a significant number of University do not have adequately qualified faculty to teach the courses in the model curriculum properly. This proposal tries to alleviate this challenge by utilizing our newly acquired comfort level with online education. Essentially, the suggestion is that AICTE incentivizes top faculty to offer the AICTE model courses online and publishes a calendar of such courses well in advance, so University /HE 1's can use them for teaching the AICTE curriculum.

The following would be the salient features of the proposed scheme:

1. All the identified core courses and later on some key electives of the AICTE curriculum may offered regularly (may be every semester) with a predefined calendar enabling University to plan to use them for their students.
2. For each course AICTE identifies through a process a set of "Distinguished National Technical Teachers" who are subject experts and who also have experience teaching the course at the undergraduate level.
3. These "Distinguished Teachers" are offered financial reward for offering one course on line once every 2 to 3 years. The reward must be substantial to make it prestigious as well as attractive. Suitable funding is also made available to the instructor for engaging TAs for help sessions as well as laboratory exercises.

4. AICTE can also recognize industry professionals in the panel of distinguished faculty as they can make these courses more interesting and industry oriented. They could teach jointly with academics appointed as Distinguished Teachers and handle certain components of the course. The Distinguished Teachers will be encouraged to actively invite guest faculty from industry and/or professional associations (e.g., ACM) to give lectures in these courses to make them more interesting and industry oriented.

5. There is a registration procedure for University (not individual students) to register for making this course available to their students. They should also commit to assigning an instructor for coordinating classes including infrastructure, conducting assessments, help in grading etc.

6. University may be asked to pay a reasonable amount as registration charges so that the scheme is self-sustaining.

7. This will be an AICTE scheme for teaching its model curriculum courses by experts. It can be managed by AICTE directly, or it can offer it to another institutions/consortium to manage them. Any platform (e.g., NPTEL) can be used to deliver these courses.

This approach differs from the currently available online courses from NPTEL and other platforms substantially.

1. Syllabus for each course is the approved AICTE syllabus.

2. The courses would be available against a set calendar each semester making it possible for University to rely on them.

3. It empowers the University rather than individual students to make use of the online course in a "mixed" mode and thus addresses the deficiency of expertise in specific areas in that University.

4. With suitable incentive (both prestige and financial) top experts may be motivated to offer these courses.

4.29 The Regulations Governing the Academic Bank of Credits

ASSESSMENT AND EVALUATION IN SPECIFIC COURSES

[Recommendations of the Joint Board of Studies]

CIE and SEE Assessment in Specific Courses	Examination and Evaluation for all the courses shall be done of this Regulations for SEE and CIE. However, for some specific courses, the procedure is made clear in the following sections.
CAED	The CIE marks for CAED course offered in the 1s year shall be assessed as follows: 1) The CIE marks awarded in the case of Drawing shall be based on weekly evaluation of the classwork (sketching and computer- aided drawing) with each drawing evaluated as mentioned module-wise in the syllabus. The marks for all the drawing sheets are added and scaled down to 30 marks. 2) One class test similar to SEE will be conducted after completion of the syllabus for 100 marks and scaled down to 20 marks. 3) CIE marks (out of 50) scored by the student is the sum of classwork evaluation and test marks.
	Engineering Graphics/ Drawing /Field Works
1) Engineering Graphics and Drawing (Laboratory Course)	a) The CIE marks awarded for higher semester Engineering Graphics/ Drawings/ Design Drawings offered by various branches shall be based on the evaluation of the sheets and one test in the ratio 80:20. Method of assessing the CIE for such courses shall as per the scheme of Teaching and Evaluation of the course. b) The SEE shall be conducted and evaluated for a maximum of marks 100. Marks obtained shall be accounted for SEE final marks, reducing it by 50%. (i) SEE will be conducted by the two examiners of the same institute appointed by the Dean. (ii) Question paper shall be set jointly by both the Examiners and made available for each batch as per schedule. Examiners may refer question bank for this purpose. (iii) Evaluation shall be carried out jointly by both examiners as per the scheme of Teaching and Evaluation.
2) Field Works	a) Field works include Surveying Practice/ Socio-Economic survey/ Marketing survey/ traffic survey/environmental survey. The CIE marks shall be split into two components with 80% of maximum marks (40 marks) are considered for fieldwork report evaluation and 20% of maximum marks (10 marks) for internal assessment test evaluation. Fieldwork evaluation includes attendance, data collection through survey, use of data for design drawing, and report. The split-up of marks for the report shall be decided by the faculty member who is guiding them for the design drawing and report. The criteria for split-up of marks shall be done to achieve the course outcomes. The report evaluation shall be carried out for 100 marks and scored marks shall be scaled down to 40 marks.

2) Field Works	The assessment shall be through a presentation of the report followed by the viva-voce. This test shall be conducted by the fieldwork project guide and fieldwork coordinator. If the fieldwork coordinator happens to be the same faculty, then, HOD or senior faculty member will conduct the test with the guide. A test similar to SEE shall be conducted for 100 marks and marks scored shall be scaled down to 10 marks. The sum of the report and test marks shall be the total CIE marks for fieldwork. b) SEE for fieldwork Conducted by the two examiners of the same institute appointed by the University. Report and design drawing evaluation and viva voce are in the ratio of 60:40. Fieldwork will be jointly evaluated by the Internal and External examiners and the duration of SEE shall be three hours.
Practical Courses	
CIE for Practical Work Courses	a) CIE marks for a practical course shall be 50 Marks. The split-up of CIE marks for record/ journal and test to be split in the ratio 60:40. ❖ Each experiment to be evaluated for conduction with observation sheet and record write-up. Spit up of marks for the evaluation of the journal / write-up for hardware/software experiments designed by the faculty who is handling the laboratory session and shall be made known to students at the beginning of the practical session. ❖ Record shall contain all the specified experiments in the syllabus and each experiment write-up be evaluated for 10 marks. ❖ Total marks scored shall be scaled down to 30 marks (60% of maximum marks). ❖ Weightage to be given for neatness and submission of record/write-up on time. ❖ Department shall conduct one test for 100 marks, after the completion of the experiments. ❖ In test write-up, conduction of experiment, acceptable result, and procedural knowledge shall carry a weightage of 60% and the rest 40% for viva-voce. ❖ The suitable split up of marks can be designed to evaluate each student's performance and learning ability. ❖ The test marks out of 100 shall be scaled down to 20 marks (40% of the maximum marks). ❖ The Sum of scaled-down marks scored in the report write-up/journal and marks of the test shall be the total CIE marks scored by the student.
	b) Internal tests for laboratory courses with software experiments shall be conducted for a total of 100 marks at the end of the semester, jointly by the class Teacher and a Senior faculty nominated by the Dean. In this evaluation, Observation, write-up of procedure/ Algorithm/ program, and execution of experiment shall be assessed for 80 marks and the Viva- voce for 20 marks. Marks scored out of 100 shall be scaled down to 50 marks.

