

# KARE Academic (PG) Regulations, 2022



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# 1 Short Title and Commencement

- a) These regulations shall be called the KARE Academic (PG) Regulations, 2022.
- b) These shall apply to all PG Level Engineering, Arts, and Science Degree programmes, offered by Kalasalingam Academy of Research and Education (Deemed to be University u/s 3 of UGC act, 1956).
- c) These regulations shall be applicable to M. Sc. in Sciences, M. A. in Arts, M. Tech. in Engineering and Technology, M. Arch., and M. C. A. in Computer Applications.
- d) These shall come into effect from the academic year 2022-23.
- e) These are subject to amendments as may be made by the Academic Council of the institute from time to time. Any or all such amendments shall be effective from such date and to such batches of students including those already undergoing the programme, as may be decided by the Academic Council.

# 2 Definitions

- a) “Commission” means University Grants Commission (UGC).

- b) “Council” means All India Council for Technical Education (AICTE).
- c) “Institute” means Kalasalingam Academy of Research and Education (KARE).
- d) “Programme” means cohesive arrangement of courses and experiential (intern & project) learning activities to accomplish predetermined objectives leading to the award of a degree.
- e) “Course” means a unit of teaching, which encompasses various topics, that typically lasts one semester, is led by one or more faculty and has a fixed set of registered students.
- f) “Degree” means an academic degree conferred by the University upon those who complete the postgraduate programme successfully.
- g) “Regular Students” means students enrolled into the two year programme in the first year.
- h) “Academic Year” means constituting of two consecutive (one odd + one even) semesters.
- i) “Choice Based Credit System” means providing choice for students to select courses from the prescribed course categories, in the preferred semester complying prerequisites and based on their learning aptitudes.

- j) “Staff Council” means a council comprising Directors, Deans, Heads of the Departments, Controller of Examinations and Registrar and chaired by Vice-Chancellor.
- k) “Faculty Advisor” means a member of the faculty who gives advice to students
- l) “Course Coordinator ” means a member of faculty who is responsible for maintaining the quality and consistency of instruction and assessment for a given course or module (group of courses).
- m) “Class Committee” means a committee of particular class or section consisting of course handling faculty and select students of that class.
- n) “Program Coordinator” means a member of faculty who is responsible for program curricular changes, and annual program assessment activities.

## **3 Admission**

### **3.1 Eligibility for Admission**

The eligibility criteria for admission into PG programmes are as per the norms of Commission, Council and Board of Management from time to time. At the time of admission, a candidate should have passed the final examination of any one of the UG program or equivalent in relevant

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program with a minimum of 50% aggregate marks in qualifying examination, conducted by any recognized Central / State / Private Universities following the AICTE / UGC / CoA (Council of Architecture) norms as approved by the Academic Council and Board of Management.

### **3.2 Entrance Examination, Seat Allocation and Admission**

- a) **Entrance Examination:** Admissions to the PG Programme in any year will be based on valid GATE (Graduate Aptitude Test in Engineering), TANCET (TAmil Nadu Common Entrance Test), CUET (Common University Entrance Test) etc. or Kalasalingam University Post Graduate Entrance Examination (KUPGEE) score, normally conducted in the month of May/June of that year by the University.
- b) Candidates sponsored under Quality Improvement Programme (QIP) or other similar programmes are also eligible to apply.
- c) Candidates sponsored by the industries, established institutes / Research and Development Organization / National Laboratories are also eligible to apply
- d) Foreign nationals whose applications are received through Indian Council or Cultural Relations, Government of India are also eligible to apply. Other Foreign nationals, aspiring under self- financing scheme

are also eligible to apply, for which applications are to be forwarded through their embassy.

- e) The Admission Committee will decide on the procedure for conducting the KUPGEE and prepare a merit list of candidates. Subject to fulfilling the minimum performance criteria in the examination, as decided by the committee from year to year, the Admission Committee will offer admission, in the order of merit, to the successful candidates
- f) The Post-graduate Admissions Committee constituted by the Chairman, Academic Council will decide on the operational aspects of selection of candidates based on the criteria laid down by the Academic Council.
- g) **Seat Allocation:** The Admission Committee will offer the admission, in the order of merit, to the successful candidates, taking into account the choice of the programme indicated by the candidate and the availability of seats in each Programme. The decision of the Admission Committee is final in allotting the seat.
- h) **Admission:** In addition to fulfilling the requirements/conditions the selected candidate will be admitted to the PG programme after he/she fulfils all the admission requirements as indicated in the Letter of Admission, and after the payment of all

the prescribed fees. In the matter of admission to the PG programme, the decision of the Admission Committee is final.

