

Minutes

1st Academic Council Meeting

of

KLE Technological University,

Hubballi, Karnataka

July 22nd, 2015



Agenda

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1	To consider and approve 'Academic Regulations, Service Rules (framed as per the service rules & policies of KLE Society), Delegation of Financial Powers, Conduct of Convocation and regarding installation of Medals and Prizes of KLE Technological University' framed as per the provisions of 'KLE Technological University Act – 2012'.	1
2	To consider and approve the Undergraduate and Postgraduate programs that are to be instituted by the University from the academic year 2015-16.	2
3	To discuss and approve the broad curriculum framework for various academic programs of the University.	4
4	To consider the scheme of study and syllabus of first year for all the programs starting from 2015-16, as recommended by the respective Board of Studies and approve the same. (The scheme and syllabi of all the departments are placed for the council approval in the form of book separately)	8
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Agenda 1

To consider and approve ‘Academic Regulations, Service Rules (framed as per the service rules & policies of KLE Society), Delegation of Financial Powers, Conduct of Convocation and regarding installation of Medals and Prizes of KLE Technological University’ framed as per the provisions of ‘KLE Technological University Act – 2012’.

The first draft of the ‘Academic Regulations, Service Rules (framed as per the service rules & policies of KLE Society), Delegation of Financial Powers, Conduct of Convocation and regarding installation of Medals and Prizes of KLE Technological University’ framed as per the provisions of ‘KLE Technological University Act – 2012’ are presented in Annexure – 1a to 1d.

Action Requested: To approve ‘Academic Regulations, Service Rules (framed as per the service rules & policies of KLE Society), Delegation of Financial Powers, Conduct of Convocation and regarding installation of Medals and Prizes of KLE Technological University’ framed as per the provisions of ‘KLE Technological University Act – 2012’.

Resolution: Resolved to approve ‘Academic Regulations, Service Rules (framed as per the service rules & policies of KLE Society), Delegation of Financial Powers, Conduct of Convocation and regarding installation of Medals and Prizes of KLE Technological University’ framed as per the provisions of ‘KLE Technological University Act – 2012’.

Agenda 2

To consider and approve the Undergraduate and Postgraduate programs that are to be instituted by the University from the academic year 2015-16.

KLE TECHNOLOGICAL UNIVERSITY plans to start the following programs immediately from the commencement date:

S. No.	Programs	Proposed Intake
		2015-16
UNDER GRADUATE PROGRAMS		
1	BE in Mechanical Engineering	240
2	BE in Electronics & Communication Engineering	240
3	BE in Computer Science & Engineering	240
4	BE in Electrical & Electronics Engineering	60
5	BE in Civil Engineering	120
6	BE in Biotechnology	60
7	BE in Automation & Robotics Engineering	60
8	B.Arch in Architecture	60
POST GRADUATE PROGRAMS		
1	MTech in Structural Engineering	18
2	MTech in Production Management	18
3	MTech in Energy Systems Engineering	18
4	MTech in Digital Electronics	18
5	MTech in Computer Science and Engineering	18
6	MTech in VLSI Design and Embedded systems	18
7	MTech in Machine Design	18
8	Master of Computer Applications (MCA)	60
9	Master of Business Administration (MBA)	60

Action Requested: To approve the Undergraduate and Postgraduate programs that are to be instituted by the University from the academic year 2015-16.

Resolution: Resolved to approve the Undergraduate and Postgraduate programs that are to be instituted by the University from the academic year 2015-16.

Agenda 3

To discuss and approve the broad curriculum framework for various academic programs of the University.

Broad curriculum frameworks proposed for Undergraduate and Postgraduate programs are as follows:

BE PROGRAM

The different programs shall consist of a number of courses and each course shall be assigned with credits, which is a measure of the weightage of the course.

The minimum number of credits that must be earned to be awarded the B.E. degree shall be 176 for regular students. For B.E. lateral entry students, the credits shall be 132.

A typical Break down for BE degree Curriculum shall be as below

	Number of Credits	Average number of Credits (Typical)
Humanities and Social Sciences (HSS)	9 – 15	10
Basic Sciences (BS)	20 - 30	26
Engineering Sciences(ES)	25 - 35	30
Professional Subjects (PS) Core	50 - 70	57
Elective Courses <ul style="list-style-type: none">• Essential Programme Electives (EPE)• Optional Programme Electives (OPE)• Open Electives (OE)	25 - 35	33
Project Work	15 – 25	20
Total	176 - 180	176

BARCH PROGRAM

The program shall consist of a number of courses and each course shall be assigned with credits, which is a measure of the weightage of the course.

The minimum number of credits that must be earned to be awarded the B. Arch degree shall be 220 for regular students.

A typical Break down of B. ARCH program

Subject Area	B. ARCH. Program	
	Number of Credits	Average number of Credits (Typical)
Professional Communication Subjects	10 - 15	12
Design Subjects	80 - 90	83
Construction Subjects	50 - 60	57
Professional Subjects	06 - 12	09
Thesis Project Work	10 - 20	15
Professional Training	40 - 50	44
Total	220 - 225	220

M.TECH PROGRAM

The program shall consist of a number of courses and each course shall be assigned with credits, which is a measure of the weightage of the course.

The minimum number of credits that must be earned to be awarded the M.Tech degree shall be 88 for regular students.

A typical Break down of M.TECH program

Subject Area	M.TECH. Program	
	Number of Credits	Average number of Credits (Typical)
Professional Subjects (PSC) Core	40-50	45
Professional Subjects (PSE) -Electives	8-16	12
Industrial Training	1-2	2
Seminars	1-2	1
Project Work	25-30	28
Others (specify if any)	0-4	
Total	88-90	88

MCA PROGRAM

The different programs shall consist of a number of courses and each course shall be assigned with credits, which is a measure of the weightage of the course.

The minimum number of credits that must be earned to be awarded the MCA degree shall be 132 for regular students.

A typical Break down of MCA program

Subject Area	MCA Program	
	Number of Credits	Average number of Credits (Typical)
Professional Subjects (PSC) Core	90-100	94
Professional Subjects (PSE) - Electives	8-16	12
Industrial Training	---	---
Seminars	---	---
Project Work	25-30	26
Others (specify if any)	0-4	3*
Total	132-135	132

* Mandatory Non-credit course

MBA PROGRAM

The different programs shall consist of a number of courses and each course shall be assigned with credits, which is a measure of the weightage of the course.

The minimum number of credits that must be earned to be awarded the MBA degree shall be 88, for regular students.

A typical Break down of MBA program

Subject Area	MBA Program	
	Number of Credits	Average number of Credits (Typical)
Professional Subjects (PSC) Core	40-60	50
Professional Subjects (PSE) -Electives	25-30	27

Industrial Training	4-8	6
Seminars	---	---
Project Work	3-6	4
Others (specify if any)	0-4	1
Total	88-90	88

Action Requested: **To approve the broad curriculum framework for various academic programs of the University**

Resolution: **Resolved to approve the broad curriculum framework for various academic programs of the University**

Agenda 4

To consider the scheme of study and syllabus of first year for all the programs starting from 2015-16, as recommended by the respective Board of Studies and approve the same.

The different Boards of studies constituted for different programs of the college, namely, B.E., B.Arch., M. Tech., M.C.A. and MBA have recommended the syllabi for 2015-16. The recommended syllabi for: i) I & II Semesters of B.E., B.Arch., M.Tech, M.C.A, and M B A Programs program are to be approved. The syllabi are placed before the council. The scheme for 2015-19, batch is to be approved.

Details are given in annexure - 2

Action Requested: **The Academic Council is requested to discuss and approve the syllabi of all the academic programs placed before it and the scheme for the academic batch 2015-16.**

2015-19 batch: Schemes of BE (I to VIII Semesters), B.Arch (I to X Semesters), M.Tech (I to IV Semesters), MCA (I to VI Semesters), and M.B.A (I to IV Semesters),

2015-16 batch: Syllabi of I & II Semesters of B.E, B.Arch., M.Tech, MCA and M.B.A programs

Resolution: **Resolved to consider the scheme of study and syllabus of first year for all the programs starting from 2015-16, as recommended by the respective Board of Studies and approve the same.**

Agenda 5

Any other subject with the permission of the Chair.

Discussion:

Resolution:

ANNEXURE – 1a

[Academic regulations of KLE Technological University’ framed as per the provisions of ‘KLE Technological University Act – 2012]

Regulations
Governing Undergraduate
Postgraduate Programmes of
KLE Technological University
2015



KLE Technological University
(Established under Karnataka Act No.22, 2013)

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REGULATIONS GOVERNING UNDERGRADUATE AND POSTGRADUATE PROGRAMMES OF KLE TECHNOLOGICAL UNIVERSITY - 2015 No. KLETU/Acad/Reg/2015/01 Date: 22/07/2015			
<p>In exercise of the powers conferred by Section-37 of The KLE Technological University Act, 2012 (Karnataka Act 22 of 2013), the Board of Governors hereby approves the following "Regulations Governing Undergraduate and Postgraduate Programmes of KLE Technological University - 2015", framed and submitted by the Academic Council, as per the resolution no. BOG -2 of Board of Governors Meeting held on 25/07/2015.</p> <p>Scope: These regulations will hold good for Bachelor of Engineering in different programmes, Bachelor of Architecture, Master of Technology in different programmes and Master of Computer Applications.</p>			
CHAPTER – I PRELIMINARY			
Short title, extent and commencement	1	i	These regulations shall be called “Regulations Governing Undergraduate and Postgraduate Programmes of KLE Technological University - 2015”
		ii	They shall come into force from the date of their approval by the Executive Council.
		iii	These Regulations shall be read in conjunction with the Act, Statutes, Regulations Governing Research Programmes and other notifications of the University.
		iv	These Regulations shall be applicable to the students admitted to KLE Technological University from the academic year 2015-16 onwards. However, the students, who are on the rolls of BVB College of Engineering and Technology before the establishment of the University, shall continue to be governed by the erstwhile regulations of the BVB College of Engineering and Technology and the affiliating university.
Definitions	2		In these regulations, unless the context otherwise requires:
		i	“Act” means The KLE Technological University Act, 2012 (Karnataka Act No. 22 of 2013);
		ii	“Board of Governors”, “Executive Council”, “Academic Council”, and “Finance Council”, means respectively the Board of Governors, Executive Council, Academic Council, and Finance Council, of the University.
		iii	B.E means Bachelor of Engineering i.e name of the degree awarded after the completion of requirement

			of undergraduate studies in Engineering.
		iv	B.Arch means Bachelor of Architecture i.e name of the degree awarded after the completion of requirement of undergraduate studies in Architecture
		v	“Campus” means a campus established and maintained by the University.
		vi	“CGPA”, “SGPA” means respectively Cumulative Grade Point Average and Semester Grade Point Average.
		vii	“Chancellor”, “Pro Chancellor”, “Vice-Chancellor”, “Registrar”, “Controller of Examinations”, “Dean”, and “Departmental Chairperson” mean respectively the Chancellor, Pro Chancellor, Vice-Chancellor, Registrar, Controller of Examinations, Dean, and Departmental Chairperson of the University.
		viii	“ISA” and “ESA” means respectively the In-Semester Assessment, and End Semester Assessment of the University.
		ix	“Committees” means the committees formed by the various authorities and officers of the University.
		x	“Convocation” means the convocation of the University, where Degrees, Honorary Degrees, Diplomas, Academic Distinctions, and Certificates are awarded as per requirements of the University.
		xi	“Course” means one of the units (subject) which comprises a Programme of study.
		xii	“Credit” means credit earned by a student after a successful completion of a credited course.
		xiii	“Degree” means a degree awarded by the University with or without Specialization and/or Minor Program after completion of requirements as stipulated in this regulations.
		xiv	DUGC & DPGC shall mean the Department Undergraduate Committee and Department Post graduate Committee respectively of a department.
		xv	“Examination Hall” means both the hall where theory examinations are conducted or the laboratory or

			workshop where practical examinations are conducted.
		xvi	"Government" means the Government of Karnataka.
		xvii	M. Tech means Master of Engineering ie name of the degree awarded after the completion of requirement of Postgraduate studies in Engineering
		xviii	MCA means Master of Computer Applications i.e name of the degree awarded after the completion of requirement of post graduate studies in Master of Computer Application
		xix	"Notification" means the notification of the University.
		xx	"Prescribed" means prescribed by the rules made by the University under the Act, Statutes, Regulations, and Notifications.
		xxi	"Programme" or "Programme of study" means a higher education programme pursued for a degree awarded by the University as specified under Section-22(3) of the UGC Act.
		xxii	"Department or School" means an entity that offers programme(s) instituted by the University.
		xxiii	"Regulations" means the Regulations of the University, notified by the Executive Council.
		xxiv	"Statutes" means the Statutes of KLE Technological University, notified by the Board of Governors.
		xxv	"Student" means a person admitted to and pursuing a specified Programme of study in the University.
		xxvi	"Teacher", "Course Instructor" means respectively a faculty appointed for imparting instruction and research guidance to students in the University and the Teacher instructing a course.
		xxvii	"University" means the KLE Technological University, Hubballi, established and incorporated under the KLE Technological University Act, 2012 (Karnataka Act No. 22 of 2013).

