SDMCET REGULATIONS

GOVERNING UG PROGRAMS WITH

ACADEMIC AUTONOMY

(With effect from August 2016 and Revised in October 2021)

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

16.12.2021

Dr. K. GOPINATH
PRINCIPAL

Approval

This book "SDMCET Regulations Governing Programs with Academic Autonomy" containing 46 (forty six) number of pages will come in force from August 2016 as approved in 15th Academic Council meeting.

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. The 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, research and development pursuits in major thrust areas of present time with both sponsored research activities and 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.

Education is pivotal to development of society. The role of higher education is very important for securing right kind of employment and also pursue further studies both in India and abroad. Quality education enable the students to acquire knowledge, skill and training in order to have holistic and multidisciplinary education to develop all capacities of human beings- intellectual, social, physical, emotional and moral in an integrated approach which is the essence of National Education Policy (NEP 2020).

Academic autonomy granted by VTU in 2007 has facilitated the institution to formulate the curriculum using the state of the art methodology considering the recommendations of NEP 2020 and 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 AICTE and 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 Universities Act, 1994

VTU : Visvesvaraya Technological University, Belagavi

NEP 2020 : National Education Policy 2020

GC : Governing Council of the college

AC : Academic Council of the college

BOS : Board of Studies

JBOS : Joint Board of Studies

BOE : Board of Examiners

DUGC : Department Under Graduate Committee

IQAC : Internal Quality Assurance Committee

AAB : Academic Appeal Board

DAB : Department Advisory Board

MEC : Malpractice Enquiry Committee

RRC : Research Review Committee

BOA : Board of Appointment

FC : Finance Committee

GRC : Grievance Redress Cell

UG : Under Graduate Program

PG : Post Graduate Program

IA : Internal Assessment

CA : Continuous Assessment

CTA **:** Course Teacher Assessment

CIE **:** Continuous Internal 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

CET **:** Common Entrance Test conducted by Karnataka Examination Authority (Govt. of Karnataka).

COMEDK **:** Consortium of Medical, Engineering and Dental colleges 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

PP **:** Pass Progress

NP **:** Not Pass

Program **:** A branch or discipline of a Degree e.g. B.E (Mechanical Engg.) 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 Governing Council 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 method/system, discipline and conduct of students.

R2: INTRODUCTION

R2.1: The regulations listed hereunder are common for all degree level undergraduate autonomous programs offered by the college and are known as "SDMCET Regulations for UG programs".

R2.2: The regulations hereunder 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, Joint 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. Further, SDMCET is free to start Certificate programs of suitable time duration in skill development to help youths of the society in getting employment with approval from its AC and GC.

R3.1: UG Programs (Autonomous)

Sl. No.	Name of the Program	Program Code	Year of Inception
1	Civil Engineering	CV	1979
2	Mechanical Engineering	ME	1979
3	Electrical & Electronics Engineering	EE	1979
4	Electronics & Communication Engineering	EC	1980
5	Computer Science & Engineering	CS	1984
6	Chemical Engineering	CH	1994
7	Information Science & Engineering	IS	2000

R3.2: PG Programs (Autonomous)

Sl. No.	Name of the Program	Program 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.
- **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, Project (Mini and Major): As recommended by DUGC, BOS and Approved by the Academic Council. The above course credits also holds good for supplementary semester.
- **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 credit course is indicated by the letters S, A, B, C, D, E, F and PP/NP Grade for Audit course**.**
- **Grade point:** Number equivalent of the letter grades given by 10, 9,8,7,5 and 4 corresponding to grades S, A, B, C, D and E respectively. Grade F carry zero or no grade points.

Lectures (Hrs/Wk/Sem	Tutorials (Hrs/Wk/Sem)	Lab. Work (Hrs/Wk/Sem)	Credits (Lec:Tut:Lab)	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	2	0:0:2	1
0	0	6	0:0:3	3

R4.1: Title and duration of the Program

R4.1.1: The program is full time Bachelor Degree program in Engineering and shall be called 'Bachelor of Engineering' abbreviated as 'B.E.' with Branch of Engineering specified in parenthesis (branch of study).

R4.1.2: The duration of the program shall be of four complete 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., 8 years for B.E program.

R4.1.4: Semester scheme: Main / Regular semester

Each academic year shall be divided mainly into 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 B.E. program in each branch is divided into eight semesters with each semester having a total duration of 19 weeks that includes course registration, continuous and semester end assessments. A vacation of two weeks after every odd semester and 12 weeks after every even semester shall be provided or based on the prevailing situation.

R4.1.6: Supplementary Semester

A Supplementary Semester is conducted during the vacation 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 teaching learning and 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. A blended mode of teaching shall also be practiced for supplementary/main semesters semester to complete the term, (if situation demands).

R4.2: Admission of students

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

Admission to all 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 (CET/COMEDK) as per the guidelines issued by the GOK and VTU from time to time. The candidate should have successfully passed PUC II or 10+2/equivalent examination with the combination of subjects recommended by the

competent authority. Admissions are also offered under NRI & institution quota in accordance with the rules pertinent for such admission, issued from time to time by the GOK/competent authority.

R4.2.2: Direct Admission to Third semester i.e. Second Year (Lateral entry)

The Candidates who have passed the three year diploma examination conducted by the Directorate of Technical Education, GOK or its equivalent as recognized by the VTU are eligible for direct admission to third semester (second year) of B.E. Degree Program. The selection procedure for lateral entry shall be as per the rules stipulated by GOK from time to time. The maximum duration for laterally entered students shall be 6 years.

