M.TECH REGULATIONS

AUTONOMY SCHEME - 2022

Version 1.0August 2022

MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY

Autonomous College affiliated to APJ Abdul Kalam Technological University

Mar Ivanios Vidyanagar, Nalanchira P.O., Thiruvananthapuram-695 015,

Kerala, INDIA.

www.mbcet.ac.in

MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY
(Autonomous)
Thiruvananthapuram – 695 015

VISION OF THE INSTITUTION

To be an Institution moulding globally competent Professionals as epitomes of Noble Values.

MISSION OF THE INSTITUTION

To transform the Youth as technically competent, ethically sound and socially committed professionals, by providing a vibrant learning ambience, for the welfare of humanity.
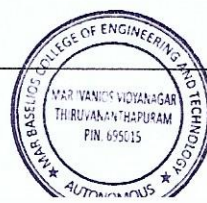
M. TECH REGULATIONS APPROVAL

Authority	Date of Approval
Academic Council (AC)	15-11-2022

Principal

CONTENTS

Abbreviations and Definitions

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Academic Year	The academic year consisting of two consecutive (one odd + one even) semesters.
AICTE	All India Council for Technical Education
BoS	Board of Studies
CGPA	Cumulative Grade Point Average
CIA	Continuous Internal Assessment
CLAC	College Level Academic Committee
CoE	Controller of Examinations of the College
DAC	Disciplinary Action Committee
Discipline	The branch of M.Tech degree programme or the broad branch of engineering. Example: Civil Engineering, Mechanical Engineering etc.
DLAC	Department Level Academic Committee
DTE	Director of Technical Education
ESE	End Semester Examination conducted by the CoE
HoD	Head of the Department
IQAC	Internal Quality Assurance Cell
KTU	APJ Abdul Kalam Technological University also referred to as 'University'
MBCET	Mar Baselios College of Engineering and Technology also referred to as 'College'
MOOC	Massive Open Online Course
M.Tech	Master of Technology
Private Candidate	A student who has not completed the M.Tech programme within the stipulated maximum duration, but permitted to appear in the ESE.
PWD	Person with disability
SGPA	Semester Grade Point Average
TA	Teaching Assistance
UGC	University Grants Commission

Introduction

Mar Baselios College of Engineering and Technology (MBCET) (hereinafter referred to as College) has been conferred autonomous status by the University Grants Commission in July 2020. APJ Abdul Kalam Technological University (affiliating University) (hereinafter referred to as University) has notified the conferment of autonomy in September 2020, based on the directives from the Government of Kerala. The College has adopted Outcome Based Education (OBE) as the broad framework for instruction and evaluation. Examinations shall be governed by the principles of Outcome-Based Education that truly reflect the international viewpoint about the teaching-learning process. These regulations are for the Two Year Master of Technology (M.Tech) Programmes being offered by the various Departments. The Regulations for the M.Tech Programmes was first formulated in 2020. Considering the need fir upgrading the curriculum and syllabi in line with the requiremnts of the industry and to align with the National Education Policy 2020, the Regulations are now revised. The Regulations shall be applicable prospectively for the batches admitted from the year 2022 onwards.

R1. Short Title, Application and Commencement

R1.1 These regulations shall be called the Mar Baselios College of Engineering and Technology M.Tech Regulations, 2022.

R1.2 These regulations are subject to the provisions of the University Grants Commission (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2018. It is the express understanding that these regulations are subject to the approval of the concerned statutory bodies of the College.

R1.3 These regulations along with all the amendments thereto, shall be binding on all parties concerned, including the M.Tech (Regular) Degree students admitted to the College from 2022 onwards, Faculty, Staff, and the College.

R1.4 The provisions contained in these regulations shall govern the policies and procedures on the admission and registration of students, imparting instructions of course, conduct of the examination, evaluation, and certification of student's performance leading to the award of M.Tech Degree.

R1.5 In all matters related to the interpretation of the provisions in these Regulations, the decision of the Board of Governors of the College shall be final.

R2. Eligibility for Admission

R2.1 The candidate shall be an Indian National.

