INFO INSTITUTE OF ENGINEERING

(Autonomous)

ACADEMIC REGULATIONS 2026

POST GRADUATE PROGRAMME (PG-MBA)

M.B.A. Programme (Full-Time)

Applicable to the students admitted in M.BA. Programme, offered in Info Institute of Engineering, Coimbatore from the Academic year 2026– 2027

CONTENTS

1. Title 1
2. Scope 1
3. Definitions 2
4. Admissions Mode of Study, Programmes offered 3
5. Programme Structure 4
6. Academic Calendar 7
7. Mentoring & Statutory Support for Students 7
8. Class Timings 10
9. Registration of Courses 10
10. Attendance Criterion 14
11. Break of Study 16
12. Unauthorised Absence 17
13. Re-joining the Programme 17
14. Disciplinary Proceedings 17
15. Vacation 18
16. Teaching & Evaluation 18
17. Grading of Courses 27
18 Calculation of Grade Point Average (GPA)/ Cumulative Grade Point Average (CGPA) ... 28
19 Award of Degree 29
20 Academic Audit 30
21 Revision 31

INFO INSTITUTE OF ENGINEERING * COIMBATORE-641107 *

Info Institute of Engineering,
NH - 209, Sathy road, Kovilpalayam,
Coimbatore, Tamil Nadu 641107

INSTITUTE VISION

To strive to be one of the globally acclaimed institutions that excels in Technical Education and Research and serves industries and society by producing socially responsible self-motivated leaders with innovative thinking, ethical values and virtues.

INSTITUTE MISSION

1. To plan and implement effective teaching and learning processes.

2. To enhance the infrastructure and academic support systems continually.

3. To build productive partnership between industry and institute.

4. To inculcate values of professional and personal life through Co-Curricular and Extra-Curricular activities.

QUALITY POLICY

To be a centre of excellence in technical education and deliver high profile technicians to satisfy the needs of industries by disseminating vibrant knowledge through specific, measurable, achievable and time specified goals.

1. Title

These regulations shall be called as 'Academic Regulations 2026. In short, it is referred as 'R-2026-PG (MBA).

2. Scope

2.1. The regulations provided herein shall apply to the students admitted in the Postgraduate (PG), M.B.A. Programmes, offered in Info Institute of Engineering, Coimbatore from the Academic year 2026–27.

2.2. These regulations are quite comprehensive and include definitions of key terms, critical concepts, methods of calculations, roles of various committees, evaluation systems and other academic processes.

3. Definitions

3.1. 'University' means 'ANNA UNIVERSITY, CHENNAI'.

3.2. "Institution" means 'Info Institute of Engineering, Coimbatore

3.3. 'Choice-Based Credit System(CBCS)'is a flexible system of learning that permits students to

a) Learn at their convenient pace.

b) Choose courses from a wide range of elective courses offered by the departments.

c) Adopt an inter/multi-disciplinary approach in learning and

d) Make the best use of the expertise of available faculty.

3.4. 'Programme' means Degree Programme (i.e) M.B.A. Degree Programme.

3.5. 'Discipline' means Branch of M.BA. Degree Programme.

3.6. 'Semester' means a term of study consisting of a minimum of 90 working days (including examinations), generally with EIGHT' Contact Hours' per day. The Semester scheduled between July/August and November/ December shall be called Odd Semester (I,III) and that' scheduled between December/January and April/May, shall be called' Even semester '(II, IV).

3.7. 'Course' refers to a Theory / Laboratory subject that is offered in a semester of the Programme.

3.8. 'Contact Hours' means duration of Lecture, Tutorial, Practical or Project Work, as applicable.

3.9. 'Credit' means the weightage assigned to a particular course based on the contact hours to teach the prescribed syllabus. One credit is allocated to 15 contact hours for theory course and 30 contact hours for practical course.

3.10. Continuous Assessment means evaluation of the students' progress and performance in a course during a semester through various activities such as Assignments, Solution to application-oriented problems using software, Internal Examinations, Project, Models, Flipped Class, Seminar, Group Activity, Report Writing, Assignments, Quizzes, Presentations, Practical Works, Case Studies, Technology enabled services to community, etc. Importantly, the students shall complete all activities, as prescribed in the syllabus of the respective course to

get the internal marks.

3.11. **End Semester Examination** means an examination conducted for a course at the end of the semester to evaluate the student's overall learning attainments.

3.12. **'Faculty'** means a group of allied Programmes.

3.13. **"Bonafide Student"** means the student who is joined and on-Rollin an Postgraduate Programme.

3.14. **'Head of the Department'** means Head of the Department concerned, offering the programme.

3.15. **'Head of the Institution**' means the Principal sof the Institution.

3.16. '**Disciplinary Committee'** means the committee constituted by the Head of the Institution to look after students' discipline.

3.17. **'Institute Academic Affairs Committee'** means the committee constituted by the Head of the Institution to look after academic and development activities of the Institute.

3.18. **'Chairperson'** means Head of the Faculty.

3.19. **'Controller of Examinations'** means the Officer of the Institution responsible for all the activities related to examinations in this Institutions

3.20. **'Academic Council'** means the principal academic body of the I*nstitution* and have control and general regulation of teaching and examination in the Institution and be responsible for the maintenance of the academic standards thereon.

4. Admissions, Mode of Study, Programmes offered

4.1. Candidates for admission to the first semester of the Postgraduate Degree Programme shall be required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under qualification for admission as per the Common Engineering Admission Procedure (TANCET/CONSORTIUM) criteria. This is applicable for students admitted both under Online Counselling process and through the Management Quota. Other eligibility criteria such as marks, number of attempts and physical fitness shall be as prescribed by the Govt. of Tamil Nadu from time to time.

4.2. All students admitted provisionally or otherwise to any programme shall submit Photo ID proof issued by State/Central Govt., Original Transfer Certificate from the institution last studied, copies of grade / mark sheets of the qualifying examination and other relevant documents at the time of admission or by the last date prescribed by the competent authorities.