R4.2.3: Every undergraduate student shall study first year common to all branches of the institute and after First year of study they shall be associated with the parent department throughout his/ her study period in the college.

R4.2.4: 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.

R4.2.5: Student having an offer of admission shall be a student of the college only after completing the admission process including the payment of prescribed fees.

R4.2.6: 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.

R4.2.7: 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 of study.

R 4.2.8: Admission to second, third, fourth 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.

R4.2.9: The College reserves the rights to withdraw admission of any student and ask to discontinue studies at any stage during the program on the grounds of regressive academic performance or indiscipline.

R4.3: Withdrawal / Termination

R4.3.1: Temporary Withdrawal

A 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 recommendation of concerned mentor, 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, 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 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 afresh.
2) Failure to secure a CGPA>= 5.00 on three consecutive occasions.
3) Remaining absent from the classes for more than six weeks continuously in a semester without leave of absence being granted by the competent authorities.
4) 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 their duration for a full year shall be divided into semesters (main / regular and supplementary) with their calendar duration 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 discussion with HODs, approved by AC and will be 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 working 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 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 mentioned 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: Diploma holders admitted under lateral entry to third semester are also eligible for automatic registration to the higher semester as per the above norms.

R4.5.6: 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 DUGC shall be permitted to register for a course directly to the supplementary semester.

R4.5.7: 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 met the attendance requirement /or failure to score minimum eligibility marks in CIE.

R4.5.8: Every student seeking re-registration is required to consult his faculty mentor to register for offered courses on or before the last dates fixed for re-registration as notified in the academic calendar.

R4.5.9: 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.

R4.5.10: 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.

R4.5.11: A student having CIE marks less than 20 shall re-register either in the Supplementary Semester or subsequent semesters whenever those courses are offered next.

R 4.5.12: 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.

R4.5.13: Student who fails to re-register for course work on or before the notified date shall be permitted by the college for late re- registration on another notified last date with payment of late fees as fixed by the college.

R4.5.14: 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.

R4.5.15: A student shall be permitted to re-register for failed courses in Supplementary Semester for a maximum of 20 credits including Theory and Practical courses. However, in the case of genuine reasons the upper credit limit of 20 shall be relaxed by the Principal based on the recommendation of Dean (AP) provided the permission is sought well before the commencement of Supplementary Semester.

R4.5.16: Registration for Audit courses, Seminar, soft skills/aptitude and Project work is not permitted in Supplementary Semester. However, Principal may consider registration for the above courses Audit courses in the case of valid reasons and recommendation by the Dean (AP).

R4.5.17: 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.

R4.5.18: 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 recommendation of DUGC of the respective departments.

R4.5.19: 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 Course Instructor (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.

R4.5.20: 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, soft skills/aptitude, project, internship and any component appeared in the scheme is 100%. Up to 25% relaxation can be given due to genuine reasons. However,

75% attendance is mandatory.

R4.6.2: In the 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 the 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: The students who are participating in technical activities, co- curricular and extra-curricular 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 only with the Dean (Academic Program) to recommend to Principal.

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 10% attendance is done, provided the student has 85% 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 the case of any unavoidable exigencies.

R4.6.9: Students may be informed of the attendance status periodically and shall be cautioned to make up 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) with a mention "**W**" in the Grade Card. A student shall keep looking at the notice board for attendance status.

R4.7: Curricula and Syllabi

The institution shall consider curriculum frame work as an important phase in setting the right direction for a program 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 degree in his / her chosen branch or subject area. 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 recommended by the BOS and approved by AC.

R4.7.2: The medium of instruction for all courses, any academic work and examination shall be English except for Kannada course as mentioned in the scheme.

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. However, for VIII semester, the total credits shall be less than 16 as per the approval of the Academic

Council.

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 DUGC 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 DUGC 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, Technical Seminar, Independent study, Project (introductory, minor project-1, minor project -2,major project phase-I, major project phase –II etc.), internship, soft skill/aptitude, self study etc., besides Induction program in the beginning of UG program and AICTE activity points:

- 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 1hour/week/semester.
  - ➢ Tutorial conducted for 10 to 15% of total number of hours
  - ➢ Laboratory course, Technical seminar, project, internship, soft skills/aptitude, self- study for 2 hours/week/semester. However, for Internship, soft skills/aptitude 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 if not mentioned in the scheme).

R4.7.6: Induction Program:

The incoming students are driven by their parents and society to join engineering without understanding their interests and talents. As a result most students fail to link up with the goals of their institution. Therefore to help the students from diverse thoughts and backgrounds, three weeks induction program is conducted in the beginning of the program to develop well trained manpower with a feeling of responsibility towards oneself, one's family and society. The incoming students. This will help the students to adjust to new environment, open up, set a healthy routine and create bonding in the batch as well as between the faculty and students, develop awareness, sensitivity, understand self, society and nature and inculcate the ethos of the institution with a sense of larger purpose. It is mandatory for all the incoming students to undergo induction program.

R4.7.7: Basic Science Core Courses (around 13% of total credits):

Every student has to undergo these courses in the first year of study. These Courses are Physics, Chemistry and Mathematics which help in building the scientific foundation needed for engineering education. Basic science departments in consultation with

engineering departments design/decide the curriculum for these courses which in turn is expected to help the students in application of their knowledge in the respective branch of engineering.

R4.7.8: Humanities and Social Sciences (around 7% of total credits):

These courses are required to study the human behavior and interaction in social, cultural, ethical, environmental, economic, managerial, political etc., contexts. Courses in the area of Management, Economics, Soft skills, Aptitude, Functional English, regional language (Kannada), Universal Human Values course etc., are required to enable students to realize the real world scenario and get acquainted with it. These courses are also considered important and special emphasis shall be given. The respective Board of Studies will recommend the syllabus for these courses.