CHAPTER II COMMITTEES AND DEPARTMENTAL CHAIRPERSON

Departmental / School/ Centre Chairperson(s)	3	3.1	The Vice-Chancellor shall appoint a whole-time senior Teacher as Departmental Chairperson/ School Chairperson/ Center Chairperson for each Department/School/Center.
		3.2	The terms and conditions of appointment shall be those contained in the contract of appointment.
		3.3	The Departmental/ School/ Center Chairperson shall oversee the day-to-day affairs of the Department/ School/ Center, function as the administrative head of the Department/ School/ Center and perform such other duties as assigned to him/her from time to time.
Admissions Committee	4	4.1	The Admissions Committee shall be constituted by the Vice-Chancellor consisting of:
		i	Registrar – Chairperson
		ii	Coordinator Admission Cell - Member Secretary
		iii	ONE Dean Nominated by the Vice-Chancellor
		iv	ONE nominee of the Executive Council – Member
		v	ONE nominee of the Academic Council – Member
		vi	ONE member from society at large, nominated by the Vice-Chancellor – Member; and
		4.2	The Committee shall meet as often as required, at least TWO times in a year.
		4.3	The Admissions Committee shall be responsible for the:
		i	notification of intake as approved by the Academic Council and Board of Governors from time to time following reservation policy as applicable.
		ii	conduction/coordination of the entrance test(s) if required
		iii	preparation of merit list(s) if required
		iv	arrangement of counseling for candidates if required
		v	establishment of equivalency for candidates migrating into the University as per regulation

		vi	issue of letter of admission; and
		vii	Such other tasks pertaining to admissions.
		4.4	Equivalence Committee
		i	Equivalence committee shall be constituted by the Dean Academic Affairs / the concerned Dean of Faculty
		ii	The Constitution of the equivalence committee shall be as given below: Dean (Academics) Chairperson First year co-ordinator Member Chairman, BOS of the department to which candidate is seeking Admission Member
		iii	Committee shall examine the courses already studied by the student, the syllabi thereof and the examinations passed.
		iv	Committee shall examine and permit admission to an appropriate semester of the relevant programme of study on the basis of equivalency.
		v	The committee may also, if deemed necessary, conduct a proficiency test to determine the transfer of credits and course(s) from which the student may be exempted
		vi	The committee may also recommend extra credit to be earned by the student
		vii	The committee shall meet as and when required.
		4.5	Central Steering Committee (CSC)
			The constitution of CSC shall be as follows: <ul style="list-style-type: none"> • Vice-Chancellor Chairman, • Deans, HoDs and Cell Coordinators will be the Members and • Senior faculty nominated by the Vice Chancellor shall be member coordinator.
			The CSC has the following functions 1. To formulate the strategic policies in the following areas: <ul style="list-style-type: none"> • Facilitating student success • Creation of learner-centered environment

			<ul style="list-style-type: none"> • Support services beyond curriculum • Requirements of Human resources • Institution image building • Value based administration • Infrastructure planning and management • Interaction with other departments, cells/committees and stakeholders <p>2. To prepare strategic plans to pursue the above referred policies</p> <p>3. To guide all the school/department/cells/committees towards implementation of policies</p> <p>4. To conduct regular meetings to monitor the working of various school/department/cells/committees</p> <p>5. To evaluate performance of each school/department/cell/committee vis-à-vis stake holders expectations</p> <p>The committee shall meet as per the direction of Vice Chancellor.</p>
		4.5	<p>Department Undergraduate/ Postgraduate Committee (DUGC/DPGC)</p> <p>There shall be a Department Undergraduate/ Postgraduate Committee for each Department offering an undergraduate/postgraduate academic programs.</p>
			<p>It shall have the following members:</p> <p>1. Head of School/Department , Chairman</p> <p>2. Two Professors (by rotation for one year)</p> <p>3. Two Associate Professors (by rotation for one year)</p> <p>4. Two Assistant Professors (by rotation for one year)</p>
			<p>The DUGC/ DPGC shall perform the following functions:</p> <ol style="list-style-type: none"> 1. Monitor the conduct of courses offered by the department 2. Ensure academic standard and excellence of the courses offered by the department 3. Oversee the evaluation of each course offered by the department 4. Develop and revise the curriculum based on past

			<p>experience and to recommend the same to the BoS</p> <p>5. Review of examination results (ISA and ESA) and moderate (in consultation with the course coordinator) where necessary to ensure fair assessment.</p>
Fee Fixation	5		<p>There shall be two types of seats in various programmes of study offered by the University, namely,</p>
		i	<p>Government Quota:</p> <p>Bachelor of Engineering Program in Engineering and Architecture</p> <p>For 40% of seats reserved for students of Karnataka under Section-9 of the Act, the fees shall be fixed by the Fee Regulation Committee constituted by the Government of Karnataka. The reservation policy of the Government shall be applicable only for these seats; however, may change as per the Government notification from time to time</p> <p>Post Graduate program in Engineering and Computer Application</p> <p>Percentage of seats and fees shall be as per the state government notification from time to time.</p>
		ii	<p>University Quota:</p> <p>Bachelor of Engineering Program in Engineering</p> <p>For the remaining 60% of seats, the process of admission shall be as per decision of the Board of Governors and fees shall be prescribed by the Finance Council with the approval of the Board of Governors.</p> <p>Post Graduate program in Engineering and Computer Applications.</p> <p>For the remaining seats of Post graduate programs, the process of admission shall be as per decision of Board of Governors and fees shall be prescribed by the Finance Council with the approval of the Board of Governors.</p>
		iii	<p>Lateral Entry: Lateral entry seats, if any, to a maximum of an additional 20% or as notified from time to time by the state government shall be applicable for</p>

			admission to a higher semester of certain programmes of study. The university can also admit diploma candidates against the vacancies that exists during the first year. The Finance Council with the approval of the Board of Governors shall fix the fees for these seats.
		iv	There can be over and above quota i.e admissible seats as per central / state government orders / notification and the fees for such seats will be as per the norms declared.
Departmental Curriculum Committee(s)	6		The Dean Academic Affairs / The concerned Dean of Faculty may constitute the requisite number of Departmental Board of Studies with the approval of the Academic Council.
		6.1	A Departmental Board of Studies shall comprise of the following members:
		i	Concerned Head of the Department/ School/ Center – Chairperson;
		ii	ONE Professor, ONE Associate Professor and ONE Assistant Professor from the Department, nominated by the Dean Academic Affairs/ the concerned Dean of Faculty – Members;
		iii	TWO Subject experts from outside the college nominated by the Vice-Chancellor
		iv	TWO representative from industry corporate sector/ allied area relating to placement nominated by the Vice-Chancellor
		v	ONE Post-graduate meritorious alumnus nominated by the Vice-Chancellor
		vi	ONE Student Member representing each of the program offered by the Department/ School/ Center and nominated by the Vice-Chancellor
		6.1.1	The concerned Chairman of Board of Studies may invite additional experts to the Departmental Board of Studies as deemed fit with permission from Dean(AA)
		6.2	A Departmental Board of Studies shall:

		i	Meet at least once a year, sufficiently before the commencement of odd semester
		ii	Approve the Programme Educational Objectives (PEOs) as and when felt required, which are prepared after following due process. Prepare detailed curricula and syllabi as per Program / Course outcomes of concerned Programmes and with evaluation scheme and submit to the Academic Council for approval and publication;
		iii	Revise the curricula and syllabi from time to time and submit to the Academic Council for approval and publication.
		6.3	The Dean Academic Affairs / The concerned Dean of Faculty, may in cases of urgency, obtain the opinion of a Departmental Board of Studies by circulation of any proposal among the members of the Committee. Such opinion, together with the action taken thereon, shall be communicated to all the members.
		6.4	The Dean Academic Affairs / The concerned Dean of Faculty shall reconstitute a Departmental Board of Studies once every THREE years under normal circumstances and under extenuating circumstances, if deemed fit, he/she may reconstitute the Departmental Board of Studies before the expiry of its term with the approval of the Academic Council.
Board of Appointment of Examiners and Board of Examiners	7		The Dean Academic Affairs / The concerned Dean of Faculty as chairman and the head of the School/ Department, one Senior Professor nominated by Dean Academic Affairs and Controller of Examination shall constitute Board of Appointment of Examiners (BOAE) and BOAE shall appoint the Chairman and the members of Board of Examiners (BOE) as stated below
		7.1	A Board of Examiners shall comprise of the following members:
		i	One Senior Professor/ Head of School/Department/Center shall be the Chairman of Board of Examiners (BoE)
		ii	ONE nominee from each programme of the concerned Departmental/ School/ Center Board of

			Studies - Member;
		iii	ONE external member from institutions of repute nominated by the Vice-Chancellor - Member;
		iv	ONE faculty nominated by Head of School/Department/ Center– Member Secretary; and
		v	ONE Senior Teacher nominated by Dean Academic Affairs/ The concerned Dean of Faculty - Member
		7.2	The Board of Examiners shall:
		i	Make arrangements for setting of the question papers for various courses for which examinations are being conducted at the University;
		ii	Make arrangements to scrutinize the question papers for quality, standard, appropriateness, syllabus coverage and marks distribution;
		iii	Make arrangements to scrutinize the evaluation scheme and solutions for completeness, accuracy, appropriateness, and marks distribution;
		iv	Recommend to the Controller of Examinations suitable persons for the appointment as examiners, question paper setters, evaluators and moderators. Question paper setters shall have taught the concerned subject at least once or be an expert in that field. However, in case of emergency, the Controller of Examinations may appoint suitable persons as examiners, question paper setters, evaluators and moderators with the approval of the Dean Academic Affairs / The concerned Dean of Faculty; and
		v	Meet before the commencement of every examination.
		7.3	BOAE shall reconstitute the Board of Examiners once every THREE years under normal circumstances and under extenuating circumstances, if deemed fit, Dean Academic Affairs / The concerned Dean of Faculty may reconstitute the Board of Examiners before the expiry of its term.
Examination	8		The Controller of Examinations shall appoint an Examination Squad, if required, to ensure that the

Squad			examinations are held as per the code of conduct. At least one member of the Squad shall be a woman. The Chief of the Squad shall submit a report to the Controller of Examinations on the conduct of examination on a daily basis, in addition to a consolidated report at the conclusion of examinations.
Results Scrutiny Panel	9		The Vice-Chancellor shall constitute a Results Scrutiny Panel for the finalization and approval of the results of examinations before announcement.
		9.1	The Results Scrutiny Panel shall consist of the following members:
		i	Vice-Chancellor or his/her nominee – Chairperson;
		ii	ONE nominee of the Academic Council - Member;
		iii	Registrar – Member;
		iv	Dean Academic Affairs/ The concerned Dean of Faculty– Members; and
		v	Chairpersons of Department/ School/ Center
		vi	Controller of Examinations – Member-Secretary.
		9.2	The Results Scrutiny Panel shall:
		i	Review the report of the Controller of Examinations pertaining to the results;
		ii	Validate the statistics of the results placed by the Controller of Examinations;
		iii	Scrutinize and finalize the results of every examination, with or without moderation;
		iv	Review the answer books in extreme cases (erratic valuation/ out of syllabus questions) based on complaints, if deemed necessary; and
		v	Meet before the announcement of results.
		9.3	The Vice-Chancellor shall reconstitute the Results Scrutiny Panel once every THREE years under normal circumstances and, if deemed fit, he/she may reconstitute the Results Scrutiny Panel before the expiry of its term.