4.3. The admission of a student, who fails to submit the prescribed documents by the above-said date in Clause 4.2, or fails to meet other stipulated requirement(s), shall be cancelled by the University. The University shall also cancel the admission of a student at a later time, if the student is found ineligible / unfit at the time of admission or had furnished some false information / certificates or suppressed relevant information while seeking admission to the programme in the Affiliated Institutions.

4.4. P.G. Programmes Offered

M.B.A,

4.5 **Modes of Study**

Students admitted under 'Full-Time' should be available in the College / Institution during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities assigned to them.

The Full-Time students should not attend any other Full-Time programme (s) / course(s) or take up any Full-Time job / Part-Time job in any Institution or Company during the period of the Full- Time programme. Violation of the above rules will result in cancellation of admission to the P.G. programme.

5. Programme Structure

5.1. Curriculum

Every programme has a specific structure, known as the 'Curriculum', which prescribes all the details of courses for undergoing the programme and sets out the sequence semester wise.

5.2. Programme Duration

(i). Duration of the programme is TWO years (Four Semesters) for a student

admitted to a programme with qualifications as prescribed in Clause 4.1 of the regulations. The student shall successfully complete all the requirements as per the curriculum and regulations of the programme within the above-said duration of 'TWO' years.

(ii). Above mentioned period in Clause 5.2 (i) shall be extended for 'ONE' more year to a student, who is permitted to avail the authorized break of study or opt for dropping of courses, as per the regulations.

(iii). 'Programme Completion' means that a student shall undergo all the courses as prescribed in the respective curriculum and become eligible for appearing in the end semester examination of all the courses within the period as given in Clauses 5.2 [(i) & (ii)].

(iv). After programme completion if there are any arrear course(s), a student shall be permitted to successfully complete the same, within 'FOUR' years. This maximum duration for successful completion shall be reckoned from the commencement of first semester of the programme.

(v). In case of a student prevented from appearing in the end semester examination in all the courses of a semester due to shortage of attendance, the period of prevention shall be treated as a break in the programme. In such a case, total duration for completing the programme including all such prevention periods shall not exceed the above-said 'FOUR' years.

5.3. Course Category

M.B.A, Programme will have a curriculum consisting of theory and practical courses, with prescribed syllabi as categorized below:

- **T** –Theory
- **E** –Elective
- **S** – Skill Development
- **I**– Internship
- **P** - Project
- **L** – Laboratory

- Courses that are relevant to the respective discipline are classified under **Programme Core (PC)** category.
- Courses, which can be chosen from a larger pool of courses and are very specific / specialized / advanced / supportive to the

discipline, are classified under **Programme Elective (PE)** category.

II. **Skill Development (SD)** are the courses offered to enhance specific abilities and competencies of the students in academic and professional contexts. Industry Oriented Courses (IOC), that are offered to allow students to expand their knowledge and skills in niche areas and meet the ever-changing arising in the relevant industries, from time to time are classified under **Skill Development (SD)** category.

III. **Value Added (VA) Courses** are the courses not prescribed in the respective curriculum, but are offered to the students to provide additional value to the programme, for enhancing the knowledge and skills of the student. Completion of these course(s) is/are not mandatory for successful completion of the programme.

5.4. Off Campus (OC) Courses

Off Campus (OC) Courses are the courses that can be undergone by the student, offered by other institutions / firms.

5.5. Medium of Instruction

Medium of Instruction for the M.B.A. programme is 'English'.

5.6. Assignment of Credits

(i). The course is assigned with credits with respect to contact hours as given in Table 1.

Table1–Credits for Contact Hour(s)

Contact Hour	Credits
1Lecture Hour	1
1Tutorial Hour	1
1Laboratory Hour	0.5

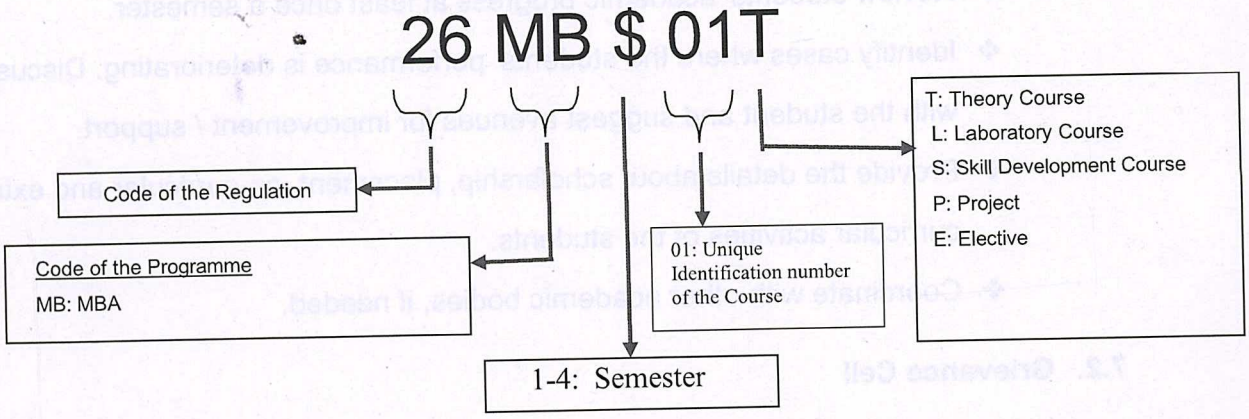
(ii). ONE credit is assigned to 'Industrial training / Internship 'for every 'TWO WEEKS' duration.

5.7. Course Code

Each course offered by a department under Management - Programme Core(C) category is assigned with a course code consisting of two alphabets, followed by five numerals. First two alphabets denote the code of the

Programme. First two numerals denote the code of the Regulation. Third numeral denotes 'Semester' and last two numerals denotes the unique identification number of the course.

- For example, in M.B.A. programme, a particular Core (C) offered in the first semester is denoted as:



6. Academic Calendar

The dates of all academic activities including those of course registration, first and the last days of classes, examinations, supplementary examinations and vacation are published in the Academic Calendar every semester.