R4.7.9: Engineering Science Core Courses (around 11% of total credits):

Every student has to undergo subjects related to the basic requirement of industries / related sectors that builds the fundamental concepts of overall engineering and includes basic engineering concepts of Electrical, Electronics, Civil, Mechanical engineering and fundamental knowledge of Computer Programming. Respective departments will design/ update the curriculum for these courses keeping in view the present requirement of the industry and future challenges / opportunities.

R4.7.10: Professional Core Courses (around 35% of total credits):

These courses are related to the branch of study and cover fundamental concepts, courses to study in deep about the stream of engineering and applications. These courses shall also guide for research and development in the selected branch of study. Each DUGC 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 the recommendations of NEP 2020 and Outcome Based learning to ensure the quality of teaching and learning process.

R4.7.11: Professional Elective Courses (Around 11% of total credits):

These courses enhance the depth and breadth of the educational experience in the selected branch of study and it is obligatory for each department to offer the elective courses to the students from time to time taking into consideration the specialization, immediate industrial necessities and changing technology.

R4.7.12: Inter-disciplinary (open) Elective courses (Around 11% of total credits):

Departments can offer inter-disciplinary (open) elective courses common to students of two or more departments so as to benefit the students at large enabling them to be a part of multidisciplinary domain. The students of the offering department are also permitted to opt inter disciplinary electives.

Ability Enhancement courses: The Ability Enhancement courses are included for knowledge enhancement. The courses include from technical, emerging arts, commerce and NCC/NSS domains.

R4.7.13: Mandatory Learning Courses:

Constitutions of India, Communication skills, Professional ethics, environmental science, Universal Human values, Regional languages, etc., are mandatory courses. These are audit courses and are conducted with a provision of slots in the time table. Every student has to register for these courses and complete satisfactorily by securing

"PP" grade and will be marked as "NP" grade if not completed. These grades shall reflect in the grade card. But, these shall not be taken into account in determining the student's academic performance in the semester.

R4.7.14: Projects (Introductory, minor and major), soft skills/aptitude, internship, Seminar, independent study etc: (Around 12% of total credits):

All projects mentioned in the scheme is for partial fulfillment of the requirement for the specified degree program; each student is required to carry out a project work under the guidance of faculty member(s). Project should be based on the application of knowledge acquired by the student having undergone various theory and the laboratory courses. Students are encouraged to refer the 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 repute for the specified period in the scheme during summer vacation or an equivalent as recommended by BoS and approved by the AC.

R4.7.15: AICTE Activity Points: Apart from the technical and professional skills, the students are required to involve in carrying out community and allied activities to assert that Engineers have an obligation to serve the society. Every student who is admitted for 4 years program, is require to earn 100 activity points. The lateral entry students are required to earn 75 activity points. Suggested to refer to AICTE website for the detailed objectives, number of activity points, number of hours, list of activities etc., for proper implementation. There are no credits for the activities, but for the award of the degree, it is necessary for every student to submit a certificate in the specified format about the activities carried out and activity points earned. This certificate needs to be submitted to VTU through the office of CoE. Further, the documentation for having carried out the activities need to be maintained in the Departments.

R 4.7.16: The number of students in a batch shall be as below:

- 4th Semester Introductory project: 6-12 students
- 5thSemester Minor Project – 1: not more than 4 students
- 6thSemester Minor Project – 2: not more than 4 students
- 7thSemester Major Project Phase – 1:not more than 4 students
- 8thSemester Minor Project Phase – 2:not more than 4 students

The team/group/batch formation shall be decided by the DUGC based on suitable criteria as decided by the DUGC to see that all students in the group will contribute for the implementation of the project and each group will be guided by a faculty member.

R4.7.17: Industrial Training/visit to industry:

As part of the specified degree program, Departments along with CIII (Centre for Industry Institution Interface) are expected to collaborate with industries to expose the students to industrial environment and also arrange visits to the industries. Such visits could be arranged during vacation only. Proper weightage in course teacher assessment (CTA) shall be given for the same, if found deserving.

R4.8: Assessment of students

R4.8.1: A student needs to earn 160 credits (120 credits for lateral entry students) as the requirement for the conferment of BE degree.

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: The assessment of theory course is as follows:

- 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 for IA and CTA is 80% and 20% respectively.
- Both IA test (one component of CIE) and SEE are written examinations and shall be conducted centrally by the COE.
- The schedule of IA and SEE exam shall be appearing in the academic calendar.
- IA test for theory courses shall be of one hour duration with a maximum of 20 marks for each theory course. IA-I and IA-II are compulsory and IA-III shall be an improvement test and is open to all.
- 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 and it shall be decided by the CI. Further, the CTA should not have more than two components. If the students are unable to take 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 /three / four hours duration with a maximum of 50 / 100 marks for each theory course.
- Detailed SEE time table shall be displayed at least two weeks prior to the commencement of SEE by the COE.
- The evaluation of projects in different semesters shall be carried out as per the guidelines given in the scheme and/or refer to annexure-1.

R4.8.4: The assessment of other courses is as follows:

- Non credit courses like mandatory learning courses have only CIE and Technical Seminars will have only CIE
- The laboratory course and project have CIE as well as SEE.
- CIE for laboratory/project/seminar/ soft skills/aptitude/internship shall be broadly based on routine performance, preparedness, regularity, overall understanding of the experiment, writing of journals/reports/drawings, 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 pending approval by the DUGC.
- CI shall provide the details of mode of conducting the experiments and performance assessment in the laboratory course. It is mandatory to maintain and submit laboratory journal, drawing sheets, related records / reports prescribed documentation for the laboratory course, jobs in Workshop, project reports, seminar reports, etc.

