

Academic Regulations



ज्ञानादेव तु कैवल्यम्

Effective from Academic Year 2020-21

**SHRI SHANKARACHARY TECHNICAL CAMPUS
SHRI SHANKARACHARYA GROUP OF INSTITUTIONS**

(An Autonomous Institute; Affiliated to CSVTU, Bhilai)



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SHRI SHANKARACHARY TECHNICAL CAMPUS
SHRI SHANKARACHARYA GROUP OF INSTITUTIONS, BHILAI
(An Autonomous Institute; Affiliated to CSVTU, Bhilai)

ACADEMIC REGULATIONS

1.0 Short Title & Commencement:

- 1.1 University Grants Commission has granted Autonomous Status to Shri Shankaracharya Technical Campus , Bhilai affiliated to Chhattisgarh Swami Vivekanand Technical University, Bhilai for a period of Ten Years from the Academic Session 2020-21 to 2029-30 vide Letter No. F.22-1/2017(AC) dated 11.11.2020.
- 1.2 In pursuance of the UGC letter under reference, Honourable Vice Chancellor, Chhattisgarh Swami Vivekanand Technical University, Bhilai has been pleased to accord approval on conferment of Academic Autonomy in favour of Shri Shankaracharya Technical Campus , Bhilai vide Letter No. CSVTU/Admn/2020/775-R dated 13.11.2020.
- 1.3 The regulations listed herein are applicable to various programmes offered by Shri Shankaracharya Technical Campus , Bhilai and are formulated based on University Grants Commission (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2018 and various ordinances of Chhattisgarh Swami Vivekanand Technical University, Bhilai.
- 1.4 These regulations, formulated for the purpose of fulfilling the objectives for conferring the Autonomy status, shall be effective from academic year 2020-21, and will be known as "SSTC Version 1.0" academic regulations.
- 1.5 The regulations are subject to amendments made by the Academic Council of the Institute with the approval of the Governing Body of the Institute from time to time. Such amendments will be effective from such date and to such batches of candidates, as may be decided by the Academic Council of the Institute.
- 1.6 The Institute will exercise autonomy provisions for students admitted only from the Academic year 2020-21, the students admitted before will remain to be under the governance of Chhattisgarh Swami Vivekanand Technical University, Bhilai till all students pass-out.

However, the lateral entry students admitted in second year of a programme, for the Academic Year 2020-21 only, will be under the governance of Chhattisgarh Swami Vivekanand Technical University, Bhilai.

- 1.7 In case of any dispute, difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the Chairman, Academic Council of the Institute shall be final and binding.
- 1.8 Notwithstanding anything contained in these regulations, the Chairman, Academic Council of the Institute may, in emergent situations take action on behalf of the Academic Council of the Institute, as he deems appropriate and report it to the next meeting of the Academic Council of the Institute for its approval.

2.0 Abbreviations & Definitions:

- i. "Institute" means Shri Shankaracharya Technical Campus , Bhilai (SSTC)
- ii. "Director/Principal" means "The Head of the Technical Campus/Institute" duly approved by selection committee by "Chhattisgarh Swami Vivekanand Technical University (CSVTU), Bhilai
- iii. "University" means Chhattisgarh Swami Vivekanand Technical University (CSVTU), Bhilai to which the Technical Campus/Institute is affiliated.
- iv. "UGC" means University Grants Commission, New Delhi
- v. "AICTE" means All India Council for Technical Education, New Delhi
- vi. "DTE" means Directorate of Technical Education, Government of Chhattisgarh
- vii. "Course" means a subject either theory or practical identified by its title and code
- viii. "B.Tech." means Bachelor of Technology
- ix. "M.Tech." means Master of Technology
- x. "M.B.A." means Master of Business Administration
- xi. "M.C.A." means Master of Computer Applications
- xii. "Ph.D." means Doctor of Philosophy
- xiii. "B.Voc." means Bachelor of Vocational Courses
- xiv. "D.Pharma." means Diploma in Pharmacy
- xv. "B. Pharma." means Bachelor of Pharmacy
- xvi. "M. Pharma" means Master of Pharmacy

Please be noted that where the word "he", "him", "his", occur, they also mean "she", "her" and "hers".

3.0 Preamble:

Highlighting the importance of autonomous colleges, the UGC document on the profile of higher education in India clearly states that: "The only safe and better way to improve the quality of undergraduate education is to delink most of the colleges from the affiliating structure. Colleges with academic and operative freedom are doing better and have more credibility. The financial support to such colleges boosts the concept of autonomy."

The affiliating system of colleges was originally designed when their number in a university was small. The university could then effectively oversee the working of the colleges, act as an examining body and award degrees on their behalf. The system has now become unwieldy and it is becoming increasingly difficult for a university to attend to the varied needs individual colleges. The colleges do not have the freedom to modernize their curricula or make them globally competent, locally relevant and skill oriented to promote employability. The regulations of the university and its common system, governing all colleges alike, irrespective of their characteristic strengths, weaknesses and locations, have affected the academic development of individual colleges. Colleges that have the potential for offering programmes of a higher standard do not have the freedom to offer them. The 1964-66 Education Commission pointed out that the exercise of academic freedom by teachers is a crucial requirement for development of the intellectual climate of our country. Unless such a climate prevails, it is difficult to achieve excellence in our higher education system. With students, teachers and management being co-partners in raising the quality of higher education, it is imperative that they share a major responsibility. Hence, the Education Commission (1964-66) recommended college autonomy, which, in essence, is the instrument for promoting academic excellence.

4.0 About Shri Shankaracharya Technical Campus, Bhilai

At SHRI GANGAJALI EDUCATION SOCIETY (SGES), with its proficiency & excellence in higher education for over 22 years was established in 1994 with its main campus equipped with world class infrastructure, including state-of-the-art research facilities and modern library set up in Junwani, Bhilai-C.G. The esteemed members of the society comprises of eminent personalities from industry, academia and business, besides the contemporary social activists. Shri Shankaracharya Technical Campus, an insignia among the technical institutions in the region is the first Technical Campus in India to be named after Adi-Shri Shankaracharya and blessed by all present Jagadgurus. One of the College was commissioned in the year 1999 as Shri Shakaracharya College of Engineering and Technology (later converted alongwith other technical institutions and approved by AICTE into Technical Campus in the name and style of Shri Shankaracharya Technical Campus) with the goal of providing education in Engineering and Management, a close interaction with the industry, and a strong emphasis on research.

SSTC is a place where we celebrate youth and exuberance and attempt to instill in students a sense of social responsibility, human values and concern for environment. We not only strive to train the students to become excellent scientists, technologists, thinkers and leaders of the society, but also help them to mould themselves into better human beings.

The programmes offered by SSTC are approved by All India Council for Technical Education (AICTE). The Institute is affiliated to Chhattisgarh Swami Vivekanand Technical University, Bhilai (CSVТУ) and bringing laurels to the University by providing the best results in the University examinations and Research and Development activities. The faculty members of SSTC have presented research papers in various countries across the globe. SSTC is known for its environment-friendly campus with a well-equipped infrastructure, outstanding faculty with rich experience, valuable research and academic programs, and dedicated staff.

SSTC, spread over a lush green campus in the heart of Bhilai town, has earned separate identity and societal recognition among the Engineering and Management aspirants. It is adorned with all modern facilities and backed by experienced and talented faculty members to mould the students and make them ready for the present day need. SSTC has created facilities with a judicious mixture of co-curricular and extra-curricular activities and has represented the State on many occasions.

Apart from academics, SSTCinas are also engaged in various social and philanthropic activities through its various professional bodies of students and National Service Scheme.

SSTC is equipped with a fully computerized and resourceful library, functioning on the basis of an 'open access' system. Students are provided the facility of computers with high-speed internet connectivity and access to e-journals. State of the art facilities has been provided in laboratories to carry out regular lab works as well as research activities. Extra and co-curricular activities are organized in a planned manner to extract the hidden talents of the students and to develop them to undertake the challenges of present day requirements.

SSTC is a dynamic place with the Institute's Motto "inanadeva tu kaivalyam" ("□□□□□□□□ □□□□□□□□")" is the "Only through knowledge one attains liberation" of SSTC to provide Qualitative Higher Education to the students, who can be a catalyst for greater social change. SSTC always strives to amalgamate various resources and systems of the Institute with a clear focus on our core values – Commitment, Respect, Team Spirit, Excellence, Dedication, Integrity and Learning Innovation.

Vision

To become one of the premier technical institutions to produce value-based competent professional leaders for the global workplace in an environment of holistic development with outcome- oriented learning and research to meet the societal needs.

Mission

1. To make the students understand the concepts of Science and Engineering, and their applications through class room teaching, laboratory practices and hands- on experience of various professional skills both on-campus.
2. To give an environment of self- and lifelong learning through exposure to innovative practices in design, research and development to attain professional growth and fulfillment.
3. To inculcate discipline, determination and dedication with human values to serve the society in the most befitting manner through various co-curricular, extra-curricular activities and extension services.

Quality Policy

To provide quality technical education to improve the knowledge of the students. This is achieved through faculty up gradation, giving placement assistance, providing opportunities for extracurricular development and update the students with latest technical developments in the related fields.

5.0 Governance of Institute

The Institute is governed by Shri Gangajali Educational Society(SGES). It provides overall guidance and control and ensures financial stability. Shri Gangajali Educational Society functions as a trust which consists of industrialists / philanthropists, Senior Bureaucrats, CEOs of business establishments, elected public representative (MP & MLA). The trust is the highest policy making body for the Institute. It provides overall guidance and control, scrutiny of audit report and accounts ensuring stability of finance. The Head of the Institute plays a significant role in the Institute decision making policies and its implementation.

The Institute has constituted following statutory bodies / committees to ensure proper management of academic, financial and general administrative affairs:

Governing Body (**Annex I**)

Academic Council (**Annex II**)

Board of Studies (**Annex III**)

Finance Committee (**Annex IV**)

The Institute has, in addition, other non-statutory committees/cells such as the Planning and Evaluation Committee, Grievance Redressal Committee, Examination Committee, Library Committee, Student Welfare Committee, Women Security Cell, Extra-Curricular Activities Committee and Academic Audit Committee and Training & Placement Cell. (**Annex V**)

6.0 Monitoring of Institute

Internal Quality Assurance Cell (IQAC) (**Annex VI**) is established in the Institute for regular monitoring of the college under intimation to UGC. The Cell shall have an external Peer Team comprising of academicians of repute and will send report to UGC regarding the performance of the institute. The report shall also be put on public domain on the website of the College. The external peer review shall be conducted at least once in a year.

7.0 Nomenclature and Programmes Offered

7.1 Nomenclature

Institute provides the avenue for the development of an individual as well as the Nation in the field of professional education. The Institute uses the nomenclature for their Degree programmes as specified by the UGC / CSVTU, and the Degree Certificates issued by CSVTU to their awardees bear the name of the Institute as well. This helps in maintaining the identity of each programme conducted at the Institute and ensuring its accountability.

Therefore, the nomenclatures and their abbreviations as given below, shall continue to be used for the Degree programmes offered by the Institute:

Diploma Level : Diploma in Pharmacy (D. Pharma.)

Under Graduate Level : Bachelor of Technology (B.Tech.)

: Bachelor of Pharmacy (B. Pharma.)

Post Graduate Level : Master of Technology (M.Tech.)

: Master of Pharmacy (M. Pharma.)

: Master of Business Administration (M.B.A.)

: Master of Computer Application (M.C.A.)

Doctoral Level : Doctor of Philosophy (Ph.D.)

Besides, the branch, the subject of specialization, if any, is indicated in brackets after the abbreviations; e.g. B.Tech. (Civil Engineering), M.Tech. (Structural Engineering).

Apart from this, the Institute also offers an Undergraduate Programme,

Bachelor of Vocational Courses (B.Voc.)

7.2 Programmes offered

At present, the Institute is offering the following courses:

7.2.1 Diploma in Pharmacy (D.Pharma.)

S.No.	Title of the Diploma Programme	Current Annual Intake	Abbreviation	Established
1.	Diploma in Pharmacy	60	Pharmacy	2019

**7.2.2 Under Graduate Degree Programmes
Bachelor of Technology (B.Tech.)**

S.No.	Title of the UG Programme	Current Annual Intake	Abbreviation	Established
1.	B.Tech. (Civil Engineering)	180	CE	2008
2.	B.Tech. (Mechanical Engineering)	180	ME	2001
3.	B.Tech. (Electrical Engineering)	120	EE	2007
4.	B.Tech. (Electronics & Telecommunication Engineering)	120	ETC	1999
5.	B.Tech. (Computer Science & Engineering)	180	CSE	1999
6.	B.Tech. (Information Technology)	120	IT	1999
7.	B.Tech. (Electrical & Electronics Engineering)	60	EEE	2001
8.	B.Tech. (CSE- Artificial Intelligence & Machine Learning)	60	CSE	2020
9.	B.Tech. (CSE- Data Sciences)	60	CSE	2020
10.	B.Tech. (CSE- Internet of Things)	60	CSE	2020
11.	B.Tech. (CSE-Big Data Analysis)	60	CSE	2020
12.	B.Tech. (CSE- Artificial Intelligence)	60	CSE	2020

Bachelor of Pharmacy (B. Pharma.)

S.No.	Title of the UG Programme	Current Annual Intake	Abbreviation	Established
1.	B. Pharmacy	100	Pharmacy	2008

7.2.3 Post Graduate Degree Programmes

Master of Pharmacy (M. Pharma.)

S.No.	Title of the P.G Programme	Current Annual Intake	Established
1.	M. Pharma (Industrial Pharmacy)	09	2017
2.	M. Pharma (Pharmaceutics)	15	2017

3.	M. Pharma (Pharmaceutical Chemistry)	15	2020
4.	M. Pharma (Pharmacology)	09	2020

Master of Technology (M.Tech.)

S.No.	Title of the PG Programme	Current Annual Intake	Offered by	Established
1.	M.Tech.(Production Engineering)	24	ME	2017
2.	M.Tech.(Thermal Engineering)	24	ME	2009
3.	M.Tech.(Machine Design)	18	ME	2006
4.	M.Tech.(Structural Engineering)	30	CE	2015
5.	M.Tech.(Transport Engineering)	18	CE	2017
6.	M.Tech.(Geotechnical Engineering)	18	CE	2020
7.	M.Tech.(Computer Science Engg)	18	CE	2020
8.	M.Tech.(Artificial Intelligence and Machine Learning)	18	CSE	2020
9.	M.Tech. (Power System Engineering)	30	EE	2007
10.	M.Tech.(Power Electronics&Power System Engineering)	24	EEE	2017
11.	M.Tech. (Electronics and Telecommunication)	18	ETC	2006
12.	M.Tech. (VLSI Design)	18	ETC	2007

Master of Business Administration (M.B.A.)