### **3.3 Revocation of Admission**

The institute may revoke the admission at any time during the program, if, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission and report the same to Board of Management (BoM).

## **4 Academic System**

### **4.1 Academic Calendar**

The academic year is divided into two consecutive semesters. The odd semester may be scheduled from June/July to December and even semester from December/January to June.

The Academic Calendar approved by Academic Council shall strive to provide for a total of about 90 working days in each semester typically in 15-20 weeks. The academic calendar shall provide the schedule of academic activities such as dates for registration, Continuous Assessment and Semester End Examinations.

### **4.2 Medium of Instruction**

The medium of instruction and examination is English.

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## **4.3 Duration of the program**

### **4.3.1 Minimum Duration of the Programme**

The minimum duration of the program as stipulated by commission and council shall be two years consisting of four semesters. The academic load in each semester may consist of course work and/or project work as specified in the curriculum of the specialization concerned.

### **4.3.2 Maximum Duration of the Programme**

The maximum duration of the program as stipulated by the commission and council is:

- a) A student is ordinarily expected to complete the PG Programme in 2 (N) years. However, a student is not able to complete the program due to medical ground / any other valid reason, he/she may be permitted to complete within N+2 years.
- b) In case of students who do not complete their project work in four semesters and submit the report in the fifth semester or later, the month and year of completion of the project work and of viva-voce examination will be indicated in the final grade card.
- c) Under any exceptional circumstance, a further extension of one more year may be granted excluding maximum duration subject to approval of Vice-Chancellor for the requisition made by the student.

- d) During the extended period the student shall be considered as a private candidate and also not eligible for first class.

## 4.4 Course Credit

Credit defines the quantum of contents / syllabus prescribed for a course and determines the number of in-seat hours, 50-minute periods, of instruction required per week. Thus, normally in each of the courses, credits will be assigned on the basis of the number of lectures / tutorial / laboratory work and other forms of learning (X-Activity: Programming tutorial, Virtual tutorial, Group work, Field work, MOOC learning, Virtual Lab, etc.,) required, to complete the course contents in a semester:

- **Lecture (L):** One credit for each one Lecture hour per week.
- **Tutorial (T):** One credit for Tutorial session of two hours per week.
- **Practical (P):** One credit for Practical session of two hours per week.
- **Studio (S):** One credit for Studio session of one hour per week.
- **X-Activity (X):** One credit for Activity session of three hours per week.

The typical credit allocation scheme is shown in Table 1. The number of credits allotted for the course and the contact hours of the course are displayed in course catalogues / pages.

Table 1: Typical credit allocation scheme for courses

<b>L</b>	<b>T</b>	<b>P</b>	<b>S</b>	<b>X</b>	<b>C</b>
4	0	0	0	0	4
3	0	2	0	0	4
3	2	0	0	0	4
2	2	2	0	0	4
3	0	0	0	3	4
0	0	2	0	3	2
2	0	2	0	3	4
4	0	2	1	3	5

The courses can have varying credits ranging from one to six credits. Typical one credit lecture only course requires 15 hours.

## 4.5 Type of Courses

The courses are classified into four types namely, 1)Theory Courses (TC), 2)Practical Course(PC), and 3)Integrated Course(IC) based on instruction components used to deliver the course:

- a) **Theory Course (TC):** Courses with lecture(L)
-

and/or tutorial(T) and/or X-activity(X) but no Practical (P).

- b) **Practical Course (PC):** Courses with Practical (P) and/or X-activity (X) but no Lecture (L).
- c) **Studio Course (SC):** Courses with Studio (P) and/or X-activity (X) but no Lecture (L).
- d) **Integrated Course (IC):** Courses with Lecture (L) and Practical (P) and/or Tutorial(T) and/or X-activity (X).
  - **Integrated Course - Theory (IC-T):** Majority credits allotted to the course are contributed by Lecture (L).
  - **Integrated Course - Practical (IC-P):** Majority credits allotted to the course are contributed by Practical(P) and/or Tutorial(T) and/or X-activity(X).
  - **Integrated Course - Studio (IC-S):** Majority credits allotted to the course are contributed by Studio(S) and/or Tutorial(T) and/or X-activity(X).