SEE for Practical Work Courses	❖ The SEE marks for the practical courses shall be 50 Marks. ❖ SEE shall be conducted jointly by the two examiners of the same institute appointed by the University. ❖ All laboratory experiments are to be included for practical examination. ❖ Breakup of marks and the instructions printed on the cover page of the answer script are to be strictly adhered to by the examiners. Or Based on the course requirement, a split-up of marks for evaluation shall be decided jointly by the examiners. ❖ Students shall pick one question (experiment) from the questions pool prepared by the examiners jointly. ❖ Evaluation of write-up/ conduction procedure and result/viva will UG conducted jointly by the examiners. ❖ The split-up of maximum allocated marks for SEE are: (i) procedure/ write-up 20%, (ii) Conduction and result 60%, (iii) Viva-voce 20% ❖ SEE for the practical course shall be evaluated for 100 marks and scored marks shall be scaled down to 50 marks. ❖ Change of experiment is allowed only once and 20% Marks allotted to the procedure / write-up part to be made zero (Evaluation is to be carried out for 80% of total maximum marks). ❖ The duration of SEE shall be three hours.
Internship	The Internship shall be taken up during the period specified in the Scheme of Teaching and Examinations. The Department/ University shall nominate faculty member/s to facilitate, Guide, and supervise students under an internship. The students shall report the progress of the internship to the Guide in regular intervals and seek his/her advice. The Guide shall maintain the progress record of the candidates undergoing internship. Duration of the internship shall be as mentioned in the scheme of Teaching and Examination. The Internship examination shall be conducted at the end of the internship period.
Report evaluation	Internship shall be evaluated for 50% maximum marks. The split-up of marks suggested for report evaluation shall be based on, a) Report formatting (20% of marks of CIE for report) b) Presentation of the outcomes in the report (40% of marks for CIE for report) and c) Technical content of the report (40% of marks for CIE for report) Weightage shall be given for paper publication in reputed journals/refereed journals/ Conferences/Product developed/ Patent filed only for Industry/ Research Internship.
Viva-Voce	Viva-Voce shall be conducted for 50% of marks of CIE. The split-up of marks suggested are: a) For demonstration of (soft) skills/Engineering Knowledge gained (50% of marks of CIE for Viva-voce). b) The question-answer session will check for the understanding of the fundamentals and concepts (40% of CIE marks for Viva-voce) c) Clarity in answering the questions (10% of CIE marks for Viva-voce) Viva-voce shall be conducted by the Mentor/ Guide and Head of the Department/ one of the senior faculty assigned by the Head of the department.

Seminar	The Seminar shall be assessed as indicated below: a) The Head of the Department shall make arrangements for the conduct of seminars through a committee of faculty members of the Department. The committee, constituted for the purpose by the Head of the Department, shall award the CIE marks for the seminar. The committee shall consist of three senior faculty members of the Department and the most senior among them shall be the Chairperson. b) The marks awarded for Seminar shall be based on the evaluation of the Seminar Report, Presentation skill, and Viva-voce (Question & Answer session) in the ratio of 50:25:25. c) Split up Marks to be assessed as follows: (i) Report marks to be allotted by the seminar guide/s(50% of the maximum marks) ❖ Formatting of the report (10% of maximum marks) ❖ Literature survey (20% of maximum Marks) and ❖ Technical content of the report (20% of maximum marks) (ii) Seminar Presentation skill marks to be allotted by the committee: (25% of the maximum marks) (iii) Viva-Voce marks to be allotted by the committee: (25% of the maximum marks) ❖ Understanding of fundamentals and concepts (15%) ❖ Clarity in answering the questions (10%)
Mini Project	1. The Mini Project performance of a student shall be evaluated under CIE only. The maximum marks prescribed for CIE shall be as mentioned in the Scheme of Teaching and Evaluation. 2. The Head of the Department shall make arrangements for the conduct of viva-voce evaluation of the mini-project. The committee shall consist of a Faculty guide/mentor and two senior faculty members of the Department and the most senior among them shall be the Chairperson. 3. The CIE marks awarded for Mini-Project, shall be based on the evaluation of the Mini-Project Report, Project Presentation skill, and Viva-Voce (Question and Answer session) in the ratio of 50:25:25. 4. The marks awarded for the Mini-Project report shall be the same for all the students of the batch. The faculty guide/ mentor guiding the Mini-project shall Evaluate the performance for 50% of the maximum marks of CIE for the report. 5. This committee shall evaluate Mini-project Work for the rest of 50% of the maximum marks considering performance in project presentation and Viva-Voce (question-answer session). a) Project presentation: 25% of maximum marks b) Viva-Voce (Question and answer session) :25% of maximum marks