S.No.	Title of the P.G Programme	Current Annual Intake	Established
1.	M.B.A. (Full Time)	120	2003
2.	M.B.A. (Part Time)	60	2007

Master of Computer Application (M.C.A.)

S.No.	Title of the P.G Programme	Current Annual Intake	Established
1.	M.C.A.	120	2001
2.	M.C.A. (Integrated)	60	2017

7.2.4 Doctoral degree programmes

The Institution also offers the Doctoral Program leading to degree of Ph.D. in the departments. The intake depends upon the exact number of vacant positions under the supervisors and co-supervisors in various disciplines.

7.2.5 Bachelor of Vocational Courses (B. Voc.)

Vocational or skill-based education is becoming more and more significant with passing time. This is an emerging course in India that aims at providing adequate skills required for a particular trade to candidates. The course is different from traditional academic programmes as it deals more with application based studies rather than focusing on only theoretical knowledge. The Institute offers the following B.Voc. courses :

S.No.	Title of the PG Programme	Current Annual Intake	Established
1.	B.Voc. (Banking Finance Services and Insurance)	30	2019
2.	B.Voc. (Graphics and Multimedia)	30	2019
3.	B.Voc. (Software Development)	30	2019
4.	B.Voc. (Electronic Manufacturing Services)	30	2019

B.Voc. is a three-year (six semesters) Undergraduate course. A student pursuing B.Voc. has multiple exit points during the programme and continued industry exposure.

8.0 Duration of Programme

8.1 The duration of the programme shall be governed by the regulations of AICTE / UGC / CSVTU that may change from time to time. As per the prevailing regulations, the duration of various programmes is as follows:

Programme	Duration	Maximum Duration
D Pharma.	Two Years	Four Years
B.Tech.	Four Years	Eight Years
B. Pharma.	Four Years	Eight Years
M.Tech.	Two Years	Four Years
M.Pharma.	Two Years	Four Years
M.B.A. (Full Time)	Two Years	Four Years
M.B.A. (Part Time)	Three Years	Six Years
M.C.A.	Two Years	Four Years
M.C.A.(Intergated)	Five Years	Seven years

8.2 Each year shall be divided into two Semesters – ODD and EVEN Semesters. Each semester would be approximately of six-month duration including vacation / preparatory leave / examination / industrial training etc. The ODD semester shall ordinarily begin in the month of July for students already on rolls and the EVEN semester shall ordinarily begin in the month of January. However, the first semester (ODD, for newly admitted students) may begin a little later depending on completion of admission process and formalities.

8.3 A candidate shall not be permitted to continue the course, if he/she fails to pass all the semesters within the maximum duration of the course.

9.0 Starting of New Courses

9.1 The Institute shall introduce new Undergraduate/postgraduate, Degree/Diploma Programme(s) or increase/reduce the intake in the existing Programme(s), with the approval of the Academic Council and Governing Body of the Institute, only after obtaining approval from AICTE and affiliation from CSVTU.

9.2 The Institute shall start new certificate course(s) with the approval of the Academic Council and Governing Body of the Institute. Such certificates shall be issued under the seal of the Institute and CSVTU will be duly informed of such proceedings.

9.3 The new programme(s) introduced by the Institute as above (i.e. after the conferment of autonomous status), shall automatically come under the purview of autonomy.

10.0 Admission Procedure and Fees

10.1 Admission Procedure

Admission for B.Tech. / M.Tech./ M.B.A./M.C.A. / D.Pharma. / B.Pharma. / M.Pharma / B.Voc. will be through Online /Institute level counseling by the Directorate of Technical Education, Government of Chhattisgarh.

The dates of counseling programme shall be published in the State / National level newspapers and shall also be uploaded on its website www.cgdteripur.cgstate.gov.in by DTE. Process of online counseling shall also be published on this website by DTE before the commencement of admission process.

The Eligibility criteria, Intake capacity, Various Quotas, Tuition Fee Waiver Scheme, Lateral Entry in Second Year of B.Tech. and the Reservation Policy in Admission are all as per the procedure laid down by AICTE / UGC / CSVTU / DTE.

However the admission in M.Tech. for the sponsored seats will be done at Institute level as notified by DTE.

10.2 Fees

The Tuition, Development, Miscellaneous other fee and Caution money charged to students over the duration of programmes shall be as recommended / proposed by "Admission and Fee Regulatory Committee" constituted under the "Chhattisgarh Private Professional Educational Institute (Regulation of Admission and Fixation of Fees) act, 2008 and notified by Government / University for the same.

11.0 Enrollment and Registration

11.1 Enrollment of Admitted Candidates

Admitted Candidates shall have to enroll with CSVTU (if not already enrolled) as per the University regulations (Ordinance No. 4 of CSVTU) during First Semester and for Lateral entry students in Third Semester.

No student shall be deemed to have been admitted to any programme of study as a regular student of the Institute unless his/her name is borne on the register of enrolled students of CSVTU.

Any student pursuing B.Tech. programme, may be allowed a change of branch in the Institute in Third Semester, on merit basis (as per the norms of DTE), subject to availability of seats in the concerned programme.

11.2 Registration of Eligible Candidates

11.2.1 All eligible students of the Institute have to register themselves before commencement of a semester. Except in the first semester, where a student is automatically registered at the time of admission, a student has to apply to the Institute in a specified format for registration in a particular semester through his/her Head of concerned Department. The list of eligible candidates will be provided by the student section of the Institute to the Department.

11.2.2 The tuition and other fees for a particular semester will have to be paid by the student, prior to the registration in that semester.

12.0 Academic Calendar and Scheme

12.1 Each Year, the Institute shall draw out an Academic Calendar containing details of various academic and associated activities, which shall be adhered to. The Academic Calendar will be available on the Institute website.

12.2 The Scheme of Teaching and Examination for each programme, shall be approved by the Academic Council of the Institute, keeping the recommendations of respective Board of Studies of the Institute in view.

12.3 The scheme of Teaching and Examination for each programme will provide details about the courses of study prescribed in various semesters, the number of Lecture / Tutorial / Practical periods per week assigned for these courses, the maximum marks allotted to these courses and the credit for these courses.

12.4 The course outcomes and the syllabus of different courses in the scheme of Teaching and Examination for each programme shall be as prescribed by the respective Board of Studies of the Institute and published on the website of the Institute.

12.5 The schedule of classes shall be notified through a Time Table before the beginning of the classes in the Semester.

12.6 There shall be normally fourteen weeks of teaching in every semester.

13.0 Examination Cell and System

- 13.1 The institute shall have an Examination Cell headed by Examination Controller. The Examination Controller will be a permanent faculty member of the Institute, nominated by the Director/Principal. The Examination Controller shall be assisted by Deputy Examination Controller, along with other office support. The Director/Principal shall be the Chief Examination Controller.
- 13.2 At the end of each semester, there shall be an examination (hereinafter called End Semester Examination) conducted by the Institute as per the programme announced at the beginning of each academic year.
- 13.3 The End Semester Examination will generally be held in the month of Nov/Dec. and April/May in each year.
- 13.4 At least 40% of the Question Papers of End Semester Examination shall be from outside the institute.
- 13.5 The duration of examination period normally should not exceed 20 working days.
- 13.6 The medium of Examination for all the program shall be English.

14.0 Eligibility to Appear at Examinations and Results

- 14.1 In these regulations, unless provided otherwise, lectures, shall include tutorials and seminars.
- 14.2 No regular candidate shall be admitted to an examination of the institute unless he/she
- a) Has been enrolled as a student in CSVTU.
 - b) Possesses the minimum academic qualification for admission to the examination to which he/she seeks admission, and
 - c) Has prosecuted a regular course of study for that examination.
- 14.2.1 If a candidate has already passed a semester examination in full he/she shall NOT be permitted to reappear in that examination for improvement in division/marks or any other purpose.
- 14.3 In computing the attendance for fulfillment of the condition regarding prosecution of a regular course of study
- (a) Attendance at lectures delivered and practicals, if any, held during the academic session shall be counted.
 - (b) Attendance at any lecture delivered or in practical held within fourteen days preceding the first day of written examination which shall be treated as preparation leave, shall not be counted.
 - (c) Attendance kept by a regular candidate in higher class shall be counted towards the percentage of attendance for the examination of lower class to which he may revert as a result of his/her failure to pass in the examination.
 - (d) Attendance at NCC/NSS Camp during the session shall be taken a full attendance at lectures/practicals on each such day of camp and the days of journey to such camp.

- (e) Participation as a member of a University/College team in any Inter-University or Inter-Collegiate Competition, or of a District/State/National team in any sports event organized by recognized Federations, shall be taken as full attendance at lectures/practicals on each such day of event and the days of journey for participating therein.
- (f) For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent i.e. up to ten percent and a further five percent of the total number of lectures delivered and practical held in each subject may be condoned by the Head of the Department and by the Director/Principal respectively.

14.4 Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the institute

- (a) Submit an application for an admission to the examination in the prescribed form duly affixing his/her latest passport size photograph at the appropriate place, through the Head of the Department indicating the subject or subjects in which he/she desires to present himself for the examination.
- (b) Pay alongwith the application, the fee prescribed for the examination concerned.
- (c) Application submitted by regular candidate together with the examination fee receipt shall be forwarded by the Head of the Department to the Examination Controller on or before the last date prescribed for the purpose by the Director/Principal
- (d) In case of each application, the Director/Principal shall certify that the candidate:
 - (i) Possesses the minimum academic qualification for appearing at the examination to which he/she seeks admission.
 - (ii) Is of good conduct.
- (e) The Director/Principal may detain a regular candidate from taking an examination if he/she does not pay outstanding Institute dues, or does not return the Institute property and all the articles and uniform issued to him/her for sports or NCC or does not pay the cost thereof in case of loss, by 15 days preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission of his/her application form to the Examination Controller for admission to the examination and the date of the commencement of the examination.

14.5 No ex-student candidate shall be admitted to an examination of the Institute unless he/she submits with his/her application for appearing in the examination, along with

- (a) The statement of marks (in original) obtained by him/her at the said examination issued by the Institute together with an attested copy thereof, or
- (b) In case he/she was duly admitted to the said examination as a regular candidate but could not appear there at, a certificate from the Director/Principal of the Institute showing the year, the roll number and the examination to which he/she was admitted as a regular candidate.

- 14.6 An ex-student candidate for an examination shall
- (a) Submit through the Director/Principal an application for admission to the examination in the prescribed form on or before the last date notified by the Institute and specify therein
 - (i) Whether he/she is a candidate for the examination entitled.
 - (ii) The subject(s) in which he/she desires to present himself for the examination
 - (b) Submit with his/her application evidence of having been admitted to the examination earlier as required in paragraph 5 above.
 - (c) Attach with his/her application for admission to the examination, his/her latest passport size photograph duly attested by the Director/Principal.
 - (d) Pay the fee prescribed for the examination.
- 14.7 An Ex-student candidate shall be required to appear in examination in accordance with the syllabus of different subjects in force in the Institute at the time of examination. However, on account of change in the scheme of teaching and examination the candidate may be permitted to appear in the examination in accordance with the syllabus of the subject of previous scheme.
- 14.8 Every ex-student candidate shall appear at the examination centre at which the regular candidates from the Institute in which he/she had prosecuted a regular course of study shall be appearing. Provided that the Director/Principal may for sufficient reason require or allow a candidate to change his/her examination centre.
- 14.9 No candidate shall appear in more than one degree examination or for the Master's degree in one and the same year.
- 14.10 For a candidate who has passed a part of the Bachelor's degree examination or a part of a Master's degree examination of another University may, on the recommendation of Chairman Board of studies concerned and Academic Council of the Institute, be admitted with the permission of Director/Principal to the next higher examination of the Institute for the degree concerned provided the course offered by the candidate at such other University is equivalent to the course of the Institute for the corresponding examination.
- 14.11 No person who has been expelled or rusticated from any college or University or has been debarred in appearing at a University examination shall be admitted to any examination during the period for which the sentence is in operation.
- 14.12
- (i) An application for admission to an examination received by the Institute after the last date notified by the Institute, but not later than fifteen days after such last date may be entertained on payment of a late fee prescribed by the Institute but not later than the fifteen days before the commencement of examination.
 - (ii) Notwithstanding anything contained in the Academic Regulations relating to admission of candidates to an examination of the Institute, the Director/Principal may, in special cases in which he/she is satisfied that the delay to an examination is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate if his/her application is rejected, allow an application which is otherwise complete in all respects to be entertained with the late fee prescribed by the Institute even though the same is received after the

expiry of the period of fifteen days mentioned in the forgoing paragraph.

- 14.13 The Institute shall issue an admit card in favour of a candidate, if
- (a)
 - (i) The application of the candidate is complete in all respect in accordance with the provisions applicable to him/her and in order.
 - (ii) The candidate is eligible for admission to examination, and the fees as prescribed have been paid by the candidate.
 - (iii) Where the practical examination is held earlier than the examination in theory paper, a candidate shall not be deemed to have been admitted to the examination until he/she is issued an admission card for appearing in the examination.
 - (b) The admission card issued in favour of a candidate to appear at an examination may be withdrawn if it is found that
 - (i) The admission card was issued or permission was given through mistake or the candidate was not eligible to appear in the examination.
 - (ii) Any of the particulars given or document submitted by the candidate in or with the application for enrollment or examination is false or incorrect.
 - (c) The Examination Controller may on the specific recommendation of the Director/Principal, and if he/she is satisfied that an admit card has been lost or destroyed, grant a duplicate admit card on payment of further fees as prescribed by the Institute. Such card shall show in a prominent place the word duplicate.
- 14.14 (a) The Examination Controller shall identify the prohibited area referred to in Section 3(c) of the Chhattisgarh Recognized Examination Act, 1937 (as amended from time to time) by visible signs, and it shall be produced.
- (b) A candidate shall not be entered into the Examination hall unless he/she produces the admit card before the Examination Controller or the invigilator or satisfies such Officers that it shall be produced. A candidate shall produce his/her admit card whenever required by the Examination Controller or the invigilator. The Examination Controller and invigilators shall have all powers to exercise check on unfair means including those of search and seizure.
- 14.15 (a) A Candidate who, due to sickness is unable to present himself/herself at an examination shall not receive a refund of fees but in case it is satisfied about the genuineness, or merit of it, the examination fee and statement of marks fees can be adjusted towards the immediately next examination after deduction of an amount as decided by the Institute.
- (b) Application for such adjustment from a candidate accompanied by a Medical Certificate of illness if applicable, must be sent so as to reach the Examination Controller not earlier than and not later than 30 days from the date of commencement of the Examination at which the candidate was to appear, provided that the medical certificate should be issued by the competent medical officer of Govt. Hospital duly countersigned by the Civil Surgeon.