Examinations Malpractice Review Committee	10		The Vice-Chancellor shall constitute an Examinations Malpractice Review Committee for reviewing and recommending suitable actions on the reported cases of malpractice.
		10.1	The composition of the committee shall be:
		i	The Vice-Chancellor or his/her nominee – Chairperson;
		ii	Dean Academic Affairs / The concerned Dean of Faculty- Member;
		iii	ONE Departmental Chairperson nominated by the Vice-Chancellor – Member;
		iv	Controller of Examinations – Member-Secretary;
		v	ONE member at the level of professor nominated by the Vice-Chancellor, a woman if no other woman member is present – Member.
		10.1.1	Chairperson of the Committee may invite the concerned Departmental Chairperson or any other Teacher as deemed necessary.
		10.2	The Examinations Malpractice Review Committee shall:
		i	Review and inquire into cases of malpractice or indiscipline during examinations reported by the Controller of Examinations and recommend suitable action and penalties, if any;
		ii	Meet after the conduct of every examination if there are cases of reported malpractice or indiscipline.
		10.3	The Vice-Chancellor shall reconstitute the Examinations Malpractice Review Committee once every THREE years under normal circumstances and under extenuating circumstances, if deemed fit, he/she may reconstitute the Examinations Malpractice Review Committee before the expiry of its term.
CHAPTER III ADMISSION			

			Admission to the University shall normally be made at the commencement of each academic year for various programmes of study. The dates for advertisement, entrance examination, if any, counseling, admission, registration, commencement of classes, and other details for the academic session shall be notified by the Registrar, from time to time.
Eligibility for Admission	11		The minimum qualification for admission to each programme of study shall be as prescribed by the Academic Council (in routine programs shall be as per notification from the state government / statutory bodies) from time to time, which shall be notified by the Registrar in the Admission Brochure. However, the following provisions shall be considered while specifying the eligibility for admission to various programmes:
		i	In case of SC / ST / OBC candidates, there shall be a relaxation of a specified percentage in the prescribed minimum marks or equivalent in the qualifying exam as per Government norms;
		ii	The candidate shall have passed the qualifying examination as required for the programme on or before the date of admission which shall be duly supported by provisional certificate issued by competent authorities.
Admission Process	12		The admission process for various programmes shall be as follows:
		12.1	A candidate seeking admission under the Government Quota shall follow the procedures of the Common Entrance Examination as notified by the Government of Karnataka from time to time.
		12.2	A candidate seeking admission under the University Quota shall appear for the entrance test conducted by the University or by the recognized Entrance Examination authorities such as COMEDK/ KEA/ JEE/ NATA etc as per the requirement set by the University from time to time.
		12.2.1	University may conduct Counseling for admissions based on the rankings in the entrance test (if conducted) or directly admit the candidates allotted by the central counseling conducted by the

			Examination Authorities: COMEDK/ KEA/ JEE /NATA etc as per norms or any other as permitted from time to time.
		12.3	<p>Candidates who have passed a qualifying examination not conducted by the Government of Karnataka or University shall submit the eligibility and migration certificate in original for admission to a programme of study.</p> <p>Candidates who have passed the qualifying examination through correspondence course shall not be eligible for admission to the University.</p>
		12.4	NRI/PIO/FN seeking admission to a programme shall apply separately with equivalency/eligibility/migration certificates along with passport/visa/clearance/NOC from concerned bodies to the Admissions Committee.
		12.5	Admission shall be subject to the candidate being certified medically fit by a registered medical practitioner recognized by the University for the purpose.
		12.6	Each applicant shall be required to submit a Character Certificate from the head of the institution last attended.
		12.7	The candidates admitted under over and above the quota of the intake permitted as per the directions of state / central government should have the qualifications and requirement as specified under the quota requirement by the state or Central Government.
		12.8	In case of admission through lateral entry to B E program the minimum qualification shall be passing of Diploma with 45% (in case of SC/ST students 40%) of aggregate marks or qualification as prescribed from time to time by Government of Karnataka. Any candidate who has passed diploma or equivalent degree from other recognized institution other than Director of Technical Education, Government of Karnataka shall produce the equivalence certificate from Equivalence Committee of the University. The equivalency of degree to Diploma degree and the program to which the candidate is qualified at B.E

			degree on the basis of specialization at Diploma Degree shall be decided by the Equivalence Committee.																								
Refusal and Revoking of Admission	13	13.1	A candidate may be refused admission if he/she is found to have indulged in acts of indiscipline or unlawful demonstrations and the like. Candidates who have been expelled/ rusticated/ debarred from other institutions shall not be admitted.																								
		13.2	The Vice-Chancellor reserves the right to refuse admission to a candidate whose admission, in his/her judgment, is not in the interest of the University by recording the reasons for such refusal.																								
		13.3	If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the letter of admission or has submitted forged or invalid documents, the Admissions Committee may revoke the admission of the candidate and report the matter to the Registrar.																								
Student Registration Number	14	<p>Each student shall be assigned a 12-character alphanumeric Student Registration Number (SRN) upon confirmation of admission as per the following scheme:</p> <table><tr><td>Field</td><td>Campus</td><td>Full/Part time/ Distance</td><td>Faculty</td><td>Year of admission</td><td>Level of program</td><td>Department</td><td>Serial Number</td></tr><tr><td>Length</td><td>2</td><td>1</td><td>1</td><td>2</td><td>1</td><td>2</td><td></td></tr><tr><td>Code</td><td>2-digit</td><td>F/P/D</td><td>1-letter</td><td>2-digit</td><td>1-letter</td><td>2-letter</td><td></td></tr></table> <p>For example, 01FE15BCS001 is the Student Registration Number of the student who joined campus 01, as a Full-time student, in Faculty of Engineering, in the year 2015, for Bachelor's Computer Science program of study with the serial number 001. The letter codes for various faculties and programmes of study shall be indicated in the corresponding guidelines approved by the Academic Council.</p>		Field	Campus	Full/Part time/ Distance	Faculty	Year of admission	Level of program	Department	Serial Number	Length	2	1	1	2	1	2		Code	2-digit	F/P/D	1-letter	2-digit	1-letter	2-letter	
Field	Campus	Full/Part time/ Distance	Faculty	Year of admission	Level of program	Department	Serial Number																				
Length	2	1	1	2	1	2																					
Code	2-digit	F/P/D	1-letter	2-digit	1-letter	2-letter																					
Change of Major / Branch	15		A student admitted to a particular major / branch, at undergraduate degree in engineering shall normally continue to study that major / branch until the completion of the Degree. However, a student may																								

			<p>apply for a change of major / branch at the end of the second semester of undergraduate study in the prescribed format to the Admissions Committee during the specified time period. The Admission Committee shall consider the change of major / branch based on: (i) vacancy with respect to first year admission; (ii) performance in the first year of study; and (iii) no “F” or “W” grades in any of the courses. In case of two students having the same CGPA, the normalized aggregate percentage marks in the qualifying examination shall be considered to decide the merit.</p>
Transfer/ Migration of Students	16	16.1	<p>Transfer/migration to a programme of study shall be possible for candidates from other recognized universities or institutions, as decided by the Admissions Committee, subject to availability of seats.</p>
		16.2	<p>A candidate may be admitted to an appropriate semester of the relevant programme of study on the basis of equivalency. To establish the equivalency or otherwise, a committee shall be constituted by the Dean Academic Affairs / the concerned Dean of Faculty to examine the courses already studied by the student, the syllabi thereof and the examinations passed. The committee may also, if deemed necessary, conduct a proficiency test to determine the transfer of credits and course(s) from which the student may be exempted.</p>
		16.3	<p>Such a candidate shall submit a “No Objection Certificate” from the previous university or institution</p>
		16.4	<p>The fee structure shall be decided by the Admissions Committee for transfer/migration of a candidate to the University at the time of transfer/migration and shall be binding for his/her remaining minimum duration of the programme.</p>
		16.5	<p>A student applying to migrate to another university or institution may be permitted to do so provided (i) the student submits a consent letter from the other university or institution; (ii) the student obtains a clearance from the Dean Academic Affairs / the concerned Dean of Faculty of the University; (iii) the student has no dues to the University; and (iv) the</p>

			student pays the prescribed fees for his/her remaining minimum duration of the programme
		16.6	Any scholarship or financial assistance awarded to a student migrating out of the University shall automatically stand terminated with effect from the date of approval of migration. Further, the University reserves the right to recover any scholarship or financial assistance already given to such a student before approval of migration.
Temporary withdrawal from the programme	17	17.1	<p>A student may be permitted by the Registrar to withdraw from a programme for reasons of ill health or other valid reasons for a period of one academic year, after providing sufficient documentary evidence. Such a student seeking temporary withdrawal shall apply to the Registrar in the prescribed format.</p> <p>A student may also be permitted to withdraw temporarily from the program for a period of one year to do internship.</p> <p>Students who opt for 'Temporary Withdrawal' from the semester(s) are not allowed to register for Supplementary Semester.</p> <p>The maximum period as defined in para 19 shall include the period of withdrawal.</p>
		17.2	A student may be permitted only once during his/her programme of study to avail this provision.
		17.3	Any scholarship or financial assistance awarded to a student temporarily withdrawing from the University shall automatically stand terminated with effect from the date of approval of withdrawal. Further, upon rejoining, the eligibility of the student for the scholarship or financial assistance shall be re-evaluated with no guarantee of automatic renewal.
		17.4	A student who has temporarily withdrawn from the University may apply in the prescribed format for resumption of the programme of study. On approval, such a student shall be treated as a regular student for meeting the academic requirements and shall not be required to pay the fees for the period of withdrawal.

		17.5	A student who has temporarily withdrawn from the University and fails to apply for resumption of the programme of study, at the end of the approved period of temporary withdrawal, shall be deemed to have withdrawn permanently from the University. Such students are liable to pay the prescribed fees for the remaining minimum duration of the programme.
Permanent withdrawal from the programme / University	18	18.1	The Registrar may permit a student to withdraw from a programme permanently. Such a student seeking permanent withdrawal shall apply to the Registrar in the prescribed format.
		18.2	The student discontinuing from a programme shall pay the balance fees for his/her remainder minimum duration of the programme.
		18.3	Any scholarship or financial assistance awarded to a student permanently withdrawing from the University shall automatically stand terminated with effect from the date of approval of withdrawal. Further, the University reserves the right to recover any scholarship
CHAPTER IV PROGRAMMES OF STUDY AND STRUCTURE			
Programmes of Study and duration	19		The University shall offer a variety of programmes of study representing different Faculties, in accordance with the spirit of a university.
		19.1	<p>The programmes of study offered by the University shall be at different levels such as undergraduate, postgraduate, integrated, dual-degree, certificate, diploma and other non-degree programmes. The minimum duration of various programmes shall be as specified in the guidelines governing the respective programmes of study, from time to time.</p> <p>For Bachelor of Engineering the minimum period shall be four years with eight semesters while Bachelor of Architecture shall be five years with ten semesters. The Post graduate program in Engineering will have the minimum period of two years with four semesters while, the Master degree in computer Science shall be for three years with six semesters.</p> <p>The maximum duration of the programme shall be</p>

			twice the minimum duration, above which the candidate shall be discontinued from the programme.
		19.2	The level of a programme of study is based on the qualification of a student at the entry level.
		19.3	A candidate shall be eligible for admission to an undergraduate engineering and Architecture programme after passing 10+2 while a candidate possessing either a Bachelor's degree or Master's degree in appropriate field shall be eligible for postgraduate and research programmes. The eligibility criteria for other programmes shall be as specified in the guidelines for the respective programmes of study, from time to time. Along with this the candidate needs to undertake the entrance examinations as stipulated by University/ State Government/ Central Government
		19.4	The University shall notify, from time to time, the list of programmes offered along with choices of Specialization and Minor, if any.
Structure of a programme	20	20.1	Each academic year shall consist of two regular semesters, odd semester and even semester, and a fast track Supplementary semester.
		20.2	Activities in a semester shall include teaching, learning, examination and evaluation.
		20.3	The odd and even semesters shall be normally for a duration of TWENTY TWO weeks. However, the fast-track term shall be normally for a duration of EIGHT weeks. Odd semester normally shall be from August-December and even semester normally shall be from January-May each year. Fast-track term normally shall be during June-July each year.
		20.4	The calendar of events in respect of each programme shall be notified by the Registrar from time to time.
		20.5	A student shall register for all the courses offered in semester for the first time and a letter grade shall be awarded to each registered course at the end of the semester after following the prescribed evaluation process.