Project Work	1) The project work shall be evaluated considering both CIE and SEE. The CIE and SEE marks shall be as mentioned in the Scheme of Teaching and Evaluation. 2) The CIE marks awarded for Project Work shall be based on the evaluation of the Project Report, Project Presentation skill, and Viva-voce in the ratio of 50:25:25. 3) The marks awarded for the Project report shall be the same for all the students of the batch. 4) The Head of the Department shall make arrangements for the conduct of Viva-Voce for evaluation of the project work. The committee shall consist of the faculty guide/mentor and two senior faculty members of the Department and the most senior among them shall be the Chairperson. 5) The faculty guide/ mentor guiding the project shall Evaluate the performance for 50% of the maximum marks of CIE for the report. 6) This committee shall evaluate Project Work for 50% of the maximum marks considering the project presentation and question-answer session. a) Project presentation: 25% of maximum marks b) Question and answer session: 25% of maximum marks
SEE Assessment in Specific Courses	
Theory Course with 4, 3 and 2 Credits	The SEE for theory courses shall be conducted by the University as per the scheduled timetable for all, with common question papers for the course. The duration of examination shall be three hours. 1) The question paper will have ten questions. Each question is set for 20 marks. The medium of the question paper shall be ENGLISH unless otherwise it is mentioned. 2) There will be 2 questions from each module. Each of the two questions under a module (with a maximum of 3 sub-questions), should have a mix of topics under that module. 3) The students have to answer 5 full questions, selecting one full question from each module. 4) Marks scored will be proportionally scaled down to 50 marks.
Integrated Course (I/c) /Integrated Professional Core Courses (IPCC)	For a course where theory is integrated with Laboratory course, the SEE duration for the theory part shall be three hours. However, the question paper in the SEE examination shall include at least one question from the Laboratory component.
Theory Course with 1 Credit	The SEE question paper shall have MCQ (multiple choice questions) set for 50 questions, each carrying one mark. The time duration for SEE is one hour.

The Regulations Governing the Academic Bank of Credits

SEE Assessment in Specific Courses

Practical Work Courses	1) The SEE marks for the practical courses shall be 50 Marks. 2) SEE shall be conducted jointly by the two examiners of the University/ University appointed by the University. 3) All laboratory experiments are to be included for practical examination. 4) Breakup of marks and the instructions printed on the cover page of the answer script are to be strictly adhered to by the examiners. OR Based on the course requirement, a split-up of marks for evaluation shall be decided jointly by the examiners. 5) Students shall pick one question (experiment) from the questions pool prepared by the examiners jointly. 6) Evaluation of write-up/ conduction procedure and result/viva will conducted jointly by the examiners. 7) The split-up of maximum allocated marks for SEE are: a) procedure/ write-up 20%, b) Conduction and result in 60%, c) Viva-voce 20% 8) SEE for the practical course shall be evaluated for 100 marks and scored marks shall be scaled down to 50 marks. 9) Change of experiment is allowed only once and 20% Marks allotted to the procedure/write-up part to be made zero (Evaluation is to be carried out for 80% of total maximum marks). 10) The duration of SEE shall be two or three hours.
Internship	1) SEE shall be conducted by the Internal and external examiners approved by the University. The internal examiner shall be the guide for SEE. The external Guide for the Internship shall be the external examiner for SEE. 2) Examination for internship shall be conducted at the University and the date shall be fixed in consultation with the external Guide. The Examiners shall jointly award the SEE marks. 3) In case the external Guide expresses his inability to conduct the Examination at the last moment, the Dean /Chief Superintendent appointed by the University for the concerned examination of the Institute shall appoint a senior faculty of the Department to conduct the Examination along with the internal Guide. 4) Split up of marks for evaluation may be the same as suggested for CIE or Internal and external examiners shall devise split up of marks for SEE and the same may be submitted to the University along with evaluation marks.
Project Work	1) The project work shall be evaluated for 200 marks with CIE of 100 marks and SEE of 100 marks. 2) The Project Work will be conducted by the two examiners one internal and one external examiner appointed by university. 3) SEE marks for the project shall be awarded using appropriate Rubrics based on the quality of work& report, presentation skills, and viva- voce in the ratio 50:25:25 respectively.

The Regulations Governing the Academic Bank of Credits

Guidelines and Suggestive Activities under Activity Points

Activity Points to be earned by students admitted to be program (Activity Point Programme, Model Internship Guidelines): Over and above the academic grades, every regular student admitted to the 4 years Degree program and every student entering 4 years Degree program through lateral entry, shall earn 100 and 75 Activity Points respectively for the award of degree through Activity Point Programme. Students transferred from other Universities to the fifth semester are required to earn 50 Activity Points from the year of entry to KU. The Activity Points earned shall be reflected on the student's eighth semester Grade Card. The activities can spread over the years, anytime during the semester weekends and holidays, as per the liking and convenience of the student from the year of entry to the program. However, the minimum hours' requirement should be fulfilled. Activity Points (non-credit) do not affect SGPA/CGPA and shall not be considered for vertical progression. In case students fail to earn the prescribed activity Points, the Eighth semester Grade Card shall be issued only after earning the required activity Points.

Evaluation Methods Illustrated using L:T:P

Example Cases

Sl No.	LTP	Credit	Credit Hours
1	L-T-P = 3-0-0	3	3
2	L-T-P = 3-0-1	4	5
3	L-T-P = 3-0-2	5	7

Case 1:

L-T-P: 3-0-0

CIE Theory

Internal Assessment	:	30
+		+
Alternate Assessment Tools	:	<u>20</u>
		<u>50</u>

CIE $\geq$ 40%

SEE is $\geq$ 40%

CIE + SEE is $\geq$ 40%

If CIE $\geq$ 40% then eligible for SEE

CIE + SEE is $\geq$ 40% for a pass grade

Case 2:

L-T-P: 3-0-1 (3-0-0, 0-0-1 integrated case)

