SDMCET REGULATIONS GOVERNING

PG PROGRAMS (M.Tech. & MBA) WITH

ACADEMIC AUTONOMY

(With effect from September 2016)

Academic Year 2021-22

SHRI DHARMASTHALA MANJUNATHESHWARA COLLEGE OF ENGINEERING & TECHNOLOGY, DHARWAD – 580 002

(An Autonomous Institution approved by AICTE & Affiliated to VTU, Belagavi)

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Dr. D. Veerendra Heggade and Smt. Hemavathi V Heggade felicitated Honorable Prime Minister Sri Narendra Modi during his visit to Ujire

Certificate

This book "SDMCET Regulations Governing PG Programs with Academic Autonomy" containing 38 pages will come in force from September 2016 which is approved in 16th Academic Council meeting held on 13th Dec. 2016.

The amendments made to few rules are approved in 19th, 21st, 23rd and 24th meeting of Academic Council of SDMCET, Dharwad.

Further, any inclusion / deletion of clauses will be done through proper procedure.

PRINCIPAL
Chairman Academic Council

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PREAMBLE

Shri Dharmasthala Manjunatheshwara College of Engineering and Technology (SDMCET), Dharwad, started in 1979, is one of the acclaimed premier engineering institutions of the country. Its qualified, dedicated team of competent, committed faculty members and staff has created a brand name "SDM" in the field of technical education. All the departments of the institute are constantly engaged in addressing the core academic issues pertaining to teaching, development and Research pursuits in major thrust areas of present time with both sponsored research activities and internal&external registrants for Ph.D. program have made the institution grow rich academically year by year. It is actively engaged in purposeful interaction with industries, research laboratories and other institutions of higher learning and is proud to find its alumni holding various key positions in academia, industries and corporate sectors both in India and abroad.

Institutional autonomy granted by VTU in 2016 has facilitated the institution to formulate the curriculum using the state of the art methodology in tune with the changing technology, to adopt student centric teaching-learning process rather than teacher centric method and to practice continuous evaluation with grading system. All these have helped to create a vibrant academic ambience to implement Outcome Based Education (OBE) concept and to move towards an effective and purposeful Engineering Education.

The regulations / norms are prepared in line with VTU guidelines to assist in practicing autonomy at SDMCET, while delivering its full benefits thereby helping to meet the 21st century challenges faced by the technical education system in the country with transparency and accountability.

College Vision and Mission

Vision:

To develop competent professionals with human values.

Mission:

1. To have contextually relevant Curricula.
2. To promote effective Teaching Learning Practices supported by Modern Educational Tools and Techniques.
3. To enhance Research Culture.
4. To involve Industrial Expertise for connecting classroom content to real life situations.
5. To inculcate Ethics and impart soft-skills leading to overall Personality Development.

SDMCET- Quality Policy

In its quest to be a role model institution, committed to meet or exceed the utmost interest of all the stake holders.

SDMCET- Core Values

- Competency
- Commitment
- Equity
- Team work and
- Trust

GLOSSARY

College **:** S.D.M. College of Engineering and Technology

UGC **:** University Grants Commission, New Delhi

AICTE **:** All India Council for Technical Education, New Delhi

GOK **:** Government of Karnataka

Act **:** Karnataka state UniversitiesAct, 1994

VTU **:** Visvesvaraya Technological University, Belagavi

GC **:** Governing Council of the college

AC **:** Academic Council of the college

BOS **:** Board of Studies

BOE **:** Board of Examiners

DPGC : Department Post Graduate Committee

IQAC **:** Internal Quality Assurance Committee

AAB **:** Academic Appeal Board

MEC **:** Malpractice Enquiry Committee

RRC **:** Research Review Committee

BOA **:** Board of Appointment

FC **:** Finance Committee

GRC **:** Grievance Redress Cell

PG **:** PostGraduateProgram

IA **:** Internal Assessment

CA **:** Continuous Assessment

CTA **:** Course Teacher Assessment

CIE **:** ContinuousInternal Evaluation

SEE **:** Semester End Examination

SGPA **:** Semester Grade Point Average

CGPA **:** Cumulative Grade Point Average

CI **:** Course Instructor

CC **:** Course Coordinator

HOD **:** Head of the Department

PGCET **:** Post Graduate Common Entrance Test conducted for admission to PG programs by Karnataka Examination Authority (Govt. of Karnataka).

Course **:** A specified syllabus with a title along with a set of specific topics identified by its course number and references offered during a specific semester.

Curriculum : Set of academic regulations, course structure &course content.

COE **:** Controller of Examination

Program **:** A branch or discipline of a Master degree e.g. M.Tech. (Digital Electronics) and comprises of several courses as per requirement.

OBE **:** Outcome Based Education

PEO **:** Programme Educational Objectives

PO **:** Programme Outcomes

PSO **:** Program Specific Outcomes

CLO **:** Course Learning Objectives

CO **:** Course Outcomes

R1: ACADEMIC REGULATIONS

The college has been accorded autonomous status from the Academic Year 2007-08 by UGC and VTU and also institutional autonomy by VTU from 2016. The Academic council provides the rules and regulations for the smooth conduct of academic programs with the approval of the GC and shall continuously monitor the programs and makes appropriate amendments to the rules and regulations whenever required. Various committees have been constituted as per the norms and guidelines to recommend to the AC for consideration of the proposals regarding changes in the curriculum, (addition/deletion of courses, changes in the contents of syllabus and duration of instructions), assessment system, discipline and conduct of students.

2 INTRODUCTION

R2.1: The regulations listed here under are common for all Post Graduate autonomous programs offered by the college and are known as "SDMCET Regulations for PG programs".

R2.2: The regulations here under are subject to amendments from time to time, by the academic council of the college keeping in view the recommendations made by the Board of Studies, alumni and other stake holders. Any or all such amendments will be effective from such date as may be decided by the Academic council. Further, SDMCET shall also be free to make changes in the existing degree programs with the approval by its GC, University, GOK and AICTE.

R3: ACADEMIC PROGRAMS

SDMCET is offering academic programs as mentioned in R 2.1. Further, SDMCET is free to start new degree programs at Undergraduate (UG) and Post Graduate (PG) levels along with the existing programs with the approval of its GC, University, GOK and Council. In all cases, the program shall fulfill the minimum requirements regarding infrastructure, faculty members, staff,academic quality and standards of degrees specified by the University, the Council and the Commission.

R3.1: PG Programs (Autonomous Programs)

Sl. No.	Name of the Programme	Department Code	Year of inception
1	M.Tech.in Digital Electronics	EC	1992
2	M.Tech.in Engineering Analysis & Design	ME	2003
3	M.Tech.in Computer Aided Design of Structures	CV	2005
4	M. Tech in Computer Science & Engineering	CS	2011
5	M. Tech in Power Systems Engineering	EE	2012
6	M. Tech. in Information Technology	IS	2013
7	Master of Business Administration	MBA	2008

R 4: TERMINOLOGY

- **Semester:**The academic year is divided into two main / regular (odd, even) semesters of duration 19 weeks each and with a supplementary semester of 8 weeks for slow learners.
- **Course Credit:** Weighted sum of the number of Lecture hours(L), Tutorial hours(T) and Laboratory /Project (P) hours of the course.
  Lecture : 1 Hr/week – 1 Credit
  Tutorials: 2 Hrs/week – 1 Credit
  Practical : 2 Hrs/week – 1 Credit
  Practical : 3 Hrs/week – 1.5 Credits
  Seminar, internship, Project: As recommended by DPGC, BOS and Approved by Academic Council. The above also holds good for supplementary semester.

Lectures (Hrs/Wk/Sem	Tutorials (Hrs/Wk/Sem	Lab. Work (Hrs/Wk/Sem	L:T:P	Credits (Total)
3	0	0	3:0:0	3
2	2	0	2:1:0	3
2	0	2	2:0:1	3
2	2	2	2:1:1	4
0	0	6	0:0:3	3

- **Credits Earned:** Total number of credits from the courses earned by the student in a semester/year on successful completion.
- **Grade:** Assessment of the students' performance in a course is indicated by the letters S, A, B, C and F Grade**.**
- **Grade point:** Number equivalent of the letter grades given by 10, 9, 8 and 7 corresponding to grades S, A, B and C respectively. Grade F carry zero or no grade points.

R4.1: Title and duration of the Program

R4.1.1: The program is a full time Master degree program in Engineering/Business Administration and shall be called "Master of Technology/ MBA" abbreviated as M. Tech/MBA with Branch of specialization specified in parenthesis.

R4.1.2: The duration of the program shall be of two academic years.