R4.8.5: It is compulsory for the Students to attend all the IA tests, examinations and evaluations that are prescribed and conducted.

R4.8.6: 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 scored qualifying marks in CIE.

R4.8.7: 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 DUGC / Dept. IQAC.
- Question papers for SEE shall be set by the concerned CI and also by external faculty.
- BOE comprising external and internal members will scrutinize the question papers for the quality and standards in all respects.
- Question paper for practical / project work / drawing/internship/soft skills /aptitude 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 different levels that contribute to the attainment of course outcomes with defined program outcomes (Graduate attributes).
- The CI shall adhere to the instructions issued at the time of QP setting by the Dean (AP) and COE to ensure the implementation of Outcome Based Education and thereby meeting the defined Graduate attributes.

R4.8.8: 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 graduate attributes is tested through achievement tests. Keeping the above in view, the question paper pattern shall be as follows:

- Internal Assessment (IA) Test:
  - No objective type questions.
  - The question paper shall consist of a total of 3 questions. Two 10 marks questions and the students are required to answer any one full question from these two questions. One 10 marks question which is a compulsory question.
  - Each question shall have maximum of two sub divisions.
- Semester End Examination (SEE):
  - There are five units/modules in the syllabus.
  - Two questions are to be set from each unit with built in choice, for example Q1 or Q2 in unit –I, Q 3 or Q 4 in unit-II and so on.
  - A total of 5 full questions to be answered choosing one full question from each unit. All five units are to be answered compulsorily.
- Each question is of 20 marks with a maximum of 4 sub divisions.
- The Question paper is to be set for duration of 3 hours both for 3 & 4 credits courses and 2 hours for 2 credits courses.
- The Question paper is to be set for 100 marks for 3 and 4 credits courses and 50 marks for 2 credits courses.
- 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.

R4.8.9: 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 in the makeup examination will be one grade less than the grade obtained if they get D and higher grades. However, there is no grade reduction for the students who obtain "E" grade.
- A student can choose either makeup examination or supplementary semester examination when these two are conducted simultaneously.
- Absence in make up examination warrants an award of F grade.
- For students with medical or genuine reason, the grade reduction may be waved off and this shall be permitted only by the Principal on recommendation of Dean (AP).

R4.8.10: Evaluation of students in Laboratory courses, Seminar, Internship, soft skills/aptitude & Project (Introductory, minor-1, minor-2, project phase-I and project phase-II):

- The evaluation for the above components shall be carried out as mentioned in the respective semester scheme i.e. only CIE or CIE and SEE.
- The practical examination shall be conducted jointly by two internal examiners. A student will pick the question and complete the experiment. The change of experiment is permitted but will be evaluated for 80% of total marks.
- Every student has to take up seminar 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 branch of engineering/ multidisciplinary as per the schedule announced by the department and required to submit a report or as mentioned in the respective semester scheme.
- The project guide shall assess the students in project work for 50% of marks by monitoring the work done on regular basis and a committee consisting of HoD or a senior Faculty member along with two faculty members for 50% marks towards CIE. The same is applicable to internship also.
- Every project shall be evaluated through viva voce /defense by the student before the panel of examiners
- There is no semester end exam for seminar, softskills/aptitude, introductory project, minor-1 project.
- There shall be SEE for Minor-2 project, Major project phase-I and Major Project phase-II. The Project in VI and VII semester shall be jointly examined two internal examiners. The Project in 8^{th} semester shall be jointly examined by one internal and one external examiner.
- The Rubrics for evaluation of the above mentioned courses shall be as per Annexure-1 (Page No.41)

R4.8.11: CI shall award the marks to students based on their performance in IA test, CTA, for theory courses, laboratory courses, project, soft skills/aptitude and seminar.

R4.8.12: CI shall submit the CIE marks sheet for each course to the HOD as per the schedule mentioned in the academic calendar. HOD will forward the marks sheet to the COE after scrutiny and moderation if necessarywith the consent of the CI or CI will make CIE marks entry of the courses handled using MIS software which should be endorsed by the HOD by cross check.

R4.8.13: COE is responsible and ensure QP setting, maintaining QP bank and the smooth conduct of IA tests, SEE, valuation of answer scripts, scheduling of showing the answer scripts to students, revaluation, and announcement of results within specified time.

R4.8.14: 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. The passing standards for all types of courses is as mentioned in the table below.

Evaluation Method	Passing Standard
CIE	Score: > = 40 %
SEE	Score: > = 40 %

Grade Points Scale for Absolute Grading

Level	Outstanding	Excellent	Very Good	Good	Average	Poor	Fail
Grade	S	A	B	C	D	E	F
Grade points	10	09	08	07	06	04	00
Score (Marks) Range %)	>= 90	< 90 to >= 80	< 80 to >= 70	< 70 to >= 60	< 60 to >= 50	< 50 to >=40	< 40

- Absolute Grading is applicable to the students admitted in 2012 and later and is also applicable to the students who are re-registering for any course.
- '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 or its equivalent 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.
- For mandatory learning courses i.e. audit courses, it is necessary requirement for the students to go through CIE and SEE. A PP / NP will be marked on the grade card. For the student to get the degree, PP is necessary for these courses.

R4.9.3: 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

recommendation 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 apply for revaluation by paying the prescribed fees before the last date notified by the COE.