a) CIE Theory

Internal Assessment	:	18
+		+
Alternate Assessment Tools	:	15
		<u>30</u>

If CIE(T) $\geq$ 40% eligible for SEE

b) CIE Practical

Internal Assessment	:	12
+		+
Assessment	:	<u>08</u>
		<u>20</u>

CIE $\geq$ 40%

SEE is $\geq$ 40%

CIE + SEE is $\geq$ 40%

If CIE Practical $\geq$ 40% then eligible for SEE

CIE + SEE is $\geq$ 40% for a pass grade

Case 3	L-T-P: 3-0-1 (Not Integrated Case) Theory CIE (T) = $A+B = (30+20) = 50$ If CIE $\geq 40\%$ then eligible for SEE Lab CIE(L) = $A + B = (30+20) = 50$ CIE $\geq 40\%$ SEE is $\geq 40\%$ CIE + SEE is $\geq 40\%$ If CIE (L) $\geq 40\%$ then eligible for SEE CIE + SEE $\geq 40\%$ for a Pass
Case 4:	L-T-P: 3-0-2 [Shown as separate Head of passing 3-0-0 and 0-0-2] Theory CIE(T) = $A+B = (30+20) = 50$ If CIE (L) $\geq 40\%$ then eligible for SEE Lab CIE(L) = $A+B = (30+20) = 50$ If CIE (L) $\geq 40\%$ then eligible for SEE CIE + SEE $\geq 40\%$ for a Pass Assessment details (both CIE and SEE) I Para: CIE+SEE = $50\% + 50\% = 100\%$ = $40\% (20/50) + \geq 35\% (18/50)$ CIE+SEE $\geq 40\%$ (40/100) II Para: CIE (T) = (50) CIE (T) = $A+B=(30+20) = 50$ (25) = $>20 + 20$ Theory CIE (T) = $A+B = (30+20) = 50$ If CIE (T) $\geq 40\%$, then eligible for SEE Lab CIE (L) = $A+B = (30+20) = 50$ CIE $\geq 40\%$ SEE is $\geq 40\%$ CIE + SEE is $\geq 40\%$ If CIE (L) $\geq 40\%$, then eligible for SEE CIE + SEE $\geq 40\%$ for a Pass (P Grade)

5.0 AWARDING DEGREE

5.1

Class Declaration & Award of Degree

The Provisional Degree Certificate (PDC) issued by the university shall not depict class in which a candidate completed the program. It only shows the CGPA. However, the final degree certificate issued by the KUB shall only show the declaration of the class obtained by the candidate in the said program. A Candidate who passes the Bachelors course in Engineering / PG programme with a Cumulative Grade Point Average (CGPA) of 9 & above shall be declared as 'outstanding'.

- A Candidate who passes the Bachelors course in Engineering / PG programme with a Cumulative Grade Point Average (CGPA) of 8 & above shall be declared as Excellent.
- The Candidates who have successfully completed the courses with a total of 160 credits, as per the stipulations, academic rules and regulations of their respective branches of study, shall become eligible for award of Bachelor's degree in Engineering and the names of such candidates be recommended to KUB for award of degree.
- The candidates admitted directly to the 2nd year B.Tech. programs through Lateral Entry and have successfully completed the courses with a total of 120 credits, as per the stipulations, academic rules and regulations of their respective branches of study, shall become eligible for award of Bachelor's degree in Engineering and the names of such candidates be recommended to KUB for award of degree.
- The candidates who have successfully completed the courses with total of 100 credits as per the stipulations, academic rules & regulations shall become eligible for award of Master of Business Administration & Masters of Computes Applications degree, names of such candidates be recommended to KUB for award of degree.
- The candidates who have successfully completed the courses of BCA with total of 136 credits as per the stipulations, academic rules & regulations shall become eligible for award of BCA degree, names of such candidates be recommended to KUB for award of degree.
- The University is only authorized to issue the Semester End Grade Cards. The semester grade cards shall show the details of the courses for which the student has registered during the said semester namely Odd (I) or Even (II) or Supplementary semester, the academic year or session and the SGPA & CGPA obtained by the candidate for the said semester.

5.2	Correction in Grade Card & Issue of Duplicate Grade Card / PDC	The college is only authorized to issue Transcripts (Consolidated Grade Cards) and Provisional Degree Certificates. The right to award Bachelor's Degree rests with the KUB. Correction in Grade Card & Issue of Duplicate Grade Card / PDC. ➤ There is a provision for Correction in Grade cards. For Name correction to be incorporated in original Grade Card which is already printed / issued, the charges will be Rs. 500/- per Grade Card. The request for such correction shall be accompanied with an attested copy of S.S.L.C. or equivalent passing certificate is mandatory. The Name in the Grade Card shall be corrected based on only S.S.L.C. or equivalent passing certificate. ➤ There is a provision for issue of duplicate Grade cards / PDC in cases where the Grade cards/PDC are lost or mutilated. ➤ The candidate seeking Duplicate Grade card/PDC shall submit an affidavit on Rs.20 stamp paper giving details such as USN, month & year of passing Course / s, Branch and how the original Grade cards / PDC were lost, along with a fee of Rs. 500/-per report ➤ The candidate who lost the Grade Cards / PDC, has to lodge a complaint to local police station of the area where it was lost and submit the original copy of acknowledgement of complaint along with the above affidavit. ➤ The Candidate who are in need of the duplicate grade cards/PDC shall submit their applications along with the relevant documents to the office through the Dean / HOD for onward transmission to office of the Registrar Evaluation. ➤ The student shall collect the duplicate grade card/s, PDC from the office of the Registrar Evaluation.
5.3	Issue of Official Transcripts	➤ A candidate can request for issue of Official Transcripts after the completion of prescribed credits. ➤ The Candidates who are in need of the same shall submit their applications along with the prescribed fee of Rs. 500/- for First copy and Rs.300/-each for subsequent copies. ➤ Official Transcripts shall be collected only by the candidate or parent of the candidate (with due authorization from the candidate). In case the parent needs to collect the same, it is mandatory to produce an ID proof of the parent like voter ID, Aadhar Card, Driving license, etc., for verification. ➤ Student has to formally send a request for official transcripts by way of an email sent from an official account or otherwise with an authentic signature giving details like Name, Father's Name, USN, Semester, SGPA and CGPA etc... ➤ The student has to categorically mention that the Registrar's (Evaluation) office is authorized to send the same by courier services at his/her own risk.