R2.2 The eligibility for admission shall be as decided by the APJ Abdul Kalam Technological University (KTU) or the competent statutory authority for admissions from time to time.
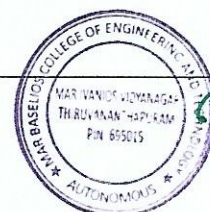
R2.3 The candidate should have B.Tech. Degree in the appropriate branch from KTU or Bachelor's degree in Engineering from other Universities approved by AICTE/UGC, approved Deemed Universities in India and recognized to be eligible for higher studies by KTU.

R2.4 In case of candidates who have an Undergraduate Degree in Engineering from foreign universities, an eligibility certificate from KTU is to be produced.

R2.5 The CGPA/ marks requirement for all categories of admission (General, SEBC, SC/ST) is as per the prevailing University and DTE notifications in this regard.

R2.6 Candidates, who have passed AMIE/ AMIETE Examinations and satisfying the following conditions, are also eligible for admission. i) They must have a valid GATE score. ii) A minimum of 55% marks for section B in AMIE/AMIETE examination.

R2.7 Sponsored candidates from Industries, R&D organizations, National Laboratories as well as Educational Institutions, with a Bachelor's degree in Engineering are eligible for admission to the M.Tech programme.

R2.8 Sponsored candidates must have a minimum experience of three years in the relevant field and must be sponsored by University or Industry/Teaching/Research Organizations of Centre/State Government/Private or by Private Engineering Colleges approved by AICTE.

R2.9 Admission shall normally be restricted to those with valid GATE score. However, this stipulation is relaxed in the case of sponsored candidates. In case if the seats remain vacant due to lack of candidates with valid GATE score, candidates without valid GATE score will be considered. Admission to such seats will be made on the basis of their CGPA/% marks scored in their Engineering Degree.

R2.10 The reservation policy of the Government of Kerala shall be followed in admission to the Government seats.

R2.11 Notwithstanding all that is stated above; the admission policy may be modified from time to time by the University. All such modifications shall be applicable to the admissions to the M.Tech programme of the College.

R2.12 The maximum number of seats under various categories shall be as per the intake as approved by the AICTE, State Government and KTU.

R2.13 The Branches/streams of study and number of students admitted shall be based on the approval by the AICTE and KTU.

R2.14 A student admitted to a branch/stream of study shall continue to study in the same branch/stream.

R2.15 The norms for admission, physical fitness and mode of admission shall be as prescribed by the Director of Technical Education (DTE) from time to time.
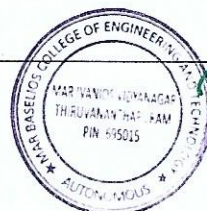
R2.16 If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the College or the University or the statutory body concerned, the Principal shall revoke the admission of the candidate and report the matter to the University.

R2.17 50% of the total seats for each programme shall be Government seats and 50% shall be management quota seats. All candidates seeking admission to the Government seats have to submit application form to DTE and also to the College. The selection shall be based on the DTE rank list and the prevailing reservation policy. The admission rank list will be published in the College website. The management quota seats include Management merit seats, Sponsored seats and NRI seats. Admission to these seats shall comply with the regulations in this regard stipulated by the Government and the University.

R3.   Migration from other Universities

R3.1 Migration from other Universities shall be permitted and performed as per the provisions in the KTU M.Tech Regulations.

R4.   Structure of M.Tech Programme

R4.1 Duration of the Programme:

The minimum duration of M.Tech programme will normally be two years consisting of four semesters. The maximum duration which a student can take to complete a programme shall be as follows:

Maximum duration is 2 years more than the minimum duration (In Years) prescribed for completion of the programme. Under exceptional circumstances, a further extension of one more year may be granted subject to approval of the University for the requisition made by the student. The request made by the student for duration extension shall be recommended by the Principal with valid justification. During the extended period (beyond maximum duration) the student shall be considered as a private candidate and not eligible for first class.

R4.2 All the M.Tech programmes shall be structured on a credit-based system following the semester pattern having continuous evaluation.

R4.3 Every M.Tech programme shall have a curriculum and syllabi approved by the Academic Council. The curriculum of the M.Tech programme shall be normally modified/ updated once in three years. However, innovative elective courses can be included as and when required, on the recommendations of the respective Board of Studies (BoS) and subject to the approval of the Academic Council. The syllabus may be revised/updated every year. All revisions shall be based only on the recommendations of the BoS concerned and shall be approved by the Academic Council.