- (c) The fees paid by a regular candidate who is debarred from appearing at an examination due to shortage in attendance at lectures/Practicals, may be refunded through the Director/Principal after deduction of an amount as decided by the Institute.
 - (d) Examination and other fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his/her form within the prescribed date, necessary fees having been paid in Institute accounts, may be refunded after deduction of an amount as decided by the Institute.
 - (e) The examination and marks fee of a candidate who dies before appearing at the examination may be refunded in full to his/her guardian or his/her successor.
 - (f) The entire fee paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.
- 14.16 (a) Any candidate, who has appeared at an examination conducted by the Institute, may apply to the Director/Principal for the scrutiny of his/her marks in the written papers in any subject and rechecking of his/her result, such application must be made so as to reach the Examination Controller within 07 days after the declaration of result.
- (b) Such application must be accompanied by fees as prescribed by the Institute.
 - (c) The result of the scrutiny shall be communicated to the candidate.
 - (d) If as a result of scrutiny it is found that the examinee should be declared as having passed or placed in a higher division the result of the candidate shall be revised accordingly.

14.17 Revaluation

If a candidate is not satisfied with his/her result, he/she may apply to the Examination Controller for revaluation of his/her answer books (no restriction on number of subjects), in the prescribed form, along with prescribed fee, within 07 days from the declaration of the result of the examination.

- 14.17.1 Where a candidate applies for revaluation, the answer book in which revaluation is sought will be evaluated again by a three member committee, consisting of:
- (i) Heads of the Department concerned (Chairman of the committee)
 - (ii) Two subject experts appointed by the Director/Principal – One from the Institute and other from outside the Institute (other than the one(s) who initially evaluated the answer book)

A copy of the memorandum of Instructions shall preferably be provided to the committee (if prepared by the paper setter) to enable them to evaluate the answer book concerned in the light of the standard set by the paper setter.

- 14.17.2 Better marks between the two (one original and one after revaluation) will be taken into consideration.
- 14.17.3 If the result is modified on account of above and / or a mistake in the result originally published is detected, necessary correction shall be notified by the Institute.

- 14.17.4 No Revaluation shall be allowed in case of Practicals (ESE), Teacher's Assessment, Class Tests, Field Work, Summer Training. Viva-Voce, Project Reports, Research Reports and thesis submitted in lieu of paper at the examination.
- 14.17.5 Process of Revaluation will be common for all courses.
- 14.18 The Institute will announce Results, Merit Lists, issue Mark Sheets, Provisional Certificate and Transfer Certificate; however, the Degree and Migration Certificate shall be awarded by CSVTU, with the name of the Institute.
- 14.19 A candidate who has passed any final degree examination can apply to the Director/Principal, for a Provisional Certificate of passing the examination, in prescribed form, along with prescribed fees, after the declaration of his/her result and before the date of the next convocation.
- 14.20 No person who is under sentence of expulsion or rustication or is debarred from appearing at examination of the Institute for any period of time shall be granted a Migration Certificate during the period for which the sentence is in operation.
- 14.21 Duplicate copies of the following certificates shall be granted on payment of prescribed fee by the Institute:
- (i) Mark sheet
 - (ii) Transfer Certificate
 - (iii) Provisional Certificate
- 14.22 Duplicate copies of the following certificated shall be granted on payment of prescribed fee by CSVTU:
- (i) Migration Certificate
 - (ii) Degree / Diploma
- 14.22.1 Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar of CSVTU is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force that the applicant has not utilized the Original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.
- 14.22.2 Duplicate of University Degrees, Diplomas shall not be granted except in cases in which the Vice-Chancellor is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force, that the applicant has lost his/her degree/diploma or that it has been destroyed, and the applicant has real need for a duplicate. In such cases, a duplicate of the degree/diploma may be granted on receipt of a fee as prescribed by the University.
- 14.23 (i) Notwithstanding anything contained in the concerned Academic Regulations, with a view to moderate hard-line cases in the examination, the following rules shall be observed:
- (a) The Director/Principal may award one grace mark in case the candidate is failing by one mark in total of a subject or in aggregate or missing a division by one mark. Where the deficiency is so condoned, one mark shall nowhere be added.

(b) This benefit however will not be available to a candidate getting any advantage of condonation of deficiency upto five marks due to provision in the concerned regulations.

(ii) The Director/Principal shall award 5 grace marks in case the candidate is not able to complete the programme, due to aggregate marks being less than 50% of total marks in one semester. This benefit shall not be available to those candidates who have already availed the benefit of 5 grace marks as per other provisions of these regulations.

14.24 Any matter connected with the conduct of examination and declaration of results, not specifically covered under the Academic Regulations, the decision of the Director/Principal, thereon, shall be final.

15.0 Conduct of Examination

15.1 In accordance with direction issued by Governing Body in consultation with Academic Council of the Institute. Examination Controller shall make all arrangement for the conduct of examination to be held by the Institute.

15.2 The End Semester Examinations will generally be held in Nov/Dec. and April/May in each year. The Examination Controller shall prepare and duly publish a programme for the conduct of examinations specifying the date of each examination and the last dates by which applications and fees for examinations shall be paid by intending examinees.

15.3 The Examination Controller shall be responsible for the safe custody of question papers and the answer books sent to him/her and shall keep a complete account of used and unused question papers and answer books.

15.4 The Examination Controller shall supervise the work of invigilator working under him/her and shall conduct the examinations strictly according to these regulations.

15.5 The Examination Controller shall submit a confidential report to the Academic Council of the institute about the conduct of examination, mentioning therein the performance of the invigilators and the general behavior of the examinees. He shall also maintain a daily report on the number of examinee attending each of examinations, absentee roll numbers and such other information relating to the examinations being held at the Institute as may be considered necessary, along with any other matter which he thinks fit to be brought to the notice of the Academic Council. He shall also be responsible for maintenance and submission, of the account of advance money received and expenditure incurred in connection with the conduct of the examination to the Finance Committee of the Institute.

15.6 Unless otherwise directed, only faculty of the Institute shall be appointed as Invigilators by the Examination Controller.

15.7 It Shall be the duty of Examination Controller to ensure that an examinee is the same person who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form and signatures (One already on the form and the other to be obtained in the examination hall), for all candidates.

15.8 The Director/Principal may, on the recommendation of the Examination Controller appoint an amanuensis to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself / herself on account of severe short sightedness or sudden illness or being blind, physically handicapped or dyslexic. Such

examinee shall be allowed an additional time 20 minutes per hour in each paper. An amanuensis shall be a man/woman possessing qualification of at least one class examination lower than the examination concerned.

- 15.9 The Director/Principal may from time to time appoint observers or Board of observers (from outside the Institute) to see that the conduct of the examination is strictly according to the rules and procedure laid down. In the event of the observer pointing out serious breach or procedure, the Director/Principal may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination and if any such action is taken, a report of the action taken shall be made to the Academic Council at its next meeting.
- 15.10 The Academic Council may cancel an examination, if it is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
- 15.11 The Academic Council of the Institute may issue such general instructions for the guidance of the Examinees and Examination Controller, as it considers necessary for the proper discharge of their duties.
- 15.12 The Academic Council may from time to time make, alter or modify rules and procedure about the conduct of examinations.
- 15.13 The Result Committee for each of the Faculties will be constituted by the Academic Council of the Institute. The functions of the Result Committee shall be (i) To scrutinise and pass the results of the examinations conducted after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Director/Principal the action to be taken in any case where the result is unbalanced; (ii) To scrutinise complaints against question papers and to take necessary action; (iii) To decide cases of candidates who answered wrong paper; (iv) To decide cases of candidates whose answer books were lost; and (v) To exercise such other powers as the Academic Council may delegate to it from time to time.
- Note:** If any action is to be taken against any Examiner, Examination Controller, Deputy Examination Controller or Invigilator the matter shall be referred to the Academic Council with the recommendation of the Result Committee.
- 15.14 The Director/Principal shall appoint two tabulators or two sets of tabulators for tabulating the results of the examinations and collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the result of the examination.
- 15.15 If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Director/Principal directly.
- 15.16 Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Director/Principal who shall place the matter before the Academic Council.
- 15.17 Except as otherwise decided by the Academic Council, the examination answer books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed off after 6 months from the date of the declaration of the results.

- 15.18 The Director/principal will publish the results of the examination as passed by the Result Committee, within the date prescribed in academic calendar, on the notice board of the office and /or website of the Institute. The results, when published, shall simultaneously be communicated to the respective Head of Department.
- 15.19 The remuneration of the Examiners, Examination Controller, Assistant Examination Controllers, Invigilators, Tabulators and Collators and the deductions to be made in remuneration for errors notices shall be as decided by the Finance Committee for time to time.
- 15.20 No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatsoever and no late comer will be permitted for the examination after half an hour of its commencement.
- 15.21 Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded & if the examinee fails to return within this limit of 5 minutes. He/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation.
- 15.22 A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilator, the answer book of such examinee shall be withdrawn and a second answer book supplied. The first answer book shall be cancelled & only the second answer book shall be sent for valuation by the Examination Controller.

15.23 Unfair Means

- 15.23.1 The Examination Controller shall take action against an examinee who is found assisting or attempting to use unfair means in the examination hall or within the premises of the Institute during the hours of examination, in the following manner:
- (i) The examinee shall be called upon to surrender all the objectionable materials found in his / her possession including the answer book and a memorandum shall be prepared with date and time.
 - (ii) The statement of the examinee and the invigilator shall be recorded.
 - (iii) The examinee shall be issued a fresh answer book marked 'Duplicate-UFM' to attempt answer within the remaining time prescribed for the examination.
 - (iv) All the material so collected and the entire evidence along with a statement of the examinee and the answer book duly initialed shall be forwarded to the Director/Principal, in a separate confidential sealed packet marked 'Unfair means' along with the observations of the Examination Controller.
 - (v) The material so collected from the examinee together with both the answer book collected while using unfair means and the other supplied afterward, will be sent to the Examiner by the Director/Principal for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.
 - (vi) The cases of the use of unfair means at the examination as reported by the Examination Controller along with the report of the Examiner shall be examined by a UFM Committee.
- 15.23.2 The UFM Committee, to be appointed by the Academic Council every Year, shall consist of One member of the Academic Council (to be the Chairperson of the UFM Committee), One Senior faculty member, and Examination Controller (to be the Secretary of the UFM Committee).

The UFM Committee shall after examining the cases, decide the action to be taken in each case and report to the Academic Council all cases of the use of unfair means together with the decision of the Committee in each case.

15.23.3 Details of various categories of punishment under UFM case:

Category-A: Examination of that theory paper will be cancelled in which the candidate has been found using unfair means.

Category-B: Present full examination (Theory) will be cancelled.

Category-C: Present examination will be cancelled in full and student will be debarred from appearing in next examination and therefore candidate can not be admitted in next coming semester / year.

Category-D: Present examination will be cancelled in full and the candidate will be debarred for next two examinations.

Category-E: Cancellation of present full examination and debarred for next three examinations and case will be reported to the police for criminal proceeding against the candidate.

Category-F: Cancellation of present full examination and debarred for appearing in next four examinations and FIR will be sent to police for criminal proceeding on the candidate.

- 15.23.4 (a) In the Examination Hall the candidate shall be under the disciplinary control of the Examination Controller and he/she shall obey his/her instructions. In the event of a candidate disobeying the instructions of the Examination Controller or his/her undisciplined conduct or insolent behavior towards the Examination Controller or any invigilator, candidate may be excluded from that day of examination and if he/she persists in misbehavior he/she may be excluded from the rest of the examination by the Examination Controller.
- (b) If a candidate acts in a violent manner or uses force or makes a display of force towards the Examination Controller or any invigilator at the centre or in its precincts endangering the personal safety of either of them or acts in a manner likely to the authorities in the discharge of their duties, the Examination Controller may expel the candidate from the centre and he may take police help.
- (c) If a candidate brings any dangerous weapon within the precincts of the examination centre.

He/she may be expelled from the centre and/or handed over to the police by the Examination Controller.

- (d) A candidate expelled on any of the grounds mentioned in (b) or (c) above will not be allowed to appear in the subsequent papers.
- (e) In every case where action is taken by the Examination Controller under (a), (b) or (c) above, a full report shall be sent to the Director/Principal and the Academic Council may according to the gravity of the offence further punish a candidate by cancelling his/her examination and/or debarring him/her from appearing at the examination for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.

- (f) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him/her in the examination hall material connected with the examination or failure of an examinee to handover his/her answer-book to Examination Controller/Invigilator or taking away his/her own answer book, walks out of the examination hall or in any other manner whatsoever, the Academic Council or the UFM Committee may cancel his/her examination and also debar him/her from appearing at any of the examination of the Institute for one or more year according to nature of the offence.
- (g) The Academic Council may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the Institute for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in or has abetted the tampering of Institute/University records including the answer books, marks-sheet, result charts, degree, diplomas and the likewise.
- (h) The Academic Council may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the Institute for one or more years, if it is discovered afterwards that candidate has obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.
- (i) When the Institute intends to award any of the aforesaid penalties under clause (f), (g) or (h) above it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such "show-cause" letter as to why the proposed penalty may not be imposed on him/her and shall consider the explanation if any, if filed within the specified time, before awarding the penalty
- (j) A list of such candidates so disqualified shall be circulated to all the universities in India requesting them not to admit the students during the period of their disqualifications
- (k) The action taken by the Institute referred to above, will be over and above the action which the police might take under the provisions of the Chhattisgarh recognized Examinations Act, 1937 (as amended from time to time).

16. Degree in Bachelor of Technology (B.Tech.)

- 16.1 The first degree in Engineering of four-year (eight semesters) course shall be designated as Bachelor of Technology (B.Tech.), in respective Branch.

16.2 Examinations

- 16.2.1 There shall be two university examinations during each Academic Year. These examinations will be designated as follows.
 - a) During First Year: First Semester B.Tech. Exam., Second Semester B.Tech. Exam.
 - b) During Second Year: Third Semester B.Tech. Exam., Fourth Semester B.Tech. Exam.

- c) During Third Year: Fifth Semester B.Tech. Exam., Sixth Semester B.Tech. Exam.
- d) During Fourth Year: Seventh Semester B.Tech. Exam., Eighth Semester B.Tech. Exam.