		20.6	The number of credits and grades a candidate has earned shall measure a student's progress and performance. Based on the course credits and grades obtained by the student, the grade point average shall be calculated. The student shall earn a specified minimum number of credits for the programme of study in order to qualify for the award of degree.
Credit system	21		Semester-wise credit-based system shall be followed in each programme of study except in the case of very-short non-degree programmes.
		21.1	<p>Generally, credits shall be assigned to the each course in a programme of study based on the following pattern:</p> <ul style="list-style-type: none"> a) Lectures: One lecture hour per week shall be assigned one credit b) Tutorials: Two tutorial hours per week shall be assigned one credit c) Practicals: Two laboratory hours per week shall be assigned one credit. Not more than three credits may be assigned to a practical course having only laboratory component. The courses having three hours of contact every alternate week shall have one credit only d) Drawing: Two drawing class hours per week shall be assigned one credit e) Mini-projects, Minor-projects, Seminars, Projects: Three contact and preparation hours per week shall be assigned one credit f) Studio : One studio Class hour per week shall be assigned one credit g) Dissertation : Three contact and preparation hours per week shall be assigned one credit h) Self Study: There can be a self-study component in the curriculum as decided by the DUGC/DPGC.
		21.2	<p>The course credits for each course shall be given as L-T-P. For example, 3-1-0 will mean that it is a lecture based course and has 3 lectures, 1 tutorial, and no practical assigned to it. Similarly, a course with 0-0-2 means that it is a practical course with 4 hours of class work. Credits will be assigned to seminar, dissertation, project etc. under the practical component.</p> <p>Example: Course 18EMEC301CAD Modeling; 4 credits (2-0-2). The hours for this course are computed as</p>

			<p>follows:</p> <p>2 credits = 2 hours/week lectures</p> <p>0 credit = 0 hours/week tutorial</p> <p>2 credits = $2 \times 2 = 4$ hours/week practicals</p> <p>Total = $2 + 0 + 4 = 6$ hours</p> <p>Total contact hours for the course = (2 h Lectures + 0 h Tutorial + 4 h Practical) per week = 6 contact hours per week for 16 weeks.</p>
		21.3	<p>The number of credits required to be earned for a degree programme shall be calculated at an average of TWENTY TWO credits per regular semester with a margin of + 2.5%. For example, a 4-year degree programme in engineering shall comprise of eight regular semesters and therefore require $22 \times 8 = 176$ credits, the minimum being 176 and the maximum being $176 \times 1.025 = 180$</p> <p>Notwithstanding what is said here the minimum number of credits a candidate need to complete for the award of degrees are as follows:</p> <p>Bachelor of Engineering: (BE) : 176</p> <p>Bachelor of Engineering (Lateral Entry) : (BE): 132</p> <p>Master of Engineering : (M. Tech) : 88</p> <p>Master of Computer Application: (MCA): 132</p> <p>Master of Computer Application (Lateral Entry) (MCA): 88</p>
		21.4	<p>A full-time student shall normally register for TWENTY TWO credits in a regular semester. However, the minimum number of credits for which a student shall register is 16.</p>
		21.5	<p>A full-time student may be permitted to register for a maximum of TWENTY EIGHT credits during a regular semester.</p>
		21.6	<p>Every course in a programme of study normally runs for the full length of a semester.</p>
Category of courses	22	22.1	<p>Generally, various Courses to be offered in programmes of study shall be categorized into the</p>

			following types, however on the recommendation and approval of appropriate bodies, the new type of courses may be introduced from time to time depending upon the requirement of program and innovations in teaching –learning process:
		22.1.1	<i>Humanities & Social Science Courses (HS):</i> Humanities & Social Science courses enable students by endowing them with skills essential to pursue a given programme of study. Generally, they comprise courses in linguistics, communication, professional aptitude, management, economics, environment, psychology, philosophy, history, law, political science, professional ethics, and so on. Humanities & Social Science courses shall be in the range of 9 – 15 credits.
		22.1.2	<i>Basic Science Courses (BS):</i> Basic Science courses Mathematics, Physics, Chemistry and Biology and they are common to all undergraduate programs except architecture. Basic Science courses shall be in the range of 20 – 30 credits.
		22.1.3	<i>Engineering Science Courses (ES):</i> Engineering Science courses give a broad spectrum of allied engineering disciplines that is needed to address real time engineering problems that are multi-disciplinary in nature. Engineering Science courses include Materials, Workshop, Drawing, Basics of Electrical/ Electronics/ Mechanical/ Computer Engineering/ Civil engineering and are common to all undergraduate programs except architecture. Engineering Science courses shall be in the range of 25 – 35 credits.
		22.1.4	<i>Professional Core Courses (PC):</i> Professional Core courses constitute the core of the programme of study. Core courses shall be in the range of 50 – 70 credits.
		22.1.5	<i>Elective Courses (EC):</i> Elective courses offer a choice of advanced or specialized courses related to the programme of study. They enable students to specialize in a domain of interest or tune their learning to suit career needs and current trends. Electives can be of following categories: <i>Programme electives (PE)</i>

			Open Elective (OE) Elective courses shall be in the range of 25 – 35 credits
		22.1.6	<i>Internship, Research or Project Work (PW)</i> : These are intended to enhance the student's practical knowledge and exposure to research and industry. The credits for this category shall not exceed 25 credits. Project work shall normally be carried out in regular semesters.
		22.1.7	<i>Non-credit courses</i> : A few courses, such as Constitution of India, may not be assigned credits. Such courses shall be referred to as non-credit (NC) courses, and may be mandatory in a programme of study.
		22.2	Certain programmes of study may have additional requirements such as apprenticeship and residency.
Audit & Minor courses	23		A student shall have an opportunity for supplementing the learning experiences by crediting additional courses, either in the form of Audit course or Minor course, over and above the graduation requirements.
		23.1	A student may be permitted to take any number of audit courses over and above the graduation requirements for learning a subject.
		23.2	A student shall have an opportunity for supplementing the learning experiences by crediting additional courses, in diverse areas. These additional credits when they are in focused areas can earn the students credential like Minor.
		i.	<i>Minor</i> : Minor is an additional credential a student will earn if s/he does 15 credits worth additional learning in a discipline other than her/his major discipline. All academic departments/schools in the University can offer minors in their disciplines and prescribe a structure necessary for earning a minor in that discipline. It should be noted that these additional learning courses do not contribute in any way or are in no form a requirement for the major degree of the student. The Minor degree is awarded along with the Undergraduate degree and not in the

			interim period.																					
		ii	To qualify for a Minor in the chosen area, which may be mentioned in the separate certificate, a student shall register and successfully complete the Five courses each of three credits in a Minor area outside her/his major discipline as specified by the concerned departmental/school board of studies.																					
		iii	A student opting for a mix of electives courses not meeting the minimum course requirements shall not qualify for Minor.																					
CHAPTER V CURRICULA AND SYLLABI																								
Curricula and Syllabi	24		The curriculum of every programme of study offered by the University shall be based on CBCS (Choice Based Credit System as prescribed by the UGC) and is intended to provide not only the right balance of broad-based and in-depth knowledge but also aptitude for life-long learning.																					
		24.1	Medium of instruction shall be English, except in those Faculties where other languages are permitted by the Academic Council.																					
		24.2	The detailed curriculum and syllabus for each programme of study shall be framed by the concerned Departmental/ School Board of Studies based on the ‘Outcome-Based Education (OBE)’ framework and feedback mechanism of stakeholders from time-to-time , with approval of the Academic Council and shall be notified from time to time.																					
Course code	25	25.1	<div>Every course in a programme shall be assigned a course code, using nine alphanumeric characters as under:</div> <table><tr><td>Field</td><td>Year</td><td>Faculty</td><td>Programme of study</td><td>Type of Course</td><td>Level</td><td>Serial Number</td></tr><tr><td></td><td>2</td><td>1</td><td>2</td><td>1</td><td>1</td><td>2</td></tr><tr><td>Code</td><td>2-digit</td><td>1-letter</td><td>2-Letter</td><td>1 - Letter</td><td>1-9</td><td>2 digit</td></tr></table> <div>A letter shall be assigned for each course depending on the type of course as: HS category (Humanities) = H; BS category = B; ES category = F; PC category = C;</div>	Field	Year	Faculty	Programme of study	Type of Course	Level	Serial Number		2	1	2	1	1	2	Code	2-digit	1-letter	2-Letter	1 - Letter	1-9	2 digit
Field	Year	Faculty	Programme of study	Type of Course	Level	Serial Number																		
	2	1	2	1	1	2																		
Code	2-digit	1-letter	2-Letter	1 - Letter	1-9	2 digit																		

			EC category = E; PW category = W; Research = R; Internship = I; Seminar = S; Colloquium = V; Self-study = Y; Special-topic = T; Apprenticeship = A; Laboratory / Practical = P; Field Work = D; and Non-credit course = N. The Departmental Curriculum Committee shall assign a code to a course as and when a new course is introduced.
		25.2	A digit shall be assigned for each course depending on the level of course as:
		i	Levels 1-6 indicate the minimum number of years of education in a programme beyond qualifying examination through which admission is taken
		ii	Levels 7-9 shall be reserved for research courses, Master's and Ph.D. research work, and the like. Example: 15EMEC201: is a course introduced or revised in 2015, in the faculty of Engineering, in Mechanical Engineering, which is a Core Course, in the second year, with a course number of 01
Teaching / Learning methods	26		<p>The majority of courses shall be in the form of assisted teaching/learning through direct contact or online or hybrid with the exception of Project Work and Internship. To enrich the student experience, the teaching / learning may include guest lectures, field trips, mini projects, self-study and so on. Teachers may use state-of-the-art knowledge dissemination tools.</p> <p>To enrich the student experience, the teaching / learning may include any of the following methods:</p> <p>1. Lectures with active learning This method is used for large number of courses in the program. To make it more impactful several active learning practices are used by the faculty.</p> <p>2. Tutorials and group discussions Tutorials are used in the courses where students need more practicing of application of the concepts and also need practicing in the numerical problem solving in different contexts. Students also get an opportunity to clarify their doubts in the course.</p> <p>3. Laboratory work with cooperative learning</p>