R4.1.3: The maximum period within which a student must complete a full-time degree program will be double the normal duration specified for that program i.e., 4 years for M.Tech/MBA program.

R4.1.4: Semester scheme: Main / Regular semester

Each academic year shall be divided mainly in to two semesters. A semester that begins in August shall be called odd semester and the semester that begins in January as even semester. These odd and even semesters are called main / regular semesters. There shall be a supplementary semester of 8 weeks duration for those students who have not completed courses successfully in the main / regular semesters. It shall be conducted during vacation i.e. between the end of the even semester and start of the next odd semester. The course(s) to be offered during supplementary semester is the discretionary of the departments.

R4.1.5: The entire M. Tech/MBA program in each specialization is divided into four semesters with each semester having a total duration of 19 weeks that includes course registration, continuous and semester end assessments. A recess of two weeks after every odd semester and 12 weeks after every even semester shall be provided.

R4.1.6: Supplementary Semester

A Supplementary Semester which is an option and may be conducted during recess between even and the next odd semester to facilitate those students who have not completed courses successfully in the main / regular semesters. It shall be of 8 weeks duration including course registration, continuous (sessional) and semester end (terminal) assessments. Courses offered in the Supplementary Semester will be treated as equivalent to a regular semester (odd/even) for all assessment purpose.

Supplementary Semester will be at an accelerated pace and will be at double the rate of normal semester such that a course of 4 hours per week will have 8 hours per week.

R4.2: Admission of students

R4.2.1: Admission to first semester (First Year)

Admission to all PG programs will be made by fulfilling the eligibility criteria in the beginning of the odd semester at the first year level based on the performance in the entrance examination PGCET and GATE as per the guidelines issued by the GOK and VTU from time to time.

R4.2.2: Every Post Graduate student of the institute shall be associated with the parent department throughout his/ her study period in the college.

R4.2.3: The selected student will be admitted to the program after fulfillment of all admission requirements as indicated and after payment of the prescribed /approved fees. The fees charged for admission to students over the duration of the program shall be as per the norms of GOK from time to time for each category.

R4.2.4: Student having an offer of admission shall be a student of the college only after completing the total admission process including the payment of prescribed fees.

R4.2.5: If found at any time after admission, that a candidate has not fulfilled all the requirements mentioned in the offer of admission or gives false information, then the admission given by the college shall be liable for cancellation.

R4.2.6: Admission to higher semesters (years) for all programs will be made in the beginning of the odd semester respectively on meeting the eligibility criteria fixed for getting promotion to next year.

R4.2.7: Admission to second year from any other College/University as a transfer shall be as per the rules laid down by the competent authorities. However, the college shall exercise its rights to appraise the appropriateness of student admission on the basis of merit.

R4.2.8: The College reserves the rights to withdraw admission of any student and ask to discontinue studies at any stage in the program on the grounds of regressive academic performance or indiscipline.

R4.3: Withdrawal/Termination

R4.3.1: Temporary Withdrawal

Student seeking temporary withdrawal is granted permission by the Principal based on the recommendation of the Dean (AP) for withdrawal from the program for one semester/ year for reasons of ill health or other genuine reasons on the recommendations of mentor, concerned HOD and the consent of the parents with the following conditions:

- The student applies to the college within six weeks of commencement of the term or from within six weeks of his/her last attendance in class whichever is earlier, explaining the reasons for withdrawal with supporting documents and endorsement by his/her parents.
- The student shall have paid all dues to the college including library and department, etc.
- A student shall be permitted to avail temporary withdrawal only once during the program duration and for a maximum duration of two semesters.
- Such a student who has discontinued and readmitted will be governed by the rules and regulations, courses of study and syllabi that are in force at the time of his/her rejoining the college. The joining time shall be the normal commencement of the term.

R4.3.2 Indefinite Withdrawal

- Any student who withdraws admission before the closing date of admission for the academic session is eligible for the refund of the deposits only. Fees once paid will not be refunded on any account even if the student has not attended a single L, T or P.
- Once the admission for the year is closed, the following conditions govern withdrawal of admissions:

1) A student who wants to leave the college, will be permitted to do so (and take Transfer Certificate from the College, if needed), as per the college rules in this regard.
2) Those students who have received any scholarship, stipend or other forms of financial assistance from and through the College such as GATE & other Government of India scholarship shall refund the money/grant he / she received.

R4.3.3: Termination:

A student is liable for termination / expulsion from the college in the following cases:

1) If a student fails to complete the degree program within the specified maximum duration, he/she will be terminated from the program. However, the student can seek readmission to the first year of the program a fresh through proper channel and procedure.
2) Failure (Grade F) in a course to earn credits in spite of four attempts. However, he/she can take admission afresh to First year M.Tech/MBA. Or as per the instructions received from time to time from the university.
3) Failure to secure a CGPA>= 5.00 on three consecutive occasions.

4) Remaining absent from the classes for more than six weeks continuously in a semester without leave of absence being granted by the competent authorities.
5) Failure to comply with the standards of discipline and code of conduct as prescribed by the college from time to time.

R4.4: Academic Calendar

An academic calendar which depicts the activities and the duration for a full year shall be divided into two semesters and academic activities being prepared in advance.

R4.4.1: The academic calendar depicts the duration and activities in respect of each academic session as fixed by the college from time to time. The academic calendar shall contain the schedule of academic activities for an academic year and is prepared by Dean (Academic Program), in association with HODs and PG coordinator, approved by AC and is announced to all the concerned at least two weeks prior to the commencement of the semester. The academic calendar shall be prepared ensuring that the total number of days for academic work is ≥ 180 days / year.

R4.4.2: It is Mandatory/binding for all the employees and students of SDMCET to austerely follow the academic calendar for fair accomplishment of the academic activities.

R4.4.3: The Academic Calendar shall be strictly followed and activities such as co-curricular and extra-curricular shall not overlap or interfere with the curricular activities as stipulated in the academic calendar. However, slots provision for such activities shall be considered while framing the academic calendar.

R4.4.4: Under unforeseen circumstances when teaching days are declared as holidays or teaching learning activities not being held for what so ever reasons, makeup classes for the days lost shall be conducted on Saturdays/Sundays and other days with an announcement in advance to the students. However, the classes shall not be conducted on general holidays declared by the Government / University.

R4.5: Registration and Re-registration

R4.5.1: Registration to the courses offered by the departments for the first time in an odd or even semester is automatic for all the students and shall be confirmed only after completion of admission process.

R4.5.2: All eligible students as per the vertical progression norms are permitted for automatic registration based on the results announced by the Controller of Examination (COE).

R4.5.3: A student shall be permitted to register as per R 4.5.2 for the next higher semester only upon:

- Satisfying all academic requirements to continue with the program.
- Paying the college, library fees and dues if any.
- Not being debarred from registering due to any specific reason by the institution.

R4.5.4: Registration in absentia through an authorized representative of the student will be considered only in exceptional cases at the discretion of Dean (Academic Program).

R4.5.5: To re-register for a course, a student should have had automatic registration during main / regular semester and should seek re-registration due to dropping or withdrawing of the course or detention due to not having kept up the attendance requirement /or failure to score minimum marks in CIE. There shall not be automatic registration for the course or courses in the supplementary semester, however, in the case of students having taken transfer from other institutions and in the case of those who are to fulfill the requirement of the equivalence by taking additional courses as per the recommendation of DPGC shall be permitted to register for a course directly to the supplementary semester.

R4.5.6: Every student seeking re-registration is required to consult his faculty advisor to register for offered courses on or before the dates fixed for re-registration as notified in the academic calendar.

R4.5.7: Only those students who have paid all the dues of the previous year fixed by the college and not debarred from registration on specific grounds are permitted for automatic registration and re-registration to the courses during main and supplementary semesters respectively.

R4.5.8: A student shall re-register for the courses whenever those courses are offered next, if he/she has the shortage of attendance either in the regular semester or supplementary semester and detained for want of minimum eligible CIE marks.

R4.5.9: A student having CIE marks less than 25 (or 50%) shall re-register either in the subsequent semesters or whenever those courses are offered next.

R 4.5.10: Re-registration involves filling up of form available in Dean (Academic office) mentioning the details of theory course / Laboratory / Workshop as the case may be.

R4.5.11: Student who fails to re-register for course work on or before the notified last date shall be permitted by the college for late re-registration on another notified date with payment of late fees as fixed by the college.

R4.5.12: A student can re-register for failed courses along with the automatically registered courses in a regular semester, provided the time table is accommodative and the maximum credits in that semester do not exceed 28 including the credits of courses intended for re registration.