R4.4 First and second semester of the M.Tech programme shall have a minimum of 75 instruction days followed by the end semester examination (ESE). Third semester shall

have a minimum of 60 instruction days followed by the ESE. Fourth semester shall have a minimum of 90 instruction days followed by the ESE. The total contact hours shall not exceed 29 hours per week including Teaching assistance.

R4.5 Nomenclature of Programmes: The nomenclature and its abbreviation given below shall be used for the M.Tech degree programmes.

> Example 1: Postgraduate (PG) engineering degree of academic programme in Structural Engineering shall be mentioned as M.Tech in Structural Engineering (Discipline: Civil Engineering).

> Example 2: PG engineering degree of academic programme in Tele-communication Engineering shall be mentioned as M.Tech in Telecommunication Engineering (Discipline: Electronics and Communication Engineering).

R4.6 Academic Calendar:

The College shall publish in its website the academic calendar for every academic semester indicating the commencement of the semester, the beginning of instruction, the course registration date, the schedule of class committee meetings, the schedule for continuous assessment test for theory courses, dates by which laboratory/practical evaluations shall be completed, date for finalization of internal marks, last instruction day in the semester, and planned schedule of ESE. It shall also indicate approved holidays falling within the semester.

R4.7 The academic work in each semester shall consist of course work, mini-project, lab and dissertation/ research project work as specified for each programme. The curriculum is so drawn up that the minimum number of credits for successful completion of the M.Tech programme of any specialization is 68.Each programme will consist of

a) Core courses (Discipline core courses and Programme core courses)

b) Elective courses (Programme electives and Industry/ Interdisciplinary electives)

c) Audit course

d) MOOC

e) Research Methodology & IPR

f) Mini-project

g) Laboratory work

h) Dissertation/Research project work/Internships

R4.8 The course credits are fixed based on the following norms:

(i) Lectures: 1 hour per week is assigned one credit

(ii) Practical/ Mini-project: 2 hours per week is assigned one credit

(iii) Dissertation/Research Project: 1.5 hours per week is assigned one credit.

The distribution of credits for the course work is given in Table 1.

Table 1: Distribution of credits among the Semesters

Semester	Course work content		Credits allotted	Total credits allotted
I	Discipline core courses:	1 No	1 x 3 = 3	18
	Program core courses:	2 Nos	2 x 3 = 6	
	Program elective courses:	2 Nos	2 x 3 = 6	
	Laboratory course:	1 No	1 x 1 = 1	
	Research methodology & IPR:	1 No	1 x 2 = 2	
II	Discipline core courses:	1 No	1 x 3 = 3	18
	Program core courses:	1 Nos	1 x 3 = 3	
	Program elective courses:	2 Nos	2 x 3 = 6	
	Industry/ Interdisciplinary elective:	1 No	1 x 3 = 3	
	Laboratory course:	1 No	1 x 1 = 1	
	Mini-project:	1 No	1 x 2 = 2	
III	MOOC:	1 No	1 x 2 = 2	16
	Internship:	1 No	1 x 3 = 3	
	Audit course:	1 No	No credit	
	Dissertation/Research project Phase 1:	1 No	1 x 11 = 11	
IV	Dissertation/Research project Phase 2:	1 No	1 x 16 = 16	16
Total credits in all four semesters				**68**

R4.9 The medium of instruction shall be English. All examinations, project reports and presentations shall be in English.

R5. Course Registration and Enrolment

R5.1 It is mandatory for the students to register for the courses they intend to attend in a semester. Registration for the first semester is automatic for all the students admitted. From 2nd to 4th Semester, registration and enrolment shall be done at the beginning of each semester

R5.2 The dates for registration and enrolment will be given in the academic calendar.

R5.3 A student will become eligible for enrolment only if he/she has registered for all the courses listed in the curriculum of the previous semester and does not have any pending disciplinary

proceedings. In addition, he/she has to clear all dues to the College up to the end of the previous semester. Besides, a student should have fulfilled the credit requirement as given in Table 2 for registering to higher semesters.

Table 2: Minimum Cumulative Credit Requirements for Registering to Higher Semesters

Semester	Allotted credits	Cumulative credits	Minimum credits required
I	18	18	Not Applicable
II	18	36	Not Insisted
III	16	52	12 credits from Semester I
IV	16	68	Not Insisted

R5.4   The maximum number of credits a student can register (course registration) in a semester is limited to 6 credits in excess of the total credits allotted in the curriculum for that semester.