7. Mentoring & Statutory Support for Students

7.1. Faculty Advisor

Each Department of the Institution shall operate in a system with faculty advisors, where a faculty member is assigned to look after the general welfare of a set of students, nominally 40 to 60 students. The faculty advisors offer all the necessary guidance and help in academic matters, and, if need be, in personal matters also. Students are expected to consult the Faculty Advisor on any matter relating to their academic performance and the courses they may take in various semesters. Notwithstanding the above, the following are some of the roles and responsibilities of a faculty advisor:

- Discuss what the student already knows about the University system and give the students relevant information, especially in the beginning of the student's academic programme.

- ❖ Review courses already taken and those offered in the upcoming semester.
- ❖ Serve as a guide to the students in their course selection.
- ❖ Serve as a liaison between students and course instructors on many academic matters including learning disabilities, language barriers, etc.
- ❖ Review students' academic progress at least once a semester.
- ❖ Identify cases where the students' performance is deteriorating. Discuss with the student and suggest avenues for improvement / support.
- ❖ Provide the details about scholarship, placement, co-curricular and extra-curricular activities of the students.
- ❖ Coordinate with other academic bodies, if needed.

7.2. Grievance Cell

Each Institute is mandated to constitute a 'Student Grievance Committee' under the Chairmanship of Head of the Institution. Committee shall comprise the following;

1. Head of the Institute–Chairperson
2. Faculty Representatives–Three faculty members in the cadre of Professor / Associate Professor from different departments and among them one shall be a woman faculty member.
3. Student Representatives –Two student representatives preferably from final year or pre-final year students, and one shall be a girl student.
4. Member Secretary – A faculty member nominated by the Head of the Institution to coordinate the Cell.

Students shall approach this committee in the event of academic as well as non-academic grievances. This committee shall be constituted by the respective Head of the Institution and the tenure of the faculty representatives and member secretary shall be for a period of one academic year.

7.3. Guidance & Counselling Cell

Each Institute shall have a dedicated'Guidance and Counselling' unit. This cell comprises of psychological counsellors, faculty representatives including the

faculty advisor and student representatives. This cell shall help and offer advice in all kinds of matters. This counseling cell shall be constituted by the respective Head of the Institution.

7.4. Prevention of Sexual Harassment (POSH)Cell

POSH Cell shall be established to ensure a safe and secure working / studying environment for Girls and Women in each institute. More information about this cell can be accessed at the following link: www.infoengg.com

7.5. SC/ST Cell

A separate cell is functioning in the University to safeguard the rights and privileges of the students, belonging to SC /ST category. This cell also informs the students about the various scholarships and fellowships and encourages them to apply for relevant ones. More information about this cell can be accessed at the following link:www.infoengg.com

7.6. Institute Academic Affairs Committee

(i). The Institute Academic Affairs Committee (IAAC) shall function under the Chairpersonship of Head of the Institution. This mandated committee shall be constituted by Head of the Institute and its composition shall be as follows;

- ❖ Head of the Institute –Chairperson
- ❖ Faculty Representatives – All the Head of the Departments.
- ❖ Student Representatives – Two student representatives from each year and one shall be a girl student.
- ❖ Member Secretary – A faculty member in the cadre of Professor / Associate Professor to be nominated by Head of the Institutions.

(ii). The first meeting of IAAC shall be conducted within 'SEVEN' working days from the commencement of academic session. The second IAAC meeting shall be conducted after the first assessment period and third meeting shall be conducted before 'TEN' working days, from the last date of Academic session.

(iii). Major responsibilities of IAAC include;

a) Addressing difficulties experienced by students in the classroom and in the laboratories, if any.

b) Analyzing the academic performance of the students after each assessment test and finding ways and means of improving the performance of the students.

c) Minutes of the Meeting shall be prepared and recorded.

d) Communication of minutes of each meeting to the faculty members, students and other stakeholders.

e) The IAAC shall ensure the highest standards of academic integrity and adopt utmost transparency.

f) Identification of areas for academic support to the students and recommend remedial measures.

g) Any Points requiring action from the University shall be brought to the notice of the Director, Academic Courses, through the respective Head of the Institution, for necessary action.

8. Class Timings

The classes are usually scheduled between 09:00 AM to 04:45 PM with necessary recesses and lunch break. Regular classes are scheduled 5 – days in a week, from Monday to Friday. The course instructors may also schedule some additional classes / exams / activities with prior approval of the respective Head of the Institute.

9. Registration of Courses

9.1 Each student admitted is required to register before the commencement of each semester to undergo the courses during that semester as per the academic calendar. Registration is a very important procedural part of the academic system for ensuring that the student's name is on the roll list.

9.2 Registration of courses shall be only through the web-based system within the prescribed dates as per the Academic Calendar. The submitted registration will be considered auto approved and hence students are advised to carefully complete the registration process. Responsibility for completion of the registration process on time, rests with the student and the student shall approach the Head of the Department / Head of the Institute, for any

clarifications.

9.3 A student shall note - register for the courses which are successfully completed by the student, for any reason(s) whatsoever.

9.4 Students shall register the courses in a semester, subject to the maximum credit limit of 36 per semester that includes courses Shortage of Attendance.

9.5 Students shall add or drop courses using the online registration system during the period specified for this purpose in the Academic Calendar. Each add / drop request shall be processed by only the Head of the Institution concerned, considering necessary pre-requisites, and other conditions (if any) for the same. Any drop / add of courses shall be communicated to 'The Principal within 10 working days from the commencement of the academic session. Under any circumstance drop / add of course in registration process shall not be entertained after 10 working days from the commencement of the academic session. The following rules shall be adhered for add/ drop of course(s).

(i). Advancement of courses with prior approval of the respective Head of the Institute shall be completed by a student only before the start of every semester. These courses shall be registered by a particular student.

(ii). Dropping of a course can be done within 7 working days from the start of academic session and under any circumstances dropping of a course shall not be allowed after 7 working days.

9.6 If PE courses are not successfully completed by a student, in a particular semester, student shall be permitted to opt for alternate course(s) under these categories in the subsequent semester(s).