R4.5.13: A student shall be permitted to re-register for failed courses in Supplementary Semester for a maximum of 20 credits including both Theory and Practical courses. However, in case genuine reasons the upper credit limit of 20 shall be relaxed by the Principal based on the recommendations of Dean AP provided permission is sought well before the commencement of Supplementary Semester.

R4.5.14: Registration for Audit courses, Seminar and Project work is not permitted in Supplementary Semester. However, Principal may consider registration for Audit courses in the case of valid reasons and recommendation by the Dean (AP).

R4.5.15: Respective HOD's in consultation with the Dean (Academic Program) shall announce the list of odd and even semester courses proposed to be offered in the supplementary semester at least 15 days prior to the closure of even semester. Students who desire to avail this facility shall register within a week time from the date of the announcement.

R4.5.16: A theory course shall be offered in the Supplementary Semester provided the minimum strength of students is 10. However, this requirement may be relaxed by the Principal and Dean (Academic Program) on the recommendations of DPGC of the respective departments.

R4.5.17: Dropping of courses:

Students may drop the registered course(s) on or before the dates indicated in the academic calendar retaining the minimum number of credits specified on the advice of CI and shall not be mentioned in the grade card. Such courses shall be re-registered whenever offered at a later time by paying the prescribed fees.

R4.5.18: Withdrawal from courses:

Students may withdraw from the registered course(s) on the dates indicated in the academic calendar retaining the minimum number of credits specified on the advice of CI and shall be mentioned in the grade card as grade 'W'. Such courses shall be re-registered whenever offered at a later time by paying prescribed fees.

R4.6: Attendance of Students

R4.6.1: The desirable attendance for all academic work such as theory, laboratory session, seminar and project is 100%. Upto 15% relaxation can be given due to genuine reasons. However, 85% attendance is mandatory.

R4.6.2: In case of emergencies such as untoward incidents or critical illness of close relatives, the principal may condone attendance to the extent of 10%.

R4.6.3: In case of self-ill health / sickness, the student has to intimate in writing without fail. However, under serious sickness, which exceeds more than two days, a letter from parents/mentor and medical certificate from recognized hospital/Govt. hospital is essential for considering his/her absence for condoning the attendance as mentioned R.4.6.2.

R4.6.4: In the above R4.6.2 and R4.6.3, condoning of absence to the maximum of 15% will be considered by the Dean (Academic Program) on the recommendations of the HOD.

R4.6.5: The students who are participating in technical activities, co-curricular and extracurricular activities to represent the college and university have to obtain prior permission from the Dean (Academic Program). Concerned faculty, HOD and Dean (Student Welfare) will forward the letter of request with their recommendation / remarks to the Dean (Academic Program). But the final approval will remain with the Dean (Academic Program) only.

R4.6.6: Students attending Training & Placement activities are required to produce attendance certificate/letter issued by the Training and Placement Officer at the college level. Further, the certificate should have the details of the progress made by the students at different levels of selection process. However, final approval will be given by the Dean (Academic Program).

R4.6.7: In all the above cases, condoning of maximum of 15% attendance is done, provided the student has 95% attendance during the period he/she has been attending the academic work.

R4.6.8: Apart from the above mentioned reasons, Principal is empowered to condone the absence of a student on the recommendations of HOD and Dean (Academic

Program) with proper proof in case of any unavoidable exigencies.

R4.6.9: Students may be informed of the attendance status periodically and shall be cautioned to makeup the shortage if any. A student having shortage of attendance in any course(s) can withdraw from such courses (retaining minimum number of credits as per regulation and before the date mentioned in the academic calendar) with a mention "**W"** in the Grade Card.

R4.7: Curricula and Syllabi

The institution shall consider curriculum frame work as an important phase in setting the right direction for a Post graduate degree by taking into account the type, quantum of knowledge and skill sets necessarily to be acquired by the student to qualify for the award of Master degree in his / her chosen branch or subject specialization. Besides, it helps in assigning the credits for each course, the spreading of the courses over the semesters to accumulate finally total number of credits for the award of the degree.

R4.7.1: Every program shall have a curricula and syllabi as designed by the DPGC, recommended by BOS and approved by AC.

R4.7.2: The medium of instruction for all courses, any academic work and examination shall be English.

R4.7.3: Choice based credit system (CBCS) is adopted in the college. The minimum and maximum credits to be prescribed in a semester are $\geq 16 \leq 28$ credits.

R4.7.4: Requirement for conferment of a particular degree is measured in terms of credits obtained. A student earns the obligatory credits for a particular course by fulfilling the academic requirements viz. attendance, evaluation etc., prescribed in the regulation document. The students taking admission at the commencement of the academic year (for any odd semester) have to take the existing scheme of study. The department DPGC is to prepare the list of equivalent courses in the case of revision of scheme, reshuffling of courses across the semesters, transfer from other colleges. While establishing the equivalence, the course title and course contents shall be given the priority and a little deviation in credits matching shall be permitted. A copy of the resolutions of DPGC in this regard shall be marked to the office of the Dean (AP), MIS office and CoE office.

R4.7.5: The types of courses offered are Theory, Laboratory, Seminar, internship, research work and Project:

- Theory courses can involve Lecture (L) and Tutorial (T) hours.
- Laboratory courses (P) consists of practical sessions. A student has to work in Laboratory / Drawing hall/ Workshop during this period.
- One unit of course work and its corresponding one credit in a main semester shall be equal to:

➢ Theory course conducted for 1 hour/week/semester.

➢ Tutorial conducted for 2 hours/week/semester.

➢ Laboratory course, Technical seminar, project, Internship, soft skills, self-study for 2 hours/week/semester.

➢ However, for Internship, soft skills as recommended by the BOS and approved by the Academic Council.

(Practical training in industry for short duration, visit to industry for short duration, study tour, guest lectures is only value addition activities and no credits shall be awarded for the same).

R4.7.6: Program Core Courses:

For M. Tech (15%-25% of total credits, typical average no. of credits 22):

For MBA (45%-60% of total credits, typical average no.of credits 50):

Each department PG committee is expected to frame the curriculum, syllabi and credits to be offered in each course, subjected to approval of respective BOS and AC. Each department shall design the curriculum and implement the same keeping in view Outcome Based learning to ensure the quality of teaching and learning process.

R4.7.7: Program Elective Courses:

For M. Tech. (25%-35% of total credits, typical average no.of credits 30):

For MBA (20%-35% of total credits, typical average no.of credits 25):

It is obligatory for each department to offer the elective courses to the students from time to time taking into consideration the specialization, industrial necessities and changing technology.

R4.7.8: Seminar:

For M. Tech. (3%-5% of total credits, typical average no. of credits 2):

For MBA (2%-10% of total credits, typical average no.of credits 5):

A student is expected to refer to technical papers from quality journals or prepare report on his own work, prepare technical review articles and present in the class before the evaluation committee constituted by the department. This shall an educative activity to all involved.

R4.7.9: Training in Industry/internship (3% to 5 % of total credits, typical average no. of credits 4):

For M. Tech. (3%-5% of total credits, typical average no.of credits 4):

A student is expected to get training in industry for a minimum of 2 weeks during vacation and prepare report in this regard and present it before the evaluation committee constituted by the department.

The department(s) can consider the internship for more than 2 weeks looking in to the feasibility and worthiness of carrying out at the industry.

4.7.10:Project:

For M. Tech. (30%- 45 % of total credits, typical averageno.of credits30):

Project is partial fulfillment of the requirement for the specified M.Tech. degree program; each student is required to carry out a project work under the guidance of faculty in the institution/industry/R&D organization. Project should be based on the application of knowledge acquired by the student having undergone various courses and the laboratory sessions. They are encouraged to refer to technical journals for selection of topic for the project. Students are expected to use their analytical, practical and software skills in realizing the project work. The students are expected to give seminar and undergo internship in industry / R&D / teaching institute of high reputefor 4 weeks during summer vacation/ or as approved by the respective Board of Studies.

R 4.7.11 Field work/Internship and Project:

For MBA (10%-25% of total credits, typical average no.of credits 20):

R4.8: Assessment of students

R4.8.1: A student needs to earn 88 credits for M.Tech. and 100 credits for MBA as a requirement for the conferment of M.Tech/MBA degree in the chosen specialization.

R4.8.2: The institution can amend the structure of CIE and SEE in each semester keeping the weightage proportion unaltered or on need base pending approval from AC.