There is no provision both for showing the answer script and revaluation of any laboratory courses including seminar, introductory project, minor-1 project, minor-2 project, major project phase-I, major project phase-II and soft skills/aptitude.

Grace Marks:

For all UG programs a course grace of maximum 2% of the maximum marks shall be given for passing that course (Eg. for theory, if the score is 38 out of 100, then, it will be made as 40 and for laboratory courses, if the score is 18 out of 50, then, it will be made as 20) only in SEE. There is no grace marks for CIE.

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 internship, soft skills/aptitude, projects and seminars.
- Students with backlogs are not eligible for improvement of grades.
- Re-registration for such courses could be made either in the next immediate Supplementary Semester or regular semesters of immediate next academic year provided the class time table is accommodative.
- Grades improved shall be indicated in the grade card.
- Maximum of two courses are permitted for grade improvement in an academic year such that the total credits shall be less than the upper limit prescribed for the semester.
- All other requirements like credit limit, evaluation & assessment etc., in the semester remain 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.

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

[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.

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

[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 of SGPA for I Semester

Courses	**Credits**	**Grade Obtained**	**Grade Points (GP)**	**Σ(credits x GP)**
Course —1	4	C	7	4x7=28
Course—2	4	D	6	4x6=24
Course —3	4	B	8	4x8=32
Course —4	4	F	0	4x0=0
Course —5	4	A	9	4x9=36
Lab-1	1.5	E	4	1.5x4=6
Lab-2	1.5	S	10	1.5x10=15
Total	**23**			**141**

SGPA for 1st Semester =141/23=6.13

CGPA=137/(4+4+4+4+1.5+1.5)=141/19=7.42

At I Semester level, CGPA is not calculated.

Calculation of SGPA and CGPA at the end of II Semester

Courses	Credits	Grade Obtained	Grade Points (GP)	Σ (credits x GP)
Course—1	4	C	7	4x7=28
Course —2	4	D	6	4x6=24
Course —3	4	B	8	4x8=32
Course —4	4	F	0	4x0=0
Course —5	4	A	9	4x9=36
Lab-1	1.5	E	4	1.5x4=6
Lab-2	1.5	F	0	1.5x0=0
Total	**23**			**126**

SGPA for 2nd Semester =126/23=5.47

CGPA= (141+126)/(19+17.5)=267/36.5 =7.31.

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 (Regular and Reregistered courses if any) 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. The students appeared for examination in makeup examination, supplementary semester, and through re-registration shall not be eligible for award of rank.
- 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.

R4.9.8: Semester Grade Card:

The semester grade card issued at the end of each semester/ Supplementary 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.
- The student's status of PP / NP for mandatory courses will be reflecting in the grade card but shall not be considered in calculating the student academic performance in the semester.

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 **04 (** or as per the instructions issued by VTU**)**. This includes Theory, laboratory, Project, seminars, etc,. i.e., all courses with credits.

R4.11: Award of Class

If it is necessary to provide equivalence of the 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.

Grade Point	Percentage of Marks
5.75	50
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

R4.12: Change of Branch

R4.12.1: Students can apply for change of branch only after successfully completing the first and second semesters of first year.

R4.12.2: The change of branch shall be offered to the candidates, if clear vacancy exists based on the sanctioned intake.

R4.12.3: Students can apply for change of branch in the prescribed form available in the admission section of college office or to the VTU as and when announced giving their choices in order of preference after the declaration of second semester result or as and when notified.

R4.12.4: No change of branch will be affected in the first year once the student has been admitted to a particular Program. Change of branch shall be allowed only at the beginning of the3rdsemester.

R4.12.5: Change of branch shall be strictly based on the merit (CGPA) of the applicants. In case of tie, student with higher SGPA in first and second semester will get the preference. The merit shall be considered as indicated in R.4.9.7

R4.12.6: Change of branch shall be permitted subjected to the condition that the students' strength in that program shall not be less than 75% of the sanctioned intake after the change of branch is given.

R4.13: Migration from Non–Autonomous Colleges

R4.13.1: A student studying in a college under VTU / any other university and seeking admission to the autonomous program has to fulfill the prevailing eligibility criteria of both VTU and college to take the admission.

R4.13.2: They shall fulfill additional academic requirements as specified by the college based on the recommendation of DUGC.

R4.13.3: After taking admission to autonomous program the student is required to pass the

backlog subjects carried from VTU curriculum. This shall be by appearing for the VTU examination or conducted by SDMCET, if any.

R4.13.4: Registration of the students from other Universities/Colleges shall be decided as per the guidelines approved by AC and VTU. Such students if admitted shall meet the prerequisite of academic program as specified by the college based on DUGC recommendation to fulfill the requirements of equivalence.

R4.13.5: Credits earned and grades for the successfully completed course(s) in non-autonomous pattern shall be fixed using the equivalence table given in clause R 4.9.2 table

R4.13.6: Transfer from Autonomous to Autonomous college is permitted with the approval of VTU. Credits transfer of all relevant courses are considered. The DUGC 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.

R4.14: Award of Degree

R4.14.1: A student shall be eligible for the award of degree from VTU, provided, he/she has completed all the prescribed requirements with minimum and higher passing grade in each of the courses.

R4.14.2: A student must have obtained 'PP' in all the specified mandatory courses.

R4.14.3: A student should have paid all fees and has no dues to college and satisfied all the academic requirements prescribed.

R4.14.4: A student should have no case of indiscipline pending against him/her.

R4.14.5: The degree shall be awarded to all such students who are declared eligible, with a minimum CGPA of 5.00 and will be declared as qualified by the authorities.