9.7 A student can choose all the PE Courses either from one of the Streams or a combination of courses from more than one Streams in a semester. Minimum registration of 25% students is required to offer a PE course.

9.8 PE Courses shall be selected in the specialized groups given as Streams.

Students shall choose the courses from various Streams as specified in the respective curriculum.

9.9 Students shall be permitted to register additional courses over and above the courses prescribed in the respective curriculum, under PC / PE category in

any programme with the prior permission of the Head of the Institution. The credits earned shall be printed in the grade sheet and shall not be considered for the computation of CGPA.

9.10 Value-Added(VA)Course(s)

(i). Students have the option of registering for Value Added (VA) Course(s) and the credits earned after successful completion of VA courses shall be featured in the Grade sheet. However, credits earned (if any) will not be considered for computation of CGPA. Students shall be allowed to take these courses offered in other Departments also, but with the permission of the Head of the Institution concerned.

(ii). Syllabus content, time table and faculty for conduct of VA course(s) shall be placed before the Departmental Advisory Committee (DAC) for making recommendations. DC shall be constituted by the Head of the Institute, consisting of,

1. Head of the Department concerned
2. A Professor / Associate Professor from parent department
3. A Professor / Associate Professor from allied department
4. Assistant Professor from the Parent Department
5. Faculty Advisor(s) of the class.

(iii). The recommendations of DAC shall be sent to 'The Principal, within 30 working days from the commencement of a semester for offering VA course(s) in the subsequent academic semester.

(iv). The result(s) of VA Course(s) shall be printed in grade sheet, only upon successful completion of the course. However, the credits earned shall not be considered for computation of CGPA.

9.11 Off Campus (OC) Course(s)

(i). Student shall have the option of registering courses in physical / online / hybrid mode with other institutes or online platforms in a semester (except VIII semester), with prior permission from the Controller of Examinations. The Department concerned shall notify and obtain such proposals from the interested students, within ONE month from the commencement of a

semester, ***for undergoing the OC course(s) in the subsequent semester***. Such proposals shall be processed through the above-said DAC and recommendations of the DAC shall be submitted to the Controller of Examinations, 30 working days before the last working day of the semester. Repetition of courses already registered / completed shall not be permitted. Post-facto permissions shall not be entertained under any circumstances.

(ii). Students shall opt the OC Course(s) offered

a) By SWAYAM / NPTEL portal.

b) By State / Central funded Universities or Institutions, which are in the top 25 positions in the latest 'National Institutional Ranking Framework' (NIRF) ranking. NIRF ranking is based on respective stream for PE Course and based on any stream for OE Course.

c) Directly by foreign Universities within QS ranking 500 for the last three years and not through Edutech platforms.

d) By State / Central Research Laboratories or Institutions (other than Universities & Colleges) or Companies / Firms (manufacturing, software or service) related to the programme and involved in transfer of knowledge (provided the knowledge transferring company is a spinoff from an Engineering / Technology practicing Industry) and sharing the experience of the respective industry.

(iii). Maximum number of courses that a student can undergo is 'THREE' for the above clause 10.11 (ii) a) – d). Number of courses that can be registered shall not exceed 'TWO' per semester, subject to the maximum credit limit of 36, in a semester.

(iv). Student shall also undergo OCC in the 'University abroad' under students' exchange programme through Centre for International Relations of Anna University (refer Student Exchange Guidelines). Number of courses to be undergone by a student in the 'University abroad' shall be as per the MoU & Learning agreement. In this case, the academic content and delivery shall be in consonance with the Institution academic standards and norms. Upon successful completion of the courses, the credits earned by the student shall be transferred as per the learning agreement. The Head of the Institution shall be the nodal officer for coordinating all the activities in

offering the OC Course(s) to the students, as per the Institute guidelines in force, from time to time.

(v). A Coordinator shall be nominated as a Single Point of Contact (SPoC) by the respective Head of the Department, for coordinating all the activities related to the OC Course(s).

(vi). Advancement of courses, if any shall be permitted as per Clause 9.5.

10. Attendance Criterion

10.1 The students are expected to attend all the classes without fail. Attendance of the student in each course is calculated from

$$\% \text{ of attendance} = \frac{\text{Actual No. of Classes attended}}{\text{Total No. of Classes conducted}} \times 100$$

10.2 The Institutions mandates a minimum overall attendance of 80%. This overall attendance percentage is calculated by taking average of student's attendance in all the registered courses in a semester. For example, if a student has attendance of ATT1, ATT2, ATT3, ATT4, ATT5 and ATT6 in the registered Course 1, Course 2, Course 3, Course 4, Course 5 and Course 6, respectively in a semester, then overall attendance of such student's is calculated from

$$\% \text{ of Overall Attendance} = \frac{(ATT1 + ATT2 + ATT3 + ATT4 + ATT5 + ATT6)}{\text{Total No. of Classes conducted for 'SIX' courses}} \times 100$$

Overall percentage of attendance in a semester for a student is calculated from,

$$\% \text{ of Overall Attendance} = \frac{\text{Actual No. of periods attended in all registered courses (AP)}}{\text{Total No. of periods conducted in all registered courses (TP)}} \times 100$$

10.3 For medical reasons, if a student is not able to attend classes, 'Medical Certificate' shall be furnished to the Head of the Institute concerned, within 5 days from the date of reporting back for class work. In the event of student not able to secure 80% attendance, but has at least 70% attendance, such 'Medical Certificate' shall be considered, with the approval of the Head of the Institute. In this case, the overall percentage of attendance in all the registered courses in a semester is calculated from clause 10.2 of this regulation with inclusion of 'number of periods during the medical emergency

(MEP)' as below;

$$\% \text{ of Overall Attendance} = \left(\frac{AP}{TP - MEP}\right) \times 100$$

The student shall be permitted to appear in the End Semester Examinations, if the overall attendance in each registered course is 75% and above.

10.4 Under any circumstances, medical certificate(s) submitted after the due date, as stipulated in Clause 10.4 shall not be accepted and in this case, % of attendance of the student is calculated as given in Clause 10.1.