The typical course types based on credit allocation scheme is shown in Table 2.

Table 2: Typical course types based on credit allocation

Course Name	L	T	P/ <del>S</del>	C	Course type	
Statistics and Computational techniques	3	2	0	0	4	TC
Industrial Safety Lab	0	0	2	3	2	PC
Fire Engineering and Explosion Control	3	0	2	0	4	IC-T
OHSAS 18000 and ISO 14000	1	0	2	3	3	IC-P/ IC-S

The content in each course shall be organised into five logical units. The assessment and evaluation (7) of the student performance varies based on type of the course.

## 4.6 Level of Course

The courses shall be classified in different levels based on the complexity of the course or the study level as shown below:

- a) **Level 0:** Represents courses which are required to enter the program (bridge courses), courses recommended by commission and council as mandatory learning and complimentary skill courses. Example: Mandatory courses and complimentary skill courses.



- b) **Level 1:** Represents introductory courses without prerequisite which the students may choose during first two years of program. Example: Foundation core courses, and Program core courses without any requirement of prerequisite and experiential core courses.
- c) **Level 2:** Represents courses of medium complexity which the students may choose during middle of the program. Example: Program core courses, Program electives and introductory Minor courses.
- d) **Level 3:** Represents courses of advanced complexity leading to specialization in chosen area. Example: advanced Program core courses, Program electives and advanced Minor courses.
- e) **Level 4:** Represents specialized courses requiring rigorous academic activity based on deep collaboration between students or independent study. Example: Honors courses, Experiential core/elective.
- f) **Level 5:** Represents course of advanced level at PG program, allowing students to develop more advanced knowledge through further research.
- g) **Level 6:** Represents the courses at much deeper level and intensive study in the specialization areas, allowing the students to be considered as expert in that field.

- h) **Level 7:** Represents courses requiring to solve industrial problems / case studies / fundamental and advanced research in the area of specialization.

## **4.7 Attendance Requirement**

Students shall attend the courses regularly and the attendance of the students is recorded for every course till the last working day. The student shall secure minimum 75% attendance to attend the continuous assessments (till the week before assessment starts) and for semester end examinations (by last working day).

### **4.7.1 Condonation of shortage of attendance**

Students who secured minimum 65% attendance and availed prior medical leave, may apply for the condonation of shortage of attendance. The student shall apply for condonation of attendance at least two days prior to last working. Head of the department, upon satisfaction with genuine medical grounds, with medical certificate from an authorised physician along with other supporting medical reports, may recommend through proper channel to the Vice-Chancellor for the grant of condonation.

## **4.8 Grading System**

The students will be awarded letter grade and corresponding grade point in each course based on their performance

in Continuous Assessment and Semester End Examination. Based on the type of course either relative grading system or absolute grading system is followed.

#### 4.8.1 Relative Grading system

Student is awarded a letter grade and the corresponding grade points based on the individual performance of the student relative to the performance of the class in the particular course, as shown in Table 3.

Table 3: Guidelines for relative grading system for courses with minimum 12 students

Grade	Points	Range		No.
		Lower from	Upper to	
S	10	$\mu + 1.65\sigma$	100	5%
A	9	$\mu + 0.85\sigma$	$\mu + 1.65\sigma$	15%
B	8	$\mu + 0.12\sigma$	$\mu + 0.85\sigma$	25%
C	7	$\mu - 0.65\sigma$	$\mu + 0.12\sigma$	30%
D	6	$\mu - 1.04\sigma$	$\mu - 0.65\sigma$	10%
E	5	$\mu - 1.23\sigma$	$\mu - 1.04\sigma$	5%
U	0	–	$\mu - 1.23\sigma$	10%
W	0	Failure for want of minimum attendance		
I	0	Incomplete		

The relative grading system shall be followed for Theory Courses (TC) and Integrated Course - Theory (IC - T).

However, for U grade (Table 3), either the mark required for last 10% of the students or 40 marks which ever is lower shall be considered. The grade approval committee duly constituted by the Vice-Chancellor may recommended the change of grade ranges, in special cases considering the class size, to the result passing committee.

However, for courses with less than 12 students, absolute grading as shown in Table 4 shall be followed.

#### 4.8.2 Absolute Grading system

The students will be awarded letter grade and corresponding grade point based on the marked obtained by him/her on an absolute basis as shown in Table 4.