			<p>The laboratory experience has been enhanced by categorizing the experiments as</p> <ul style="list-style-type: none"> a. Demo Experiments b. Exercise experiments c. Structured enquiry experiments d. Open-ended experiments <p>This categorization helps to achieve all the elements of outcome (b): Design of experiments, conduct of experiment, analysis and interpretation of data.</p> <p>4. Field work or relevant industry exposure In few of the courses, to give a better feel of the concepts or engineering practices fieldwork is assigned to the students</p> <p>5. Group projects with co-operative learning Group projects like course projects, mini projects and capstone projects create integrating experience for the students. They particularly give opportunity for the students to enhance professional competencies like team orientation, communication, lifelong learning etc., that are reflected in the outcomes. Projects challenge the students to work on complex engineering problems and take him through the whole process of problem solving.</p> <p>6. Course projects Course projects also help the students to understand the concepts learnt in a course and application of concepts in different contexts.</p> <p>7. Directed self learning tasks The activities like term paper writing, seminars give the student capability to develop lifelong learning skills</p> <p>8. Online or MOOC courses Selected online / MOOC courses either independent or as part of project work give the students exposure to international best practices and help in developing self-confidence.</p>
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			<p>9. Research Experience for Undergrads (REU)</p> <p>Students of B.E. program may register for a 6 credit course “Research Experience for Undergrads (REU)” in place of 2 electives offered at 7th and 8th semesters. Registration for this course shall be during the supplementary semester after the 6th semester and will be completed at the end of the 7th semester. The performance of the same will be reflected in the 7th semester grade card.</p> <p>The student shall register for this course under a guide with Doctoral degree and proven research experience. During this course the candidate shall work on a research topic which reflects substantial understanding of the courses and capability to apply the same. At the end of the work the candidate shall submit a dissertation and will be evaluated by a committee of 3 members consisting of Head of the department, guide and an external examiner. The topic of research and the guide and allotment of student shall be approved by the DUGC. If the research topic is of interdisciplinary in nature the candidate may opt for a co-guide with minimum master’s degree.</p> <p>In case the student is ineligible or discontinues this course, then the student may re-register either for the same course or chooses 2 electives at a later date when the same are offered to fulfil the curriculum requirement.</p> <p>10. Internship Project</p> <p>A student is allowed to earn maximum of 20 credits during his/her internship. The breakup of earned credits is as follows:</p> <p>Capstone project of 14 credits after withdrawing of 7th semester Phase-I project of 3 credits Internship Report of 6 credits</p> <p>11. Courses offered from different centers</p> <p>Students of B.E., B.Arch., M. Tech., M.C.A and</p>
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			<p>M.B.A programs may be permitted to register for courses offered by CTIE/ Research clusters/ Centers of Excellences of the college as a regular / open elective for the regular requirement of award of degree. Such courses may be approved by the board of studies proposed by the head of centers and approved by the Chairman, Academic Council.</p> <p>12. Seminars</p> <p>The curriculum may contain a Seminar normally based on a review on a topic of the state of the art in a chosen field related to the branch in which the student is enrolled and shall consist of literature review, categorization of information collected, interpretation of presented information and presentation.</p> <p>Note : Faculty can adopt the above teaching learning methods along with others not listed above, however if methodologies involves evaluation of students, then students should be made aware of this at the start of semester in which it is being adopted with the approval of DUGC / DPGC.</p>
Course instructor / Course coordinator	27		<p>A Teacher who is teaching a particular course shall be referred to as the course instructor for that course. If a course is taught by more than one Teacher in the same semester, it shall be coordinated by one of the Teachers designated as the course coordinator. He/she has the responsibility for framing the course policy, which includes lesson plan, coverage, assignments, quizzes, tests, practicals, and other evaluation processes.</p>
CHAPTER VI REGISTRATION AND ATTENDANCE			
Registration for courses	28		<p>In each semester, an eligible student shall register for the courses in a programme he/she intends to study. Only registered students shall be allowed to attend the classes of those courses.</p>
		28.1	<p>Students shall register for the courses to be studied in a particular semester before the end of the previous semester according to a schedule specified by the Dean Academic Affairs / the concerned Dean of</p>

			Faculty, except for the courses in the first semester. Registration for the first semester of a programme shall be a part of admission process.
		28.2	Registration process, either online or offline, shall consist of the following steps:
		i	Meeting with the course coordinator, if required, to verify prerequisites;
		ii	Enrolment of students for different courses offered by particular Teachers;
		iii	Payment of prescribed tuition fees and other dues.
		28.3	A student who obtains “F” or “W” grade (as defined in section 63 later) in a course other than elective (EC category) shall re-register for the same course when offered next. A student who obtains “F” or “W” grade in an elective course shall have an option of repeating the same elective course when offered next or register for any other elective course in the EC category.
		28.4	If a student fails to register for course(s) during a semester without intimation to the Dean Academic Affairs / the concerned Dean of Faculty, his/her admission shall be liable to be cancelled.
		28.5	The Dean Academic Affairs / the concerned Dean of Faculty under exceptional circumstances may permit late registration.
		28.6	For re-registration, late registration, adding/dropping of courses, a fee may be charged as notified from time to time.
Registration record	29		The student shall ensure that the registration details are entered on the registration record which may be maintained on-line. Queries related to registration shall be considered only when accompanied by the original registration record. This record shall be preserved until the student receives the semester grade card.
Registration validation	30		Before the first day of classes, every student shall validate his registration either on-line or at the concerned department/School office. Students who do not validate their registration shall not be

			permitted to add/drop courses.
Minimum student enrollment in a course	31		A course shall be offered if a minimum number of students have registered for that course, as specified by the Dean Academic Affairs / the concerned Dean of Faculty. Under special circumstances, a course may be offered with fewer students, with the prior permission of the Vice-Chancellor. Courses without the minimum registrations on the last date for adding/dropping of courses shall not be offered. The students who registered for such courses shall be given additional time for registering for alternate courses.
Add/Drop, audit and withdrawal from courses	32	i	Add/Drop: A student may add or drop one or more course(s) before the deadline with the approval of the Dean Academic Affairs / the concerned Dean of Faculty, upon payment of additional fees, if any.
		ii	Withdrawal: A student may withdraw from a course before the deadline specified for the purpose, with the approval of the Dean Academic Affairs / the concerned Dean of Faculty. A withdrawal grade shall be awarded in such case(s).
		iii	Audit: A student may change a credit course to an audit one before the deadline specified for the purpose, with the approval of the concerned Dean of Faculty.
Registration for Summer Term	33	33.1	A student may be permitted to register for a maximum of 15 credits during a Summer Term.
		33.2	A student may register for courses in Summer Term without any additional fees provided he/she has not registered for the same courses earlier and there is vacancy in those courses. Such a student shall pay the prescribed fees for the minimum duration of the programme, notwithstanding the number of credits to be earned during the final year / semester.
		33.3	A student who registers for a course in the Summer Term on account of failure, withdrawal or any other form of discontinuance shall pay additional fees as

			prescribed from time to time.
Attendance	34		Attendance is the physical presence of the student in the class. Students shall make every effort to attend all classes, laboratory / practical and other sessions.
		34.1	Every Teacher handling a class or laboratory / practical session shall take attendance till the last instruction day in the semester. The students shall be informed about their attendance status periodically by the respective departments so that the students get advance notice to make up any shortage in attendance.
		34.2	A student shall maintain the prescribed minimum attendance in each individual course, as specified in the guidelines for the programme of study. Without the minimum attendance in a course, the student shall be ineligible to appear for the End Semester Assessment in that course. Such a student shall be awarded "FA" grade in that course and he/she shall register for and repeat the course when offered next.
		34.3	If a student is, absent from the University for more than SIX weeks without permission of the Dean Academic Affairs / the concerned Dean of Faculty, his/her registration is liable to be cancelled.
Condoning Attendance Shortage	35		In rare and genuine cases, the Vice-Chancellor may condone a shortage of attendance to a maximum extent of 10% on the recommendation of the Dean Academic Affairs / the concerned Dean of Faculty.
CHAPTER VII			
EXAMINATION SYSTEM			
Controller of Examinations	36		The Controller of Examinations shall be responsible for the conduct of examinations of all the courses of all the programmes of the University, and all other matters incidental thereto and ancillary therewith, under the supervision and monitoring by the Vice-Chancellor. The Controller of Examinations shall:
		i	Supervise the day-to-day activities concerning examinations of the University;
		ii	Convene the meetings of the Authorities of the University for which he/she is the Member-Secretary,

			on the approval of the Vice-Chancellor;
		iii	Arrange for the preparation and notification of examination time table from time to time;
		iv	Supervise the registration of students for End Semester Assessment, if applicable;
		v	Appoint the required number of officials and staff for the conduct of examinations, with the approval of the Vice-Chancellor;
		vi	Prepare detailed guidelines for the duties and responsibilities of various officials and staff connected with examinations;
		vii	Convene meetings of all the concerned officials and staff from time to time, to explain to them their duties and responsibilities pertaining to the examinations;
		viii	Obtain help from local authorities to maintain law and order for the conduct of examinations, if necessary;
		ix	Arrange for the issue of grade cards, transcripts, provisional degree certificates, degree certificates, migration certificates and so on to the students;
		x	Maintain utmost secrecy while preparing and maintaining the confidential materials, bills, and proceedings;
		xi	Recommend the remunerations, if any, connected with the examination work, to the Finance Council for consideration and further action;
		xii	Make arrangements for maintenance of stock, accounts, records, and statistics of the Office of the Controller of Examinations and for annual stock verification;
		xiii	Submit the infrastructural requirements of the Office of the Controller of Examinations as and when required to the Registrar for consideration and further action; and
		xiv	Prepare the budget for the Office of the Controller of Examinations and place it before the Finance Council for its consideration.

		xv	Apart from what is said here the Controller examination shall strictly implement what is stated in the examination process approved by appropriate authority and will take steps to maintain all secrecy and confidentiality of examinations
Deputy Controller of Examinations	37		Deputy Controller of Examinations, if any, shall assist the Controller of Examinations for the conduct of examinations and all other matters incidental thereto and ancillary therewith.
Chief Superintendent	38		The Controller of Examinations shall appoint a Chief Superintendent from amongst the senior Teachers of the University during each semester to assist him/her for the conduct of examinations, with the approval of the Vice Chancellor.
		38.1	One Chief Superintendent shall be appointed for each examination center.
		38.2	The Chief Superintendent shall:
		i	Arrange for the required materials (e.g. answer books, drawing cards, data handbooks and other stationery) for the conduct of examinations, and supply of the same to the students, as necessary;
		ii	Arrange for and appoint the required personnel for the conduct of examinations, with the approval of the Controller of Examinations;
		iii	Arrange for the seating of students and notify the seating arrangements;
		iv	Be available at the examination center during the examinations; and
		v	Discharge any other responsibility assigned by the Controller of Examinations from time to time.
Additional Chief Superintendent(s)	39		The Controller of Examinations shall appoint Additional Chief Superintendent(s), if necessitated by the number of students registered for the examination, from amongst the senior Teachers of the University, with the approval of the Vice Chancellor. The Additional Chief Superintendent(s) shall perform similar duties as those of the Chief Superintendent.