R5.5   In extraordinary circumstances like medical grounds, a student may be permitted to withdraw from a semester completely. Normally a student will be permitted to withdraw from the programme for a maximum continuous period of two semesters only.

R6.   Leave Rules for M.Tech Students

R6.1   M.Tech students are eligible for leave of 30 days in a year (15 days per semester). The intervening holidays will be treated as part of leave with provision of suffixing and prefixing holidays. In no way the leave rules would relax the attendance requirements for the students given in **R7**.

R6.2   M.Tech students shall apply to the HoD concerned for leave stating the specific reasons.

R6.3   M.Tech students shall be eligible to leave station for visiting other places preferably after completion of their course work or during vacations when there is no teaching work scheduled based on the recommendation by the supervisor(s) and approval by the HoD. The permission will be granted for library consultation, meeting experts, presentation of research papers/participation in the conferences/short term courses/symposiums etc., getting samples tested from other laboratories, using the laboratory facilities elsewhere, interaction with the External supervisor, and any other similar purpose. For these purposes, he/she shall be permitted for 30 days per year. The leave mentioned at Clause 6.1 shall be in addition to this.

R7.   Assessment Procedure

R7.1   All the courses other than Lab courses, Mini-project, MOOC, and Dissertation/research project Part I are evaluated through continuous internal assessment (CIA) and end semester examinations (ESE). The end semester examinations will be conducted by the College.

Lab courses, Mini-project, MOOC, and Dissertation/research project Part I have only CIA, they do not have any ESE.

R7.2 For all lecture-based courses, the maximum marks allotted for the CIA is fixed as 40, and that for the ESE is fixed as 60, unless otherwise specified in the curriculum. The assessment marks for all courses are listed in the curriculum.

R7.3 Students registered for a course have to attend the course regularly, meet the attendance requirements and undergo the entire evaluation procedure for the completion of the course. Credits for the courses are deemed to be earned only on getting at least a 'P grade' (Pass) in the composite evaluation.

R7.4 Continuous Internal Assessment (CIA):

The marks awarded for the continuous internal assessment shall be on the basis of the day-to-day work, micro project, course-based project/task, seminar, data collection/ interpretation, preparation of review articles, quizzes, periodic tests, etc. The faculty member (s) concerned shall carry out the continuous assessment for the course allotted to him/her. The CIA marks for individual courses shall be computed by giving weightage to the parameters as specified in the curriculum.

R7.5 The CIA marks obtained by the student for all courses in a semester shall be published as stipulated in the academic calendar. Anomalies if any shall be rectified before sending the CIA marks to the CoE. A copy of the CIA marks shall be kept with the concerned HoD for scrutiny and reference.

R7.6 The end semester examinations shall be held twice in a year: That is: April/May session (for even semesters) and November/December session (for odd semesters). However, the end semester examinations of the third/fourth semester shall be conducted in both the sessions.

R7.7 The eligibility criteria for registering to the end semester examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the ESE for any course is 75%. Students who get scholarships from the Central or State Governments or any other agencies are expected to have 100%attendance. However, under unavoidable circumstances students are permitted to take leave as per clause number 6. Leave of absence for a course is limited to 25% of the academic contact hours for the course. Students who do not meet these eligibility criteria are ineligible (identified by FE grade) to appear for the ESE.

R7.8 On medical grounds the Principal can relax the minimum attendance requirement for appearing for the ESE for any course to 65%. This is permitted for one or more courses registered in the semester. However, this concession is applicable only to any one semester during the entire programme.. The CoE shall keep all records which led to the decision on attendance relaxation, for verification by the Academic Auditor.

R7.9 The Principal can grant attendance relaxation (duty leave) to the students for organizing extra/co-curricular activities, up to a maximum of 5%. Students should produce required documents countersigned by the HoD of Physical Education in the case of sports activities or the PG Programme coordinator in the case of other extra/co-curricular activities, as the case may be, within ten days of the event, for awarding the relaxation. The documents thus produced shall be forwarded to the Principal, with due recommendation of the HoD. Under any circumstances, the documents shall not be considered if the overall attendance of the candidate is less than 65%. Late applications received shall not be considered.

R7.10 The students with courses having FE grade shall register for the courses again during the succeeding semesters in which the courses are offered. However, for the third semester students having FE grades can register for the courses in the next immediate chance, offered by the College.