10.5 The student shall be prevented from appearing in the end semester examination for all courses in a semester, if the overall attendance secured by a student is less than 80%. Such prevented student shall not be permitted to go to next semester. Importantly, such prevented student shall be permitted to rejoin the programme in the semester of prevention, during only in the next academic year and undergo all the courses. If the academic regulation is changed, addition / deletion of course(s) shall be prescribed by the Controller of Examinations, and such student shall undergo additional courses, if any for completion of the programme.

10.6 The students should get prior approval from the Head of the Institution to attend campus recruitments, seminars, project works, internships, co-curricular and extra-curricular activities. Only upon prior approval of Head of the Institution, attendance for the above said activities shall be considered as 'ON-DUTY'. Students shall be permitted to avail only 10% of total working days in a semester. However, student participating in sports activities, representing the institution in the University / State / National / International Level, shall be permitted to avail ON-DUTY without any restriction period of 10%, only with prior approval of the Head of the Institution. Additional classes shall be conducted by the Institute to the student(s) who are participating only in above said Sports activities so that such students shall attain the prescribed overall percentage attendance to appear in the End Semester Examinations.

10.7 The list of students eligible for appearing in the end semester examination(s) and prevented from writing the end semester examination(s) shall be published by the Controller of Examinations within THREE working days from the last working day of a particular semester.

10.8 A student, if eligible for appearing in the end semester examinations shall be allowed to withdraw the course(s) for bonafide reason(s), only with prior approval of the Head of the Institution. In case of medical emergencies alone, post-facto approval may be accorded with prior intimation received from the student or parent or guardian to the Head of the Institution. Students shall appear for the 'End Semester Examination' in the subsequent semester. The course(s) withdrawn shall not be considered as an appearance for classification of degree.

11. Break of Study

11.1 Students shall be permitted to avail ONE 'Break of Study' for a period of ONE year (Two consecutive semesters) in the entire two years of the programme for bonafide reasons (such as hospitalization / accident / Specific illness) only. However, Break of Study shall also be granted for above-said bona fide reasons, for a period of SIX months (One semester) to the students who have already completed up to the pre-final semester of the programme. The student shall apply for Break of Study to the respective Head of the Institution through email / letter, which in turn shall be forwarded to the Director, Centre for Academic Courses for further action. Under any circumstances, student shall not be permitted to request for Break of Study retrospectively and also request for Break of Study will not be accepted after t he generation of 'Prevention list'. Duration of the Programme, is'as given in Clause 5.2 includes the period of above approved Break of Study.

11.2 Students who are granted 'Break of Study', shall be allowed to appear for the End Semester Arrear Examinations for backlog courses, if any, during the period of Break of Study.

12. Unauthorized Absence

If a student has not reported officially to the Institution for the entire duration of the semester, without any prior written request (hardcopy or email to official ID of the respective Head of the Institution) for 'Break of Study', Head of the Institute shall send the intimation on unauthorized absence to such Student / Parent / Guardian through email / registered post. Considering students' welfare and the natural justice, Head of the Institute shall inform such Student / Parent / Guardian a minimum of three times periodically in a semester on the unauthorized absence. If a student has not reported after three intimations, then the Head of Institution shall send the list of such student(s) to 'The Director, Centre for Academic Courses'. Upon verifying all relevant records, admission of such student(s) shall be cancelled by the University and this decision shall be communicated to competent state authority for students' admission.

13. Re-joining the Programme

After the end of approved 'Break of study' period, student shall be permitted to re-join the programme in that particular semester, for which' Break of Study' has been granted to the student. Student(s) shall re-join the programme within TEN working days from the date of commencement of semester. Under any circumstances, the period of rejoining shall not be extended. Regulations & Curriculum in force for the specific semester, at the time of re-joining shall be applicable to such student(s). Appearance of the student (including absence) in the end semester examinations for these courses in that particular semester shall be considered as 'First Appearance'. If there is any change of Academic Regulations & Curriculum, the student shall undergo additional course(s) or get exemption from undergoing the course(s), as recommended by the committee, constituted by the Director, Centre for Academic Courses, for this purpose. Addition / exemption of course(s) if any due to change of regulations at the time of re-joining shall be prescribed to the student within FIFTEEN working days from the date of rejoining and the intimation shall be sent to the Head of the Institute.

14. Disciplinary Proceedings

Students faced with disciplinary action for any serious offence (For example: ragging,

misbehaviour, etc.), the disciplinary committee of the Institute shall conduct a detailed inquiry within SEVEN working days from the date of cognizance of such incident(s). Disciplinary committee of the institute shall be constituted by the Head of the Institution consisting of following members;

1. Head of the Institute - Chairperson
2. Head of the Department of the student(s) concerned - Member 1
3. Head of the Department from other department - Member 2
4. Professor / Associate Professor from other department - Member 3
5. Professor / Associate Professor (Women) from other department - Member 4
6. Faculty Advisor of the respective student - Member 5

Head of the Institution shall in turn forward the committee report with remarks to the Director, Centre for Student Affairs. If the recommendations of the committee suspension more than one week or debarring for a semester or issuance of Transfer Certificate, then Committee report shall be placed in the Students' Grievance Redressal committee and appropriate disciplinary action shall be taken against the student, if charges are proved. Representation of the students shall be considered, in all the stages of the enquiry, before imposing any penalty to the student(s).

15. Vacation

There are two vacations (winter, summer) in an academic year. Period of both vacations shall be announced in the academic calendar.

16. Teaching & Evaluation

16.1 Each course is conducted by a 'Course Instructor', who has the overall responsibility for successful conduct of class work. Responsibilities of the Course Instructor include the maintenance of attendance and assessment records for the courses handled.

16.2 Semester-wise performance assessment of the student is evaluated through continuous assessments & end semester examinations, and in some courses through continuous assessments only.

16.3 ***For' Theory (T) Courses'***, evaluation shall be through continuous assessments and end semester examination. Each course under theory type in the respective curriculum, students' performance shall be evaluated for a maximum of 100 marks. Continuous assessment shall have the weightage of 40%, & End semester examination shall have the weightage of 60%.