5.44	Issue of Provisional Degree Certificate	➤ There is a provision for issue of PDC, immediately after the completion of graduation and before the Degree is conferred by KUB. ➤ The Candidate seeking PDC shall pay Rs. 1000/- and collect the same by hand. Those who need the same by post have to pay extra Rs. 250/- towards postal/service charges. ➤ Provisional Degree Certificate shall be collected only by the candidate or parent of the candidate (with due authorization from the candidate). In case the parent collects the same then it is mandatory that an ID proof of the parent like voter ID, Aadhar Card, Driving license etc., shall be produced for verification. ➤ Provisional Degree Certificate can be requested by email addressed to the senior supervisor wherein the following procedure is to be followed. ➤ Student has to formally send a request for PDC by way of an email sent from an official account or otherwise with an authentic signature giving details like Name, Father's Name, USN, Semester, SGPA and CGPA etc... ➤ Student has to send the address to which the PDC is to be sent to. ➤ The student will be replied with the Account No. of the University, KUB to which the applicable charges like fee towards PDC & courier charges shall be paid. ➤ After ascertaining the receipt of the required fee and other information as mentioned above, the Registrar Evaluation shall send the PDC to the candidate through a courier.
5.5	With holding conferment of any degree or award of any certificate	➤ Notwithstanding anything contained in these regulations or in any other Statute, Ordinance or regulations, the Academic Council may, on the recommendations of the Vice-Chancellor, withhold for such period as they may deem fit, conferment of any Degree or Award of any certificate to any successful candidate at an examination of the University, for reasons, which, in their opinion, justify such withholding e.g. Unruly or disorderly conduct, or violence on the campus or in a Constituent Unit or conviction for an offence involving violence or moral turpitude.
5.6	Withdrawal of degrees and other academic distinctions	➤ If any student has secured admission by falsification of documents or concealment of material facts or conviction for an offence involving violence and moral turpitude, or for such other serious offence, the degree/certificate/other academic distinction awarded to him shall be withdrawn by the University with the approval of the Executive Council.

5.6	Withdrawal of degrees and other academic distinctions	➤ In order to take action for the withdrawal of any degree/certificate/other academic distinction conferred or granted by the University, the Registrar shall frame charges against the person concerned which shall be approved by the Vice Chancellor. The charge sheet along with the list of witnesses and documents on the basis of which the charges are relied upon shall be communicated by him by registered post or by hand. The person concerned shall be required to submit his explanation of the charges within a period of fifteen days or such time as may be granted in the notice of the receipt of charges. ➤ If the concerned person fails to submit his reply within the stipulated time, the matter shall be placed before the Vice Chancellor for a decision on the basis of facts and documents on record. If the concerned person submits his reply to the charges, the same shall be considered by the Executive Council. ➤ Every proposal for the withdrawal of an honorary degree shall require prior approval of the Chancellor.
5.7	A procedure for ranks and medals during convocation	The following is the procedure for the award of ranks and medals during convocation: ➤ One rank (Gold Medal) for every 50 students or less, two ranks (Gold and Silver Medals) for 100 students and maximum of three ranks (Gold, Silver and Bronze Medals) irrespective of the strength of the students in each branch/specialization in under graduate and postgraduate level will be amended. Each of the students who obtain the rank is being awarded with a medal and a certificate. The rank certificates issued to the students shall carry the signature of the Registrar Evaluation ➤ Normally students who have secured Excellent (or) outstanding are only awarded with Rank and Medals. ➤ Rank and Medal will not be issued to the students who have obtained Second Class even if they are topper in their respective specialization. ➤ Ranks and medals will be awarded to those students who have completed their courses / subjects in their First Appearance itself for the entire programme. ➤ If the student is detained or absent in any of the course during the entire programme he/she will not be considered for medals and ranks. ➤ If any of the students opted for break of study during the programme, he/she will not be eligible to receive the ranks and medals. ➤ If two or more students secure same percentage of marks/CGPA during the entire programme, all the students irrespective of numbers shall be provided with medals and ranks.

5.7	A procedure for ranks and medals during convocation	➤ Students who have registered and eligible for regular end semester examinations but couldn't able to attend the same due to any one of the following reasons are considered for ranks and medals as they are permitted to take up in the subsequent University end semester examinations as a first appearance. ➤ Sudden demise of student's father /mother/ spouse/ children, Met with an accident, ➤ Participation of student in a sport meet of national / international level, representing the institutions of Kishkinda University. ➤ Participation of student in a national / international conference representing the institutions of Kishkinda University.
5.8	Award of medals and prizes from external organization/from individual / etc.	➤ The University shall facilitate/encourage an organization, or an individual, intending to sponsor scholar ship, medal and/or prize etc. in the name of organization or individual. The organization or the individual shall submit a request letter for the award of medals mentioning the name of the organization / individual along with the amount to be deposited as corpus fund. The individual/organization shall lay the conditions for the award of medals and prizes. The University may enter into Memorandum of Understanding (MOU) with them to facilitate the process of grant of scholarship/medal to the meritorious students. ➤ The University may also provide for award of scholarships, medals and prizes from its own funds. The number and value of scholarships, medals and prizes to be awarded shall be determined by the Board of Management of the University, either on its own initiative or on the recommendation of Standing Committee for Fee Concessions/ Scholarships. ➤ Scholarships, medals and prizes will be awarded on the basis of academic and for other achievements as decided by the Board of Management/ Standing Committee for Fee Concessions/ Scholarships subject to the availability of adequate funds in the relevant head.
5.9	Conduction of the annual convocation	Convocation for the purpose of conferring Degrees and other Distinctions of the university, shall be held every year on a date fixed by the Vice-Chancellor in consultation with the Chancellor. Not less than three weeks, notice shall be given to the recipients of degrees and certificates by the Registrar. If any of the constituent college/institute is willing to conduct a separate graduation day, it is permitted. It shall follow the same procedure as that of the convocation. The graduation day shall be fixed after the main convocation at the university is over.