R4.8.3: Assessment procedure for theory course(s):

- Theory courses are evaluated through CIE and SEE. The relative weightage for CIE and SEE is 50% each. Further, CIE is having two components viz., Internal Assessment (IA) Test and Course Teacher Assessment (CTA). The weightage in CIE for IA and CTA is 60% and 40% respectively.
- Two IA tests & third IA test as an optional or improvement test (one component of CIE) and SEE are written examinations and shall be conducted centrally by the COE as per the schedule mentioned in the academic calendar. The schedule of IA and SEE exam also shall be appearing in the academic calendar.
- IA test for theory courses shall be of 90 minutes duration for 3 or 4 credits courses and 60 minutes for 2 credits courses. The IA test shall be conducted for 30 marks.
- CTA includes class room interaction, announced & unannounced quiz, assignments, case studies, term papers, presenting papers in seminar/conferences of at least national level, publishing paper in journals, appearing for online course, open book test, course seminar, course related practice in the lab and it shall be decided by the CI and shall be made known to the students in the beginning of class. Further, the CTA should not have more than two components. If the students are unable to take up online course, they should be provided with alternative components for CTA evaluation. For open book test the CI is required to inform the Dean (AP) about the modalities followed to conduct open book test.
- SEE for theory courses shall be of two hours duration for 2 credits courses / three or four hours duration for 3 or 4 credits courses, a maximum of 50 / 100 marks.
- The evaluation of projects in different semesters shall be carried out as per the guidelines given in the scheme.
- A student should have minimum 50% score in CIE to become eligible for appearing in the SEE. If he/she fails to meet this condition, then he/she has to reregister for the course during the next main/regular or in the supplementary semester in which the course is offered by the department.
- Detailed SEE time table shall be displayed at least two weeks prior to the commencement of SEE by the COE.

R4.8.4: Assessment procedure for Seminar: Seminars will have only CIE and evaluated for 50 marks.

- An evaluation committee consisting of minimum 3 faculty members from different specialization shall evaluate the seminar presentation by the student

and is spread over the entire semester. For evaluation, the committee shall use various parameters like topic, relevance, understanding, analyzing capability, presentation & communication, PPT preparation, organizing material, overall impression etc.

R4.8.5: Assessment procedure for Laboratory course, internship and project:

Laboratory course, internship and project work have CIE as well as SEE.

- CIE for laboratory/project/internship shall be broadly based on routine performance, preparedness, regularity, overall understanding of the experimental concept, writing of journals/reports, interaction/involvement during the course of working on setup, test conducted at the end etc., and shall be devised by the respective course Instructors keeping transparency intact.
- CI shall provide the details of mode of conducting the experiments and performance assessment in the laboratory course. It is mandatory to write and submit laboratory journal, drawing sheets, related records / reports prescribed documentation for the laboratory course, internship report, project reports, seminar reports, etc.
- Lab course shall have CIE and final lab examination. CIE is evaluated for 50 marks and CI shall consider regular performance, preparedness, punctuality, sincerity, team spirit, capability of independent handling, depth of understanding and knowledge, report writing, preparation test etc. while evaluating CIE. The final lab evaluation shall be carried out jointly by two examiners for 50 marks.
- The CIE and final assessment is evaluated for 50 marks each for internship. The student is expected to present the work carried out in the industry before the panel consisting of two examiners based on parameters like the work undertaken, extent of exposure to industrial environment, nature of training undergone, knowledge acquired, deliverables in terms of paper presentation, publication, report preparation, conversion possibility in to major project, communication & presentation skills etc.
- The project shall have CIE and SEE. The CIE shall be evaluated by the academic guide or jointly incase guided by academic and industrial guides for 50% of CIE marks (or as mentioned in the scheme) based on various parameters like topic, relevance, literature survey, rationale, depth of technicality,work carried out, deliverables in terms of papers published in journals, papers presented in conference, commercialization of product etc.There shall be an internal progress evaluation mechanism during the course of project to ensure the phase wise progress of the work and pace & direction in which the student is carrying out the work and will be evaluated for 50% of CIE marks(or as mentioned in the scheme). Thus, the CIE will be evaluated for 100% marks (or as mentioned in the scheme) jointly by the Guide and the committee. The guide shall recommend submission of project report, if the student has presented minimum one paper at least in national level conference. However, it is desirable to have one paper published in indexed reputed journal. The final assessment of project for 100 marks (or as mentioned in the scheme) shall be

conducted jointly by two examiners (one internal examiner preferably the guide and one external examiner from an institution where the PG programs are run). The internship will be evaluated for CIE by the guide for 50% marks and the committee for 50% marks.

R4.8.6: It is compulsory for the students to attend the IA tests, CTA work, examinations and evaluations that are prescribed and conducted.

R4.8.7: Credits for a course will be awarded only if the student satisfies the minimum attendance requirements and acquires the necessary passing grades both in CIE and SEE for that course. No credits are awarded if the student remains absent in SEE even though he/she having met the minimum attendance requirements and qualifying marks in CIE.

R4.8.8: Question paper setting:

- Question papers (QP) for IA tests shall be set by the concerned CI and the quality of IA test question papers shall be ascertained by DPGC / Dept. IQAC.
- Question papers for SEE shall be set by the concerned CI. The BOE comprising external and internal members shall scrutinize the question papers for the quality standards in all respects.
- Question paper for practical / project work / drawing or any laboratory nature courses shall be jointly set by both the internal examiners.
- The question papers shall be designed both for CIE and SEE keeping in view of testing achievement with Bloom's levels that contribute to the attainment of course outcomes with defined Post Graduate attributes.
- The CI shall adhere to the instructions issued at the time of QP setting by the Dean (AP) and COE to attain COs & POs and thereby meeting the defined Post Graduate Attributes.

R4.8.9: Question paper pattern:

An examination shall have different objectives like testing for the achievement, prediction, endurance, creativity, ranking, etc. In technical education the students' knowledge, competency and skill sets acquired to meet the Post Graduate attributes is tested through achievement tests. Keeping the above in view, the question paper pattern shall be as follows:

- **InternalAssessment(IA) Test:**
  - No objective type questions.
  - There shall be four questions, each question carrying 10 marks.
  - Each question shall have maximum of two sub divisions.
  - The student is expected to answer any three full questions.
  - The students need to use answer booklets for IA test supplied by COE.
- **Semester End Examination (SEE):**
  - The question paper must be set covering the entire syllabus.There shall be complete interleaving of questions from different chapters to ensure that the students will not skip any of the topics from studying.
  - The SEE question paper includes 7 questions, each question carrying 20 marks.

- The students are required to answer any five full questions out of 7 questions.
- Each question shall have maximum of three subdivisions.
- The students need to use answer booklets for SEE supplied by COE.

- The question paper shall be of acceptable standard and time allotment shall be such that a student with an average writing speed must be able to manage answering all the questions along with other formalities to be completed in the examination hall like signing the attendance, reading the QP, using of permitted data books etc.

R4.8.10: Make up examination:

- Students remaining absent during SEE for a course either due to medical reason or any other unavoidable circumstances, shall be permitted to appear for makeup examination as a special case with the permission of Dean (Academic Program), by explaining the reasons with document proof.
- A student having eligible CIE marks but having obtained F-grade in any theory and all types of laboratory courses in the immediate previous SEE shall also be permitted to appear for makeup examination in that course.
- The performance of the students will be one grade less than the grade obtained if they get B and higher grades. However, there is no grade reduction for the students who obtain "C" grade.
- A student can choose either makeup examination or supplementary semester examination when these two are conducted simultaneously.
- Absence in makeup examination warrants an award of F grade.
- For students with medical/genuine reason, the grade reduction is not applicable and this shall be permitted only by the Principal on recommendation of Dean (AP).

R4.8.11: Significance of Seminar, Internship & Project:

- Every student has to take up seminar, internship (or as decided by respective BoS) and project work of professional nature as a partial fulfillment for the award of degree.
- Every student shall give a seminar presentation on an emerging topic preferably beyond the syllabi but related to his/her specialization/allied areas in addition to submission of a report as per the schedule announced by the department.
- The project guide shall assess the students in project work for 50% of marks towards CIE by monitoring the work done on regular basis. The remaining 50% of the marks will be evaluated by the committee. This is also applicable to Internship.
- Every project/internship report shall be evaluated through viva voce /defense by the student before the panel of examiners for 100marks as mentioned in R4.8.5.

R4.8.12: CI shall submit the CIE marks for each course to the HOD as per the schedule mentioned in the academic calendar or make entry using MIS software with an endorsement by the HoD. The HOD/DPGC will forward marks to the COE after

scrutiny and moderation, if necessarywith the consent of the CI.

R4.8.14: COE is responsible for the smooth conduct of SEE, valuation of answer scripts and announcement of results within specified time.