(i). Continuous assessments comprise of two Internal Examination (IE) and activities as prescribed in the syllabus content of the respective course. For each IE, there shall be a minimum of ONE 'activity' which include tutorials, assignments, group assignments, quizzes, etc, as prescribed in the respective course syllabus. Weightage for IE and activities is provided in Table2. Average of marks obtained in two assessments, shall be taken as Continuous Assessment marks for a particular course.

Table 2 – Weightage for Continuous Assessment in Theory (T) Courses

Assessment–I	Assessment–II	Activities	Total
35%	35%	30%	100%

(ii). End semester examination shall be conducted for 100marks for a duration of THREE hours. However, for theory course with ONE credit End semester examinations shall be conducted for a maximum of 50 marks,with a maximum time duration of 90 minutes. Marks secured in such ONE credit theory course shall be subsequently converted into equivalent marks out of 100.

16.4 ***For 'Laboratory (L) Courses'***, evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 55%, Weightage of attendance 5% & End semester practical examination shall have the weightage of 40%.

(i). Continuous assessments will be based on turn-to-turn supervision of the student's work, submission of observation notebooks, activities as prescribed in the syllabus content of the respective course. Rubrics for each laboratory course shall be arrived by the course instructor, with approval of

the Head of the Department concerned, at the beginning of the semester. Weightage for continuous assessment is given in Table 3.

Table 3 – Weightage for Continuous Assessment in Laboratory (L) Courses

Evaluation of Student's work, Observation, Record, etc.	Activities
75%	25%

(ii). End semester practical examination shall be conducted for laboratory courses for 100 marks and this examination shall be scheduled preferably before the commencement of theory examinations in a particular semester.

16.5 ***For 'Project Work',*** evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the Weightage of 60% & End semester practical examination shall have the weightage of 40%.

i) The project work for M.B.A. Programme consists Project Work. The Project Work is to be undertaken during Semester IV.

ii) Project work shall be carried out under the supervision of a "qualified teacher" in the Department concerned. In this context" qualified teacher" means the faculty member possessing (i) PG degree with a minimum of 3 years experience in teaching or (ii) Ph.D. degree.

16.5.1 ***For Project Work in industry / Reputed Academic institution / Research institutions*** A student may, however, undergo Final Semester Project Work (M.B.A. Programme) in industry / academic institution of repute offering PG programmes in Engineering/Technology for a minimum of 16 weeks during the final semester. In such cases, the students shall undergo the Project Work and final year project work with the approval obtained from the Head of the institution.

The Project Work carried out in industry/academic institution of repute / research institutions need not be a continuation of Project Work. The Project Work shall be jointly supervised by a supervisor of the

department and an expert as a joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress. The review meetings, if necessary, may also be arranged in online mode with prior approval from the Head of the Institution and suitable record of the meetings shall be maintained.

16.5.2 ***For 'Internship cum Project Work'***, a student who are selected for the internship, shall work in a project in the industry concerned that mandatorily requires an internal guide & external guide. On receipt of the intimation letter / email regarding the internship, the Head of the Department concerned shall nominate a Guide and Co-Guide (if required), for smooth progression of the works and the list of such students' details shall be submitted to the Head of the Institute concerned.

a. Internal Guide is a faculty from the department of the student. An internal co-guide from other department may also be nominated by the Head of the Department concerned, based on the nature of the project work, if required.

b. An external guide shall be identified at the time of offering the internship to the students by the industry concerned and the external guide has to interact with the internal guide / co-guide at regular intervals for formulation, monitoring and completion of the project work. External guide shall be a review committee member for evaluating the progress of the work and performance of the student(s). Bonafide certificate for the completion of the 'Internship cum Project Work' shall be approved by both internal guide(s) and external guide.

c. Any confidential / Intellectual Property Rights matters related to the industry concerned, shall be discussed by the external guide from the industry, at the beginning of the internship cum project work with the student(s) and the internal guide(s), in order to arrive at the problem definition & formulation of objective(s) of the Internship cum Project Work.

d. For undergoing 'Internship cum Project Work' in hassle-free manner and also in the large academic interest of the students and also to maintain the quality of the project work, sufficient information and data shall be provided by the industry concerned to the student / group of students and the same shall be ensured by the internal guide(s) at the beginning and at regular intervals, for successful completion of the 'Internship cum Project Work'.

e.Students who are undergoing 'Internship cum Project Work' in the industries located in the vicinity of the Institution (60 km from the Institute) shall attend the review in physical mode. Whereas those students who undergo 'Internship cum Project Work' in the industries located beyond 60 km from the Institution shall be allowed to attend the review, either in physical or online mode. Importantly, the external guide shall attend the review, either through online or physical mode.

f.Evaluation of 'Internship cum Project Work' is as per Clause16.6.

16.6 The deadline for submission of final Project Report is 60 calendar days from the last working day of the semester in which project work / thesis / dissertation is done. However, the Project Work in the case of M.B.A. programmes shall be submitted within the last working day of the semester as per the academic calendar published by the University.

16.7 **Evaluation of Project Work**

(i). The evaluation of Project Work for M.B.A. shall be done and marks shall be allotted as per the weightages given in Clause (ii).

(ii). Evaluation of project shall be through continuous assessments (Three reviews at regular intervals), evaluation of project report and the final viva-voce examination. Project reviews shall be conducted by a committee constituted by the respective Head of the Department, comprising the Guide(s), Project Coordinator and one internal subject expert. Continuous assessment shall have a weightage of 60%.

Student(s) shall submit a project report and defend it in front of a panel of examiners to evaluate students' performance. Evaluation of Project thesis report shall have the weightage of 20% and the final viva-voce examination shall have

the weightage of 20%. Break-up of marks with weightage for continuous assessment and end semester examinations is presented in Table 4. For conduct oftheviva-voce examination, one internal from the respective department and one external examiner shall be nominated by the Controller of Examinations.