Table 4: Grade Conversion Table (for absolute grading)

Grade	Points	Mark Range	Result
S	10	$\geq 90$	Pass
A	9	$\geq 80 < 90$	Pass
B	8	$\geq 70 < 80$	Pass
C	7	$\geq 60 < 70$	Pass
D	6	$\geq 55 < 60$	Pass
E	5	$\geq 50 < 55$	Pass
U	0	$< 50$	Fail
W	0	—	Failure for want of minimum attendance
I	0	—	Incomplete

The absolute grading system is followed for Practical Course (PC) and Integrated Course (IC-P) where Practical component contributes to more number of credits.

#### **4.9 Semester Grade Point Average (SGPA)**

Semester grade point average (SGPA) is a measure of performance of work done in a semester. It is the ratio of sum of product of credit and grade point earned by a student in various courses in a semester and the sum of the credits earned in that semester. It shall be expressed up to two decimal places and same shall be mentioned in the semester grade card.

#### **4.10 Cumulative Grade Point Average (CGPA)**

Cumulative Grade Point Average (CGPA) is a measure of cumulative performance of a student in the programme. The CGPA is the ratio of sum of product of credit and grade point earned by a student in various courses in all the semesters and total credits earned in all the semesters. It shall be expressed up to two decimal places. CGPA shall be placed in semester grade card with CGPA till that semester.

## 5 Curriculum Structure

A Curriculum structure is a supportive structure to help schools to plan and develop their own curriculum and an important tool in ensuring the consistency and quality. The curriculum structure consists of various course categories to cover the depth and breadth required for the programme, and for the attainment of programme outcomes of the corresponding programme. The courses offered in the program shall be grouped under the different course categories and shall satisfy the programme criteria recommended by professional bodies or the accreditation agency of the respective programme. The course content, credit and appropriateness to the course category shall be approved by respective Board of Studies and Academic Council.

### 5.1 Program Structure

#### a) **Supportive Core Courses**

Supportive Core Courses ensures the attainment of generic engineering competencies of PG Engineering / Architecture / Arts / Sciences graduates of all programmes to the expected level. The supportive core courses shall have the courses related to basic sciences and mathematics, basic engineering sciences, humanities and design and development of multi-disciplinary solutions using modern tools both individually and in teams.

b) **Program Core Courses**

Programme core consists of set of courses considered necessary for the students to attain program outcomes. The courses and their contents under this category should satisfy the programme criteria prescribed by the appropriate professional society or accreditation agency.

c) **Experiential Core Courses**

Experiential core courses shall provide project experiences (mandatroy major project) to enhance professional competence and creativity through reflective problem-solving with multiple potential avenues of inquiry. Capstone / major project course shall be a semester long course and students shall have either secured or acquired eligibility to write semester end examination. Students shall carry out this course individually and the course shall carry 20 credits.

d) **Experiential Elective Courses**

The student shall undergo semester long internship in industry / R&D laboratories / else the student shall select experiential elective courses as recommended by the Board of Studies.

## 5.2 Course offering by external experts

The course offering by external experts from Industry, Higher Educational Institutions, MOOC, etc., shall be considered under experiential elective courses.

### **5.2.1 Course offering by experts from Industry**

The courses offered by experts from industry shall be in the areas currently relevant to the industry. These course shall enhance the students professional competencies and give exposure to the current industry practices. The course content, schedule, credits and expert profile shall be approved by the Board of Studies.

### **5.2.2 Course offering by academics from Higher Learning Institutes**

The courses offered by the academics from other higher learning institutes is to deepen the students competencies recent/emerging areas. These courses further may motivate the students towards higher education or pursuing the capstone design courses in those areas. The course content, schedule, credits and expert profile shall be approved by the Board of Studies.

### **5.2.3 Course offering from MOOC platforms**

The students are encouraged to do the courses from MOOC platforms such as NPTEL, Swayam, Coursera and EdX to improve their self-learning ability and to enhance their breadth/depth. The students can choose the course from the list of courses approved by the respective Board of Studies or they can also propose to respective Board of Studies to consider the course for including in the list before start of the semester.



# 6 Registration

## 6.1 Course Numbering Scheme

The course numbering scheme shall consist of digits/alphabets as shown in Figure 1.