R4.8.15: The COE is empowered to prepare all the required proforma / format/template for documentation of entire examination process and shall maintain all the documents (both confidential and otherwise).

R4.9: Grading System

R4.9.1: The performance in any course except audit shall be indicated using a "Letter Grading System". The whole evaluation process is designed to meet the most fundamental requirements of fairness and justice while being responsive and transparent.

R 4.9.2: Passing Standards adopting Absolute Grading

Absolute grading is practiced in the college and shall continue.

Evaluation Method	Passing Standard
CIE	Score: > = 50 %
SEE	Score: > = 50 %

Grade Points Scale for Absolute Grading

Level	Outstanding	Excellent	Very Good	Good	Fail
Grade	S	A	B	C	F
Grade points	10	09	08	07	00
Score (Marks) Range %)	>= 90	>= 75 to < 90	>= 60 to < 75	>= 50 to < 60	< 50

- 'F' grade stands for Fail. A student who obtains 'F' grade has to re-register for the same course (if it is a core course) when it is offered next. In case of an elective course, the student shall have an option either to repeat the same course or register for any other elective course offered by the department.

R4.9.3: If a student secures 'F' grade in a course for four consecutive times, he/she shall be declared as Not Fit for Technical Course (NFTC). However, such student can seek admission to First Year M.Tech. afresh.

The makeup examination and detaining due to shortage of attendance shall not be treated as an attempt. Remaining absent to the SEE shall be treated as an attempt.

R4.9.4: A student who has missed quiz or IA tests for various reasons such as illness (to be certified by medical officer recognized by the college), representing the college in cultural/sports activities (but satisfies the minimum attendance requirement) may be eligible for a make-up quiz or test conducted in the department based on

the recommendations of HOD and approved by Dean (Academic Program). Such students should make an appeal in writing to the Dean (AP) through HOD within one week from the date on which the quiz or test was conducted explaining the reason(s) for their absence. Applications received after the stipulated period will not be entertained under any circumstance.

R4.9.5: Review of Grades awarded:

Valued answer scripts of SEE / Makeup / Supplementary semester examinations are shown to the students before the announcement of the results in presence of the respective CI / valuer for clarification if any. If the students are not satisfied with the evaluation, they can go for an appeal to the Academic Appeal Board (AAB or DPGC) to review the grades by paying the prescribed fees before the last date notified by the COE.

There is no provision for revaluation or showing the answer script of any laboratory courses including seminar, mini/major project.

Grace Marks:

For all PG programs a course grace of maximum 2% of the maximum marks shall be given for passing that course (For theory, if the score is 48 out of 100 then it will be made as 50 and for laboratory courses, if the score is 23 out of 50 then, it will be made as 25).

R4.9.6: Improvement of Grade:

- Improvement of grade in a particular course/laboratory is permitted through re-registration on the recommendation of mentor provided grade obtained is withdrawn before re-registration.
- Under no circumstances the grade rejected can be reclaimed.
- Improvements of grades do not apply to projects/internship and seminars.
- Students with backlogs are not eligible for improvement of grades.
- Re-registration for such courses could be made in the next academic year provided the class time table is accommodative.
- Grades improved shall be indicated in the grade card.
- Maximum of one course is permitted for grade improvement in an academic year.
- All other requirements like credit limit, evaluation & assessment etc., in the semester remains same.

R4.9.7: Performance Evaluation

- The performance of a student is measured in terms of performance indices Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) on a scale 0 to 10 for the current semester and cumulative over previous semesters from second semester onwards respectively.
- SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester.

$$SGPA = \frac{\Sigma \text{ (Course Credit X Grade Points) (For all courses in that semester excluding transitional grades)}}{\Sigma \text{ Course Credit (For all courses in that semester excluding transitional grades)}}$$

[This takes into account all the registered courses and grades including F grade obtained by a student in that semester].

- CGPA is the weighted average of the grade points obtained in all the courses registered by the student since the beginning of the first semester of the Program.

$$CGPA = \frac{\Sigma \text{ (Course Credit X Grade Points) (For all courses excluding those with F \& transitional grades until that semester)}}{\Sigma \text{ Course Credit (For all courses excluding those with F \& transitional grades until that semester)}}$$

[Course (s) with F grade are not included in the calculation]

- A course is included only once in CGPA calculation and the latest performance of a student in course(s) are considered.

The following is an illustration to calculate SGPA and CGPA:

Calculation ofSGPAforI Semester

Courses	Credits	Grade Obtained	GradePoints (GP)	Σ(creditsxGP)
Course —1	4	C	7	4x7=28
Course —2	4	B	8	4x8=32
Course —3	4	F	0	4x0=0
Course —4	4	A	9	4x9=36
Lab	1.5	S	10	1.5x10=15
Total	**17.5**			**111**

SGPA for1st Semester=111/17.5=6.34

CGPA=111/(4+4+4+4+1.5)=111/13.5=8.22

At I Semester level, CGPA is not calculated.

Calculation of SGPA and CGPA at the end of II Semester

Courses	Credits	Grade Obtained	GradePoints (GP)	Σ (creditsxGP)
Course—1	4	C	7	4x7=28
Course —2	4	B	8	4x8=32
Course —3	4	F	0	4x0=0
Course —4	4	A	9	4x9=36
Lab	1.5	F	0	1.5x0=0
Total	**17.5**			**96**

SGPA for 2nd Semester =96/17.5=5.48

CGPA=(111+96)/(13.5+12)=207/25.5 =8.12

CGPA at the end of 2nd semester is calculated by taking into consideration the courses of both 1st and 2nd semester which do not have F—grade:

CGPA is calculated as per the procedure given above at the end of every semester, commencing from II semester.

- Maximum credits that can be earned in each academic year is 56 and Minimum

CGPA to be earned in each academic year is 5.00.

- SGPA and CGPA are normally calculated to the second decimal position, so that the CGPA, in particular can be made use of while preparing the rank list of the students performance at the college.

If two students get the same CGPA, while declaring the rank, the tie would be resolved by considering the number of times a student has obtained higher SGPA and if it is still not resolved, the number of times a student has obtained higher grades like S, A, B etc., would be considered. The students appeared for examination in supplementary semester and through re-registration shall not be eligible for award of ranks.

R4.9.8: Semester Grade Card:

The semester grade card issued at the end of each semester will include the following information:

- Credits for each course registered and reregistered in that semester.
- Letter grade obtained in each course.
- Total credits earned by the student in the semester and SGPA.
- Total credits earned by the student since the first semester and CGPA.
- Class or division or rank obtained will not be mentioned in the Semester grade card.

R4.10: Promotion to next Academic Year (Vertical Progression):

The prescribed standards for eligibility criteria for a student to be promoted to the next academic year shall be as follows:

- Minimum CGPA earned =5.00 at the end of each academic year.
- Maximum number of **F grades** a student can carry to the next academic year is **02**. This includes Theory, laboratory, Project and seminar i.e., all courses with credits.

R4.11: Award of Class

If it is necessary to provide equivalence of the averages SGPA and CGPA with the percentages and/or class awarded as in the conventional system of declaring the results, then the following table shall be used, as per AICTE guidelines.

GradePoint	Percentage ofMarks
5.75	50
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

R4.12: Migration from other Colleges

R4.12.1: A student studying in a college under VTU / any other university pattern and seeking admission to the autonomous program or migrating from VTU to Autonomous scheme in the same institution itself has to get the permission from VTU if there is a provision and permission from the college to take the admission.

R4.12.2: They shall fulfill additional academic requirements as specified by the college

based on the recommendations of DPGC.

R4.12.3: After taking admission in autonomous program the student is required to clear backlog subjects carried from VTU curriculum, if any, by appearing for the respective examinations conducted by VTU only.

R4.12.4: Registration of the students from other Universities/Colleges shall be decided as per the guidelines issued by AC and VTU. Such students if admitted shall meet the prerequisite of academic program as specified by the college based on DPGC recommendations to fulfill the requirements of equivalence.

R4.12.5: Transfer from Autonomous to Autonomous college is permitted with the approval of VTU. Credit transfers of all relevant courses are considered. However, DPGC can recommend to exclude or include the courses both learnt and to be learnt respectively to declare an equivalence and accumulation of total number of credits for the award of degree.

R4.13: Award of Degree

R4.13.1: A student shall be eligible for the award of Master degree from VTU, provided, he/she has completed all the prescribed requirements with minimum or higher passing grade in each of the courses and earned minimum prescribed number of credits.

R4.13.2: A student should have paid all fees and has no dues to college and satisfied all the academic requirements prescribed.

R4.13.3: A student should have no case of indiscipline pending against him/her.