Table 4 – Weightage for Continuous Assessment & End-Semester Examination for Project Work

Continuous Assessment (60%)			End – Semester Examination (40%)			
			Project Thesis Report Evaluation		Viva-Voce	
Review I	Review II	Review III	Guide	External Examiner	External Examiner	Internal* Examiner
10%	20%	30%	10%	10%	10%	10%

** Guide should not be the Internal Examiner, In case of Guide as Internal Examiner a reserve examiner will be appointed for that particular batch of students.*

(iii). The Project Report prepared according to approved guidelines as given by the Director, Centre for Academic Courses and duly signed by the supervisor(s) and the Head of the Department concerned shall be submitted to the Head of the Institution.

16.8 **(i) Practical / Industrial Training, Summer Project**, if specified in the Curriculum shall not exceed the maximum duration of 4 weeks and should be organized by the Head of the Department for every student.

At theendofPractical/IndustrialTraining,SummerProject,thestudentshall submit an Attendance certificate from the organization where he/she has undergone training and also a brief report. The evaluation for 100 marks will becarriedoutinternallybasedonthisreportandaviva-voceExaminationwill be conducted by a Departmental Committee constituted by the Head of the Institution. The attendance certificate submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examination.

(ii) Seminar, Case study

Seminar / Case study course is to be considered as purely INTERNAL (with 100% internal mark sonly). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar,

marks can be equally apportioned. A three member committee appointed by Head of the Institution consisting of course coordinator and two experts from the Department, will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper (40%), presentation (40%) and response to the questions asked during presentation (20%).

16.9 ***For 'Internship / Training'***, a student shall undergo 'Internship / Industrial Training' for a period as stipulated in the respective curriculum of the Programme. The industry in which the student proposes to undergo Internship / Industrial Training, shall involve in Design / Fabrication / Production / Manufacturing / Testing / Research & Development / Services, etc. in alignment with the fields related to the programme.

After completion of the Internship / Industrial Training, the student shall submit a report, describing the observations, skills acquired, usefulness, etc., along with the attendance certificate issued by the industry concerned. Evaluation shall be carried out by the committee comprising of three faculty members, and a representative from the industry concerned (preferably Unit Head) constituted by the Head of the Department and one among the faculty shall be nominated as the coordinator. Marks are awarded to the students based on the evaluation with the weightage of 40%for report evaluation, 30% weightage for presentation and 30% weightage for viva-voce examination (out of which 10% marks from the industry concerned), as presented in Table 5. In case of pre-occupation of the industry representative for the conduct of viva-voce examination, then the marks awarded by the representative shall be obtained through email.

Table 5 – Weightage for Continuous Assessment of Internship / Industrial Training

Report	Presentation	Viva-Voce
40%	30%	30%

16.10 **Self-Learning Course (SLC)**

(i). Students shall undergo 'ONE' SLC in the entire programme as prescribed in the respective curriculum of PG Programmes. This

course shall not be a part of any other course prescribed in the respective PG curriculum, but should be relevant to engineering and technology.

(ii). Students shall opt for the courses offered by SWAYAM / NPTEL as well as State / Central funded Institutions **OR** Research Laboratories, which are in the top 25 positions in the latest NIRF ranking **OR** Foreign Universities with in QS 500 rankings **OR** list of EduTech firms approved by the University, from time to time. The learning platform should have a clear process of awarding grades / marks to the students.

(iii). Students shall submit a request with a maximum of three interested SLCs to the Head of the Department concerned along with the details of course contents, Name & Affiliation of the instructor, Mode of evaluation, etc., at least 'ONE MONTH' before the end of the ongoing semester, for undergoing SLC in the subsequent semester. List of proposed SLC shall be placed in the IAAC for consideration. The recommended proposals shall be forwarded to the Principal.

(iv). In case the SLC under gone by the student fetches more than one credit, only one credit shall be taken for computation of CGPA, upon successful completion of the course.

16.11 In summary, the weightage for Continuous Assessments & End Semester Examination for various category of courses is given in 'Table 6' as follows.

Table 6 – Summary of Weightages for Continuous Assessments & End Semester Examination for various category of courses

S. No.	Type	Continuous Assessments	End-Semester Examinations
1.	Theory	40%	60%
2.	Laboratory	60%	40%
3.	Project Work	60%	40%
4.	Internship	100%	---

16.12 **Passing Criteria in a Course**

A Student is declared 'PASS' in a course upon satisfying the following conditions.

(i). ***For Theory, Laboratory Integrated Theory & Laboratory course***, student shall secure a minimum 45% of marks in the end semester examination and also obtain a minimum 50% marks in total, combining both Continuous assessments and End semester examination.

(ii). ***For Project Work / Internship cum Project Work***, student shall secure a minimum 45% of marks in the end semester examination (Project report evaluation & Viva-Voce examination) and also obtain a minimum 50% marks in total combining both 'Continuous assessments and End semester examination (Project report evaluation & Viva-Voce examination)'.

(iii). ***For Internship / Industrial Training***, student shall secure a minimum 50% of marks in the continuous assessments.

(iv). ***For 'Industry Oriented Courses' under SD Category***, student shall secure a minimum 50% of marks in continuous assessments.

16.13 **Publication of Results and Revaluation**

(i). Publication of examination results shall be within TWENTY working days from the date of completion of regular end semester examinations of a particular programme.

(ii). After publication of end semester examination results, student shall apply for revaluation of the answer script(s), as per the guidelines prescribed by the Controller of Examinations from time-to-time.

(iii). Student shall not be permitted to apply for revaluation of the answer script(s) for the course(s) in which the students' performance is evaluated only based continuous assessment.

(iv). Student shall not be permitted to apply for revaluation of the answer script(s) for the course(s) offered under SD category.

(v). The COE will arrange for the revaluation and the results of revaluation shall be published within 15 days from the last date for submission of application for revaluation answer script, as notified by the Controller of Examinations.

16.14 **NOT SATISFYING 'PASSING' CRITERIA**

A student who has not satisfied the passing conditions in,

(i) ***Project Work, Theory and Lab, Summer Internship***, a supplementary viva-voce examination shall be conducted within a minimum period of 30 days from the date of publication of results. If the student is not able to successfully complete the course in the supplementary examination, then the student has to repeat the course in the ensuing semester.