16.2.2 There will be a full examination at the end of each semester consisting of theory papers and the laboratory practicals of all semesters. The First (Nov./Dec.) Examination shall be the Main examination for First, Third, fifth and Seventh semesters and Supplementary examination for Second, Fourth, Sixth and Eighth semesters. The Second (Apr./May) Examination shall be the Main examination for Second, Fourth, Sixth and Eighth semester and Supplementary examination for First, Third, Fifth and Seventh semesters.

16.2.3 A candidate will be eligible for admission to the higher semester in accordance with the following sub rules:

16.2.3.1 A candidate who has appeared in First Semester Exam. will be eligible for admission in Second Semester, who has appeared in Second Semester Exam. will be eligible for admission in Third Semester, who has appeared in Third Semester Exam. will be eligible for admission in Fourth Semester, irrespective of any number of subjects cleared/passed by him/her.

16.2.3.2 A candidate who has neither filled examination form nor deposited the required amount of Examination fees and/or detained due to shortage of attendance or failing in sessionals in a particular semester will have to repeat the same semester which shall commence after about a year as a regular candidate.

16.2.3.3 A candidate appearing in eighth semester will not be issued any marksheet or provisional certificate after eighth semester until he/she has passed all the semesters.

16.2.4 A candidate shall not be admitted in the fifth and sixth semester examination unless he/she has fully passed/cleared the first and second semester examinations, respectively. Likewise, candidates shall not be admitted in the seventh or eighth semester examination unless he/she has fully passed/cleared the first three or four semester examinations, respectively, for promotion to the next higher semester, the sequence shall be strictly adhered to.

16.2.5 (i) Candidates admitted through lateral entry in third semester will be required to pass the subjects of Physics, Chemistry and Maths of B.Tech. First year before admission to Sixth semester.

(ii) Such candidates shall be admitted in fifth semester examination even if he/she has not cleared the required subjects of B.Tech. First Year as mentioned in (i), but he/she will not be admitted in Sixth semester unless he/she passed these subjects. A candidate shall not be admitted to seventh and eighth semester unless he/she has fully passed/cleared up to Third and Fourth semester respectively including subjects of B.Tech. First Year as mentioned in (i).

16.2.6 A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of semesters as per clause 16.2.4 / 16.2.5 are declared at which he/she had appeared.

16.3 Passing Examinations

16.3.1 Basis of Marks

16.3.1.1 The performance of a candidate in each semester shall be evaluated subject-wise. There shall be Class Test (CT), Teacher's Assessment (TA) and End Semester Examination (ESE) for each Theory paper; TA and ESE for each practical and TA for Non-credit course, with the following distribution and passing standards.

Name of Examination	Maximum Marks	Minimum Passing%
Teacher's Assessment (TA) Theory	30	60%
Class Test (CT) Theory	20	Nil
End Semester Exam (ESE) Theory	100	35%
Total of ESE & CT in Theory	120	35%
End Semester Exam (ESE) Practical	40	50%
Teacher's Assessment (TA) Practical	20	60%
Non-Credit Courses	10	60%

16.3.1.2 The candidate must also obtain a minimum of 50% of total aggregate marks in a semester for passing a particular semester.

16.3.1.3 For the evaluation of End Semester Exam in Practicals, one external examiner shall always be there from outside the Institute and one internal examiner from the Institute.

16.3.1.4 Grace marks will be applicable at the ESE node only if the student has cleared other subjects at ESE + CT.

16.3.1.5 If a student has failed at ESE + CT node but passed at ESE + CT + TA node; the final grade should be considered as Fail [FF]

16.3.2 Basis of Credits

16.3.2.1 One period of Contact in lecture (L) and Tutorial (T) and two periods of Contact in practical (P) will be equal to one credit. Thus, $Credit = \{L + T + P/2\}$. Credit in a subject will be a full, not in a fractional number. If a credit in a subject turns out in fraction then it will be taken as next full number.

16.3.2.2 A candidate shall earn all the credits allotted to a semester only when he/she passes the said semester.

16.4 Merit Lists

16.4.1 Merit list of top ten candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in first division in first attempt.

16.4.2 Branchwise final merit list shall be declared by the Institute only after the main examination of the eighth and final semester for B.Tech. degree, on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.

16.5 Attendance

16.5.1 Candidates appearing as regular students for any semester examination are required to attend 85 percent of the lectures delivered and of the practical classes held, separately in each subject, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Head of the Department and Director/Principal of the Institute respectively for satisfactory reasons.

16.5.2 A candidate who fails to secure the attendance below 70% (including the concession contained in clause 16.5.1 above) shall be liable to be detained by the order of the Director/Principal, from taking semester examination and will be required to take readmission in same semester whenever the semester classes commence.

16.6 Assessment and Grading

16.6.1 Mode of Assessment and Valuation

Continuous evaluation system will be followed with three components as Class Test (CT), Teacher's Assessment (TA) and End Semester Exam (ESE). To make TA more objective one, this will depend upon attendance, home assignments, take home tests, closed and open book tests, group assignments, viva-voce, quizzes etc. There will be two Class Tests in each theory subject in a semester the results of which will be shown to the class students along with test answer books under intimation to the Examination Controller. Weightings of CT, TA and ESE will be as given in the scheme of teaching and examination.

16.6.2 Grading System

Percentage as well as absolute grading system will be followed. In every subject, theory or practical, a candidate will be awarded a letter grade based on his/her combined performance of all the components, e.g., TA, CTs and ESE. These grades will be described by letters indicating a qualitative assessment of the candidate's performance through a number equivalent called "Grade Point" (GP) as given below. A course is completed successfully, or a credit is earned for a course when letter grade C or better is obtained in the course. Grades will be awarded for every subject, theory and practical separately. This will be done as described below.

Letter	A+	A	B+	B	C+	C	F
Grade Point	10	9	8	7	6	5	0

16.6.3 Absolute Grading System

The absolute grading system of the type explained below will be adopted for theory and practical subjects:

Grades	Theory	Practical
A+	85≤ Marks≤100%	90≤Marks≤100%
A	75≤ Marks<85%	82≤Marks<90%
B+	65≤ Marks<75%	74≤Marks<82%
B	55 ≤ Marks<65%	66≤Marks<74%
C+	45≤ Marks<55%	58≤Marks<66%
C	35≤ Marks<45%	50≤Marks<58%
F	0 ≤ Marks<35%	0≤Marks<50%

Thus letter grades A+, A, **B+**, **B**, C+, C, and F and the corresponding Grade Point will be available for each subject evaluated by the examiner.

16.6.4 Fail Grade "F"

Additionally, further categorizations of F will be

FF : Failing in any theory/practical subject.

FI : Incomplete grade failing to appear in ESE due to illness or so, but otherwise satisfactory performance, thus eligible for re-exam in that subject.

FS : Failing in sessionals, i.e. in TA, so repeat the semester.

FX : Failing due to short of attendance so repeat the semester.

WW: Result withheld due to various reasons.

FA : Failing due to aggregate marks being less than 50% of total marks, so eligible to appear in one or two subjects (theory only) of one's choice.

16.6.5 Constraints of Minimum Qualifying Marks

To be eligible to secure a letter grade A+ to C a candidate must be eligible to appear in aN ESE and obtain minimum passing marks as per 15.3.

16.6.6 Semester Performance Index (SPI)

Performance of a student in i-th semester is expressed by SPI which is a weighted average of course grade points obtained by a student in the semester and is expressed by

$$SPI_i = \frac{[C_1 G_1 + C_2 G_2 + \dots] i}{[C_1 + C_2 + \dots] i} = \frac{[\sum CG] i}{[\sum C] i} = \frac{N_i}{D_i}$$

where C and G stand for Credit and Grade, respectively. SPIs will be calculated up to two places of decimal without rounding off. SPI will be calculated only when a student clears a semester without F in any subject, theory or practical.

16.6.7 Cumulative Performance Index (CPI)

This is a weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree program with 50% weightage of I and II semester marks and 100% for remaining semesters. Thus, CPI in i-th semester with "i", greater than 2 will be calculated as

$$CPI_i = \frac{0.5 (N_1 + N_2) + \sum_{i=3}^{i \geq 3} N_i}{0.5 (D_1 + D_2) + \sum_{i=3}^{i \geq 3} D_i}$$

If a student repeats a course or is declared fail in a subject, then only the grade points obtained in the latest attempts are counted towards CPI. CPI

will be calculated in every semester with SPI, so that a student knows how his/her CPI is changing.

16.6.8. Award of Class or Division

16.6.8.1 The class/division awarded to a student with B. Tech. Degree is decided by the student's Percentage of Marks as per the following table:

Class / Division	% Marks
First Division with Distinction or Honours	75% and above
Class I or First Division	60% and above
Class II or Second Division	Below 60% but Greater than or equal to 50%

16.6.8.2 Division shall be awarded only after the eighth and final semester examination, based on integrated performance of the candidate for all the four years.

16.6.8.3 No candidate shall be declared to have passed the final B.Tech. unless he/she has fully passed all the previous examinations of the eight semesters. The results of the eighth and final semester of those candidates who have not passed examination of any previous semester will be withheld. He/She shall be deemed to have passed the final B.Tech. Examination in the year in which he/she passes all the examination of all eight semesters.

16.6.9 Transcript

The transcript issued to a student will contain consolidated record of all the courses taken by the student, grades obtained and the final CPI with class or division obtained, if available.

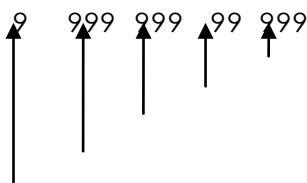
16.7 Eligibility of Admission in a Semester

16.7.1 A candidate shall be eligible for admission to Fifth, Sixth, Seventh and Eighth semesters, provided he/she has passed First, Second, Third and Fourth semesters, respectively.

16.7.2 A candidate shall be allowed to carry over all the subjects, i.e. theory and practical of a semester in the higher semester as per section 16.7.1 above. A candidate shall be required to clear the next ESE only in those subjects (theory/practical) in which he/she was awarded WW or FI or FF grades.

16.8 Roll Number

Every student will be allotted a unique roll number in the following format till he/she completes the degree program.



Serial number at the time of semester I examination

Year of admission in the semester I

Three numericals indicating the Department

Three numericals indicating the Institute

One numerical indicating the programme

16.9 Rules for Condonation of Deficiency in Marks

With a view to moderate hard line cases in the examination, the following rules shall be observed:

16.9.1 Deficiency up to five marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals.

This facility shall be available only to those candidates who clear that particular semester examination in full (i.e. in all theory, practicals and sessionals) by availing five Grace Marks.

16.9.2 While declaring result of the candidate, no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will pass the courses (subjects) cleared through clause 16.9.1. After condoning the deficiency, the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.

16.9.3 One grace mark will be awarded to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Director/Principal in the DEGREE examination. This benefit will not, however, be available to a candidate getting advantage under clause 16.9.1.

17.0 Degree in Master of Technology (M. Tech.)

17.1 The Post Graduate course leading to the Degree of Masters of Technology (M.Tech.) will be of two years (four semesters) in the case of full time candidates and will be of three years (six semesters) in the case of part time candidates.

17.2 There shall be two university examinations each year. The first Nov./Dec. examination shall be the main examination for ODD semesters and supplementary examination for EVEN semesters. The Apr./May Examination shall be the main examination for EVEN semesters and supplementary examination for ODD semesters.

17.3(a) An examinee who fails to obtain minimum marks in not more than two theory paper(s)/Practical(s)/Viva Voce at any of the semester examinations shall be declared to have obtained A.T.K.T. (allowed to keep term). Such candidates may be admitted provisionally to the class for next higher semester. In case he/she fails to clear the backlog in the A.T.K.T. examination (in two attempts) he/she shall be treated as fail.

b) A candidate failing in more than two theory paper or practical/viva voce in any semester examination shall be treated to have failed.

c) The failed candidate as per para (a) and (b) above shall not be permitted to continue in the course.

d) The candidate failing in the final (fourth in case of full time and sixth in case of part time) semester examination may seek re-admission in the semester. However,

he/she shall submit his/her dissertation after necessary improvement and/or modification or re-written dissertation on a different topic suggested by the Head of the Department in the college.

- 17.4 Minimum pass marks for each subjects in each semester shall be as under:
- a. Each written Theory Paper - 40 % of the total marks allotted to that paper.
 - b. Each Practical Examination - 50 % of the total marks allotted to practicals.
 - c. Each Sessional/TA Examination- 60 % of the total marks allotted to sessional/TA.
 - d. Class test - No restriction for minimum pass marks.
 - e. Total aggregate marks - 50 %.
- 17.5 Division shall be awarded in the Final semester examination based on integrated performance of the candidate for all the semester examinations in the following manner:
- a) First Division with Distinction or Honours- 75%and above
 - b) First Division -- 65 % and above
 - c) Second Division -Below 65%

Provided the candidate has secured the minimum pass marks as specified under clause 17.4 above.

- 17.6 The Director/Principal shall award one grace marks to the candidate who is either failing or missing the division by one mark. However, it will not be added anywhere.
- 17.7 The Fourth semester in the case of full time candidates and sixth semester in the case of part time candidates is the major project semester. During this semester the candidate shall devote himself for the research work in connection with any of the aspects of technology relevant to the course selected and assigned to him/her by the Head of the Department concerned in the Institute. At the end of the semester the candidate shall submit three typed or printed copies of the major project reports written by him/her, to the Examination Controller through the Director/Principal, accompanied by the certificate from the Head of the Department and the project supervisor to the effect that it embodies actual work carried out by the candidate and that the work has not been submitted earlier in part of full for the award of any other degree.
- 17.8 (i) A candidate on successfully completion of the first three semesters of full time course or the first five semesters of part time course shall be eligible for the award of a Post Graduate Diploma in Engineering (PGDipE) if he/she withdraws from course or fails to submit his/her project report within the maximum span of the course. Division shall be assigned in Post Graduate Diploma as per the scales laid down in para 17.5 above.
- (ii) A candidate who possesses a Post Graduate Diploma in Engineering shall be eligible for admission to the fourth semester in case of full time and sixth semester in case of part time for the purpose of completing the course, leading to the Master's Degree in Technology within the maximum duration of this course i.e. four years in the case of full time candidate and six years in the case of part time candidate from his/her date of admission.

Provided that immediately after the declaration of the results of the final semester examinations and before conferment of the Degree of M.Tech. the candidate shall surrender the Post graduate Diploma he/she possesses.

- 17.9 A candidate who has discontinued the course during any semester may, on the recommendation of the Director/Principal be permitted to take re-admission to the course at the beginning of the semester concerned in a subsequent year except in case where he/she has obtained the post-graduate diploma as per para 17.8.
- 17.10 In the notification declaring the results of the final semester examination for the Degree of M.Tech., the names of the first five candidates in order of merit in each post graduate course shall be notified separately for full time and part time courses.
- 17.11 Candidates appearing as regular students for any semester examination are required to attend 75 percent of lecturers delivered and of the practical classes held, separately in each subject, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Head of the Department and Director/Principal of the Institute respectively for satisfactory reasons.