R4.15: Prizes and Medals

R4.15.1: Prizes and medals instituted by the college shall be awarded every year considering the suggestions of the donor and according to the norms of the college.

R4.15.2: While top level performance in academics is critically important, other criteria such as conduct, character, punctuality, active participation in technical, sports, cultural activities and organizing abilities are also given consideration for the award of prizes and medals.

R4.16: Graduation Ceremony

R4.16.1: College shall organize Annual Graduation Ceremony for those students completing the prescribed academic requirements for BE programs as approved by VTU.

R4.16.2: 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 abide by 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 no 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/ in correct 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, mini dress, tight clothes, T-Shirt without collar and provoking dresses should be avoided.

- If a student is found guilty of malpractice in examinations and overall 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 adhere to 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 or any other electronic gadget 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 should 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) The responsibility of CI for the course he/she is handling include: teaching, QP setting for IA and SEE, prepare the scheme & solution, carryout the evaluation, make entry of marks using MIS software and assist the HoD & CoE office in this regard whenever called. Display the scheme and solution to the students after IA and discuss in the class. They are also responsible for preparing and displaying the list of detained students due to want of minimum % of attendance or minimum eligible CIE marks. The scheme of valuation should reflect the objectives and outcomes 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 is made 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.
k) Course Coordinator (CC):·
    i. Courses which are taught by more than one faculty and courses which are taught to more than one class/section shall have a Course Coordinator (CC) nominated by the HOD.
    ii. The CC shall have the following responsibilities:
        1. Coordinate amongst all the CIs teaching the course regarding progress of classes, synchronize the coverage of topics and set or arrange to set common question papers for IAs and SEE.
        2. Coordinate with CIs to decide the scheme of evaluation of IAs and SEE.

2) Department Undergraduate Committee (DUGC):

There shall be a Department Undergraduate Committee for each department offering UG programs.

Constitution:

Chairman	:	HOD
Members	:	4: minimum one member shall be chosen representing each cadre. (Two professors, 1 Associate Professor, 1 Asst. Professor preferably from different fields of specialization).
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 DUGC 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 DUGC shall be communicated to the Dean (Academic Program) marking a copy to the Principal.

Functions of DUGC:

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 DUGC 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 departments.
9. Act as academic appeal board to address the examination related issues for CIE.
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) a) 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. 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 or industries 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 intimation to 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 in consultation with Dean (AP).

Minutes of the meeting: The minutes 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 DUGC.
2. Prepare syllabi for various courses considering the recommendations made by DUGC 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 and FDP.
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

b) Joint Board of Studies:

There shall be a Joint Board of Studies for the college.

Constitution:

Chairman	:	Head of Institution
Members	:	Chairmen, member Secretaries and members of BoS committees of all Departments.
Member Secretary	:	Dean (Academic program) or one of the Chairmen of BoS

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

Meetings: The meetings shall be scheduled as and when required but at least once in a year in online/offline/through circulation mode. Meeting will be convened by the Dean (Academic Program) with the consent of HOI.

Minutes of the meeting: The minutes of the JBOS shall be with Dean (Academic Program) and marking a copy to the chairmen of all BoS committees

Functions:

1. Discuss the academic issues common to all departments based on the recommendations of all BoS committees and recommend to AC for approval.
2. Prepare syllabi for various common courses considering the recommendations made by DUGCs and recommend for approval to Academic council keeping in view the POs and PEOs of the program.

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 in consultation with 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 DUGC.
5. Verify whether the QP set by CI augment the COs and POs, PSOs 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	:	Three 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 two visits/meetings in a semester. Meeting is convened by HOD and minutes to be retained in the department. A copy of minutes to be marked to Coordinator IQAC at college level.

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 DUGC 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: 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 copy right/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 minutes are to be with Coordinator and a copy is to be marked to Dean (AP) and Principal's office.

Functions:

1. To conduct meetings regularly to monitor academic activities as per the schedule.
2. To guide to prepare, collect and verify PBSA reports, analysis and suggest improvements.
3. To guide the departments towards implementation of the policies.
4. Help formulating the strategic plans.
5. To evaluate and analyze the feed back
6. Suggest the requirements of human resource.
7. Interact with departments and stake holders.
8. 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:

1. 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. Give inputs to 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 the 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, from 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 up gradation
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. Give inputs to prepare the road map of the institution.

14) Standing Committee:

A Standing Committee is functional to take immediate policy decisions.

Constitution:

Principal	:	Chairman
Secretary, SDME Society	:	Member
All Deans	:	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 limit 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 term of the members is not fixed as the members by their designations are to be members of Anti ragging 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 term of the members is not fixed as the members by their designations are to be members of Anti Sexual Harassment Committee.

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 convener.

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.

Annexure – 1

Guidelines and Rubrics for Evaluation

1. Introductory project is included with an objective of understanding and identifying the community expectation in terms of possible Engineering solutions by applying the fundamental knowledge of basic sciences and basic engineering courses. The project shall be engineering oriented in terms of problem definition, related literature survey and existing solutions. The team consisting of 6-8 students shall be asked to identify the problems related to community (societal problems) and try to propose a solution. The faculty members handling the courses for that semester shall guide the students along with other faculty members.

Evaluation and rubrics: A committee consisting of minimum 3 faculty members shall evaluate at the end for CIE considering the parameters such as problem definition and its relevance, depth of knowledge, work carried out, quality of the report, Presentation & communication and interaction (questions and answers) with preferably equal weightage to all parameters. However, the departments can have little flexibility in the rubrics to be used based on the suitability. The students are required to submit a report on the project work carried out. There is no SEE for introductory project.