(ii) ***Industry Oriented Courses under SD category***, re-examination shall be conducted within a minimum period of 10 days from the date of publication of results. If a student does not successfully complete the IOC in the re-examination, registration of the particular IOC shall stand cancelled. Student shall register for the same IOC / any other IOC,inthe ensuing semester.

17. Grading of Courses

17.1 The grades and corresponding grade points are given in Table 7.

Table 7 – Grading of Courses

Grade	Description	Grade Points
S	**Outstanding** performance with respect to course learning objectives; exhibits original and creative thinking, and demonstrates the ability to analyze critically and Synthesize information	10
A+	**Excellent** performance with respect to course learning Objectives and creative thinking	9
A	**Very Good** achievement with respect to course learning objectives	8
B+	**Good** achievement with respect to course learning objectives	7
B	**Above Average** achievement with respect to course Learning objectives	6.5
C+	**Average** achievement with respect to course learning objectives	6
C	**Satisfactory** achievement	5
U	**Re-appearance**	0
SA	**Shortage of Attendance**	0
WC	**Withdrawal of Course**	0

17.2 Absolute grading system shall be followed for all category of courses. Range of marks for corresponding grades is presented in Table 8.

Table 8 – Range of Marks for Grades

S	A+	A	B+	B	C+	C	U
91– 100	81–90	71–80	66– 70	61– 65	56 – 60	50– 55	<50

18 Calculation of Grade Point Average (GPA) / Cumulative Grade Point Average (CGPA)

18.1 Two parameters, Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) are used to evaluate the academic performance of the student.

18.2 The GPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester. For example, if a student passes five courses (Theory / Laboratory / Project / Seminar etc.) in a semester with credits C1,C2,C3,C4 and C5 and the students' grade points in these courses are g1,g2, g3, g4 and g5 respectively, then GPA of the student is calculated as:

$$GPA = \frac{(C1 \times g1)+(C2 \times g2)+(C3 \times g3)+(C4 \times g4)+(C5 \times g5)}{(C1+ C2 + C3 + C4 + C5)}$$

18.3 At the end of each semester, the student is given with a semester wise grade sheet. This is a consolidated list of courses registered and grades obtained in that particular semester along with the appropriate GPA calculation.

18.4 The CGPA indicates the overall academic performance of a student and is computed to two decimal places in the same manner as the GPA, except that all the courses registered up to and including the latest completed semester. Grades obtained after successful completion of additional courses, that are not mandatory for minimum requirement for award of degree, shall not be considered for computation of CGPA. However, results of these courses will be printed only in the grade sheet.

18.5 If the student is absent for the registered course in the End Semester Examination(s) or Viva-Voce Examinations or absent for the assessments incase of courses evaluated only through continuous assessments, this absence shall be

considered as an appearance for the purpose of classification of degree.

18.6 If a student opts to drop PE Courses(s) as per the Clause 9.6, this appearance in the particular PE Course shall be considered as an appearance for the purpose of classification of degree.

18.7 After successful completion of the courses as required for the award of degree, as per the curriculum, a consolidated grade sheet shall be printed and issued to all the students through respective Head of the Institute.

18.8 The percentage of marks shall be printed in the consolidated grade sheet from the CGPA earned using,

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

19 Award of Degree

19.1 A student is deemed to have completed the requirements for the award of degree, if the student has:

- ❖ Successfully completed all courses as per the respective curriculum of the discipline satisfying the minimum credit requirement and other academic requirements for the programme.
- ❖ No pending disciplinary action against him / her.

19.2 The award of Degree shall be approved by the 'Syndicate'.

19.3 A student, who fulfils the following criteria shall be shall be declared to have successfully completed the degree programme classified under **'First Class with Distinction'**.

(i) Should have passed the examination of all the courses prescribed in curriculum of the respective programme in the 'FIRST APPEARANCE'

It self, within the prescribed duration as per Clauses 5.2 (i), 5.2 (ii), and 5.2(iii) of this regulations,

(ii) Should have secured a CGPA of at least 8.50.

(iii) Should not have been prevented from appearing for any end semester examination(s), for the courses prescribed in the curriculum.

19.4 A student who fulfils the following criteria shall be declared to have successfully completed the degree programme as **'First Class'**

(i). Should have passed the examination of all the courses within the

prescribed duration as per Clauses 5.2 (i), 5.2 (ii), and 5.2 (iii) of the regulations.

(ii). Should have secured a CGPA ofatleast6.50.

(iii). Should not have been prevented from appearing for end semester examination.

19.5 A student who fulfils the following criteria shall be declared to have successfully completed the degree programme as **'Second Class'**

(A) (i) Should have passed the examination of all the courses within the prescribed duration as per Clauses 5.2 (i), 5.2 (ii), and 5.2 (iii) of the regulations.

(ii) Has secured a CGPA below 6.50.

(OR)

(B) Should have passed the examination of all the courses within the prescribed duration as per Clauses 5.2 (iv) and 5.2 (v) of the regulations.

20 Academic Audit

The Controller of Examinations shall initiate the academic audit process once in every semester, by inviting external expert(s) approved by the competent authority. The Controller of Examinations shall make the arrangements for the conduct of Academic Audit.

20.1 Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for continuous assessments, end semester examinations, practical assignments, mini projects and conduct of practical classes and the evaluation.

20.2 Co-curricular and extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students.

20.3 Academic functioning of the Institute encompassing students, faculty and administration covering punctuality, attendance, discipline, academic environment, learning ecosystem, academic achievements and benchmarking.

20.4 The quality criteria prescribed by statutory bodies.

20.5 Academic documents of PG programmes for a particular batch of students

shall be kept for a period of 'THREE' years after the end of programme duration.

20.6 Academic audit report and subsequent action taken in every academic year shall be placed in Academic Council meeting for continuous improvement towards the academic excellence.

21 Revision

Not with standing all that has been stated above, the Institution has the right to modify any of the above regulations, based on the recommendations of the Academic Council, from time to time.

*****