17.12 Assessment and Grading

17.12.1 Mode of Assessment and Valuation

Continuous evaluation system will be followed with three components as Class Test (CT), Teacher's Assessment (TA) and End Semester Exam (ESE). To make TA more objective one, this will depend upon attendance, home assignments, take home exam, closed and open book tests, group assignments, viva-voce, quizzes etc. There will be two Class Tests in each theory subject in a semester the results of which will be shown to the class students along with test answer books under intimation to the Examination Controller. Weightings of CT, TA and ESE will be as given in the scheme of teaching and examination.

17.12.2 Grading System

Percentage as well as absolute grading system will be followed. In every subject, theory or practical, a candidate will be awarded a letter grade based on one's combined performance of all the components, e.g., TA, CTs and ESE. These grades will be described by letters indicating a qualitative assessment of the candidate's performance through a number equivalent called "Grade Point" (GP) as given below. A course is completed successfully, or a credit is earned for a course when letter grade C or better is obtained in the course. Grades will be awarded for every subject, theory and practical separately. This will be done as described below.

Letter Grade	A+	A	B+	B	C+	C	F
Grade Point	10	9	8	7	6	5	0

17.12.3 Absolute Grading System

The absolute grading system of the type explained below will be adopted for theory and practical subjects:

Grades	Theory	Practical
A+	85≤ Marks≤100%	90≤Marks≤100%
A	75≤ Marks<85%	82≤Marks<90%
B+	65≤ Marks<75%	74≤Marks<82%
B	55≤ Marks<65%	66≤Marks<74%

C+	45≤ Marks<55%	58≤Marks<66%
C	35≤ Marks<45%	50≤Marks<58%
F	0≤ Marks<40%	0≤Marks<50%

Thus letter grades A+, A, B+, B, C+, C, and F and the corresponding Grade Point will be available for each subject evaluated by the examiner.

17.12.4 Constraints of Minimum Qualifying Marks

To be eligible to secure a letter grade A+ to C a candidate must be eligible to appear in a ESE, a candidate must score minimum 60% marks in TA in each theory and/or practical separately failing which he/she will have to repeat the semester; No minimum score requirement of marks in CTs.; Minimum score 40% marks in each theory paper; Minimum score 50% marks in each practical exam; Minimum score 50% of total aggregate marks failing which, but otherwise satisfying minimum score requirements of TA, theory paper and practical exam, he/she shall be kept in compartment in not more than one theory paper of his/her choice.

17.12.5 Semester Performance Index (SPI)

Performance of a student in i-th semester is expressed by SPI which is a weighted average of course grade points obtained by a student in the semester and is expressed by

$$SPI_i = \frac{[C_1 G_1 + C_2 G_2 + \dots] i}{[C_1 + C_2 + \dots] i} = \frac{[\sum CG] i}{[\sum C] i} = \frac{N_i}{D_i}$$

where C and G stand for Credit and Grade, respectively. SPIs will be calculated up to two places of decimal without rounding off. SPI will be calculated only when a student clears a semester without F in any subject, theory or practical.

17.12.6 Cumulative Performance Index (CPI)

This is a weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree program with 100% weightage. Thus, CPI in i-th semester will be calculated as

$$CPI_i = \frac{\sum_{i=1}^{i \geq 1} N_i}{\sum_{i=1}^{i \geq 1} D_i}$$

If a student repeats a course or is declared fail in a subject, then only the grade points obtained in the latest attempts are counted towards CPI. CPI will be calculated in every semester with SPI, so that a student knows how his/her CPI is changing.

18.0 Degree in Master of Business Administration (M.B.A.)

18.1 The Post Graduate course in Management leading to the Degree in Master of Business Administration (M.B.A.) will be of two years (four semesters) in the case of full time candidates and will be of three years (six semesters) in the case of part time candidates.

18.2 Examination

(a) The MBA course shall consist of:

- i) Such courses / papers as may be prescribed by the respective Board of Studies.
- ii) Such in-house / and Summer training as may be prescribed by the respective Board of Studies.
- iii) Such research and project reports as may be prescribed by the respective Board of Studies.
- iv) Such labs/development workshops as may be prescribed by the respective Board of Studies.

(b) There shall be an examination at the end of each semester on the basis of course contents and the scheme of teaching and examination as may be prescribed by the Board of Studies from time to time.

(c) No candidate shall be considered to have pursued a regular course of study either full time or part time course of study unless he/she has attended the 75% of the total number of classroom sessions conducted in each semester concerned. Any student not complying with this requirement will not be allowed to appear in the end semester examination.

(d) Continuous evaluation system will be followed with three components as Class Test (CT), Teacher's Assessment (TA), and End Semester Exam (ESE).

(e) The internal assessment marks shall be based on factors such as class test, submission of written assignments, case discussions, terms & viva voce, classroom participation and attendance, participation in seminars, etc.

18.3. In order to pass a semester examination:

(a) A student must obtain in every paper at least 40% in end semester theory paper examination and 60% marks in teacher's assessment separately and 50% pass marks in aggregate in all the papers and courses in the semester together.

(b) A student must also obtain at least 50% pass marks in presentation /workshop/viva voce and at least 50% pass marks in summer training/ research /project study and report.

(c) If a student obtains 40% marks in the theory paper examination and 60% marks in teacher's assessment of the prescribed papers separately but fails to obtain 50% marks in aggregate of all the paper and courses passed, he/she can appear in the semester examination of any two of the theory papers which he/she has passed in order to make up the aggregate of 50% marks in the end semester exam papers passed by him/her.

- (d) If a student does not obtain at least minimum qualifying marks in the semester examination up to three of the semester subjects — theory or practical, he/she can carry these as ATKT (Allowed To Keep Term) in the higher semester. However, a student shall be allowed to carry not more than three ATKTs in a particular semester and not more than five ATKTs at a time. A student can appear in the ATKT subject(s) in the same semester examination next year.
- (e) If a student fails to obtain at least 60% marks in internal assessment of a paper/course, he/she will be required to repeat the semester.
- (f) If a student is detained from appearing in the semester examination of courses due to shortage of attendance in that course as per Academic Regulations, he/she will be required to repeat that semester.

18.4. A student shall be promoted to the next semester ONLY IF:

- (a) He/she fulfils all the requirements as stated above.
- (b) Total number of ATKTs carried does not exceed three papers per semester and five at a time.
- (c) Total number of ATKTs carried at any time include the courses which he/she has to repeat, as provided in clause 18.3(d) above.
- (d) Whenever a student appears in a ATKT examination repeat a course or does any course after a gap, he/she will do so according to the syllabus & scheme of teaching and examination in vogue at that time and fulfill the requirements of the course in force at that time.
- (e) A student shall be eligible for admission to nth semester (n being any integer) provided he/she has passed all semesters up to and including (n - 3)th semester.

18.5 The specializations in the corresponding year will be offered by the Institution/Department as per the course curriculum and as per the minimum students availability (minimum criteria will be fixed by the Institution) and the resources available.

18.6 Passing of Examination

In order to pass a semester examination, a student must obtain

S.No.	Name of Examination	Minimum Passing Marks
	Class Test (CT)	None
	End Semester Examination (ESE)	40%
	End Semester Examination (ESE)	50%
	Teacher's Assessment (TA) Theory	60%
	Teacher's Assessment (TA) Practical	60%
	(CT + ESE + TA) Theory	40%
	(CT + ESE + TA) Practical	60%
	Aggregate	50%

18.7 Grading System

Percentage as well as absolute grading system will be followed. In every subject, theory or practical, a candidate will be awarded a letter grade based on one's combined performance of all the components, e.g., TA, CTs and ESE. These grades will be described by letters indicating a qualitative assessment of the candidate's performance through a number equivalent called "Grade Point" (GP) as given below. A course is completed successfully, or a credit is earned for a course when letter grade C or better is obtained in the course. Grades will be awarded for every subject, theory and practical, viva separately. This will be done as described below.

Letter	A+	A	B+	B	C+	C	F
Grade Point	10	9	8	7	6	5	0

18.7.1 Absolute Grading System

The absolute grading system of the type explained below will be adopted for theory and practical subjects:

Theory		Practical	
A+	$90 \leq M \leq 100$	A+	$90 \leq M \leq 100$
A	$80 \leq M < 90$	A	$82 \leq M < 90$
B+	$70 \leq M < 80$	B+	$74 \leq M < 82$
B	$60 \leq M < 70$	B	$66 \leq M < 74$
C+	$50 \leq M < 60$	C+	$58 \leq M < 66$
C	$40 \leq M < 50$	C	$40 \leq M < 58$
F	$0 \leq M < 40$	F	$0 \leq M < 40$

Thus letter grades A+, A, **B+**, **B**, **C+**, **C**, and F and the corresponding Grade Point will be available for each subject evaluated **by the** examiner.

18.7.2 Semester Performance Index (SPI)

Performance of a student in i-th semester is expressed by SPI which is a weighted average of course grade points obtained by a student in the semester and is expressed by

$$SPI_i = \frac{[C_1 G_1 + C_2 G_2 + \dots] i}{[C_1 + C_2 + \dots] i} = \frac{[\sum CG] i}{[\sum C] i} = \frac{N_i}{D_i}$$

where C and G stand for Credit and Grade, respectively. SPIs will be calculated up to two places of decimal without rounding off. SPI will be calculated only when a student clears a semester without F in any subject, theory or practical.

18.7.3 Cumulative Performance Index (CPI)

This is a weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree program. Thus, CPI in i-th semester will be calculated as

$$\text{CPI}_i = \frac{\sum_{i=1}^{i \geq 1} N_i}{\sum_{i=1}^{i \geq 1} D_i}$$

If a student repeats a course or is declared fail in a subject, then only the grade points obtained in the latest attempts are counted towards CPI. CPI will be calculated in every semester with SPI, so that a student knows how his/her CPI is changing.

18.7.4 Division shall be awarded on the basis of aggregate marks obtained in the semester.

- a) First Division with Distinction or Honours — 75% and above
- b) First Division 60% and above
- c) Second Division Below 60%

Provided the candidate has secured the minimum pass marks of 50% as specified under clause 18.6 above.

18.8 A student will be eligible for the award of the M.B.A. degree ONLY IF he/she Fulfils all the requirements prescribed from time to time for the satisfactory completion of each course of study in each of the prescribed semesters, and of all the semesters individual as well as jointly, within the maximum duration of the course.

18.9 A candidate after passing at the internal assessment of all the papers and Project Report and is eligible to be admitted to the end semester examination fails to appear at the semester examination into due to illness or any other unavoidable reasons, he/she will be permitted to appear at one of the next two subsequent examinations of the semester concerned as an Ex-student of the semester only and in case he/she fails to pass the examination, he/she shall cease to be a student of the M.B.A, Full time or part time course of study.

18.10 There shall be no second full or supplementary examination for any semester examination.

18.11 No person shall be admitted to M.B.A. course if he/she has already passed the M.B.A. examination of any University or statutory body.

19.0 Degree in Master of Computer Applications (M.C.A.)

19.1 The Post Graduate Degree in Computer Applications is a two years (four semesters) Course and shall be designated as Master of Computer Applications and abbreviated as M.C.A.

19.2 Examinations

19.2.1 There will be one Examination at the end of each semester.

19.2.2 These examinations will be designated as follows.

- (a) During First Year: First Semester M.C.A. Exam., Second Semester M.C.A. Exam.
- (b) During Second Year: Third Semester M.C.A. Exam., Fourth Semester M.C.A. Exam.

19.2.3 The examination of First and Third Semesters, called as Odd Semesters, shall be generally held in the months of Nov— Dec and that of Second and Fourth Semesters, called Even Semesters, shall be held in the months of Apr—May.

19.2.4 The Fourth Semester, being kept for fulfilment of the academic requirement, is devoted for major project. In this Semester the major project is to be completed by the candidate in the stipulated period.

19.2.5 If a candidate is unable to clear some subjects (a subject means a theory or a practical or a sessional treated separately) of any semester, he/she shall be permitted to appear in these subjects as an ex-student in the subsequent semester examinations. To enable the candidate to clear their backlog subjects as quickly as possible, the examinations of all theory papers and practical shall be held during every semester examination.

19.2.6 A candidate shall not be admitted to the next higher semester class unless he/she has cleared all the semesters except just the two preceding semesters and in these two preceding semesters too he/she should NOT have in total more than four subjects (theory/practicals) to clear. However in any case the result of fourth and final semester examination of M.C.A. shall not be declared unless he/she has fully cleared all the previous semesters including the project work.

19.2.7 A candidate discontinuing any semester may be permitted to take readmission as per rules at the beginning of the concerned semester. However, he/she shall not be permitted to do so beyond a gap of four continuous semester or two continuous years of studies in any case.

19.3 Passing of Examinations

19.3.1 In order to pass M.C.A Examination of any semester, a candidate shall have to secure following percentage of minimum marks:

- (a) 40% of the maximum marks allotted to each Theory Paper
- (b) 50% of the maximum marks allotted to each Practical/Viva-voce.
- (c) 60% of the maximum marks allotted to each sessionals/Term work/Teacher's Assessment.
- (d) There is no restriction of minimum passing marks in Class Test (CT).
- (e) 50% of total aggregate marks in the semester.

19.3.2 At the end but before the examination of the Fourth semester the candidate shall have to submit three typed copies of the major Project, Thesis along with certificate of the Head of the Department of the organization in which the candidate undertook the said project.

19.3.3 Basis of Credits

19.3.3.1 One period of Contact in lecture (L) and Tutorial (T) and two periods of Contact in practical (P) will be equal to one credit. Thus, Credit = $\{L + T + P/2\}$. Credit in a subject will be a full, not in a fractional number. If a credit in a subject turns out in fraction than it will be taken as next full number.

19.3.3.2 A candidate shall earn all the credits allotted to a semester only when he/she passes the said semester.

19.4 Awards of Division

19.4.1 Division shall be awarded only after the Fourth and final semester examination, based on integrated performance of the candidate for all the years.

19.4.2 Successful candidates in all the semester examination shall be awarded the division at the end of final semester examination taking the aggregate of marks obtained, as follows:

(a) First Division with Distinction or Honours—	75% and above
(b) First Division	65% and above
(c) Second Division	Below 65%

Provided the candidate has secured the minimum pass marks as specified under clause 18.4.1 above.