Deputy Chief Superintendent(s)	40		The Controller of Examinations shall appoint Deputy Chief Superintendent(s), from amongst the senior Teachers of the University, with the approval of the Vice Chancellor, if required. The Deputy Chief Superintendent(s) shall assist the Chief Superintendent in the conduct of examinations.
Invigilators	41		The Chief Superintendent shall appoint the required number of Invigilators for all blocks where examinations are held, as required.
Group Invigilators	42		The Chief Superintendent shall appoint the required number of Group Invigilators for the coordination and supervision of a group of invigilators, as needed. In case of emergency, a Group Invigilator may relieve an invigilator for short intervals.
Obligation to perform the examination work	43		Any person, who is entrusted with any kind of examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examinations, printing of question papers and answer books, tabulation, preparation of grade cards and all such activities incidental thereto and connected therewith, shall discharge such duties prudently and with utmost integrity for ensuring high academic standards.
		43.1	If any person who has been allotted any kind of examination work is found to be guilty of breach of duties or involves in any misbehavior and/or misconduct, disciplinary action shall be taken against him/her as per the rules of the University.
		43.2	No employee of the University shall accept the assignment of taking part in the conduction of examinations and all such activities incidental thereto and connected therewith, whenever his/her kith and kin are appearing for the examinations.
Errors committed by an examiner	44		Disciplinary action shall be initiated by the Controller of Examinations against an examiner, who has committed error(s) in the work pertaining to examinations, as per the rules of the University.
Remuneration	45		Remuneration for different assignments in the examination shall be proposed by the Controller of Examinations from time to time and recommended by

			the Finance Council for the approval by the Board of Governors. External examiners shall be entitled for TA/DA. All work relating to ISA, ESA and all other matters incidental thereto and ancillary therewith, with or without remuneration shall be deemed to be a part of normal duty of every employee of the University.
Assessment	46		<p>The University shall follow a combination of In-Semester Assessment (ISA) and the End-Semester Assessment (ESA) for assessing the performance of a student in each course. The ISA and ESA components for each course shall be conducted as per the calendar of events and the time-table specified from time to time. The Teacher shall notify the weights of ISA and ESA components in the total marks for a course in the lesson plans as per the approval of Board of Studies. A student shall be awarded a letter Grade for every course at the end of the semester, indicating the level of performance, considering the scores in both ISA and ESA.</p> <p>The assessment for theory courses carrying ISA and ESA components will be done on Relative Grading system. Other courses will be assessed by absolute grading system. List of courses assessed by Absolute Grading system is as follows:</p> <ul style="list-style-type: none"> • Laboratory Courses. • Courses with enrolment less than 30. • Industry Visit and Lecture / Industrial Training / Seminar. • Mini Project / Minor Project / Capstone Projects. • P.G Programs (M.Tech and MCA only)
Question papers	47		All question papers for written, online or hybrid examinations shall be set and answered in English, except in those Faculties where the Academic Council permits other languages. The question paper of each course shall cover entire syllabus with the distribution of marks considering the number of hours allocated for each unit/module/topic in the syllabus.
Make-up for ISA/ESA	48		Students who have remained absent at ISA/ESA in one or more courses due to valid reasons, may be

components			<p>given a make-up exam which can be held as per dates notified in the Academic Calendar immediately after the ISA/ESA. However, it would also be possible to hold a makeup exam at any other time in the semester with the permission of the Academic Council.</p> <p>Make up exam shall also be available to students awarded “X” grade and this make-up examination will be conducted along with supplementary examination at the end of the academic year in which the candidate is awarded “X” grade.</p> <p>Make up exams are not conducted for any courses, theory or practical, of supplementary semester.</p>
CHAPTER VIII IN-SEMESTER ASSESSMENT			
ISA	49		<p>The ISA for courses may be carried out by the way of various components such as Mid Term Examinations, quizzes, tests, seminars, term papers, demonstrations, and award of marks for attendance. Practical components of courses may be evaluated by the way of experiments, demonstrations, field work, models, worksheets, practical record books, quizzes, tests, and award of marks for attendance. If a student misses a practical / laboratory session owing to genuine reasons, he/she shall complete the activity of that session before the end of the semester, with the approval of the concerned Departmental/ School Chairperson.</p>
Conduct of ISA	50		<p>The weightage and syllabus for each component of ISA for a course shall be notified by the concerned Teacher before the commencement of each semester through the lesson plans, adhering to the norms stipulated from time to time.</p>
		50.1	<p>The concerned Teacher in association with Head of the Department/ School/ Center shall be responsible for the conduct of different components of ISA.</p>
		50.2	<p>The concerned Head of the Department/ School/ Center shall arrange to notify the scheme of evaluation for various ISA components. After each event of ISA, the students shall have an opportunity</p>

			to view his/her performance and bring the discrepancies or errors, if any, to the notice of the concerned Teacher, for addressing the same.
		50.3	The marks obtained by a student in each component of ISA shall be added and finalized for the total marks by the concerned Teacher, within the specified time as stipulated by the Controller of Examinations.
		50.4	The concerned department / Teacher shall maintain the records pertaining to each component of ISA for such period as specified by the Controller of Examinations from time to time.
ISA of Special Topics / Mini-Projects, Minor-Projects, REU (Research Experience for Undergraduates), Seminar, Internship-Projects, Major Project	51		Carrying out the ISA for Special Topics / Mini-Projects, Minor-Projects, REU, Seminar, Internship-Projects, Major Project may in the form of various components, such as oral presentations, demonstrations, technical / project report, and viva-voce. The concerned Head of the Department/ School/ Center shall arrange for the evaluation of such components. The concerned Head of the Department / School / Center shall notify the format for preparation of technical and project reports from time to time.
Announcement of ISA marks	52		The concerned Head of the Department/ School/ Center shall arrange for the announcement of ISA marks obtained by the students in various courses at the end of each semester. The students shall be given THREE working days for verification, redressal of discrepancies or errors, if any, and acknowledgement.
CHAPTER IX			
END SEMESTER ASSESSMENT			
Registration for ESA	53		A student, who has complied with the minimum specified attendance in a course, shall register for ESA for that course by paying the prescribed examination fees. The registration process for ESA may be online/off-line as notified from time to time by the Controller of Examinations. The registration of a student shall be liable to be cancelled by the Office of the Controller of Examinations where disciplinary issues are involved. Controller of Examination shall take disciplinary action only on the recommendation

			of committee constituted by Vice Chancellor.
Eligibility to attend ESA	54		To be eligible to attend the ESA in a specific course for which a student is registered, following requirements must be met:
		i	Attendance as mentioned in section 35.2
		ii	ISA marks: Not less than 40% of ISA marks in UG programs and 50% in case of PG programs (except in those cases where it is not specially mentioned in the scheme of evaluation)
		iii	Students not fulfilling attendance requirement or ISA requirement shall be assigned an 'FA' or 'F' grade(as in section 63)respectively.
Student list for ESA	55		After the last date of registration for ESA, the Office of Controller of Examinations shall release the list of students along with their registered courses. A student shall verify the accuracy of his/her particulars in the list and discrepancies, if any, shall be reported to Office of the Controller of Examinations within THREE working days from the date of release.
Admit Card	56		The Controller of Examinations shall make arrangements for issuance of Admit Cards to eligible students, based on the ESA list. The Admit Card of a student shall be valid only for the ESA for which it is issued. The Admit Card of a student shall include (i) recent photograph of the student and (ii) registered courses for ESA with course codes.
Missing Names in Student list	57		With the specific approval of the Vice-Chancellor, under extra-ordinary circumstances, a student whose name does not find a place in the student list may be permitted to appear for ESA of a course. The results of such a student may be announced after due verification.
ESA and evaluation:	58	58.1	The Controller of Examinations shall make arrangements to conduct ESA for all courses, through the Chief Superintendent.
		58.2	The Controller of Examinations shall notify the evaluation procedure to be adopted for the evaluation of various courses, from time to time. The ESA for courses having a practical or laboratory

			component may be based on laboratory records, conduction of experiments, demonstrations, field work, models, worksheets, quizzes, and viva voce.
		58.3	The Office of the Controller of Examinations may code the answer books of ESA for the purpose of anonymous evaluation.
		59.4	Central valuation shall be conducted in the University premises only.
ESA for Mini and Major Projects	59		<p>In case of B.E, B.Arch and MCA, the ESA for mini and major projects or similar courses as recommended by BoS shall be held in batches, which may span over several days. The evaluation may be based on various components such as writing of abstract, project or technical report, oral presentation, demonstration, and viva voce. The Controller of Examinations in consultation with the Dean Academic Affairs / the concerned Dean of Faculty shall notify the distribution of marks for various components from time to time.</p> <p>However, in case M.Tech programs the project evaluation shall happen on indivisible basis.</p>
Appointment of Examiners	60		The Controller of Examinations from the panel recommended by the Board of Examiners may appoint the examiners. However, the Controller of Examinations may choose examiners outside the panel for valid reasons, with the approval of the Vice-Chancellor.
Tabulation of Marks	61		After the evaluation, the Office of the Controller of Examinations shall tabulate the marks either manually or via computerization.
Contingency arising from loss of answer books	62		In a contingency arising out of loss of answer books beyond the hope of retrieval, the Vice-Chancellor may exercise an option of ordering an additional examination.
CHAPTER X			
GRADING SYSTEM			
Grading system	63		The University shall follow both the relative grading and absolute grading system depending on the type of course.

		<p>However, for the purpose of reporting the performance of a student, letter grades and grade points will be awarded as per section 63 a.</p> <p>63 a. Relative Grading System</p> <p>In this system, the grades are awarded to the students based on their performance relative to others in Theory courses having In-Semester Assessment (ISA) and End Semester Assessment (ESA) components.</p> <p>Grades are assigned based on the Mean and Standard Deviation of the total marks scored on the respective course. (S, X, “NE” and “F” grades marks are omitted in Mean and Standard Deviation calculation)</p> <ul style="list-style-type: none">• S shall be awarded if scored marks is greater than 90• F shall be awarded if scored marks is less than 40 <p>Proposed Relative Grading System</p> <table><tr><th>Total Mark, M secured by the student (ISA + ESA)</th><th>Grade</th><th>Relative Grade Point</th><th>Remarks</th></tr><tr><td>M> 90</td><td>S</td><td>10</td><td>Outstanding</td></tr><tr><td>Avg.+ 0.60 * SD ≤ M ≤ 90</td><td>A</td><td>9</td><td>Excellent</td></tr><tr><td>Avg.-0.25*SD ≤ M < Avg.+ 0.60 * SD</td><td>B</td><td>8</td><td>Very Good</td></tr><tr><td>Avg.-1.05 * SD ≤ M <Avg.- 0.25 * SD</td><td>C</td><td>7</td><td>Good</td></tr><tr><td>Avg.- 1.50 * SD ≤ M < Avg.- 1.05* SD</td><td>D</td><td>6</td><td>Fair</td></tr><tr><td>**40 ≤ M<Avg.- 1.50*SD</td><td>E</td><td>5</td><td>Satisfactory</td></tr><tr><td>M<40*</td><td>F</td><td>0</td><td>Fail</td></tr><tr><td>I*</td><td>-</td><td>Absent for ESA due to calamity</td><td>Absent for ESA due to calamity</td></tr></table>	Total Mark, M secured by the student (ISA + ESA)	Grade	Relative Grade Point	Remarks	M> 90	S	10	Outstanding	Avg.+ 0.60 * SD ≤ M ≤ 90	A	9	Excellent	Avg.-0.25*SD ≤ M < Avg.+ 0.60 * SD	B	8	Very Good	Avg.-1.05 * SD ≤ M <Avg.- 0.25 * SD	C	7	Good	Avg.- 1.50 * SD ≤ M < Avg.- 1.05* SD	D	6	Fair	**40 ≤ M<Avg.- 1.50*SD	E	5	Satisfactory	M<40*	F	0	Fail	I*	-	Absent for ESA due to calamity	Absent for ESA due to calamity
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			X*	-	Incomplete	Incomplete																																																																						
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<p>* "W", "X" and "I" grades shall be considered to be transitional grades.</p> <p>**40 marks mean: The students should score minimum 20 marks out of 50 in ISA and ESA examinations separately (i.e. 40 out of 100).</p> <p>NOTE: The Course Grading table generated for the first time based on the Average & Standard Deviation will be used strictly for awarding grades to all the re-evaluated courses and Summer semester Examinations.</p> <p style="text-align: center;">Absolute Grading System</p> <table><tr><th>#</th><th>Marks</th><th>Letter grade</th><th>Absolute Grade points</th><th>Remarks</th></tr><tr><td>1</td><td>91-100</td><td>S</td><td>10</td><td>Outstanding</td></tr><tr><td>2</td><td>81-90</td><td>A</td><td>9</td><td>Excellent</td></tr><tr><td>3</td><td>71-80</td><td>B</td><td>8</td><td>Very Good</td></tr><tr><td>4</td><td>61-70</td><td>C</td><td>7</td><td>Good</td></tr><tr><td>5</td><td>51-60</td><td>D</td><td>6</td><td>Fair</td></tr><tr><td>6</td><td>40-50</td><td>E</td><td>5</td><td>Satisfactory</td></tr><tr><td>7</td><td>< 40</td><td>F</td><td>0</td><td>Fail</td></tr><tr><td>8</td><td></td><td>I*</td><td>-</td><td>Absent for ESA due to calamity</td></tr><tr><td>9</td><td></td><td>W*</td><td>-</td><td>Withdrawal</td></tr><tr><td>10</td><td></td><td>X*</td><td>-</td><td>Incomplete</td></tr><tr><td>11</td><td></td><td>AP</td><td>-</td><td>Audit Pass</td></tr><tr><td>12</td><td></td><td>AF</td><td>-</td><td>Audit Fail</td></tr><tr><td>13</td><td></td><td>FA</td><td>0</td><td>Fail due to</td></tr></table>							#	Marks	Letter grade	Absolute Grade points	Remarks	1	91-100	S	10	Outstanding	2	81-90	A	9	Excellent	3	71-80	B	8	Very Good	4	61-70	C	7	Good	5	51-60	D	6	Fair	6	40-50	E	5	Satisfactory	7	< 40	F	0	Fail	8		I*	-	Absent for ESA due to calamity	9		W*	-	Withdrawal	10		X*	-	Incomplete	11		AP	-	Audit Pass	12		AF	-	Audit Fail	13		FA	0	Fail due to
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					attendance shortage
			<p>* “W”, “X” and “I” grades shall be considered to be transitional grades.</p> <p>Result sheet shall contain the following</p> <ul style="list-style-type: none"> • Only Grades, Grade points, Credits, SGPA and CGPA. • Grading slab of each course. 		
		63.1	<p>The normal percentage of students in a course to be awarded each letter grade shall be as per the policy set forth by the Dean Academic Affairs / the concerned Dean of Faculty with the approval of the Academic Council.</p>		
		63.2	<p><i>‘AP’ and ‘AF’ grades:</i> A student shall be awarded either an AP (Audit Pass) or an AF (Audit Fail) grade for an audit course. The Audit Pass (AP) grade shall be awarded if the student satisfies the attendance and performance criteria specified for the course by the concerned Teacher. Otherwise, an AF grade shall be awarded.</p> <p>Students having qualified for ESA in mandatory non-credit courses/audit courses and obtained an ‘AF’ grade need not re-register for the course again but are required to pass the course to qualify for the degree.</p>		
		63.3	<p><i>‘W’ grade:</i> “W” grade shall be awarded to a student who has withdrawn from a course. Further, the “W” grade shall be recorded in the grade card. A student may withdraw from an audit course in which case there shall be no mention of the course in the grade card.</p> <p>A student with “W” grade must re-register for the course during the Supplementary semester of that academic year and the “W” grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled ESA of supplementary semester. If the student does not register or appear for the ESA of supplementary semester, the “W” grade shall be converted to an “F” grade.</p>		