5.10	Punishment for use of unfair means	➤ The standing Committee on unfair means shall deal all cases of use of unfair means in the examinations. It shall consist of the following: - ➤ The intimation for the date and venue of enquiry will be given to the students who have indulged in Malpractice on the same day when they were booked for malpractice ➤ The member Committees are decided and appointed by the Vice-Chancellor of the University. A malpractice enquiry committee will consist of One Senior most Professor as convener and two or more professors as members as recommended by the Registrar (Eva). ➤ The Committee shall consider the report of the person detecting the unfair means during the examination and shall provide opportunity to the candidate for due explanation and shall also consider the other Circumstantial and/or oral evidences for arriving at a logical conclusion regarding further necessary action by the competent authority. ➤ If any person or the staff of the University maintained by it, who is found to be guilty of connivance at the use of Unfair Means at an examination, by omission or commission, or, when called by the Unfair Means Cases Committee, fails to appear before the committee, his/her case will be reported to the Vice-Chancellor for such action as considered necessary/deemed fit. ➤ If the Unfair Means adopted by a candidate come to the notice of the University after the Examination, his/her case will be decided by the Unfair Means Committee on such evidence as may be available after giving the candidate reasonable opportunity to defend himself/herself. ➤ The Punishments for use of unfair means are listed under Annexure – 4.
5.11	Procedure to deal with lapses	Mal practices used or Lapses committed by any paper-setter, examiners, moderators, referees ,teachers or any other persons connected with the conduct of examination.
5.11.1	Competent Authority	The Board of Examinations shall be the competent authority to take appropriate disciplinary action against the paper setters, examiners, moderators, referees, Teaching Staff or any other person connected with the conduct of examinations committing lapses or using, attempting to use aiding a betting instigating or allowing to use malpractice/s at the examination conducted by the University.

5.11.2	Management	It includes the Managing Body or Governing Body of the Constituent which shall be the competent authority to take appropriate disciplinary action against the paper setters, examiners or any other persons attempting to use, aiding, abetting instigating or allowing to use malpractices at the examination conducted by the University or Constituent on behalf of the University. “Paper-setters, examiners, moderator, referees and teachers” means and includes person/s duly appointed as such for the examination by the Competent Authority and the term “any other person connected with the conduct of examination” means and includes person/ s appointed on examination duly by the competent authority. “Malpractice or Lapse relating to examination” means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of un-fair means, fraud or un due influence with a view to obtaining wrongful gain to him/ her or to any other person or causing wrongful loss to other person/s or omitting to do what he/she is bound to do as duties.
5.11.3	Investigating Committee	➤ The Committee appointed by the Board of Examinations shall investigate the cases of malpractices used and/ or lapses committed by the paper-setters, examiners, moderators, juries, teachers or any person connected with conduct of examinations at the University examinations. ➤ On receipt of report regarding malpractices used or lapses committed in connection with the conduct of examination held by the University or Constituent in breach of the rules laid down for proper conduct of examination, the Board of Examinations shall have powers at any time :to constitute inquiry To punish such malpractices or lapses by declaring disqualified the concerned paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination from any examination, from any examination work either permanently or for a specified period or to refer his/her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or may award any one or more of the prescribed punishments.
5.11.4	Procedure for Investigation	➤ The case of alleged use of malpractices or lapses committed by the paper-setters, examiners, moderators, referees, faculty or any other person connected with the conduct examinations, is reported to the University/ Constituent.

5.11.4**Procedure for Investigation**

- It shall be scrutinized by the concerned Officer at the Examination Section of the University to collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge.
- The concerned Officer shall then submit the said case with his/ her primary report to the concerned competent authority.
- If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Lapses Inquiry Committee for further investigation.
- The concerned Officer/in-charge through whom the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Lapses Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case utilities finally disposed off.
- The Competent Authority or the Officer authorized by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing of the act of malpractices used and or lapses committed by him/ her at the examination and shall ask him/ her to show cause as to why the charge/ s levelled against him /her should not be held as proved and the punishment stipulated in the Show Cause Notice be imposed.
- The concerned person be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/ explanation to the show cause notice served on him/ her and charge levelled against him/ her therein. The concerned person himself/ herself only shall present his/her case before the Committee.
- The documents which are being taken into consideration or to be relied upon for the purpose of proving charges against the concerned person shall be shown to him/her by the Inquiry Committee if he/ she presents himself / herself before the Committee. The evidence, if any, should be recorded in his/her presence.
- Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/ her defense before the Committee. The reply/ explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- The Committee should follow the above procedure in the spirit of principles of natural justice.

5.11.4	Procedure for Investigation	➤ If the concerned person fails to appear before the Committee on the day, time and place fixed for the meeting, he/ she be given one more opportunity to appear before the committee in his/ her defense. Even after offering two chances, if the concerned person fails to appear before the Committee, the Committee shall take decision in his/ her absentia on the basis of whatever evidences/documents available and same shall be binding on the concerned person. ➤ The Committee shall submit its Report to the concerned Competent Authority along with its recommendations regarding punishment to be imposed on the concerned person or otherwise.
5.11.5	Punishment	➤ The Competent Authority, after taking into consideration the Report of the Committee, shall pass such orders as it deems fit including granting the concerned person, the benefit of doubt, issuing warning or exonerating him/ her from the charge/ s and shall impose any one or more of the punishments prescribed below, if found guilty. ➤ The Competent Authority or the Officer authorized in this behalf, shall inform the concerned person of the decision taken in his/her case and the punishments imposed on him/her. ➤ An appeal may be made within 30days of imposition of the punishment to the Board of Examinations and their decision in the appeal shall be final and binding. ➤ The Competent Authority shall supply a typed copy of the relevant extract of fact-finding report of the Inquiry/ Lapses Committee, as well as the documents relied upon (if not strictly confidential),pertaining to his/her case to the appellant/petitioner, if applied for in writing. ➤ The Competent Authority may report the case of the concerned person to the appropriate Police Authorities. ➤ The court matters in respective cases of malpractices/lapses shall be dealt with by the competent authority.
5.12	Grievance Redressal	Grievances of students related to the quantum of punishment given by the Un-fair means committee will be forwarded to the Grievance Redressal Committee by the Registrar Evaluation.