19.5 No candidate shall be declared to have passed the final M.C.A. unless he/she has fully passed all the previous examinations of the fourth semesters. The results of the fourth and final semester of those candidates who have not passed examination of any previous semester will be withheld. They, however, will be informed about the deficiency. He/she shall be deemed to have passed the final M.C.A. examination in the year in which he/she passes all the examinations of all four semesters.

19.6 Merit list of first Ten candidates in the order of merit shall be declared at the end of fourth semester on the basis of the integrated performance of all the semesters.

19.7 Candidate appearing as regular student for any semester examination shall be required to attend at least 75 % of the lectures delivered and of the practical classes held separately in each paper, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Head of the Department and Principal of the Institute respectively for satisfactory reasons.

19.8 Assessment and Grading

19.8.1 Mode of Assessment and Evaluation

Continuous evaluation system will be followed with three components as Class Test (CT), Teacher's Assessment (TA) and End Semester Exam (ESE). To make TA more objective one, this will depend upon attendance, home assignments, take home exam, closed and open book tests, group assignments, viva-voce, quizzes etc. There will be at least two Class Tests in each theory subject in a semester the results of which will be shown to the class students along with test answer books under intimation to the Examination Controller. Weightings of CT, TA and ESE will be as given in the scheme of teaching and examination.

19.8.2 Grading System

Percentage as well as absolute grading system will be followed. In every subject, theory or practical, a candidate will be awarded a letter grade based on one's combined performance of all the components, e.g., TA, CTs and ESE. These grades will be described by letters indicating a qualitative assessment of the candidate's performance through a number equivalent called "Grade Point" (GP) as given below. A course is completed successfully, or a credit is earned for a course when letter grade C or better is obtained in the course. Grades will be awarded for every subject, theory and practical separately. This will be done as described below.

Letter	A	A	B	B	C	C	F
Grade Point (GP)	10	9	8	7	6	5	0

19.8.3 Absolute Grading System

The absolute grading system of the type explained below will be adopted for theory and practical subjects:

Grades	Theory	Practical
A+	85< Marks<100%	90<Marks<100%
A	75< Marks<85%	82<Marks<90%
B+	65< Marks<75%	74<Marks<82%
B	55< Marks<65%	66<Marks<74%
C+	45< Marks<55%	58<Marks<66%
C	40< Marks<45%	50<Marks<58%
F	0 < Marks<40%	0 <Marks<50%

This letter grades A+, A, **B+**, **B**, C+, C, and F and the corresponding Grade Point will be available for each subject evaluated by the examiner.

19.8.4 Fail Grade "F"

Additionally, further categorizations of F will be

FF : Failing in any theory/practical subject.

FI : Incomplete grade failing to appear in ESE due to illness or so, but otherwise satisfactory performance, thus eligible for re-exam in that subject.

FS : Failing in sessionals, i.e. in TA, so repeat the semester.

FX : Failing due to short of attendance so repeat the semester.

WW : Result withheld due to various reasons.

'FA : Failing due to aggregate marks being less than 50% of total marks, so eligible to appear in one or two subjects (theory only) of one's choice.

19.8.5 Constraints of Minimum Qualifying Marks

To be eligible to secure a letter grade A+ to C a candidate must be eligible to appear in a ESE, a candidate must score minimum 60% marks in TA in each theory and/or practical separately failing which he/she will have to repeat the semester; No minimum score requirement of marks in CTs.; Minimum score 40% marks in each theory paper; Minimum score 50% marks in each practical exam; Minimum score 50% of total aggregate marks failing which, but otherwise satisfying minimum score requirements of TA, theory paper and practical exam, he/she shall be kept in compartment in **not more** than one theory paper of his/her choice.

19.8.6 Semester Performance Index (SPI)

Performance of a student in i-th semester is expressed by SPI which is a weighted average of course grade points obtained by a student in the semester and is expressed by

$$SPI_i = \frac{[C_1 G_1 + C_2 G_2 + \dots] i}{[C_1 + C_2 + \dots] i} = \frac{[\sum CG] i}{[\sum C] i} = \frac{N_i}{D_i}$$

where C and G stand for Credit and Grade, respectively. SPIs will be calculated up to two places of decimal without rounding off. SPI will be calculated only when a student clears a semester without F in any subject, theory or practical.

19.8.7 Cumulative Performance Index (CPI)

This is a weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree program. Thus, CPI in i-th semester will be calculated as

$$\text{CPI}_i = \frac{\sum_{i=1}^{i \geq 1} N_i}{\sum_{i=1}^{i \geq 1} D_i}$$

If a student repeats a course or is declared fail in a subject, then only the grade points obtained in the latest attempts are counted towards CPI. CPI will be calculated in every semester with SPI, so that a student knows how his/her CPI is changing.

19.8.8 Transcript

The transcript issued to a student will contain consolidated record of all the courses taken by the student, grades obtained and the final CPI with class or division obtained.

20.0 Bachelor Of Pharmacy (B.PHARMA)

20.1 The first degree in Pharmacy of four year (Eight semester) course hereinafter called 4 Year Degree Course shall be designated as Bachelor in pharmacy in short B.Pharma. The duration of 4 YDC of B. Pharma course shall extend over a period of four years consisting of eight semesters. Each semester shall be spread over for not less than sixteen weeks.

20.1.1 Academic Qualifications for Admissions:

The minimum qualification for admission to first semester of Bachelor of Pharmacy four year's (Eight semester) course shall be the passing of 10+2 examination or any other equivalent examination with Physics, Chemistry, Mathematics or Biology conducted by the C.G. Board of Secondary Education or any other board or university examination recognised as equivalent by the State Government of Chhattisgarh.

Minimum qualification for direct admission to second year of B. Pharma. shall be first division in Diploma in Pharmacy from any institution approved by the Pharmacy Council of India. (P.C.I.)

20.2 Examinations

20.2.1 There shall be two university examinations during each Academic Year. These examinations will be designated as follows.

- (a) During First Year: First Semester B. Pharm. Exam., Second Semester B. Pharm. Exam.
- (b) During Second Year: Third Semester B. Pharm. Exam., Fourth Semester B. Pharm. Exam.
- (c) During Third Year: Fifth Semester B. Pharm. Exam., Sixth Semester B. Pharm. Exam.
- (d) During Fourth Year: Seventh Semester B. Pharm. Exam., Eighth Semester B. Pharm. Exam.

20.3 Passing of Examinations

20.3.1 In each subject (theory and practical): Minimum 50% in internal assessment and semester examination taken together. (i.e. ESE+CT+TA)

Each theory paper and practical will be treated as separate subject for passing.

20.3.2 Promotion to the higher semester shall be done in accordance with following sub-rules:

20.3.3 (a) A candidate shall not be admitted in the fifth and higher semester examinations.

If the No. of backlog papers are more than as given in the table below:

Semesters	Semester wise division of number of backlog papers permissible			
	1 st sem	2 nd sem	3 rd sem	4 th sem
5 th semester	3	NA	NA	NA
6 th semester	3	3	NA	NA
7 th semester	3	3	3	NA
8 th semester	3	3	3	3

20.3.3 (b) A candidate directly admitted in third semester through lateral entry after passing diploma shall not be admitted in fifth and higher semester examination. If No. of total backlog papers are more than as given in the table below:

Semester wise division of number of backlog papers permissible

Semesters	1 st sem	2 nd sem	3 rd sem	4 th sem
5 th semester	(The subjects of lateral entry scheme)			
6 th semester	03		NA	NA
7 th semester	02		3	NA
8 th semester	02		3	3

20.5 Division and Merit List:

The division shall be awarded only after VIII semester examination and shall be based on the aggregate marks obtained by the candidate at his/her successful attempts at the I, II, III, IV, V, VI, VII, VIII semester's examinations i.e. full examination of B.Pharm. There shall be only three divisions as follows:

First Division with Honours	75% and above.
First Division	60% and above but below 75%.
Second Division	Not less than 50%.
Pass Division	Below 50%

Percentage as well as absolute grading system both will be followed simultaneously. The merit shall be declared by the University after the main examination of the eighth semester of B.Pharm on the basis of the integrated

performance of all the four years. The merit list shall include the first ten candidates securing atleast first division and passing all semester examinations in single attempts.

20.6 Assessment and Grading

20.6.1 Mode of Assessment and Evaluation

Continuous evaluation system will be followed with three components as Class Test (CT), Teacher's Assessment (TA) and End Semester Exam (ESE). To make TA more objective one, this will depend upon attendance, home assignments, take home exam, closed and open book tests, group assignments, viva-voce, quizzes etc. There will be at least two Class Tests in each theory subject in a semester the results of which will be shown to the class students along with test answer books under intimation to the Examination Controller. Weightings of CT, TA and ESE will be as given in the scheme of teaching and examination.

20.6.2 Grading System

The absolute grading system of the type explained below will be adopted for theory and practical subjects:

Letter Grade	Grade Point	Theory	Practical
A+	10	90 ≤ Marks	90 ≤ Marks
A	9	82 ≤ Marks	82 ≤ Marks
B+	8	74 ≤ Marks	74 ≤ Marks <82%,
B	7	66 ≤ Marks	66 ≤ Marks <74%,
C+	6	58 ≤ Marks	58 ≤ Marks <66%,
C	5	50 ≤ Marks <58%,	50 ≤ Marks <58%,
F	0	Less than 50%	Less than 50%
		(ESE+TA+CT)	(ESE+TA)
		of any theory subject	of any practical subject

Grades will be awarded for every subject theory and practical separately.

20.6.3 Fail Grade "F"

Additionally, further categorizations of F will be

- FI : Incomplete grade failing to appear in ESE due to illness or so, but otherwise satisfactory performance, thus eligible for re-exam in that subject.
- FX : Failing due to short of attendance so repeat the semester.
- WW : Result withheld due to various reasons.

20.6.4 Semester Performance Index (SPI)

Performance of a student in i-th semester is expressed by SPI which is a weighted average of course grade points obtained by a student in the semester and is expressed by

$$SPI_i = \frac{[C_1 G_1 + C_2 G_2 + \dots] i}{[C_1 + C_2 + \dots] i} = \frac{[\sum CG] i}{[\sum C] i} = \frac{N_i}{D_i}$$

where C and G stand for Credit and Grade, respectively. SPIs will be calculated up to two places of decimal without rounding off. SPI will be calculated only when a student clears a semester without F in any subject, theory or practical.

20.6.5 Cumulative Performance Index (CPI)

This is a weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree program. Thus, CPI in i-th semester will be calculated as

$$CPI_i = \frac{\sum_{i=1}^{i \geq 1} N_i}{\sum_{i=1}^{i \geq 1} D_i}$$

If a student repeats a course or is declared fail in a subject, then only the grade points obtained in the latest attempts are counted towards CPI. CPI will be calculated in every semester with SPI, so that a student knows how his/her CPI is changing.

20.7 Condonation of Deficiency in Marks:

With a view to moderate hard line cases in the examination the following rules shall be observed:

Deficiency upto 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals.

This facility shall be available only to those candidates who clear that particular semester examination in full (i.e. in all theory, practicals and sessionals in first attempt) by availing 5 Grace Marks.

While declaring result of the candidate no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will pass the subjects cleared through clause. After condoning the deficiency the candidate's result shall be declared in the division, which the aggregate entitled him/her.

One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Principal in the B.Pharm examination. This benefit will not, however, be available to a candidate getting advantage under clause.

20.8 Educational Study Tour

For B.Pharm VI semester students an educational study tour to visit important manufacturing organization is compulsory. All students will have to submit a tour report after the study tour. The marks shall be awarded by the teacher-in-charge of the student's study tour. If a student is unable to go on Educational Study Tour, he will be awarded "Zero" marks. However, there shall be no minimum marks for passing this.

20.9 Project Work

For B.Pharm VII semester students a project work shall be compulsory. The project shall be undertaken in any of the areas of Pharmaceutical Sciences. The project shall be made under the supervision and guidance of faculty member(s). The candidate shall present a seminar on his/her project work. Every candidate shall be required to submit the project report in triplicate. The marks shall be awarded by the project supervisor and one external examiner.

20.10 Professional Training

20.10.1 A candidate shall have to undergo Professional Training in Industry/Hospital Pharmacy/Community Pharmacy/Pharmaceutics R&D units after the examination of the VI semester for a period of at least four weeks.

20.10.2 The report of the Professional Training shall be submitted by the candidate in triplicate, duly certified by the organization he/she underwent his/her on training.

The viva-voce examination based on the industrial training shall be carried out by Board of Examiners consisting of –

- Chairman – The Head/Principal of the institute.
- The external examiner.
- The internal examiner.

The marks shall be awarded by the Board of Examiners

20.11 If a candidate has passed a semester examination in full he/she shall not be permitted to reappear in that examination for improvement of division/marks or any other purpose.

20.12 The maximum duration of course shall be 7 years

21.0 Diploma In Pharmacy (D. Pharma)

21.1 Duration Of The Course:

The duration of the course shall be for two academic years and each academic year spread over a period of not less than one hundred and eighty working days in addition to 500 hours practical training spread over a period of not less than 3 months.

21.2 Academic Qualifications For Admissions:

Minimum Qualification for admission to Diploma in Pharmacy Part-I course:- A pass in any of the following examinations with Physics, Chemistry and Biology.

- (1) Intermediate examination in Science.
- (2) The first year of the three-year degree course in Science.
- (3) 10+2 examination (academic stream) in Science.
- (4) Pre-degree examinations. Or
- (5) Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examinations.

21.3. Course of study:

The course of study for Diploma in Pharmacy Part-I and Diploma in Pharmacy Part – II shall include the subjects as given in the Tables I and II below. The number of hours devoted to teach subject for its teaching in Theory and Practical shall not be less than that noted against it in columns 2 and 3 of the Tables below.

TABLE – I

[Diploma in Pharmacy (Part – I)]

Subject	No. of hours/periods of theory	No. of hours/periods of practical
Pharmaceutics – I	75	100
Pharmaceutical Chemistry	75	75
Pharmacognosy	75	75
Biochemistry and Clinical Pathology	50	75
Human Anatomy and Physiology	75	50
Health Education and Community Pharmacy	50	-
	400	375 = 775

TABLE – II

[Diploma in Pharmacy (Part – II)]

Subject	No. of hours/periods of theory	No. of hours/periods of practical
Pharmaceutics – I	75	100
Pharmaceutical Chemistry	75	75
Pharmacognosy	75	75
Biochemistry and Clinical Pathology	50	75
Human Anatomy and Physiology	75	50
Health Education and Community Pharmacy	50	-
	400	375 = 775

Subject	Maximum Marks for Theory			Maximum Marks for Practical		
	Examination	* Sessional	Total	Examination	* Sessional	Total
Pharmaceutics – I	80	20	100	80	20	100
Pharm. Chem - I	80	20	100	80	20	100
Pharmacognosy	80	20	100	80	20	100
Biochemistry and Clinical Pathology	80	20	100	80	20	100
Human Anatomy and Physiology	80	20	100	80	20	100
Health Education and Community Pharmacy	80	20	100	-	-	-
Total			600			500 = 1100

The syllabus for each subject of study of Diploma in Pharmacy (Part I) in the said Tables shall be as specified in Appendix to these regulations.