R7.11 Students, who have completed a course but could not write the end semester examination, shall be awarded 'AB' Grade, provided they meet other eligibility criteria (R7.7 to R7.9). They shall register (exam registration) and appear for the end semester examination at the next available opportunity and earn credits without having to register (course registration) for the course again.

R7.12 A student should obtain a minimum of 45% marks in the ESE and a minimum of 50 % of the total mark (CIA marks + ESE marks) (See Table 3) to be eligible for grading a course as Pass. The students who have not scored minimum of 45% marks in the ESE and minimum of 50 % of the total mark (CIA marks + ESE marks) will be considered to have failed in the course and an F grade will be awarded.

Table 3: **Weightage of the CIA and ESE for various categories of the courses**

Sl. No.	Category	CIA weightage	ESE weightage	Pass minimum
1	Discipline Core Courses	40%	60%	45% for ESE and 50% for (CIA & ESE) put together
2	Programme Core Courses	40%	60%	45% for ESE and 50% for (CIA & ESE) put together
3	Programme Elective Courses	40%	60%	45% for ESE and 50% for (CIA & ESE) put together
4	Research methodology & IPR	40%	60%	45% for ESE and 50% for (CIA & ESE) put together
5	Laboratory Courses/ Mini Project	100%	---	50% for CIA
6	MOOC	---	---	As stipulated by the agency conducting MOOC
7	Audit Course	40%	60%	45% for ESE and 50% for (CIA & ESE) put together

8	Internship	50%	50%	45% for ESE and 50% for (CIA & ESE) put together
9	Dissertation/ Research Project Phase I	100%	----	50% for CIA
10	Dissertation/ Research Project Phase II	50%	50%	45% for ESE and 50% for (CIA & ESE) put together

R7.13 For the courses with no ESE, Letter grade 'F' will be awarded if CIA mark is below 50%.

R7.14 Candidates who received F grade in a course shall have to appear the ESE at the next available opportunity and earn the credits. Grades awarded in the supplementary examination will be considered as the grades in these courses.

R7.15 A student shall be eligible for the award of M.Tech Degree of the University on satisfying the following requirements:

   (i) Fulfilled all the curriculum requirements within the maximum duration permitted for the programme
   (ii) No pending disciplinary action.

R7.16 Grading is based on the percentage marks obtained by the student for a course. Semester Grade card will contain the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA) up to that semester. Grades and Grade Points are assigned as per the norms given in Table 4.

Table 4:   **Norms for awarding Grades and Grade Points**

Grades	Grade Point	% of Total marks obtained in the course
S	10.0	90% and above
A+	9.0	85% and above but less than 90%
A	8.5	80% and above but less than 85%
B+	8.0	75% and above but less than 80%
B	7.5	70% and above but less than 75%
C+	7.0	65% and above but less than 70%
C	6.5	60% and above but less than 65%
D	6.0	55% and above but less than 60%
P (Pass)	5.5	50% and above but less than 55%
F (Fail)	0.0	Below 50% (CIA + ESE) or Below 45% for ESE
FE	0.0	Failed due to lack of eligibility criteria
AB	0.0	Could not appear for the ESE, but fulfils the eligibility criteria
I	0	Failure to submit the certificate of successful completion of MOOC by the end of Semester 3

R7.17 Calculation of SGPA/CGPA

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows:

$$SGPA = \frac{\sum C_i \times GP_i}{\sum C_i}$$

where 'C_i' is the credit assigned for the course 'I' and 'GP_i' is the grade point for that course. Summation is done for all courses registered by the student in the semester. The failed and incomplete courses shall also be considered in the calculation.

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

where 'C_i' is the credit assigned for the course 'I' and 'GP_i' is the grade point for that course. Summation is done for all courses specified in the curriculum up to that semester for which the 'CGPA' is needed. Here the failed courses shall also be accounted. CGPA for the M.Tech programme is arrived at by considering all course credits that are needed for the degree and their respective grade points.

Note: Students whoever successfully completed MOOC Course, GP will be taken as 10(Ten) for both SGPA and CGPA calculations.

R7.19 Classification of M.Tech Degree

First Class with Distinction:	CGPA 8.0 and above
First Class:	CGPA 6.0 and above
Equivalent percentage marks:	As per the University norms

R7.20 Grade cards shall be made available to the student in every semester by the College. The College will provide the consolidated grade card on completion of the course. Once the credits required for the degree is earned, the University will issue the Degree Certificate, based on the recommendations from the College.