R4.13.4: The degree shall be awarded to all such students who are declared eligible, with a minimum CGPA of 5.00 and declared as qualified by the authorities.

R4.14: Graduation Ceremony

R4.14.1: The College shall organize Annual Graduation Ceremony for those students completing the prescribed academic requirements for PG programs as approved by VTU.

R4.14.2: Prizes and Medals to meritorious students shall be distributed every year during the Graduation day Ceremony.

R5: PROFESSIONAL ETHICS

R5.1: Academic Honesty & Integrity

SDMCET is committed to upholding honesty, integrity and fairness in both academic and co-curricular activities. A student of SDMCET shall accept and abideby the academic stipulations of the institution. It is the student's responsibility to be aware of policies pertaining to academic conduct.

Academic values and standards are the shared responsibility of students, faculty and supporting staff. Academic dishonesty is any action or practice that provides the potential for unfair advantage to an individual or a group of students. Helping to someone for an act of academic dishonesty is as serious as involving in it. A student who cheats, gains unfair advantage over honest students knowingly, not reporting the dishonest act to the authorities is a crime and punishable.

R5.2: Discipline and Conduct

- Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which will tend to bring down the image of the College in the Society.
- The following additional acts of omission and/or commission by the students within or outside the precincts of the College shall constitute gross violation of "code of conduct" punishable as indiscipline:
  1) Lack of courtesy and decorum, as well as rude and indecent behavior.
  2) Willful damage of property in the College/Hostel or of fellow Students (vandalism).
  3) Possession/consumption/distribution of alcoholic drinks and any kind of banned drugs.
  4) Mutilation or unauthorized possession of library material, like books, etc.
  5) Noisy and unseemly behavior, disturbing peace in the College.
  6) Hacking in computer systems, either hardware or software or both.
  7) Indulging in theft and telling lies either to protect self or others.
  8) Any other act considered by the College as gross indiscipline.
  9) Any act of indiscipline of a student reported will be addressed by the competent authority who will decide the nature and quantum of punishment after the deliberations. The student may appeal to the principal for re-consideration on the action taken.
- If a student while studying in the college is found indulging in anti-national activities contrary to the provisions of acts and laws enforced by the Government, he/she will be liable for expulsion from the college without any prior intimation.
- Discrimination, sexual harassment and all form of violence against girl students and women employees are strictly banned. Such acts shall be considered as gross indiscipline and the student involved is liable for strict action as per the Government rules in force for Women Empowerment and Gender Sensitization, Sexual Harassment Act.
- Ragging in any form is banned. Acts of ragging will be considered as gross indiscipline and will be dealt with seriously. If a student is indulged in any kind of ragging, the student is liable for strict action as per anti-ragging act of Government of India, AICTE, GOK, VTU and college regulations.
- If any statement/information given by the student in connection with his/her admission is found to be false/ incorrect at any time or knowingly withholding information in any document or materials submitted to the college, his/ her admission is liable for cancellation with immediate effect and he/she is expelled from the institution forfeiting the paid fees.
- Student once admitted in the college has to follow dress code as well as other instructions issued from time to time. Dress should be neat and clean. Discretion and good judgment should prevail in choosing clothes. Shorts, minidress, tight clothes, T-Shirt without collar and provoking dresses should be avoided.

- If a student is found guilty of malpractice in examinations and over all misconduct during his/her stay in the college, he/she will be punished as per the recommendations of the committee specially constituted for the specified purpose. The maximum punishment is expulsion from the college.
- Every Student admitted is issued a photo Identification Card (ID) which must be retained by the student while he or she is registered at college. The ID card remains the property of college. The student must have the valid ID card in his/her possession when the student is inside and outside the college.
- No meetings or gatherings should be organized without the prior permission of the college authorities.
- Circulation of unauthorized magazine, bills and literature both in soft and hard form is prohibited.
- ID cards are non-transferable. Any student who alters or intentionally mutilates an ID card or who uses the ID cards of another student or allows his/her ID card to be used by another shall be subjected to disciplinary action.
- Valid ID card must be produced for identification purposes when demanded by the authorities. Refusal to provide ID card shall be subjected to disciplinary action.
- Students are required to switch off mobiles during the instructional hours in the college building, library, reading room / academic area etc. Strict action will be taken if students do not adhereto this.All the students are instructed to inform their parents to give acute emergency messages only to the Principal's office (0836 2447465 / 2448327 / fax: 08362464638) which will be passed on to the concerned student.
- Students must not bring mobiles during the conduct of any tests and exams. Possession of the mobile in the examination hall whether in switched on or off mode will be treated as malpractice.

R 6: Structure of Autonomy Governance

Various committees shall be constituted to govern the academic program for smooth and successful implementation.

1) Responsibilities of Course Instructor (CI)

a) CI shall design, develop the lesson and lecture plan and share the same with the students on the first instructional hour. CI has to ensure that the lecture plan covers the total syllabus.
b) CI must announce the syllabus for IA to the students at least one week prior to commencement of the IA.
c) CI is expected to engage all the classes as per the time table announced by the department and the special classes shall be engaged wherever necessary. Completing the syllabus well in time is the sole responsibility of CI.
d) CI shall monitor both the regularity and performance of all students. CI must maintain all course and continuous evaluation records of the students and produce the same during the academic audit.
e) CI is expected to practice conventional as well as make use of modern teaching tools to make the teaching learning more effective. College intranet and internet facilities shall be

used effectively to ignite students' interest.

f) Announced and unannounced quizzes, assignments are to be conducted periodically and works on case studies, projects; term papers shall be given wherever necessary.
g) Involvement of CI is compulsory in conducting IA, SEE and ensure that the valuation scheme and solution are discussed in the class after every examination i.e. for IA. The scheme of valuation should reflect the objectives of the course defined in the lesson plan.
h) CI will give sufficient time for the students to appeal and review the IA and SEE answer scripts.
i) The availability of CI ismade known to the students to approach for clarification of doubts and shall help the students for enhanced learning.
j) Highest priority shall be accorded by the CI for the valuation of IA and SEE answer scripts to enable COE to announce the result as per the academic calendar.

2) Department Post Graduate Committee (DPGC):

There shall be a Department Postgraduate Committee for each department offering PG program(s).

Constitution:

Chairman	:	HOD
Members	:	4: minimum one member shall be chosen representing each cadre. Three faculty members earmarked for PG program shall be the members of DPGC. (1 Professor, 1 Associate Professor, 1 Asst. Professor)1 Professor having specialization from allied field.
Member Secretary	:	One faculty of any cadre shall be the member secretary. However, the Chairman may have special invitees from the department or allied departments.

Term: The nominated members shall have a term of two years from the date of constituting the committee.

Meetings: The DPGC shall meet minimum 2 times in a semester besides need based meetings. The meeting is convened by the HOD.

Minutes of the meeting: The resolutions of DPGC shall be communicated to the Dean (Academic Program) marking a copy to the Principal.

Functions of DPGC:

1. Discuss and define Vision and Mission of the department in tune with the college Vision and Mission statement, PEOs, PSOs, COs and recommend to AC for approval.
2. Design, develop / revise the state of the art curricula and recommend the same to BOS.
3. Review examination results (CIE and SEE) and moderate in consultation with the concerned course instructor to ensure proper assessment. The DPGC decision is final in this regard.
4. Approve the results before announcement.

5. Provide panel of examiners to be appointed to the Controller of Examination.
6. Monitor and facilitate conduct of courses offered by the departments.
7. Suggest infrastructure development / modification to facilitate the curricula.
8. Ensure academic standard, excellence and integrity in the department.
9. Act as academic appeal board to address the examination related issues for CIE and SEE.
10. Make decision regarding the equivalence in case of transfer of students from both autonomous and non-autonomous Institutions.
11. Recommendation to be made with reference to the attendance related issues to Dean (Academic Program).
12. Monitoring grade moderation and identifying anomaly in the process and accordingly submitting the recommendations to BOS/AC.

3) Board of Studies (BOS):

There shall be a Board of Studies for each department / academic program of the college.

Constitution:

Chairman	:	Head of the Department
Members	:	5 Faculty members from different cadres covering different field of specializations. 2 Experts in the subject from outside the college, to be nominated by Academic Council. 1 Expert from outside the college to be nominated by the Vice Chancellor of affiliating University from a panel of names recommended by the Principal. 1 Representative from industry / corporate sector / entrepreneur / allied area relating to placement to be nominated by Academic Council. 1 PG meritorious alumnus to be nominated by the Principal.
Member Secretary	:	One faculty of any cadre shall be the member secretary. However, the Chairman may co-opt members from outside the college or allied departments within the college as special invitees for specific meetings based on the need.