Approval of the authority conducting the course of study: The course of regular academic study prescribed under regulation 3 shall be conducted in an institution, approved by the Pharmacy Council of India under sub-section (1) 12 of the Pharmacy Act, 1948.

Provided that the Pharmacy Council of India shall not approve any institution under this regulation unless it provides adequate arrangements for teaching in regard to building, accommodation, equipment and teaching staff.

21.4 Examinations:

There shall be an examination for Diploma in Pharmacy (Part – I) to examine students of the first year course and examination for Diploma in Pharmacy (Part – II) to examine students of the second year course. Each examination may be held twice every year. Then first examination in a year shall be the annual examination and the second examination shall be supplementary examination of the Diploma in Pharmacy (Part – I) or diploma in Pharmacy (Part – II), as the case may be. The examination shall be of written and practical (including oral) nature, carrying maximum marks for each part of a subject, as indicated in Table – III and IV below:

TABLE – III

(Diploma in Pharmacy (Part – I) Examination)

* Internal Assessment

TABLE – IV

(Diploma in Pharmacy (Part – II) Examination)

Subject	Maximum Marks for Theory			Maximum Marks for Practical		
	Examination	* Sessional	Total	Examination	* Sessional	Total
Pharmaceutics – II	80	20	100	80	20	100
Pharm. Chem - II	80	20	100	80	20	100
Pharmacology and Toxicology	80	20	100	80	20	100
Pharmaceutical Jurisprudence	80	20	100	-	-	-

Drugs Store and Business Management	80	20	100	-	-	-
Hospital and Clinical Pharmacy	80	20	100	80	20	100
Total			600			400= 1000

* Internal Assessment

21.5 Eligibility for appearing at the Diploma in Pharmacy Part – I Examination:

Only such candidates who produce certificate from the head of the Academic institution in which he/she has undergone the Diploma in Pharmacy Part-I course in proof of his/her having regularly and satisfactorily undergone the course of study by attending not less than 75% of the classes held both in theory and in practical separately in each subject shall be eligible for appearing at the Diploma in Pharmacy (Part – I) examination.

21.6 Eligibility for appearing at the Diploma in Pharmacy Part – II examination:

Only such candidates who produce certificate from the Head of the academic Institution in which he/she has undergone the Diploma in Pharmacy Part-II Course, in proof of his/her having regularly and satisfactorily undergone the Diploma in Pharmacy Part-II course by attending not less than 75% of the classes held both in theory and practical separately in each subject, shall be eligible for appearing at the Diploma in Pharmacy (Part-II) examination.

21.7 Mode of examinations:

- (1) Each theory and Practical examination in the subject mentioned in Table-III and IV shall be three hours duration.
- (2) A candidate who fails in theory of practical examination shall re-appear in such theory or practical papers as the case may be.
- (3) Practical examination shall also consist of a viva voce (oral) examination.

21.8 Award of sessional marks and maintenance of records:

- (1) A regular record of both theory and practical class work and examinations conducted in an institution imparting training for diploma in Pharmacy Part – I and diploma in Pharmacy Part – II courses shall be maintained for each student for the institution and 20 marks for each theory and 20 marks for each practical subject shall be allotted as sessionals.
- (2) There shall be at least two periodic sessional examinations during each academic year. The highest aggregate of any two performances shall form the basis of calculating sessional marks. (No minimum marks in sessional)
- (3) The sessional marks of 20 in practicals shall be allotted on the following basis: Actual performance in the sessional examination 10 and day-to-day assessment in the practical class work 10.

21.8 Minimum marks for passing the examination:

A student shall not be declared to have passed Diploma in Pharmacy examination unless he/she secures at least 40% marks in each of the subject separately in the theory examinations, including sessional marks and at least 40% marks in the theory examinations, including sessional marks. The candidates securing 60% marks or above in aggregate in all subjects in a single attempt at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examination shall be declared to have passed in first class the Diploma in Pharmacy (Part – I) or Diploma in Pharmacy (Part – II) examinations, as the case may be. Candidates securing 75% marks or above in any subject or subjects shall be declared to have passed with distinction in that subject or those subjects provided he/she passes in all the subjects in a single attempt.

21.9 Eligibility for promotion Diploma in Pharmacy (Part-II):

All candidates who have prepared for all the subjects and passed the Diploma in Pharmacy Part-I examination are eligible for promotion to the Diploma in Pharmacy Part II Class. However, failure in more than two subject shall debar him/her from promotion to the Diploma in Pharmacy part-II class.

21.10 Improvement of sessional marks:

Candidates who wish to improve sessional marks can do so, by appearing in two additional sessional examinations during the next academic year. The average score of the two examinations shall be the basis for improved sessional marks in theory. He/she has to appear for theory paper as well. The sessional of practicals shall be improved by appearing in additional practical examinations. Marks awarded to a candidate for day-to-day assessment in the practical class, cannot be improved unless he/she attends a regular course of study again.

21.11 Approval of examinations:-

The examinations mentioned in regulations 6 to 9 above and 11 shall be held by an authority hereinafter referred to as the Examining authority in a state, which shall be approved by the Pharmacy Council of India under sub-section (2) of section 12 of the pharmacy Act 1948, Such approval shall be granted only if the Examining Authority concerned fulfill the conditions as specified by Pharmacy Council of India.

21.12 Certificate of passing examination for Diploma in Pharmacy (part-II):

Certificate of having passed the examination for the Diploma in Pharmacy, part- II shall be granted by the Examining Authority to a successful student.

21.13 Period and other conditions of Practical Training:

- (1) After having appeared in Part – II examination of Diploma in Pharmacy conducted by Board/University or other approved Examination Board or any other course accepted as being equivalent by the Pharmacy Council of India, a candidate shall be eligible to undergo practical training in one or more of the following institutions namely:

- a. Hospitals/Dispensaries run by Central/State Governments/Municipal Corporations/Central Government Health Scheme and Employees State Insurance Scheme.
 - b. A Pharmacy, Chemist and Druggist licensed under the Drugs and Cosmetic Rules 1945 made under the Durgs and Cosmetic Act, 1940 (23 of 1940).
- (2) The institutions referred in sub-regulation (a) shall be eligible to impart training subject to the condition that the number of student pharmacists that may be taken in any hospital, pharmacy, chemist licensed under the Drugs and Cosmetics Rules, 1945 made under the Drugs and Cosmetics, Act, 1940 shall not exceed two where there is one registered pharmacist engaged in the work in which the student pharmacist is under-going practical training, where there is more than one registered pharmacist similarly engaged, the number shall not exceed one for each Additional such registered pharmacist.
- (3) Hospital and Dispensary other than those specified in sub-regulation (a) for the purpose of giving practical training shall have to be recognized by Pharmacy Council of India on fulfilling the conditions specified by Council.
- (4) In the course of practical training, the trainee shall have exposure to-
- a. Working Knowledge of keeping of records required by various acts concerning the profession of Pharmacy and
 - b. Practical experience in –
 - i. The manipulation of pharmaceutical apparatus in common use.
 - ii. The reading, translation and copying of prescription including checking of doses.
 - iii. The dispensing of descriptions illustrating the commonly methods of administering medicaments:
 - iv. The storage of durgs and medical preparations.
- (5) The practical training shall be not less than five hundred hours spread over a period of not less than three months, provided that not less than two hundred and fifty hours are devoted to actual dispensing of prescription.

21.14 Procedure to be followed prior to commencing of the training:

- (1) The head of an academic training institution, on application, shall supply in triplicate

Practical Training contract Form For Qualification as a Pharmacist (hereinafter referred to as the contract Form) to candidate eligible to undertake the said practical training. The contract form shall be specified by Pharmacy Council of India.

- (2) The Head of an academic training institution shall fill section I of the Contract Form. The trainee shall fill section-II of the said contract Form and the Head of the institution agreeing to impart the training (hereinafter referred to as the Appendix Master) shall fill Section-III of the said Contract Form.
- (3) It shall be the responsibility of the trainee to ensure that one copy (hereinafter referred to as the first copy of the Contract Form) so filled is submitted to the head of the academic training institution and the other two copies (hereinafter referred to as the second copy and the third copy) shall be filed with the Apprentice Master (if he so desires) or with the trainee pending completion of the training.

21.15 Certificate of passing Diploma in Pharmacy (Part-III):

On satisfactory completion of the apprentice period, the Apprentice Master shall fill SECTION – IV of the second copy and third copy of the Contract Form and cause it to be sent to the head of the academic training institution who shall suitably enter in the first copy of the entries from the second copy and third copy and shall fill SECTION – V of the three copies of Contract Form and thereafter hand over both the second copy and third copy to the trainee.

This, if completed in all respects, shall be regarded as a certificate of having successfully completed the course of Diploma in Pharmacy (Part-III)

21.16 Certificate of Diploma in Pharmacy:

A certificate of Diploma in Pharmacy shall be granted by the Examining Authority to a successful candidate on producing certificate of having passed the Diploma Pharmacy Part-I and Part-II and satisfactory completion on practical training for Diploma in Pharmacy (Part-III).

21.17 Miscellaneous:

No course of training in pharmacy shall be considered for approval under regulation 14 unless it satisfies all the conditions prescribed under these regulations.

21.18 Repeal and Saving:

- (1) The Education Regulations, 1981 (hereinafter referred to as the said regulations published by the Pharmacy Council of India Vide no.14-55/79 Act-I/PCI/4235-4050 dt. 8th July, 1981 is hereby repealed.
- (2) Notwithstanding such repeal-
 - a. Anything done or taken under the said regulations shall be deemed to have been done or taken under the corresponding provisions of these regulations.
 - b. A person who was admitted as a student under the said regulations to the course of training for Diploma in Pharmacy and who had not passed the examination at the commencement of these regulations shall be required to pass the examination in accordance with the provisions of the said regulations as if these regulations had not come into force.

22.0 Degree in Bachelor of Vocational Courses (B. Voc.)

22.1 Vocational Educational Programmes

- 22.1.1 The certification levels will lead to Diploma/Advanced Diploma/B. Voc. degree on stream based sector specific specialization of Vocational Educational programme.
- 22.1.2 Each certification level requires 1000 hours of education and training per annum. For the vocational stream leading to Degree or Advance Diploma or Diploma, these hours shall have two components - Vocational (skill) and Academic one. The Vocational component will go on increasing as the level of certification increases.
- 22.1.3 The skill modules or vocational content at a certification level could be a single skill or a group of skills of number of hours prescribed.

22.2 Rules for Examination:

- 22.2.1 There shall be University examination at the end of each level.
- 22.2.2 There shall be Class Test (CT), Teachers Assessment (TA) and End level Examination (ELE) and End Level Practical Examination (EPE) for academic part of vocational course.
- 22.2.3 There shall be Teacher Assessment (TA) and End level Practical Examination (EPE) for skill part of vocational course.
- 22.2.4 Minimum passing marks in percentage for each component of Academic part and each component of skill part are as stated below:

I) Academic part in Institution

Name of Examination	Minimum passing marks in percentages
Class Test (CT)	Nil
Teacher Assessment (TA)	60%
End Level Examination (ELE)	35%
All the component (Together)	35%

II Skill part in SKP and Practical subjects of academic part in Institution

Name of Examination	Minimum passing marks in percentages
Teacher Assessment (TA)	60%
End Level Practical Examination (EPE)	50%
All the component (Together)	50%

- 22.2.5 For the evaluation of End level Practical Exam in skill part, one external examiner shall always be there from outside the SKP (Skill Knowledge Provider) and on internal examiner from the SKP. Similarly, for the conduction of the Practical examination of subjects in Academic part, one internal examiner from the institution and one external examiner outside from institution shall be appointed.

22.2.6 There will be at least two class test in each subject of the academic part of vocational course. Teachers Assessment in each subject of theory and/or practical of academic part and each practical of skill part of vocational course will depend upon home assignment, quizzes, take home test and viva-voce etc. whereas Vocational Skill test will be done on actual job work and skill performance.

22.3 Basis of Credits Calculations

22.3.1 Following formula is used for conversion of time into credit hours:

22.3.2 One credit would mean equivalent of 15 periods of 60 minute each, for theory, Workshop /labs and tutorials.

22.3.3 For internship/field work the credit weightage for equivalent hours shall be 50% of that for lectures/workshop.

22.3.4 For self learning based on e-content or otherwise, the credit weight age for equivalent hours of study should be 50% of lectures/workshops.

22.4 **The suggested credits for each of the year are as follows:**

Level	Entry Qualification	Skill Component Credits	General Education Credits	Normal Calendar duration	Exit Point/Award	Certification Body
III	XI	36	24	One Year		
IV	XII	36	24	One Year		
V	Year 1	36	24	One Year	Diploma (Vocational)	CSV T University
VI	Year 2	38	22	One Year	Advance Diploma (Vocational)	CSV T University
VII	Year 3	40	20	One Year	B.Voc Degree	CSV T University

22.5 Rules For Promotions To Higher Certification

These rules are applicable only from certification level III to VII. A candidate shall be required to earn requisite credits in precedent certification level before being promoted to next higher certification level. However the multi level entry and exit system shall allow the candidate to seek employment after any level and re-join the education as and when feasible to upgrade qualification/skill competency.

22.6 Attendance

Candidates appearing for any level examination are required to attend 85% for subjects of academic part and skill part of vocational courses separately. A short fall in attendance up to 10% and further 5% can be condoned by the Head of the Department and Director/Principal of the Institute respectively only for satisfactory reasons.

- 22.7 If a candidate has passed a Level Examination Diploma /Advance Diploma/Degree in full, he/she shall not be permitted to reappear in that examination for improvement in division/marks or any purpose.

Performance based Certification for Diploma, Advance Diploma and Degree Vocational Education Programmes

S. No.	Name of Award	Basis
I	Certification level 3	1000 hrs of learning
II	Certification level 4	1000 hrs of learning
III	Certification level 5	1000 hrs of learning
IV	Certification level 6	1000 hrs of learning
V	Certification level 7	1000 hrs of learning
VI	Diploma (Vocational)	Cumulative performance of level 3,4 and 5
VII	Advance Diploma (Vocational)	Cumulative performance of level 6 and 7
VIII	Degree (Vocational)	Cumulative performance of level 5,6 and 7

22.8 Assessment and Grading

22.8.1 Grading System

Absolute grading system will be followed. In every subject of academic part the candidate will be awarded a letter grade based on one's combined performance of all the components, e.g., TA, CTs and ESE. Similarly in every practical subject of academic part as well as skill part of vocational course, the candidate will be awarded a letter grade based on one's combined performance of all components. E.g.TA and EPE. These grades will be described by letters indicating a qualitative assessment of the candidate's performance through a number equivalent called "Grade Point" (GP) as given below. A course is completed successfully, or a credit is earned for a course when letter grade C or better is obtained in the course.