5.13 Award of chancellor's gold medals and other academic awards given during the convocation

1	Chancellor's Gold Medal	Chancellor's Gold Medals are awarded every year to the 'Best Outgoing Student' completing the Full Time Post Graduate and Under Graduate Degree Programmes of Kishkinda University and are eligible for award of Degree at the convocation of that year. Every year Four (4) Gold Medals are awarded as under: 1. Best Outgoing Student in Post Graduate Programme. 2. Best Outgoing Student in Under Graduate Programme. 3. Best Outgoing International Student in Post Graduate Programme. 4. Best Outgoing International Student in Under Graduate Programme. 5. Other Awards. Eligibility: ➤ The Chancellor's Gold Medalists and other Awardees are selected by the selection committee. The criteria for eligibility are as follows: ➤ All fulltime students of KUB are eligible. ➤ For International Students Category, only Foreign Nationals are eligible. ➤ Student should have passed all Term End Examinations in the first attempt without grace marks, within the prescribed period of the programme. ➤ Student should not have received punishment for breach of code of conduct. ➤ Student should have scored minimum 9.00 CGPA out of 10. (This is not applicable for International Students) ➤ The HOD / DEAN will forward the eligible students' applications (maximum 2 per programme) every year in the month of March after due verification and scrutiny at their end. The applications of the students with extra-ordinary achievements (softcopy) should be forwarded to the University before specified date of submission. Applications received late shall not be considered. NIL report to be submitted by Head of the Department if there is no candidate with extra ordinary achievements. (KUB shall collect the applications of international students and after due scrutiny will send the report to the Vice Chancellor with the selected candidates' name (one in each category to whom the gold medal will be awarded) for the further processes.
---	-------------------------	--

5.14 Preservation of documents

Document	Period
BoE sub-committee formats and minutes	Two years
Appointment letters of examiners / paper setters	Three years
Appointment letters of supervisors/ vigilance squad	One years
Manuscript of question paper/ typed question papers	Two years
Various approvals in connection with appointments of examiners / paper setters	Two years
Scrutiny and Moderation committee report	Two years
Answer Scripts of Continuous Assessment	One Year (Till the completion of academic audit)
Answer Scripts(Term End Examinations)	One year
Reports of Junior Supervisor	One year
Practical and project reports	One year
Mark lists submitted by the examiners	Three years
Result Ledger	Permanent
List of Re-evaluation applications	One year
Re-evaluation ledger	Permanent
Re-evaluation result	Permanent
List of Convocation applications (softcopies)	Two years
Convocation Ledger	Permanent
Policy matters–BoE (agenda, minutes, circulars)	Permanent
Un-fair Means cases	Till successful completion of programme of the student
Lapses	Three years
Correspondence with students	Two years
General correspondence	Six months

ANNEXURE-1

General instructions to chief examiners/ reviewers / examiners at the university under graduate examinations at central valuation

- The Examiners shall maintain strict secrecy about their appointment and work in connection with the examination.
- Under no circumstances the Examiners should undertake to value the answer books of the candidates belonging to their own college. Even if by mistake they have received such answer books they should be returned to the custodian immediately.
- The Chief Examiner (s) /Reviewer(s) who are not required to assess the answer books should review at least 15% of the assessed scripts of each answer book packet.
- The Chief Examiner/ Reviewer shall submit a report on the satisfactory / unsatisfactory work of each examiner who valued under his supervision.
- The Examiner shall value the answer books which are coded. Answer books received without coding should be returned to the custodian. All such cases should further be reported to the Registrar (Evaluation) in a separate covers.
- If any of the answer deserves no marks they should clearly write “ZERO”:
- Even if the candidate has answered more than the required number of questions all questions attempted by the candidate shall be valued, and the answer which carries the least number of marks shall be omitted as extra. This shall be indicated both in the answer books as well as in the marks lists to avoid confusion in marks.
- Chief Examiner/Reviewer/Examiners shall exercise due care in checking up the marks to avoid mistakes such as in totaling up the marks in the marks lists, transfer of entry from the body of the answer book to the front page of answer book and from there to the marks lists.
- When no question is attempted by a candidate, the examiner should make an entry of ” DASH” in the marks lists and when question is attempted but does not deserve any marks the entry should be ZERO.
- The Examiners should mark ‘Ab’ only against those number of the candidate as are required to appear but have remained absent in accordance with the supervisors Report.
- ‘O’ marks obtained by a candidate should be written in works as “ZERO” and not in figures.
- The Examiner are required to report all cases of suspected malpractice at the examination and such other aspects of answer books of which in the opinion of the examiners the University should take due cognizance. While reporting such cases the Examiners are requested specifically to make a mention the particulars regarding the answer (S) to particular question(S) which they suspect as having copied and grounds on which their suspicions are based.
- The Examiners who are utterly careless in their assessment or do not send the assessed answer books in time shall be referred to MPC (teacher) or Registrar (Evaluation) shall or partly.
- Examiner/Chief Examiner/Custodians are requested to be in the valuation center during period of valuation.
- Custodians are directed not to allow any other persons in the valuation, center except the Vice-Chancellor, the Registrar (Evaluation), concerned Examiners, Chief Examiner/Reviewer.
- The concerned Chief Examiners/ Reviewers are requested to collect the marks list in DUPLICATE from the concerned Examiners and hand over the Original and duplicate in a separate sealed covers to the Custodian.

ANNEXURE-2

Instructions to custodians for central valuation of the university examinations

- The working hours for the central valuation shall be fixed between 10-00 am to 5-30 pm with a break of an hour for lunch.
- Outsiders are strictly prohibited from entry into the central valuation hall and their suspicious movements round about the central valuation Hall shall be prevented.
- All precautionary measures shall be taken to run the central valuation as smoothly as possible.
- **FIXING OF QUOTA:** After noting the number of valuers who have reported for valuation in the concerned paper, the custodian shall fix the quota for valuation for each valuator in that paper by dividing the total numbers of scripts available for valuation by the number of valuers who have reported for valuation. This is to ensure equal number of scripts to all the valuers. However, no valuator shall be forced to continue valuation beyond 10 days. That is having completed 320 scripts at the rate 32 scripts per day.
- At the close of each day He/she should collect the mark lists from the examiners and keep them in his personal safe custody duly certified in sealed covers duly super scribed as 'MARKS LISTS IN THE SUBJECT OF..... AT THE EXAMINATION'.