2. Minor project – 1 is undertaken to focus on the domain related problem definitions, building prototypes which can lead to take up the project in the higher semester(s). The work based on the core courses studied shall be used to formulate the problem. The team consisting of 6-8 students shall be asked to identify the problems related to community and try to propose a solution. The faculty members handling the courses for that semester along with other faculty members shall guide the students.

Evaluation and rubrics: A committee consisting of minimum 3 faculty members shall evaluate for CIE at the end considering the parameters such as problem definition and its relevance, depth of knowledge, work carried out, quality of the report, Presentation & communication and interaction (questions and answers) with preferably equal weightage to all parameters. However, the departments can have little flexibility in the rubrics to be used based on the suitability. The students are required to submit a report on the project carried out. There is no SEE for Minor project-1.

3. Internship-I (Intra College): The students are required to undergo internship in any of the relevant department including centre of excellences & incubation centres in the college for a period of minimum two weeks in vacation between IV and V semesters to get an exposure to the Engineering establishment and activities of the other departments. The students are required to prepare a report on the internship-I undergone.

Evaluation and rubrics: A faculty shall guide and monitor the internship activity of a batch consisting 4 to 6 students. A committee consisting of two faculty members shall evaluate the internship work considering the parameters such as nature and extent of exposure, understanding, report preparation, presentation, knowledge gained etc. There is no SEE for internship – I. The performance shall be communicated to the CoE office at the end of V semester and shall reflect in V semester grade card.

4. Management, Entrepreneurship and IPR course shall be taught in the V semester only. However, the departments can take flexibility of deciding the contents of the course as per the department specific requirements. The credit for this course is 3 and common to all departments.

5. Minor project-2: It is to be taken up having had an exposure to the project work in the previous semesters. The students are expected to locate the state of the art technology in his/her domain of interest by an extensive literature survey and select a topic from an emerging area relevant to their branch/interdisciplinary and define the problem for the project work. The problem could be defined to develop prototypes for industrial needs. A team consisting of not more than 4 students shall be guided by a faculty member. This project work is to supplement and prepare the students to take up major project work at higher semesters.

Evaluation and rubrics: A committee consisting of minimum 3 faculty members shall evaluate at the end for CIE with suitable rubrics. The weightage of marks shall be 50% for the committee and 50% for the guide. The committee shall consider the parameters such as problem definition and its relevance, depth of knowledge and work carried out, quality of the report, Presentation & communication and interaction (questions and answers) with preferably equal weightage to all parameters during the evaluation. However, the departments can have little flexibility in the rubrics to be used based on the suitability. The students are required to submit a report on the project work carried out. There is a semester end examination SEE (viva voce) which shall be examined by two internal examiners appointed by COE based on the suggestions by the respective HoD.

6. Soft skills and Aptitude: This course is included with an objective of improving the communication skills, proficiency in English language and aptitude ability of the student. This is a credit course and aimed to enhance the employability. Both the internal and external resource persons shall be engaged in imparting the related knowledge and shall have only CIE as the evaluation component.

Evaluation and rubrics: This course shall contain only CIE as the evaluation component. There shall be one test conducted at the end for 25 marks in Aptitude testing and there shall be one presentation by the student for 25 marks or any other suitable testing components to quantify the soft skills acquired. The arrangement for CIE evaluation is to be done by the department and maintain the relevant documents.

7. Major project phase-1: In this work the students are expected to locate the state of the art technology in his domain of interest by an extensive literature survey and Select a topic from an emerging area relevant to their branch/interdisciplinary and define the problem for the project work. The material collection, survey, visits, data collection, preliminary design, analysis etc. is to be done in this phase. The project shall consist of a team of students not more than 4. Each batch shall be assigned with a guide.

Evaluation and rubrics: A committee consisting of minimum 3 faculty members of which guide is a member shall evaluate at the end for CIE. The weightage of marks shall be 50% for the committee and 50% for the guide. There is a SEE (viva voce) examination which shall be examined by two internal examiners appointed by COE based on the suggestions by the respective HoD considering the parameters such as problem definition and its relevance, depth

of knowledge and work carried out, quality of the report, Presentation & communication and interaction (questions and answers) with preferably equal weightage to all parameters. However, the departments can have little flexibility in the rubrics based on the suitability. The students are required to submit a report on the project carried out.

8. Internship - II: The students are required to undergo internship in Private industries/R&D organizations/ Centers of Excellence/Laboratories of Reputed Institutions/Govt. & Semi Govt. organizations, PSUs, construction companies, NGO, MSME, rural internship, innovation cells, entrepreneurial organizations, etc. to get en exposure to the external world for a period of 4-6 weeks in the summer vacation after the completion of VI semester and before the start of VII semester. The students are required to prepare a report on the internship-II undergone.

Evaluation and rubrics: A faculty shall guide and monitor the internship activity of a batch consisting 4 to 6 students. A committee consisting of two faculty members shall evaluate the internship work considering the parameters such as nature and extent of exposure to the external engineering world, understanding, report preparation, presentation and knowledge gained etc. There is a semester end examination SEE for internship – II. The performance shall be communicated to the CoE office at the end of VII semester and shall reflect in VII semester grade card.

9. Major project phase-2: This work is normally the continuation from phase –1in which the students are expected to go for material collection, survey, visits, data collection, preliminary design, analysis, model development, code writing, field work etc. The same project team formed for phase –1 will continue the work under the guidance of the same faculty member. For all the projects, problems may be domain specific or interdisciplinary also in nature. A committee consisting of minimum 3 faculty members of which guide is a member shall evaluate at the end for CIE. The weightage of marks shall be 50% for the committee and 50% for the guide. In the case of interdisciplinary project work; one faculty from each department will guide the project and assess their department students.