Term: The nominated members shall have a term of two years from the date of constituting the committee.

Meetings: The schedule of the meetings to be drawn with the consent of the Principal of the college. The meetings shall be scheduled as and when required but at least once in a year. Five members form the quorum for the meeting. Meeting is convened by the HOD as per the directions from Dean (AP).

Minutes of the meeting: The resolutions of the BOS shall be communicated to Dean (Academic Program) marking a copy to the Principal.

Functions:

1. Discuss and recommend to AC about Vision and Mission of the department in tune with the college Vision and Mission statement, PEOs, PSOs, COs recommend by the DPGC.
2. Finalize syllabi for various courses considering the recommendations made by DPGC and recommend for approval to Academic Council keeping in view the POs and PEOs of the program.
3. Suggest techniques of innovative teaching and evaluation.
4. Issue guidelines to co-ordinate teaching, research, extension and academic activities effectively in the departments.
5. Suggest starting of diploma / certificate course looking to the expertise in the department and recommend the same to Academic Council for approval.
6. Any other academic assignments suggested by the Academic Council

4) Board of Examiners(BOE):

There shall be a BOE in each department offering the programs.

Constitution:

Chairman	:	Head of the Department
Members	:	Two Senior Professors from the Department. Two Senior Professors from outside the college but preferably are from autonomous colleges.
Member Secretary	:	One Professor from the department.

Term: The nominated members shall have a term of two years from the date of constituting the committee.

Meetings: The committee shall meet at least once in a semester and is convened by HOD as per the directions of COE and minutes & documents are to be sent to COE.

Functions:

1. Monitor and ascertain the standard of the question paper of SEE.
2. Scrutinize the question papers of SEE.
3. Monitor and guide for the correctness and completeness of Question Paper.
4. Suggest reformation in Question paper setting and recommend the same to DPGC.
5. Verify whether the QP set by CI augment the COs and POs attainment thereby facilitating the implementation of Outcome Based Education.

5) Internal Quality Assurance Committee at the department (IQAC):

There shall be an IQAC in each department offering the programs.

Constitution:

Chairman	:	Head of the Department
Members	:	Two Senior faculty members

Term: The nominated members shall have a term of two years from the date of constituting the committee.

Meetings and visits: No limitation on the number of meetings and visits however, there shall be at twovisits/meetings in a semester. Meeting is convened

by HOD and minutes to be sent to Dean (AP). The documents are to be in the Department.

Functions:

1. To review the conduct of courses.
2. To oversee the activities as per the planning of the department.
3. Monitor and guide for proper documentation.
4. Suggests the necessary reforms in different fronts.
5. Sample review of the feedback, course file, IA test papers, etc.

6) Academic Appeal Board (AAB):

The DPGC also acts as Academic Appeal Board.

Functions:

1. Receive grievance / complaints from the students in writing in respect of
   - ❖ Improper evaluation
   - ❖ Bias
   - ❖ Victimization etc.

2. Judiciously redress the above complaints keeping in view the academic integrity.

7) Mal practice Enquiry Committee (MEC):

There shall be a Committee to deal with the Malpractice cases reported during IA test and SEE examinations in the college.

Constitution:

Chairman	:	Dean (Academic Program)
Members	:	HOD of teaching department One Professor nominated by the Principal.
COE	:	Member Secretary

Term: The nominated members shall have a term of two years from the date of constituting the committee.

Meetings: During IA tests and SEE or immediately after the completion of IA test and SEE. The meeting is convened by COE and records shall be with COE.

Function:

1. Conduct enquiry into the reports of malpractice by the students during both theory / practical examinations (CIE and SEE) based on the reports submitted by the invigilator/examiners/ squad / COE.
2. Look into the evidences provided by the concerned to prove / disprove the act of malpractice.
3. Recommend suitable / judicious action against the students found guilty of malpractice to keep academic integrity intact.
4. Suggest the methods to COE for implementation to curb / minimize the malpractice in the examination.

8) Research Review Committee (RRC):

There shall be a Research Review Committee in the college.

Constitution:

Chairman	:	Principal
Members	:	Dean (Academic Program) Four Professors with Ph.D. 1 Associate professor 1 assistant professor (Preferably members drawn across the departments for fair representation)
Member Secretary	:	Dean (R&D)

Term: The nominated members shall have a term of two years from the date of constituting the committee.

Meetings: Minimum once in two months / need based. The meeting is convened by Dean (R&D) and documents to be with Dean (R&D).

Functions:

1. To suggest measures to integrate/interleave research in teaching.
2. To advise faculty / students for publication in journals.
3. To look into the plagiarism related issues.
4. Guide the faculty to get funded projects.
5. Suggest measures to enhance the conversion rate of students projects in to journal papers
6. Suggest professional ethics and code of practice to maintain academic integrity.
7. Guiding to enhance Community based projects / technology development / technology transfer etc.
8. Provide the information and help regarding the Patents / IPR etc.

9) Internal Quality Assurance Cell at College level:

Constitution:

Chairman	:	Principal
Members	:	HODs One Senior faculty nominated by Principal
Co-ordinator		One senior professor

Term: The nominated members shall have a term of two years from the date of constituting the committee.

Meetings: The committee shall meet once in a month or on short notice to deal with urgent issues and meeting is convened by the Co-ordinator as per instructions from the Principal. The records are to be in Principal's office.

Functions:

1. To conduct meetings regularly to monitor academic activities as per the schedule.
2. To guide the departments towards implementation of the policies.
3. Help formulating the strategic plans.

4. To evaluate and analyse the feed back
5. Suggest the requirements of human resource.
6. Interacting with departments and stake holders.
7. To ensure that the facilities provided are availed by the students for success.

10) Grievance Committee:

There shall be a grievance cell to look into the academic related difficulties/inconvenience of the students.

Constitution:

Chairman	:	Dean (Student Welfare)
Members	:	Two faculty members (preferably Dean Academic Program as one of the members) nominated by Principal
Member Secretary	:	Dean (Administration)

Term: The nominated members shall have a term of two years from the date of constituting the committee.

Meetings: The committee shall meet once in a month or on short notice to deal with urgent issues. Minutes to be submitted to the Principal and documents are to be with Dean (SW).

Functions:

To listen to the academic related problems of the students and take suitable measures to create healthy and conducive learning environment.

11) Academic Council:

There shall be an academic council to provide suggestions to the Governing Council for the continuous development of the Institution.

Constitution:

Principal	:	Chairman
Deans and HODs	:	Members
Four faculty representing different cadres.	:	Members
Minimum four experts from outside the college nominated by the Principal.	:	Members
Three nominees of the University	:	Members
Faculty member (Dean AP)	:	Member Secretary

Term: The nominated members shall have a term of two years from the date of constituting the committee.

Meetings: The AC in convened at least once in a year and on such occasions as may be necessary. One half of the members should form the quorum. If there is no quorum, the meeting shall stand adjourned to the next convenient day fixed. In the adjourned meeting, if there is no quorum for up to half an hour, the members present shall themselves constitute the quorum and conduct the meeting.

Functions:

1. Review and approve the proposals with or without modification of BOS, academic regulations, curricula, scheme, syllabi and modifications thereof,

instructional, evaluation arrangements, methods, procedures relevant thereto etc. or return the matter for reconsideration to the Board of Studies.

2. Adopt admission regulations in line with University / Government norms to different programs.
3. Frame regulations consistent with University norms for conduct of examination and initiate measures for improving the quality of teaching, student evaluation and student advisory system in the college.
4. Approve the list of successful candidates for conferment of degrees, diploma or certificates by the College/University.
5. Frame regulations for sports, extracurricular activities and other student related facilities.
6. Recommend to the Governing council (GC), the proposals for starting new programs of study.
7. Recommend to the GC to institute of scholarships, studentships, fellowships, prizes &medals and frame regulations for the award of the same.
8. Advise the GC on suggestions pertaining to academic affairs.
9. Encourage faculty to undertake sponsored research, industrial consultancy, CEP, technical service to community and related activities.
10. Perform such other functions as may be assigned to it by the GC.

12) Governing Council:

The composition of this body should have the following structure.

Constitution:

Chairman	:	Honorable President of SDME Society
4 Members	:	Management representatives
2 Members	:	Teachers of the College nominated by the Chairman on the recommendation of the Principal
1 Member	:	Educationalist or Industrialist
1 Member	:	UGC Nominee
1 Member	:	AICTE Nominee
1 Member	:	State Government Nominee
1 Member	:	University Nominee
Member Secretary	:	Principal of the College

Term: The nominated members shall have a term of two years from the date of constituting the committee.