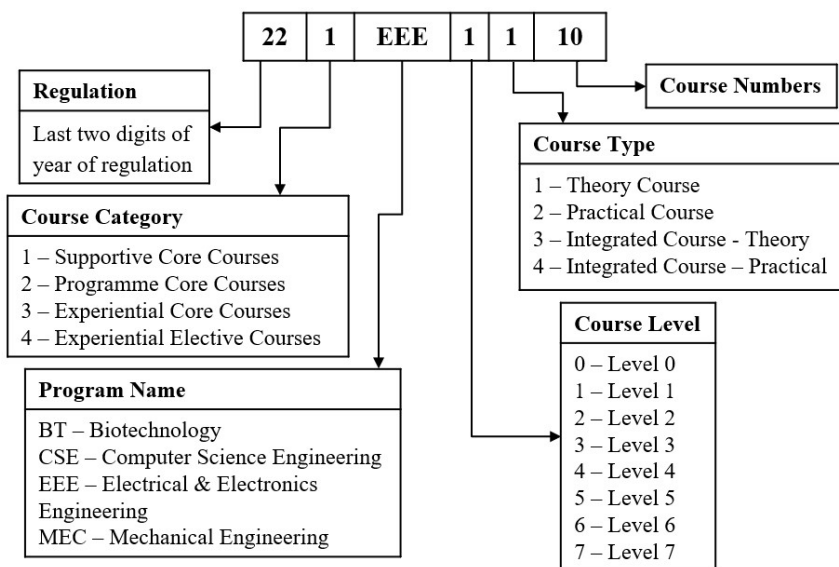


Figure 1: Illustration of course numbering scheme

## 6.2 Course Registration

The student shall register and/or withdraw the courses at least three working days before the commencement of the academic semester, in consultation with faculty

advisor. Maximum number of students allowed to register for a course shall be indicated against each course. The student shall register in a semester minimum of 18 credits and maximum of 25 credits. However, if the student has acquired requisite number of credits, the minimum required credits may be exempted.

A student is eligible to register course if he/she fulfils the requirement of pre-requisite by acquiring attendance in such course as per section 4.7.

### **6.3 Course Re-registration**

A student may re-register the course in which he/she not acquired eligibility to write the semester end examination as per section 4.7, by paying requisite fee during regular semester. The students are permitted to re-register for maximum 8 credits in a semester together with course registration as per section 6.2. A student who did not acquire eligibility to write the semester end examination as per section 4.7 in an elective course may re-register the same course or may register a different elective course.

### **6.4 Course Registration after minimum duration**

A student may register the courses before their maximum duration of the program as mentioned in Section 4.3.2, to fulfil the minimum credit requirement as mentioned in

section 9.1 by paying the requisite fee together with regular semester students.

## 7 Assessment and Evaluation

Student performance is measured through various modes of examinations such as sessional examination, quizzes, home assignments, group assignments, viva-voce and semester-end examination. Student performance shall be measured throughout the semester through Continuous Assessment (CA) and Semester End Examinations (SEE).

### 7.1 Continuous Assessment

Continuous Assessment (CA) shall be conducted by the course handling faculty/course coordinator all through the semester covering all the course outcomes. Continuous Assessment may vary based on the type of course 4.5. Continuous assessment shall follow the guidelines as given in table 5 ordinarily.

Table 5: Scheme of continuous assessment based on type of course

Sl. No.	Course type	Mode of Examination	Weightage
1	TC	A) Sessional Examinations (two)	35%

		B) Open-ended Assignments (two) /Group Tasks(two)/Project/etc.,	15%
2	IC-T	A) Sessional Examinations (two)	35%
		B) Mid-semester practical	10%
		C) Regular laboratory performance	5%
3	PC	A) Mid-semester Practical	20%
		B) Open-ended Group Tasks (two) /Project/ etc.,	30%
		C) Regular laboratory performance	20%
4	SC	Minimum four reviews	70%
5	IC-P / IC-S	A) Mid-semester Practical	20%
		B) Sessional examination	10%
		C) Open-ended Group tasks/project/etc.,	20%
		D) Regular laboratory performance	20%

However, upon the recommendation of the Board of Studies and approval of academic council, the continuous assessment scheme may vary for specific course. The continuous assessment scheme of each course shall be given in the course plan.

### **7.1.1 Continuous assessment for courses under experiential core/elective category**

Department shall constitute a two member committee to assess the students performance in the courses/activities under experiential core/elective categories. The continuous assessment shall consist of:

a) Experiential Core:

The continuous assessment for experiential core category shall be as follows:

- Two reviews by committee on the basis of rubrics given at the beginning of semester - **50%**.
- Assessment by Guide/course handling faculty - **20%**.

b) Experiential Elective:

The continuous assessment for internship in industry / R&D project shall be as follows:

- Two reviews by committee on the basis of rubrics given at the beginning of semester - **50%**.
- Assessment by Guide/course handling faculty - **20%**.