			"W" grade is not awarded in supplementary semester.
		63.4	<p>'I' grade: "I" grade shall be awarded temporarily to a student who is unable to appear for ESA for one or more courses with the permission of the Dean Academic Affairs / the concerned Dean of Faculty in response to a written appeal by the student, due to valid reasons such as medical emergency, calamity in the family or any other valid reason. For such a student, the "I" grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled make-up ESA. If the student does not appear for the make-up ESA, the "I" grade shall be converted to an "F" grade.</p> <p>"I" grade is not awarded at Makeup exams or in supplementary semester.</p>
		63.5	<p>'X' grade: Awarded to a student having satisfactory attendance and greater than or equal to 40% of ISA marks in a course, but ESA performance observed to be poor, which could result in an overall F Grade in the Course and will be valid till immediate make up examination is conducted for the course within that academic year. For such a student, the "X" grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled make-up ESA. If the student does not appear for the make-up ESA, the "X" grade shall be converted to an "F" grade.</p> <p>"X" grade is not awarded at Makeup exams or in supplementary semester.</p>
		63.6	'F' grade: A student shall be awarded an "F" grade if he/she either fails in the course or is absent for the ESA of that course.
		63.6.1	A student who obtains "F" grade in a non-elective course shall re-register for the same course when offered next.
		63.6.2	A student who obtains "F" grade in an elective course shall have an option of repeating the same elective course when offered next or register for any other elective course.
		63.6.3	The 'FA' grade denotes poor attendance i.e. failure in a course due to attendance shortage (i.e. <75%) and

			the course instructor is supposed to take utmost care while awarding this double-letter grade. A student with “FA” grade must re-register for the course during the Supplementary semester of that academic year and the “FA” grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled ESA of supplementary semester. If the student does not register or appear for the ESA of supplementary semester, the “FA” grade shall be converted to an “F” grade.
Passing Standards for a Course	64		<p>The minimum requirements to pass in a course for which a student is registered are as follows:</p> <p>For UG</p> <p>ISA: 40% of ISA marks</p> <p>ESA: 40% of ESA marks</p> <p>For PG</p> <p>ISA: 50% of ISA marks</p> <p>ESA: 40% of ESA marks</p> <p>A student is considered to have successfully completed a course and earned the credits assigned to that course if the student earns a letter grade S to E. “F” Grade implies failure and “I”, “W” and “X” grades are transitional grades and will be replaced by an appropriate letter grade once the student completes the course requirement.</p>
Passing Standards – Progression to Next Academic Year -Vertical Progression	65		The requirement to progress to the next academic year is only on the basis of number of courses and is as follows:
		65.1	Maximum number of F grades that can be carried at the end of any academic year is 04
		65.2	To progress to higher odd semesters, the candidate shall have CGPA (as defined in section 65.2) of minimum of 5.0, after the results of supplementary examination in the previous academic year.

			However failure to secure a minimum CGPA = 5.0 at the end of any semester for the first time, shall attract a warning before approval of the student to continue in the following semester.
		65.3	The failure grades of mandatory non-credit courses/audit course shall not be considered for vertical progression.
SGPA and CGPA	66		The overall performance of a student shall be indicated by two indices namely, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).
		66.1	The SGPA is the weighted average of the grade points obtained in all courses registered by the student during a particular semester. The SGPA shall be calculated as: $SGPA = \frac{\sum C_i G_i}{\sum C_i}$, where C_i 's, are the number of credits for the courses registered for the semester, and G_i 's are the corresponding grade points secured by the student.
		66.2	The CGPA is an indication of an up-to-date overall performance of a student and the weighted average of the grade points obtained in all the courses registered by the student since he/she is admitted to the University. It shall be calculated as: $CGPA = \frac{\sum C_i G_i}{\sum C_i}$, the summation is carried out for all courses to which the student has registered up to that point of time, excluding courses with "F" & "FA" grades and transitional grades.
		66.3	If a student obtains an "F" grade in a course and registers for the same course in a subsequent semester, the new grade obtained shall replace the previous "F" grade in calculating the CGPA.
		66.4	If a student obtains an "F" grade in an elective course and registers for the same or equivalent course in a subsequent semester, the new grade obtained shall replace the previous "F" grade in calculating the CGPA.
		66.5	Grades obtained in audit courses and transitional grades shall not be considered in the calculations of CGPA and SGPA.

Class / Division declaration	67		The following classes of results shall be declared, for a student upon graduation, considering the below specified criteria. The class obtained by the student shall be inferred as per the table given below:		
			CGPA	Equivalent	Class/Division
			5.00-5.74		Pass
			5.75-6.74	≥50% and <60%	Second
			6.75-7.74	≥60% and <70%	First
			7.75-9.49	≥70% and <87.5%	First class with Distinction
		i	<i>First Class with Distinction:</i> A student completing a Programme of study within the specified minimum duration, securing a CGPA equal to or greater than 7.75 shall be declared to have passed in First class with Distinction.		
		ii	<i>First Class:</i> A student completing a Programme of study by securing a CGPA between 6.75 and 7.74 (both inclusive) shall be declared to have passed in First Class.		
		iii	<i>Second Class:</i> A student completing the programme of study by securing a CGPA between 5.75 and 6.74 shall be declared to have passed in second class.		
		iv	<i>Pass Class:</i> A student completing the programme of study by securing a CGPA of less than 5.75 shall be declared to have passed in pass class.		
Declaration of Ranks	68		Ranks shall be awarded to the graduating students in each programme of Study on the basis of CGPA. The ranks shall be awarded to top FIVE percent of students of the graduating class. However, the total number of ranks shall not exceed FIVE irrespective of the total number of graduating students in a programme of study. A student shall be eligible for a rank at the time of award of degree in the programme of Study, provided he/she has:		

		i	Passed in all the courses of all semesters in FIRST attempt;
		ii	Not obtained any transitional grades;
		iii	Completed the Programme of study within the specified minimum duration;
		iv	Not rejected any of the semester results;
		v	Not taken re-admission;
		vi	Academic performance will be the sole criteria for awarding the Merit rank in each program and will be based only on CGPA to be calculated as mentioned in 66.1 and 66.2. The SGPA/CGPA shall be calculated to an accuracy of 2 decimal points and will be rounded up to the nearest value. In case more than one gets the same CGPA, all shall share the ranks. In case of B.E programs the CGPA of only III semester to VIII semesters and in case of MCA program the CGPA of III semester to VI semesters and in case B.Arch. program the CGPA of I semester to X semesters shall be taken into account to declare the ranks.
		vii	Not faced any disciplinary action.
		viii	The minimum number of registered candidates for a program during the final year shall be a minimum of 10 in that program to award the rank. In case the number is less than 10, then, no rank shall be awarded. However, if the minimum strength is 10 then minimum of two ranks shall be awarded.
Not Fit for Programme of Study (NFPS)	69	69.1	A student shall be declared as “Not Fit for Programme of Study” (NFPS) and terminated from the programme of study if he/she:
		i	fails to obtain a semester grade point average of at least 4.0 on a number of occasions numerically equal to the minimum duration of the programme in years. If the performance of a student at the end of a registered semester is below 4.0, he/she shall be issued a warning by the Controller of Examinations in the first two instances and a show cause notice in the third instance, each of which shall be intimated to the parents or guardians.

		ii	Failure to meet the standards of discipline prescribed by the College, which may change from time to time.
		iii	If a student fails to satisfy all the requirements for the award of the degree within the maximum duration as mentioned in section 19.1
		69.2	Such students, if interested, shall be eligible to apply for re-admission to the programme of study at the first year level or second year level as the case may be.
CHAPTER XI			
TRANSPARENCY IN EXAMINATION SYSTEM			
Re-Totaling	70		A student shall be eligible to apply for re-totaling, revaluation and/or obtaining photocopies of the answer books of ESA only for theory component of courses. Any delay in the announcement of re-totaling and/or revaluation results for any reason whatsoever shall not confer the right upon the student for admission to the subsequent semester and for any other kind of claim. There shall be no provision for re-totaling, obtaining the photocopy of answer books and revaluation of ESA for practical components of courses, including drawing, seminar, mini project / special topics, and major project.
			A student shall be eligible to apply for re-totaling of marks of ESA for any number of theory components of courses. Such a student shall submit the application for re-totaling in the prescribed form, upon the payment of prescribed fee, to the Controller of Examinations, within THREE working days from the date of announcement of the results.
		70.1	The students who have applied for the re-totaling shall be called in batches to the office of Controller of Examinations, on the dates fixed for re-totaling of marks. Such students shall be accompanied by Faculty Advisor / Class Teacher / Parent / Guardian.
		70.2	A student, who has applied for re-totaling, shall be shown his/her answer books to verify the marks, totaling of the marks and to find out whether or not all the answers of the questions attempted were awarded marks. If such a student finds any

			discrepancy in totaling of marks, he / she shall bring the same to the notice of the concerned officials for incorporating the necessary corrections.
Supply of photocopy	71		A student may apply for obtaining the photocopies of his answer books of ESA to the Controller of Examinations, upon the payment of prescribed fee, within THREE working days from the date of the announcement of results. The photocopies of the answer books of theory component of courses shall be supplied within THREE working days after the receipt of the application at the Office of the Controller of Examinations.
Revaluation	72		A student may apply to the Controller of Examinations for revaluation of theory components of courses in ESA, within THREE working days after obtaining the photocopies of concerned answer books and upon payment of prescribed fee. The marks obtained in the revaluation valuation shall be considered for the re-computation of grade. However, if the new grade is found to be lower than the declared grade, the declared grade shall be retained. In the event of no change in the grade after revaluation, it shall be declared as “No Change”.
Refund of fee	73		A refund of 50% of re-totaling or revaluation fees shall be made to a student in the event of an improvement in the letter grade.
Rejection of whole semester results	74		A student may reject the results of a whole semester irrespective of performance in an individual course. However, there shall be no provision for the rejection of results of any individual course. Upon rejection, the results shall be considered as null and void. Such rejection may be permitted only once during the entire programme of study. A student, who has rejected the whole semester results, shall re-register for the courses of rejected semester upon payment of the prescribed fees.
Production of answer books	75		The answer books of the University examinations are confidential property of the University and shall not be subject to submission before any internal or external authority or any agent or person on behalf of a student.