Meetings: The council shall meet 3 times in a year to direct the institution in right path to accomplish the objectives. The member secretary by order shall convene the meeting and the records shall be in Principal's office.

Functions:

1) Adopt the fees and other charges payable by the students of the college as fixed by the Government / University in this regard from time to time.
2) Accept endowments, institute scholarships, fellowships, medals, awards on the recommendations of AC.

3) Approve the Institution of new programs of study in concurrence with the University leading to degree/diploma/certificate courses.
4) Lay down services conditions, emoluments as per the AICTE norms, TA for faculty and non teaching staff in line with the university statutes / ordinances / regulations / rules and the State Government provisions.
5) Define the procedure for selection / recruitments of teaching, non teaching staff in accordance with the rules / procedures laid down in this regard by statutes.
6) Regulate and enforce discipline among members of teaching and non teaching staff in accordance with the rules / procedures laid down in this regard.
7) Invest money belonging to the college, in approved securities, as it shall, form time to time, think fit or in the purchase of immovable property or in developmental activities of college including hostel and campus facilities.
8) Transfer or accept transfer of any movable or immovable property of the college.
9) Constitution of committee to advise and / or to recommend redressal of the grievances of the members of the staff of the college.
10) Decide the extent of delegation of administrative and financial powers to the Principal and other functionaries in the college for its effective and smooth functioning.
11) Approve the annual report of the college.
12) Perform such other function or may be necessary and deemed fit for the proper development and to full fill the vision and objectives for which the college was established.

13) Department Advisory Board

Constitution:

HOD	Chairman
One Faculty (Internal)	Member
One Industry Personnel	Member
One Alumnus	Member
One Eminent academician (External)	Member

Term: The nominated members shall have a term of two years from the date of constituting the committee.

Meetings: Minimum once in a year

Minutes: The minutes of the meeting and related documents will be with the HOD. A copy of minutes shall be marked to Dean (Academic Program) and Principal.

Functions:

1. Suggest to incorporate the changing trends in curricula
2. Infrastructure upgradation
3. Suggest about the current research trends
4. Suggest starting of new program / certificate courses etc.
5. Guidance in going for Accreditation / Accreditation for laboratories / MOUs with Industries.

6. Helping in preparing the road map of the institution.

14) Standing Committee:

A Standing Committee is functional to take immediate impartial policy decisions.

Constitution:

Principal	:	Chairman
Secretary, SDME Society	:	Member
Deputy Secretary	:	Member
All Deans	:	Member
TEQIP Co-ordinator	:	Member
COE	:	Member
Dean (Administration)	:	Member Secretary

Term: The term of the members is not fixed as the members by their designations are to be members of Standing Committee.

Meetings: Need / Urgency based and no limitation on number of meetings.

Functions:

Standing Committee meet on need basis to take decision regarding important / policy type of decision regarding an issue(s) arising and demanding immediate attention without for the next immediate Governing Council meeting. The decision(s) taken by Standing Committee meeting are to be intimated and ratified by GC.

15) Finance Committee:

There shall be a finance committee

Constitution:

Principal	:	Chairman
2 Members from GC nominated by the President of the society	:	Members
One senior faculty	:	Member
One person from financial management institution	:	Member
Finance officer of the college	:	Member Secretary

Term: The nominated members shall have a term of two years from the date of constituting the committee.

Meetings: At least twice a year convened by the Principal

Functions:

1. The finance committee shall give inputs to the GC on all matters connected with the finances of the college.

2. The committee shall consider the budget estimates relating to the grant received/to be received from the commission/council and other agencies and income from fees collected for the activities to undertake the status of autonomy and to obtain the audited accounts of the above.

16) Board of Appointments:

There shall be a Board of Appointments in the college.

Constitution:

Hon'ble Chairman of the GC or his nominee	:	Chairman
One nominee of the University	:	Member
One nominee of the SC/ST/OBC nominated by the Vice Chancellor	:	Member
One nominee of the AICTE	:	Member
Two experts of the rank of Professors from outside college nominated by the principal	:	Members
Concerned HOD	:	Member
Two members		Dean (Admin) & Dean (AP)
Principal	:	Member Secretary

Term: The nominated members shall have a term of two years from the date of constituting the committee.

Meetings: Whenever the recruitment is to be done.

Functions:

1. To submit the list of well qualified candidates selected for approval to GC and subsequent appointment by the chairman GC.
2. Give suggestions to GC about the policies and qualifications as laid down by the council/University from time to time.

17) Anti Ragging Committee:

An Anti ragging committee is functional in the institution to curb ragging in the campus. The committee is constituted as per the Government and University norms.

Constitution:

Principal	:	Chairman
One Parent	:	Member (Nominated by the Principal)
Police Sub Inspector	:	Member
Two Lady Faculty	:	Members (Nominated by the Principal)
Two Final Year Students (One Boy and One Girl)	:	Members (Nominated by the Principal)
Nine Faculty members from different cadres	:	Members
Dean (Student Welfare)	:	Member Secretary

Term: The nominated members shall have a term of two years from the date of constituting the committee.

Meetings: Every Friday afternoon from the date of commencement of first year classes to the date of Fresher's day celebration besides need based meetings.

Minutes of the meeting: Minutes of the meeting will be with the Member Secretary

Functions:

1. Prepare the schedule for monitoring ragging activities in the entire campus.
2. Assign responsibilities to Sub committees to curb ragging.
3. Assign responsibilities to flying squad for surprise visit throughout the campus.
4. Educate and create awareness regarding the legal aspects for those involving in ragging in the campus.
5. Display of boards and extent of punishment for those who indulge in ragging in the campus.

18) Anti Sexual Harassment Committee:

A policy is framed to strongly curb sexual harassment and sexual abuse in any form and by this policy communicating zero tolerance of any action that may be construed as sexual harassment or sexual abuse in the University.

Constitution:

1	Chairperson	Woman – Professor Cadre
2	Member	One – Dean (Student Welfare)
3	Member	One – Head of the Department
4	Member	Controller of Examination
5	Member Convener	Woman faculty

Term: The committee members shall have a term of 2 years

Meetings: The committee will be meeting minimum thrice in a semester and / or when such cases are reported.

Minutes of the meeting: The minutes of the meetings shall be with the Member secretary

Functions:

1. To take steps to prevent sexual harassment and sexual abuse in the college campus
2. To respond promptly and effectively to report(s) of sexual harassment and sexual abuse in the college campus
3. To administer appropriate disciplinary measures when a violation is found to have occurred as provided by this policy
4. The committee is empowered to take stringent actions as per the guidelines by University / UGC / Government.

Useful Contact Numbers

Name	Designation	Contact No.
Prof. Dr. K. Gopinath	Principal	9538677470
Prof. Dr. R. L. Chakrasali	Dean (Academic Program) & Dean (R&D)	9845477797
Prof. G L Rajabanshi	Dean (Administration)	9448275251
Prof. I. T. Shirkol	Dean (IPD)	9448729906
Prof. Dr. Satish S. Bhairannawar	Dean C-III	9986008419
Prof. Savitri Raju	Controller of Examination	9480254450
Prof. Dr. Udayshankar D. Hakari	Head (Civil Engg.)	9481930359
Prof. Dr. I.Sridhar	Head (Mechanical Engg.)	9035924809
Prof. Dr. Shekhappa G. Ankaliki	Head (E&E Engg.)	9481108294
Prof. Dr. Vijaya C.	Head (E&C Engg.)	9845511315
Prof. Dr. Umakant P. Kulkarni	Head (CSE)	9448915301
Prof. Dr. Jagadeesh D. Pujari	Head (ISE)	9480750607
Dr. S. Y. Adaganti	Head (Chemical Engg.)	7353963888
Prof. Dr. Kumar I. Maddani	Head (Physics)	9008448957
Prof. Dr. A. A. Kittur	Head (Chemistry)	9945258096
Dr. Jenifer J Karnel	Head (Mathematics)	8884419523
Dr. Prakash H S	Director (MBA)	9900084503
Prof. K. A. Sateesh	Chief Warden	9986660550
Dr. Shashikant S Kurodi	Head (Humanities)	9480075402
Prof. Vasudev K Parwati	Public Relation Officer	9845253751
Prof. Shravankumar Nayak	Chairman (UGA & FAP)	9448200483
Prof. Vinayak Miskin	Transport In charge	9481686316
Sri P. V. Gangadhar Rao	Office Manager	9972457790
Dr. S. V. Vaswani	Doctor Incharge Healthcare	9449682593
Sri D. Suresh Gouda	Security Officer	7696888180
Vidyagiri Police Station	Police Station	0836 2233513
College General		0836 2447465