R7.21 Valuation:

Answer papers of theory examinations, for which end semester examinations are conducted by the CoE, shall be valued by two examiners. If the difference between the marks awarded by the two Examiners is not more than 15 per cent of the maximum marks for ESE for the course, the marks awarded to the candidate shall be the average of two evaluations. If the difference in marks obtained in two valuations exceeds 15% of the maximum marks for ESE of the course, the answer script will be evaluated by a third examiner. The average of the closest two marks shall be considered as the marks secured by the candidate. However, if one of the three marks falls exactly midway between the other two, then the highest two marks shall be taken for averaging.

R7.22   Review:

Option for revaluation is not available to the M.Tech programme as there is double valuation. However, answer scripts of the courses for which examinations have been conducted by the CoE can be reviewed as per request by the student. Outcome of the review shall be for improvement of marks and improvement of grade. Detailed procedure is given in the Examination Manual.

R7.23   Malpractices in Examinations:

Students shall not attempt to do any act in violation of the directions given by the College inside the Examination Hall. Any acts of such indiscipline, misbehavior, or unfair practice in examinations from the part of students shall be dealt with promptly as per the prescribed norms in the Examination Manual. Malpractices in examinations shall be reported to the Controller of Examinations by the faculty member, invigilator, any Officials appointed by the College or anyone else.

Note: Notwithstanding the above regulations related to examinations, assessments and malpractices, the details provided in the Examination Manual shall be taken as reference and final, unless repugnant to the context and meaning.

R8.   Academic Monitoring and Student Support

R8.1   The implementation and monitoring of academic activities relating to the PG programme will be entrusted with the College Level Academic Committee (CLAC) for the College and with the Department Level Academic Committee (DLAC) for each department.

R8.1a **CLAC comprises following members:**

➢ Principal	- Chairman
➢ PG Dean	- Secretary
➢ HoDs/PG Coordinators of the Department having M.Tech programme	- Members
➢ UG Dean	-Member
➢ Dean Research	- Member

R8.1b **Functions of CLAC:**

CLAC shall conduct at least two meetings in each semester. The minutes of the meeting along with the action taken report shall be maintained with the counter sign of the Principal in the PG Dean's Office. All these documents will be verified by the IQAC and the external auditor during academic auditing. Agenda of the meeting shall include the following points:

➢ Review of the progress of course coverage against the academic calendar and the course plan and suggestions for improvement

➢ Academic standard and excellence of various M.Tech programmes

➢ Performance appraisal of Faculty handling the course as reported by DLAC

➢ Matters related to the postgraduate programme of various departments

> Any responsibility or function assigned by the University/College

R8.1c **DLAC comprises the following members:**

➤ Head of the Department	- Chairman
➤ PG Coordinator of the Department	- Secretary
➤ PG Programme Coordinators of all M.Tech programmes in the Department	- Members
➤ Department Coordinator for UG	- Member
➤ Two Faculty Members handling PG Classes	- Members

R8.1d Functions of DLAC

DLAC shall conduct at least three meetings in each semester. Minutes of the meeting along with the action taken report (with the counter sign of the HoD) shall be maintained by the PG coordinator. The relevant points of the meeting shall be communicated to the PG Dean for reporting in the CLAC. All these documents will be verified by the IQAC and the external auditor during academic auditing. The following points shall be discussed in the meeting:

> Academic standard and excellence of the courses offered by the department.

> The compliance of the course progress to the Academic calendar.

> The continuous internal assessment of the students for each course.

> Performance appraisal of Faculty handling the courses

> Any matter related to the M.Tech programme of the department.

> Any appropriate responsibility or function assigned by the Principal.

R8.2 PG Coordinator:

Each Department will have a Professor as the PG Coordinator. The responsibilities of the PG Coordinator are:

> To supervise and coordinate the activities of the PG courses.

> To guide and advice the students in all academic matters.

> To keep a record of the academic activities of students registered for all M Tech programmes in that department.

> To maintain the attendance of the students on a daily basis (FN & AN).

R8.3 PG Programme Coordinators:

In the departments where more than one M.Tech programme is offered, HoD shall assign one senior faculty with minimum five years of experience as the PG Programme Coordinator for each of the PG programme. PG Programme coordinator will be having the role of Faculty Adviser (FA) of that programme. If the department has only one M.Tech programme, PG Coordinator will serve as the PG Programme Coordinator.