For internship in industry, there may not be continuous assessment.

## **7.2 Semester End Examination**

Semester end examination (SEE) shall be conducted by the Controller of Examination by following the standard operating procedure as approved by the academic council. The scheme of evaluation for semester end examinations may vary based on type of course 4.5. Semester end examinations shall follow the guidelines given below ordinarily based on type of course:

- a) **Theory Courses (TC):** There shall be semester end theory examination for 180 minutes duration and it shall measure the competencies of the students in all levels as mentioned against the respective course outcomes, in cognitive learning domain. The scheme of such question paper shall be as follows for 50%:
- Part - A - shall have 10 questions testing the lower order cognitive skills covering all the five units - 20 Marks.
  - Part - B - shall have 5 questions testing the higher order cognitive skills covering all the five units - 80 Marks.
- b) **Practical Course(PC):** There shall be semester end practical examination for 180 minutes duration to measure the expected competencies of the students as mentioned against the respective course outcomes. The evaluation of the performance shall be as per the rubrics and rubrics for 30% shall be given in course plan.
- c) **Studio Course(SC):** There shall be semester end studio examination for 180 minutes duration to measure the expected competencies of the students as mentioned against the respective course outcomes. The evaluation of the performance shall be as per the rubrics and rubrics for 30% shall be given in course plan.

- d) **Integrated Course - Theory (IC-T):** The semester end examination for the integrated course shall measure both the theoretical and practical components, with varying weightage, of the course covering all the course outcomes. The semester end examination for integrated course - theory (4.5) shall be as
- Semester end theory examination - 35%.
  - Semester end practical examination - 15%.
- e) **Integrated Course - Practical/Studio (IC-P/IC-S):** The semester end examination for the integrated course shall measure both the theoretical and practical components, with varying weightage, of the course covering all the course outcomes. The semester end examination for integrated course - practical (4.5) shall be as
- Evaluation of the problem/project - 20%.
  - Comprehensive viva-voce on course - 10%.

However, the semester end examination scheme may vary for specific course as recommended by the Board of Studies and approved by academic council based on the special needs of the course.

### **7.2.1 Semester end examination for courses under experiential core/elective category**

- a) Experiential Core:
-

Department shall constitute a three member committee, out of which one is nominated by Dean of the school, to assess the individual student performance in the courses/activities under experiential core category. The committee shall evaluate the performance as per the rubrics given in course plan for 30%.

b) **Experiential Elective:**

The semester end examination for community focused project/activity and research oriented project the assessment shall be same as experiential core. However, for internship in industry, there shall be only one comprehensive review by committee based on the internship report and the appraisal of student by guide in industry for 100%.

### **7.3 Makeup Examination**

The students who have missed the continuous assessment and/or semester end examination(s) for genuine reasons, upon the faculty advisors recommendation, competent authority may permit them to appear for the make-up examination(s). The application for make-up examination shall be submitted through proper channel for the final approval as follow:

- Continuous Assessment - Dean of the concerned school
- Semester End Examination - Vice-Chancellor



If the student applies both continuous and semester end assessment, Vice-Chancellor shall decide the application and only semester end examination performance will be considered with 100% weightage.

## **7.4 Supplementary Examination**

The student who failed a course after semester end examination(s) (as per grading who got U or AB or I) may appear for the supplementary examination(s) whenever it is scheduled in subsequent semesters. Continuous assessment marks in the course shall remain same.

# **8 Program Management**

## **8.1 Mobility and Credit Transfer**

The students are encouraged to pursue the courses offered by MOOC platforms as per section 5.2.3 and from international institutions of higher learning either virtually or in-person. The equivalent credit for the chosen course will be decided by a committee consisting of Dean, HoD and one faculty member nominated by Dean. The decision of the committee shall be placed for ratification/approval before BoS and Academic Council. The equivalent grade points for the marks/grades/grade points awarded by different MOOC platforms and international institutions of higher learning will be decided by a committee duly consti-

tuted by Vice-Chancellor. The decision of the committee shall be placed for ratification/approval before Academic Council.