Letter Grade (LG) :	A+	A	B	B	C	C	F
			+		+		
Grade Point (GP) :	10	9	8	7	6	5	0

22.8.2 Absolute Grading System

Grades will be awarded for every subject taking into consideration of marks obtained by the students in a particular subject. This will be done on the basis of absolute grading system. The absolute grading system as adopted is explained below.

Grades	Theory	Practical
A+	85 ≤ Marks ≤ 100%	90 ≤ Marks ≤ 100%
A	75 ≤ Marks < 85%	82 ≤ Marks < 90%
B+	65 ≤ Marks < 85%	74 ≤ Marks < 82%
B	55 ≤ Marks < 65%	66 ≤ Marks < 74%

C+	45 ≤ Marks <55%	58 ≤ Marks <66%
C	40 ≤ Marks <45%	50 ≤ Marks <58%
F	0 ≤ Marks <35%	0 ≤ Marks <50%

22.8.3 Fail Grade “F”

Additionally, further categorizations of F will be

- FF : Failing in any theory/practical subject.
- FI : Incomplete grade failing to appear in ELE and / or EPE due to illness or so, but otherwise satisfactory performance, thus eligible for re-exam in that subject.
- FS : Failing in sessionals, i.e. in TA, so repeat the level.
- FX : Failing due to short of attendance so repeat the level.
- WW : Result withheld due to various reasons.
- FA : Failing due to aggregate marks being less than 50% of total marks of Academic part and skill part together, so eligible to appear in one or two subjects of Academic part of one's choice.

22.9 Award of Class or Division

The class/division awarded to student is as hereunder

Distinction or Honours	75%≤Marks≤100%
Class I / First Division	65%≤Marks≤75%
Class II / Second Division	50%≤Marks≤65%

22.10 A candidate who fails to secure a minimum of 70% of attendance shall be liable to be detained (Including the concession contained in Clause 5 above) by a order of the Director/Principal, from taking level examination and will be required to take readmission in the same level of course whenever the level of course commences.

22.11. Rules for condonation of deficiency in marks.

With a view to moderate hard line cases in the examination, the following rules shall be observed

22.11.1 Deficiency up to five marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in a maximum of two theory, or one theory and one practical or two practicals.

This facility shall be available only to those candidates who clear that particular level examination in full. (i.e. in all theory, practicals and sessionals by availing 5 Grace Marks).

22.11.2 While declaring result of the candidate, no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will pass the courses (subjects) cleared through clause 20.11.1. After condoning the

deficiency, the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.

22.11.3 One grace mark will be awarded to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Director/Principal. This benefit will not, however, be available to a candidate getting advantage under clause 20.11.1.

22.12 Placement

22.12.1 Institute will establish appropriate linkages with industry and other service providers so that their products are given acceptability for their appropriate placement.

22.12.2 The Institute will make effort for Hands on Training under apprenticeship act of Government of India for their Vocational/Skills pass outs.

23.0 Code of Conduct for Students

23.1 Every student in the Institute shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he/she is a student and of the University.

23.2 When a student has been guilty of breach of discipline within or outside the precincts of the Institution, or persistent idleness or has been guilty of misconduct, the Director/Principal may according to the nature and gravity of the offence

(a) suspend such a student from attending classes for not more than a week at a time, or

(b) expel such a student from his/her institution,

(c) disqualify such a student from appearing at the next ensuing examination, or

(d) rusticate such a student

23.3 Before inflicting any punishment as aforesaid, the Director/Principal shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing

23.4 The Director/Principal shall have power to suspend for such time as may be necessary a student temporarily from the Institution pending inquiry into his/her conduct in connection with an alleged offence.

23.5 The period, during which a student remains suspended for completion of an enquiry, shall be reckoned in the calculation of his/her attendance for appearing at an examination provided he/she is found innocent.

23.6 A student who has been rusticated shall not be admitted to another Institution within the jurisdiction of CSVTU. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.

23.7 The rustication of a student from an Institution shall entail the removal of his/her name from the register of enrolled students.

24. Information on Institute Website:

The Institute shall, without fail, **upload** on its website (www.sstc.ac.in) information regarding the courses offered by it, the fees for the courses, the details of the faculty along with qualification and unique ID, the admission procedure, the details of relevant infrastructures, research activities of the college along with the details of Ph.D. students enrolled, if any, with the date of enrolment, topics and supervisor.

The Institute shall also put on its website the creation of various Committees/Cells as mandated in the various UGC Regulations notified from time to time. The Institute shall conduct the meetings of the statutory bodies regularly and upload the minutes of the meetings on the Institute website.

The Institute shall upload on its website all the information about the Institute in the prescribed format and the same shall be sent to UGC while applying for fresh/extension of autonomous status. The Institute shall also submit progress report and utilization certificate annually as per the prescribed formats.

All the Regulations notified by the UGC shall be followed in letter and spirit by the Institute and an undertaking to this effect **shall be uploaded** on the Institute website

Composition of Governing Body

ANNEXURE I

Number	Category	Nature
5 members	Management	Trust or management as per the constitution or byelaws, with the chairman or president/director as the chairperson.
2 members	Teachers of the college	Nominated by the Principal based on seniority.
1 member	Educationist or industrialist	Nominated by the management
1 member	UGC nominee	Nominated by the UGC
1 member	State government nominee	Academician not below the rank of professor or state government official of Directorate of Higher Education/State Council of Higher Education.
1 member	University nominee	Nominated by the university.
1 member	Principal of college	Ex-officio.

Term: The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

Meetings: Meetings of the Governing Body shall be held at least twice a year. **Functions of the Governing Body:**

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:

- Guide the Institute while fulfilling the objectives for which the college has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/State Government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- To approve annual budget of the college before submitting the same at the UGC.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.

Composition of Academic Council

ANNEXURE II

1. The Director/Principal (Chairman)
2. All the Heads of Departments in the college
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the university not less than Professors.
6. A faculty member nominated by the Director/Principal (Member Secretary).

Term: The term of the nominated members shall be three years.

Meetings: Academic Council shall meet at least twice a year.

Functions of the Academic Council: The Academic Council shall have powers to:

- Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- Make regulations regarding the admission of students to different programmes of study in the Institute keeping in view the policy of the Government.
- Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to the Governing Body proposals for institution of new programmes of study.
- Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

- Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- Perform such other functions as may be assigned by the Governing Body

Composition of Board of Studies:

ANNEXURE III

1. Head of the Department concerned (Chairman).
2. The entire faculty of each specialization.
3. Two subject experts from outside the Parent University to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college Director/Principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the Director/Principal. The Chairman, Board of Studies, may with the approval of the Director/Principal of the college, co-opt:
 - a. Experts from outside the college whenever special courses of studies are to be formulated.
 - b. Other members of staff of the same faculty.

Term: The term of the nominated members shall be three years.

Meetings: The Board of Studies shall meet at least twice a year.

Functions of Board of Studies:

The Board of Studies of a Department in the Institute shall:

- Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- Suggest methodologies for innovative teaching and evaluation techniques;
 - Suggest panel of names to the Academic Council for appointment of examiners; and
- Coordinate research, teaching, extension and other academic activities in the department/college.

Composition of Finance Committee:

ANNEXURE IV

1. The Director/Principal (Chairman).
2. One person to be nominated by the Governing Body of the college for a period of two years.
3. Finance Officer of the affiliating University

4. One senior-most teacher of the college to be nominated in rotation by the Director/principal for two years.

Term: Term of the Finance Committee shall be three years.

Meetings: The Finance Committee shall meet at least twice a year

Functions of the Finance Committee:

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- Audited accounts for the above.

Non-Statutory Committees

ANNEXURE V

The Institute responsiveness is primarily enabled through energized faculty members who are kept informed, involved and have the authority to make decisions. The institute promotes a culture of participative management in keeping with its policy of decentralized governance. This agility necessitates new approaches to work, leadership and resource management to remain viable.

The administrative structure is ever responsive to the view of the faculty and students. Faculty representatives in the Governing Body participate in major decision and policy making. Suggestions of various committees are considered before major decision making. Inputs from parents, alumni and students are also considered. Faculty meetings are conducted with the management to take views on developing institution and its activities. Parents Teachers meeting is regularly organized to ask their view for the improvement of the institution. Students are allowed to represent their view as a Class Representative and other event coordinators.

Committees have been formulated by the Director/Principal of the Institute so that the coordinator of the committees and member of the committees can discuss the functions of the various committees and promptly respond to the upcoming issues and hence play a key role for the progress of the institution. Various Institutional committees and their functions are as shown below:

Planning and Evaluation Committee:

Term of Members: The term of the members shall be of one year.

Meetings: The Prof i/c shall convene a meeting of the committee at least twice in a semester.

Functions:

1. To review the academic and other related activities of the college.
2. To review the students and faculty development programmes.

3. To visualize and formulate perspective plans for the development and growth of the college.
4. To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan.
5. To draw new schemes of development for the college.
6. To plan for resource mobilization through industry interaction, consultancy and extra-mural funding.
7. To promote research and extension activities in the college campus.
8. To promote teaching innovations and student placement programmes.
9. To plan for sustaining the quality of education, quality improvement and accreditation of the college.
10. To recommend schemes to promote participation of academic departments in community development activities in the region.
11. To consider such other activities for furtherance of academic excellence.
12. Perform such other functions as may be assigned by the Director/Principal.

Grievance Redressal Committee:

Term of Members: The term of the members shall be of one year.

Meetings: The Prof i/c shall convene a meeting of the committee at least twice in a semester.

Functions:

1. Obtain problems of students, faculty and staff members thereafter take or recommend suitable action without delay.
2. Suggest/recommend steps to resolve problems of any kind of harassment within the campus.
3. Try to resolve the issues at the committee level without violating the rules and policies of Institution.
4. Ensure unbiased and objective redressal of grievances.
5. Submit the report of grievance and redressal steps taken to the authorities.
6. Perform such other functions as may be assigned by the Director/Principal.

Examination Committee:

The Examination Committee shall consist of:

- c. Director/Principal (Chairman)
- d. Examination Controller as Member Secretary
- e. Deputy Examination Controller as Member.

Term of Members: The term of the members shall be of one year.

Meetings: The Member Secretary shall convene a meeting of the committee at least twice in a semester.

Function:

1. The committee shall ensure proper organisation of all examinations related works including Question Paper setting, Moderation, Exam conduction, Evaluation, Re-evaluation, Tabulation, Result processing and Declaration of results.
2. The committee shall finalize the time-table of Regular and Supplementary examinations.
3. The committee shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means.
4. Undertake exercise towards examination reforms.

Library Committee

Term of Members: The term of the members shall be of one year.

Meetings: The Convener shall convene a meeting of the committee at least twice in a semester.

Functions:

1. Seek requirement from all the departments and Scrutinize the requirements submitted by the departments.
2. Make decisions and recommend purchase of required books and journals as per demand and necessity of students and faculty members and course content.
3. Make regulations regarding the functioning of library and rules to be followed in the library.
4. Make regulations for proper maintenance of library.
5. Strive for enriching stock with e-resources.
6. Make necessary arrangements for physical verification of library at the end of the year.
7. Perform such other functions as may be assigned by the Director/Principal

Student Welfare Committee

Term of Members: The term of the members shall be of one year.

Meetings: The Dean Student Welfare shall convene a meeting of the committee at least once in a year.

Functions:

1. Help students in any difficulty and to see that the disciplinary rules are followed properly.

2. The committee should always be conscious and concerned about interests of the students.
3. To involve in planning and coordination among students, their discipline and conduct.
4. To establish and maintain cordial relationship among all stakeholders and involve in 360 degree feedback
5. Perform such other functions as may be assigned by the Director/Principal.

Women Security Cell

Term of Members: The term of the members shall be of one year.

Meetings: The Prof I/C shall convene a meeting of the committee at least once in a year.

Functions:

1. To gain insight into the issues concerned with gender inequalities violence and insecurities faced by women employees and girl students.
2. To evaluate grievances and to suggest measures and actions for achieving safe and healthy environment.
3. To conduct open forum.
4. To conduct counselling sessions.
5. To conduct workshops/seminars with renowned speakers sensitizing on the women's rights, privileges etc.
6. The women Security Cell to submit the report of any undue incident to the Director/Principal of the institution as per rules.

Extra Curricular Activities Committee

Term of Members: The term of the members shall be of one year.

Meetings: The Prof i/c shall convene a meeting of the committee at least thrice a semester

Functions:

1. Plan and organize the cultural activities for the students for the entire session .
2. Prepare college team for university level competitions and inter college competitions organized by other colleges and ensure effective and suitable representation.
3. Make and suggest regulations for cultural activities, and proper maintenance and functioning of the resources associated with it.
4. Prepare and execute the plan for annual Techfest of the college after the consent given by authorities.
5. All functions should be organized in consultation with the Director/Principal.
6. Perform such other functions as may be assigned by the Director/Principal.

Academic Audit Committee

Term of Members: The term of the members shall be of one year.

Meetings: The Prof. i/c shall convene a meeting of the committee at least twice a semester.

Functions

1. To monitor all aspects of institutional activities that contribute to the student's learning experiences.
2. To monitor and verify the teaching learning process.
3. To analyze the performance self appraisal reports of the faculty members.
4. Perform such other functions as may be assigned by the Principal.

Internal Quality Assurance Cell (IQAC)

ANNEXURE VI

Institute has established an Internal Quality Assurance Cell (IQAC) for its quality upgradation. Since quality enhancement is a continuous process, the IQAC will work towards realisation of the goals of quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of institution. It will channelize all efforts & measures of the institution towards promoting its holistic academic excellence.

IQAC - Strategies

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad

IQAC — Functions

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education

- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

IQAC — Composition

IQAC has been constituted under the Chairmanship of the Head of the institute with heads of important academic and administrative units, faculty members, distinguished educationists and representatives of local management and stakeholders

The composition of the IQAC is as follows

- Chairperson: Head of the Institution
 - A few senior administrative officers
 - Three to eight faculty members
 - One member from the Management
 - One/two nominees from local society, Students and Alumni
 - One/two nominees from Employers /Industrialists/stakeholders
- One of the senior teachers as the coordinator/Director of the IQAC