The responsibilities of the Programme Coordinators are:

- To supervise and coordinate the activities of the particular PG programme.
- To guide and advice the students in all academic matters such as course registrations, leave and all study related matters in the College, and non-academic matters including personal issues of the students in their class.
- To keep a record of the academic and non-academic activities of students registered for the particular M.Tech programme. This also includes attendance/leave, continuous assessment marks, disciplinary actions, if any, contact details of parents/local guardians and any other relevant data of the students assigned to him/her.
- Regular communication with the parents of students in respect of progress in academic and other general matters.
- Arrange separate or combined meetings with faculty and students as and when required, and discuss the academic progress of students in the programme. Keep custody of the minutes and action taken reports of the meetings conducted with the students. Meetings shall be convened
    1) Immediately after the commencement of the semester.
    2) Immediately after announcing the marks of Continuous Assessment test.

R8.4 The CIA marks and attendance shall be uploaded in the Examination portal of the College by the respective faculty members after displaying the same in the department notice board as stipulated in the academic calendar. If any anomaly is raised by the students, it shall be rectified before uploading the marks to the examination portal. A copy of the CIA marks uploaded to the examination portal shall be kept with the HoD for scrutiny and reference.

R9. Student Welfare Committee

R9.1 The College shall have a Student Welfare Committee, constituted by the Principal. The Chairperson of the Committee shall be a senior faculty member in the rank of a Professor and shall have at least three faculty as members. This committee is entrusted with the task of looking after the general discipline and welfare of the students by taking appropriate steps with the concurrence of the Principal.

R10. Grievance Redressal Committee

R10.1 The College shall have a Grievance Redressal Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made in the College. This committee consisting of at least three faculty members and chaired by a Senior Professor, shall look into students' grievances and appeals and give recommendations to the Principal for further action.

R11. Break of Study

R11.1 Students are permitted to avail break of study for a maximum duration of two semesters. The student can avail the break of study only with the prior approval of the University. The

Principal may recommend and upload the request of the student with all relevant documents to the University portal for the approval. Students shall have to re-join at the commencement of the incomplete semester from where he/she had started availing the break of study.

Students are permitted to avail break of study:

> ➤ In case of accident or serious illness needing prolonged hospitalization and rest.
> ➤ In case of any personal reasons that need a break in study.
> ➤ For taking up an employment.

R11.2   For break of study due to illness, student shall submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back, the student should submit the physical fitness certificate from the registered medical practioner who treated him/her.

R11.3   Students who require a break in study due to personal reasons shall get the approval from the Principal on the genuineness of the need for it by providing authentic evidences for the same.

R11.4   Students who require break of study for 'taking up a job' shall produce the offer letter obtained from the employer concerned. Upon recommendation from the Department the Principal shall verify the authenticity of the offer and submit his recommendation to the University sufficiently in advance for approval.

R12.   Academic auditing

R12.1   There shall be academic auditing in the College at stipulated intervals by Internal Quality Assurance Cell (IQAC) constituted as per the guidelines of UGC and the external academic auditing by auditors appointed by the University.

The IQAC shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell shall prepare academic audit statements for each semester at regular intervals. These reports shall be presented to the external academic auditors, who shall use it as reference for independent auditing.

Important aspects to be covered in the academic auditing are the following:

> ➤ Course delivery, adherence to the academic calendar regarding meetings of various committees and series tests, syllabus coverage, quality of question papers used for continuous assessment tests and ESE, internal evaluation, maintenance of laboratory experimental set ups and equipment, mini-projects, seminar and project evaluation, innovative teaching methods, and conduct of practical classes and their evaluation.
>
> ➤ Facility for Co-curricular and Extra-curricular activities available for the students.
>
> ➤ Academic functioning of the College encompassing students, faculty and College administration covering punctuality, attendance, discipline, academic environment,

learning ecosystem, academic accountability, academic achievements and benchmarking, and the key performance indicators prescribed by NBA/NAAC/ NIRF.

R13. Grace Marks for Sports / Arts competitions

R13.1 Only bona fide, regular students are eligible for the award of Grace Marks.