Evaluation and rubrics: There is a viva voce examination which shall be examined by two examiners one internal and one external to the college appointed by COE based on the suggestions by the respective HoD. The evaluation is to be done considering the parameters such as problem definition and its relevance, depth of knowledge, work carried out, quality of the report, Presentation & communication and interaction (question and answers) with preferably equal weightage to all parameters. However, the departments can have little flexibility in the rubrics based on the suitability. The students are required to submit a report on the project carried out.

Reference materials/books: The reference materials for the project work are as listed below but not limited to:

1. Engineering books.
2. Journals.
3. Manuals and data sheets.
4. Software packages.
5. Previous project reports.
6. Product information brochures.
7. Interaction with academia and industrial experts.

8. Internet etc.

10. Technical Seminar/ Independent study: The students are expected to learn how to carry out literature survey to locate the state of the art technology in engineering domain of their interest. They are required to carry out selection of an emerging topic beyond the syllabus relevant to the branch of study, understand the concept, analyze and present effectively for 15-20 minutes followed by 5 minutes of questions and answers before their classmates and faculty. They can also present the technical innovative/novel work carried out in the laboratory. They are also required to learn the effective communication and modalities of technical interactions. Further, they have to submit the seminar material in the form of a paper in IEEE format. All the students are required to attend all the session throughout the semester.
The departments going for **Independent study** in place of technical seminar shall plan, prepare the modalities and take the approval from Dean (AP).
Evaluation and rubrics: A committee consisting of minimum 3 faculty members shall evaluate for CIE considering the parameters such as topic and its relevance, depth of knowledge and understanding, quality of the report, Presentation & communication and interaction (question and answers) with preferably equal weightage to all parameters. However, the departments can have little flexibility in the rubrics based on the suitability. The students are required to submit a report on the project carried out.

Typical procedure to conduct technical Seminar:

- All the students are informed to select a topic from the field of their interest from their branch or relevant to their branch and register the topic with the faculty(ies) In charge of Seminar.
- Two faculty members assigned to carry out this activity. The faculty members prepare the schedule of the seminar spread over the entire semester and display the same in the notice board.
- Change of seminar topic is not allowed once registered, however in the case of genuine reasons only once change of topic may be permitted.
- Based on the number of hours mentioned in the scheme, 4-6 students shall present the seminar in one slot of 2/3 hours.
- The faculty members shall conduct the seminar session every week as per the schedule in the slot mentioned on the time table and carry out the evaluation.
- Attendance is compulsory for all the students for all the seminars.
- The students are required to submit two hard copies of report not exceeding 6 pages and one soft copy of seminar report one week prior to their date of presentation.
- Report shall be in IEEE format viz A4 size paper, Title**:** Bold, Times new Roman Font 14, Sub heading & Body of the text**:** Times new Roman font 12. Margin for left should be 1 ½.
- Student name, USN, seminar date should be mentioned on the report.
- Presentation is for about 15-20 minutes, followed by 5 minutes for questions and answers.
- Typical evaluation methodology: The seminar shall be evaluated for maximum 50 marks. The breakup of marks shall be:
  Presentation: a) 40 marks b) Report: 10 marks.

For presentation, the following points not limited to may be considered; Concept, understanding, depth of the knowledge, originality of
the topic, Quality of PPT, communication skills etc.

For report evaluation, the following points not limited to may be considered
Adherence to IEEE format, relevance of topic, subject depth and originality in writing etc.

The seminar is aimed at as an educative program for the students. This is because, the students shall listen to 60- 70 seminars on different topics from emerging areas is as good as undergoing a course on latest happenings in the related branch of Engineering.

UG Degree with Honors:

The Regulations Governing UG program with Honours at SDMCET shall be followed in total as per VTU Regulations governing the degree of the award of 'Honours' at B.E./ B.Tech. Degree prorammes (Ref:VTU/BGM/OS-Aca/2020-21/369 dated 3/06/2020).

Eligibility Criteria:

1) Registration shall start from 5th semester onwards to Honours qualification.
2) The student shall have obtained a grade >=D in all the courses in first attempt only, in the semesters until this stage.
3) The student shall have obtained a CGPA >=8.5 at the end of 4th semester.
4) The lateral entry students shall have completed additional Mathematics I & II in III & IV semesters in first attempt only.

For the registration procedure and the additional courses to be taken and award of Honours qualification, refer to the above cited regulations.

UG Degree with minor:

The Regulations Governing the award of 'Minor' at B.E./ B.Tech. degree programmes at SDMCET shall be followed in total as per the VTU Regulations governing the degree of Bachelor of Engineering / Technology (B.E. / B.Tech.) under outcome based education (OBE) and choice based credit system (CBSE) effective from the academic year 2021-22.

Eligibility Criteria:

1) Registration shall start from 5th semester onwards to minor qualification.
2) The student shall have obtained a grade >=D in all the courses in first attempt only, in the semesters until this stage.
3) The student shall have obtained a CGPA >=7.5 at the end of 4th semester.

For the registration procedure and the additional courses to be taken and award of Honours qualification, refer to the above cited regulations.

Multiple Exit entry option and Academic Bank of Credit:

- Regulations to be followed at SDMCET will be framed after receiving guidelines from VTU in respect of Multiple Exit entry option and Academic Bank of Credit

Useful Contact Numbers

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