## **8.2 Break in Study**

A student may temporarily withdraw from the programme in the middle of semester for valid reasons (such as accident or hospitalization due to prolonged ill health), with the recommendation of the faculty advisor and prior approval of Vice- Chancellor. A student will be permitted to discontinue the programme for a maximum period of only two semesters. A student who is permitted to discontinue may rejoin the programme at the appropriate semester only with regular students at the time of normal commencement of that semester. A student who discontinues and rejoins shall be governed by the rules, regulations, programme of study and syllabus in force, at the time of his/her re-joining the programme. The maximum duration of the program shall remain same as given in section 4.3 However, the MOOC courses or experiential electives which he/she might have done during this period will be accounted as and when the student re-joins the program.

## 9 Degree Requirements

### 9.1 Credit Requirement

The students shall earn credits in various course categories as indicated in Table 6.

Table 6: Minimum credits required for regular students in various course categories

Sl. No.	Course Category	Minimum Credits Required
1	Supportive Core courses	05
2	Program Core courses	40
3	Experiential Core courses	20
4	Experiential Elective courses	15
	Total	80

### 9.2 Eligibility for Award of Degree

The Degree shall be conferred on a candidate who has satisfied the following requirements, after Academic Council recommendation and approval by Board of Management.

- a) A regular student shall secure minimum of 80 credits and fulfil the minimum credit requirement in each category as per section 9.1.

AND

- b) A regular student shall fulfil the duration of the programme norms as per section 4.3

### **9.3 Degree Classification**

The Degree shall be awarded in three divisions for the candidates who are eligible for the award of degree as per section 9.2:

- First Class with distinction
- First Class
- Pass

#### **1. First Class with distinction**

First class with distinction shall be awarded for the candidate who is eligible for the award of degree as per section 9.2 and obtained a minimum CGPA of 8.25 by passing all the courses in first attempt within minimum duration of the program as per section 4.3.1.

2. **First Class** First class shall be awarded for the candidate who is eligible for the award of degree as per section 9.2 and obtained a minimum CGPA of 6.5 within maximum duration of the program as per section 4.3.2.

### 3. Pass

Candidate who is eligible for the award of degree as per section 9.2, shall be awarded a Pass.

## 10 Academic Support

### 10.1 Faculty Advisor

Faculty Advisor provide students with accurate information, engage in constructive discussion about curricular options, and assist students in understanding the purpose and value of academic policies. A set of students will be assigned to the faculty advisor by Head of the Department and thus assigned will continue to be under the guidance of the advisor till they complete the program. The faculty advisor recommendation is required for processing the student requests such as the leave of absence, break in study and change of program. The faculty advisor shall monitor the regularity of students, academic progress and advise them on career opportunities.

### 10.2 Course Coordinator/Module Coordinator

A faculty member who shall have full responsibility for the course or module (group of courses), coordinating the work of other faculty member(s) handling that course, such as overseeing the coverage of course syllabus, quality of

the continuous assessment, pedagogy for delivery of course and student performance. Course coordinators shall schedule regular meetings with faculty and provide resources to support the teaching and learning in the courses they coordinate. In case of any difficulty, the student is expected to approach the course coordinator for advice and clarification.

### **10.3 Class Committee**

A Class Committee shall be constituted by the Head of Department, and the committee is as below:

- Chairperson - A senior faculty member generally not teaching for that particular class.
- Members - Faculty of all the courses of study and the Faculty Advisors.
- A minimum of eight student members (mixed ability) from all genders.

The class committee shall meet thrice during the semester to interact and express opinions and suggestions to improve the effectiveness of teaching - learning process and analyze the performance of the students in the assessments. The Class committee shall send the minutes of the meetings to the Head of the Department and to Dean for information and necessary action.

## **10.4 Programme Coordinator**

Each programme offered by the department shall have a programme coordinator. The programme coordinator has the responsibility for the design and development of the curriculum of that particular programme and to present to the Board of Studies member. In addition, programme outcome and course outcomes attainments of students and annual programme assessment activities shall be taken care by the programme coordinator.

## **11 Code of Conduct**

### **11.1 Examination Monitoring and Grievance Redressal Committee**

The Examination Monitoring and Grievance Redressal Committee shall deal with the grievances of students and faculty related to the Examination and Evaluation. The duly constituted committee will inquire into the matter and make recommendations, along with mentioning suitable punishment for the offenders, to the Staff Council. The Staff Council will consider the recommendation of these committee and decide on the appropriate action to be taken.