R13.2 The grace marks will be awarded to the students for representing the University in official level competitions/championships/ tournaments when called upon to do so. The student shall get official prior permission from the College for representing the University.

R13.3 The maximum grace marks that can be awarded to a candidate in a particular semester for all events participated during that semester shall be5% of the aggregate maximum of the End Semester Examination marks of all theory courses for which the College conducts the End Semester Examinations.

R13.4 The maximum grace marks that can be awarded to a student for a theory course in a particular semester for all events participated during that semester shall not exceed 10% of the maximum aggregate marks of the End Semester Examination of that course.

R13.5 The Grace Marks shall not be awarded for Programme Electives/ Laboratory Courses / Research Methodology &IPR/ Industry Elective/ Interdisciplinary Elective/ Mini-project/ Audit Course/ Dissertation/ Research Project/Internships even if he/ she fails for the same.

R13.6 Eligible Grace Marks shall be distributed equally on all theory courses of ESE of the semester concerned. However, redistribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Redistribution is possible from passed courses to failed courses only. Redistribution of Grace Marks is not permissible from "failed courses" to other courses for a pass or a grade change.

R13.7 The Grace Marks shall be awarded for all theory courses in a semester.

R13.8 Redistribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.

R13.9 Grace Marks shall not be redistributed from one semester to another semester.

R13.10 If the candidate does not secure the minimum marks required for a pass even after effecting redistribution, eligible moderation fixed by the respective pass board if any, shall be awarded to that candidate in addition to the Grace Marks for a pass

R13.11 Eligible Grace Marks shall be awarded for the regular examination of the performing semester only. Grace Marks shall not be awarded for supplementary examinations.

R13.12 The performing semester shall be considered from 1st July to 31stDecember (Odd semester) and 1st January to 30th June (Even Semester) for the purpose of awarding grace marks.

R13.13 The request for Grace Marks shall be submitted to the Controller of Examinations through the HoD along with all relevant documents, within the time limit prescribed by the College. The request for Grace Marks received after the time limit shall not be entertained on any account.

R13.14 Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.

R13.15 Notwithstanding the above, the guidelines given in the Examination Manual and orders issued by the College from time-to-time will be followed, unless repugnant to the context and meaning.

R14. Grace Marks to Differently Abled Students

R14.1 A person with disability (PWD) is a student of the College suffering from not less than 40% of any disability, as certified by the District Medical Board. To be eligible for the Grace marks, certificate of disability specifying the percentage of disability shall be produced before the Principal at the time of admission and every semester if the disability is not of permanent nature.

R14.2 The Grace marks that can be awarded for PWD shall be 25% of the marks, scored by the candidate in each course, at the time of finalization of the results.

R14.3 Transfer of marks from one paper to another shall not be permitted. Fractions of marks if any, while computing the Grace marks, shall be rounded off to the next higher integer.

R14.4 PWD who are eligible for Grace marks shall be awarded Grace marks, for regular and supplementary chances until they pass the whole examination.

R14.5 Grace marks shall be awarded only for the marks of the ESE conducted by the CoE.

R14.6 The request for Grace marks shall be submitted to the CoE, through the Principal, along with all relevant documents, within the time limit prescribed by the College. The request for Grace marks received after the time limit shall not be entertained on any account.

R15. Student Discipline

R15.1 Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activities, which can spoil the decorum and tend to bring down the prestige of the Institution.

R15.2 Ragging of any nature is a criminal and non-bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the College. In all cases of harassment of the junior students by the seniors, the College level Anti-Ragging Committee will take appropriate decisions for immediate implementation by the College. Every student of the College is required to give an undertaking in this regard at the time of admission to the College.

R16. Disciplinary Action Committee

R16.1   To address any act of indiscipline, mis-behavior and unfair practice in examinations, the College shall have a Disciplinary Action Committee (DAC) constituted by the Principal. The Disciplinary Action Committee shall be headed by a Senior Professor/ an HoD and shall have three other faculty members drawn from different Departments as members.

R17.   Revision of Regulations and Curriculum

R17.1 The Academic Council of the College reserves the right to add or revise or change/rescind or amend the rules and regulations, the scheme of examinations, the curriculum and the syllabi from time to time, under due intimation to the University.

R17.2 In the event of any clarification in the interpretation of the rules and regulations, they shall be referred to the Academic Council. The Academic Council will offer suitable interpretations/ clarifications /amendments in such references and shall be final.

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