ANNEXURE-3

Instructions to the candidates appearing for examinations

- The following are the instructions to the candidates appearing for the end semester examinations. These guidelines are to be made available in the website.
- Students are advised to deposit your bags in the bag deposit room in the respective venue of examination. They should not keep valuable things inside the bag.
- Student has to identify the correct Hall Number from the display board before going to the examination hall. If the register number is not displayed, he or she can contact the chief senior supervisor immediately.
- If any of the students who have not brought the Hall ticket, then have to approach the senior supervisor for getting the duplicate hall ticket after the payment of prescribed fees.
- If the student lost their Hall Ticket, then they shall approach the office of the senior supervisor immediately, for obtaining duplicate hall ticket.
- Students have to identify the seat number from the seating arrangement notice displayed outside the examination hall.
- Students should not come late for the examination. They are expected to be available in the examination hall at least half an hour before the commencement of examination. In rare situations, they may be permitted to enter into the examination hall during the first half an hour from the commencement of the examination. Students who are late to an examination do not get extra time.
- Before entering into the hall, the student has to check themselves and ensure that they do not possess mobile phones, programmable calculators, electronic gadgets, any material notes pertaining to the examination etc.
- Students have to collect their answer booklet and write the registration number, subject code, subject title and date of the examination along with session in the bar coding sheet attached in the answer booklet properly. And also they are instructed to shade the appropriate boxes/circles by using ball point pen. Improper shading will lead to rejection of answer script.
- Students are not supposed to write their register number or name inside the answer book / additional book / drawing sheet/ graph sheet.
- Students are strictly prohibited to bring mobile phones / programmable calculators (Except Non-Programmable Calculators) or any other electronic gadgets inside the examination hall.
- If any student who are in need of any data book, then they have to ask for the same to the invigilator at the commencement of the examination. They should not write anything in the special materials issued. Data books/IS codes/Tables brought by the students properly attested by the concerned HOD with seal and should not contain any written material or additional

ANNEXURE-3

- Students are not allowed to leave the hall during the examination and sit for the whole duration.
- If a student wishes to speak to an invigilator he/she should raise a hand and stay seated.
- At the end of an examination the invigilator will instruct the students to stop writing. Students must remain seated at their desks until all examinations scripts have been collected by an invigilator and they are instructed that they may leave.
- Severe penalties apply for misconduct, cheating, possession of unauthorized materials, improper use of materials, and unauthorized removal of materials from examination rooms or ignoring the instructions given by supervisors. students shall be reminded that cheating is regarded as an act of grave misconduct for which there are heavy penalties applied, including a fail in the subject/ cancellation of all subjects written in the semester / debarring from the examination and possible expulsion from the university.

ANNEXURE-4

The Quantum of Punishment for Malpractices/Lapses by any person connected with the Conduct of University/ Constituent Examinations.

Sl. No.	Nature of Lapse	Recommended Category	Recommended Action/Quantum of Punishment
1	Mismatch of manuscript and question paper	Minor	To inform constituents to be more careful and avoid such errors
2	Wrong instructions given on question paper but correction made before printing of question paper/ communicated during the examination to all students.		
3	Printing less question papers than the number of students		
4	Changes in Continuous/ Term End/Practical Examination marks after declaration of result		The Director / Competent Authority to issue Memo to the concerned member with a copy to the University and the Chief, HR.
5	Changes in marks during verification (re-evaluation process)		
6	Student marked absent, even when present for examination		
7	Marks interchanged between seat numbers		
8	More than 30% of the question paper same compared to paper released in previous season		
9	Any indicator (* / # / \$ / @ / & / etc.) that could give a hint regarding the correct answer in question paper	Major	A copy to the University and the Chief, HR
10	Use of wrong stationery for declaration of results		
11	Assigning marks to the answers anywhere in the answer script other than the space provided.		
12	Negligence in duties by the external Senior supervisor or vigilance squad members.	Severe	Senior supervisor to report to the Chief, HR
13	Paper-setter setting questions outside the scope of the syllabus		Disqualification from examination work temporarily/permanently

Note: In addition to the above mentioned punishment, the competent authority may impose a fine on the concerned person if declared guilty. If the concerned person fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment/ penalty as it may deem fit.

ANNEXURE-5**DETAILS OF REMUNERATION FOR EXAMINATION ASSIGNMENTS**

Theory SEE UG & PG		
Sl. No.	Description/ Designation	Fees Prescribed
1	Senior supervisor per Session	220/-
2	Room / Relieving room invigilator per Session	130/-
3	Office Superintendent per Session	105/-
4	Clerk or Typist per session	85/-
5	Attender per Session	75/-

Question paper & Scheme Setting UG & PG

Description		Remuneration
1	QP Setting with Scheme	1550/- (800 + 750)

DETAILS OF REMUNERATION FOR EXAMINATION ASSIGNMENTS

Practical SEE			
Sl. No.	Description/ Designation	Fees Prescribed	
1	Senior supervisor for Conducting of practical examination per day	20/- Min. 75/- per day & Max. 150 per day	
2	Honorarium to BoE Chairman	500/- for 1 st year 1000/- for 2nd year 1500/- from 3 rd year onwards for all BoE chairman	
3	HOD's Honorarium	20/- per Batch Min 85/- per day & Max 150/- per day	
4	Setting of Question paper/Lab batch/ Examiner	90/-	390/-
5	Preparation, Conduction and valuation per batch of Ten students per examiner/ project lab with min. 3 to 4 projects	300/-	
6	Addition for every additional candidate above 10	30/-	
7	Lab/ workshop supervisor per Lab/ Batch	105/-	
8	Lab Technician per Lab/ Batch	105/-	
9	Lab attender per Lab/ Batch	80/-	
10	Clerk cum typist per Day of Practical Examination	110/-	
11	Store Keeper (Registrar Evaluation section)	1000/- for one semester exam	

Remuneration for Examination Assignments

Valuation (Theory) UG & PG		
Sl. No.	Description/Designation	Fees Prescribed
1	Valuation / Revaluation / Moderation per script	30/- Min. 200/- (Up to 6 papers)
2	Challenge Valuation per script	100/- Min 500/-
3	DA for outside Examiner per day	800/-
4	Travelling allowance	5/- per km
5	Remuneration to custodian per day	800/-
7	Remuneration to Dy. custodian per day	600/-
9	Chairman/ moderator for subject during Valuation (For UG Programs only)	DA + Average Remuneration paid to Valuers
10	Coding + Decoding per script	2/-
11	Office staff per day – Co-ordination work	150/-
12	Office staff per – Clerical work	150/-
13	Class-IV per day	130/-