CHAPTER XII ANNOUNCEMENT OF RESULTS			
Process of declaration of results	76		The draft results shall be processed through the following stages before its announcement:
		i	Draft results prepared by the Office of Controller of Examinations shall be placed before the Results Scrutiny Panel for review;
		ii	Subsequent to the review, the Controller of Examinations shall announce the provisional results after the approval by the Vice-Chancellor;
		iii	A student may appeal in writing to the Controller of Examinations if any discrepancies are found in the provisional results announced within the time specified; and
		iv	The Registrar shall place the provisional results before the Academic Council and Executive Council for information.
		v	<p>Gracing rules shall be as follows:</p> <p>GMR1 : A student is eligible to get a maximum grace marks of 2% (2/100) in ESA per course provided the student gets the minimum prescribed passing marks in ESA for that course by such grace marks.</p> <p>GMR2 : A student is eligible to get a maximum grace marks of 5% (5/100) in ESA for a course provided</p> <ul style="list-style-type: none"> i) The student has failed only that course and passed in all other registered courses of that examination. ii) Gets the minimum prescribed passing mark in that course by such gracing. <p>GMR3 : A student is eligible to get a maximum of 1 % of SGPA (0.1 out of 10) as grace if the student is falling short of the next higher Class provided, grace marks have not been awarded under one of GMR1 or GMR2.</p> <p>GMR4 : A student is eligible to get a maximum grace marks of 2% (2/100) in ISA per course provided the student gets the minimum</p>

			<p>prescribed passing marks in ISA for that course by such grace marks.</p> <p>GMR5 : The student is eligible to be graced under GMR2 only if grace marks have not been awarded under one of GMR1 or GMR4.</p> <p>GMR6 : Grace marks awarded under GMR1, GMR2 or GMR4 will be recorded in the marks ledger but not be so indicated in the grade card.</p> <p>GMR7 : Grace marks awarded under GMR3 will be recorded in the marks ledger and also indicated as such on the grade card.</p> <p>NOTE: All the above Grace Marks rules are applicable for Odd & Even Regular Semester examinations, where as GMR1 is applicable for Summer Examinations also.</p>
Issue of Grade Cards, Transcripts, and other Certificates:	77	78.1	Every student who has registered for ESA after paying the prescribed examination fees shall be issued a grade card in the prescribed format by the Office of the Controller of Examinations.
		78.2	On request and payment of prescribed fee, the academic transcript, in the prescribed format, shall be issued to a student by the Controller of Examinations.
		78.3	A student, on payment of prescribed fee, if any, may request the Controller of Examinations in prescribed format for any corrections to be incorporated in the Grade card and / or transcript. On verification, the Controller of Examinations shall issue a revised / corrected grade card / transcript.
		78.4	There shall be a provision to issue a duplicate grade card or duplicate degree certificate to a student in case of loss or mutilation, upon submission of application in prescribed format along with requisite documents and payment of fee as specified by the Office of the Controller of Examinations.
Procedure for Leaving the	78	i	A student shall leave the University on completion of his/her studies;

University			
		ii	It shall be the responsibility of the student to obtain “No Dues Certificate” from all concerned departments/sections and submit the same to the Registrar for obtaining the “clearance certificate”;
		iii	Unless a student has obtained the “clearance certificate” from the Registrar, neither “transcript of academic record” or other documents shall be issued nor security deposit or any amount due shall be refunded;
		iv	The refund of security deposit shall be permissible up to a period of ONE year from the date the student leaves the University, after which it shall stand credited to the Endowment Fund of the University; and
		v	After successful completion of all the requirements for the award of degree, the Dean Academic Affairs / the concerned Dean of Faculty shall send the report to the Registrar for notification of result. The Controller of Examinations shall subsequently issue the Provisional Degree Certificate and transcript record to the student.
Other Certificates	79		A student shall be eligible to receive other certificates such as study certificate, academic transcripts, course completion certificate and migration certificate from the University on written request in prescribed format and payment of prescribed fee.
Eligibility for the Award of Degree	80		A candidate shall be declared to be eligible for the award of a degree if he/she has:
		i	Credits and grades compliance as prescribed by the concerned Faculty of Study within the stipulated maximum time duration, including Specialization and/or Minor, if any; In case of B.E., B.Arch, M.Tech, MBA and MCA programs a candidate shall earn a minimum of CGPA ≥ 5.0 to become eligible for the award of the degree.
		ii	Successful completion of all non-credit mandatory courses;

		iii	Minimum duration requirement as specified by the concerned Faculty of Study;
		iv	No pending disciplinary action; and
		v	No dues of any kind to the University.
Award of Degree	81		After fulfilling the above requirements, the Controller of Examinations shall recommend to the Academic Council for the award of degree to the candidate. The candidate shall be given a Provisional Degree Certificate by the Controller of Examinations, upon successful completion of all requirements, submission of application in prescribed format and payment of prescribed fees. The candidate shall be given a Degree Certificate at the ensuing Convocation, upon successful completion of all requirements, submission of application in prescribed format and payment of prescribed fees.
Bar to claim damages for delay	82		No student shall be entitled to claim any damages, whatsoever from the University on the account of late declaration of result, delay in the issue of grade cards or any other certificates, delay in re-valuation, re-totaling or any other process associated with the examinations or evaluation, or other like cases.
CHAPTER XIII FELLOWSHIP / SCHOLARSHIP / FINANCIAL ASSISTANCE			
Merit Scholarship	83		The merit scholarship may be awarded on a year to year basis for students in various programmes.
		83.1	The BOG shall, on the recommendation of the Academic Council, determine from time to time the number and the value of merit scholarships, if any, to be awarded in each programme.
		83.2	The eligibility criteria for scholarship awards shall be as determined by the Academic Council from time to time. The merit scholarship may be awarded on such basis as grade point average. However, during the year of admission, the scholarships may be awarded on such basis as performance in entrance tests and qualifying examination.
		83.3	The Registrar shall make arrangements for the disbursement, maintenance of accounts and keeping of records of the merit scholarships.

Award of Fellowships, Scholarships and Stipends by External Agencies	84		All proposals regarding the offer of fellowships, scholarships and stipends by individuals or external organizations shall be addressed to the Registrar, who may formulate the terms and conditions with the concerned parties, with the approval of the Executive Council.
CHAPTER XIV MAINTENANCE OF ACADEMIC RECORDS			
Maintenance of Academic Records	85	85.1	The office of the Registrar shall maintain a file for each student comprising of the entrance test application (if applicable), copies of test results (if applicable), letter of admission, application for admission, copies of previous academic testimonials and such other relevant documents.
		85.2	The office of the Dean Academic Affairs / the concerned Dean of Faculty shall maintain a file for each student comprising of course registration details, up to date attendance, academic performance and achievements, and such other relevant documents. The Dean Academic Affairs / the concerned Dean of Faculty may choose to maintain such student files in the office of the concerned Departmental/ School Chairperson.
		85.3	The Office of the Controller of Examinations shall maintain a file for each student comprising of examination registration details, up to date academic performance, and such other relevant documents.
Maintenance of Answer Books	86		The answer books of University examinations shall be maintained securely for a period of ONE year from the last day of examinations after which they may be destroyed summarily with the approval of the Vice-Chancellor.
Weeding off of Academic Records	87	i	The admission form of the candidates not selected for admission shall be destroyed by shredding after a period of ONE year of the finalization of admissions, except in cases of disputes;
		ii	The records pertaining to the conduct of entrance examination such as question booklets, answer sheets, correspondence regarding paper setting, etc. shall be destroyed by way of shredding after a period of ONE year from the conduct of entrance test, except

			in cases of disputes;
		iii	The personal files of the students shall be retained as permanent records, either digitally or in hard copies;
		iv	Subject to any general or special rule or order in this behalf, no University records (including correspondence) connected with the academics shall be destroyed except in accordance with the provisions as given below:
			<p>(a) No academic records (including correspondence) shall be destroyed which are under audit objection till audit objections are settled;</p> <p>(b) No academic records (including correspondence) shall be destroyed for which proceedings are going on in a Court of Law till the case is finalized; and</p>
		v	A list of records proposed to be destroyed shall be prepared by the Dean Academic Affairs / the concerned Dean of Faculty and orders of the Vice-Chancellor shall invariably be obtained before they are destroyed. The academic records to be weeded out shall be destroyed by way of shredding under direct supervision of the Dean Academic Affairs / the concerned Dean of Faculty.
Clarification of Doubts	88		Any doubts arising in implementation of these regulations will be resolved as per the directions of the Vice-chancellor and the decision of the Vice-chancellor will be the final.
AMENDMENTS	89		<p>The regulations listed herein, on approval by the Academic Council and Governing Council, shall be binding on all students enrolled for the Bachelor of Engineering Bachelor of Architecture/ Master of Technology/ Master of Computer Applications degree.</p> <p>The regulations listed herein may be amended, updated, changed through appropriate approval from the Academic Council from time to time and shall be binding on all parties concerned including students, faculty, staff, departments, college authorities.</p>
JURISDICTION	90		All disputes arising from the regulations listed herein must be addressed to the Academic Council. The decision of the Academic Council is final and binding on all parties. Any

			legal issues arising from this set of regulations shall be limited to the legal jurisdiction determined by the location of the College and not that of any other parties.
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ANNEXURE – 1b

**[Service Rules (framed as per the service rules & policies
of KLE Society)]**

KLE TECHNOLOGICAL UNIVERSITY, HUBBALLI

SERVICE RULES

CHAPTER I

PRELIMINARY

Rule 1 SHORT TITLE AND COMMENCEMENT

1.1 These rules shall be called “Service Rules” of the KLE Technological University, Hubballi.

1.2 They shall come into force with effect from the BOG approval.

Rule 2 APPLICATION

These rules shall apply to all the employees of the KLE Technological University, Hubballi and its allied and subsidiary institutions which comes into existence under the purview of this University. However, all the Aided employees of the KLE Technological University, Hubballi are governed by the rules of the Grant-in-Code and KCSR rules. **Un-aided employees shall be governed by these rules mutatis mutandis.**

Rule 3 DEFINITIONS

Unless it is repugnant to the context,

3.1 “KLE Technological University, Hubballi” shall mean,

- a) All the institutions established to be established & administered by the KLE Technological University, Hubballi in the field of Education that are established in consonance with aims & objectives of K.L.E. Society.
- b) Any other Unit / Institutions that may be brought under the purview here after.

3.2 “Board of Governors (BOG)” is the principal organ of the Management of KLE Technological University, Hubballi constituted as per the KLE Technological University Act 2012 of Government of Karnataka.

“Board of Governors (BOG)” is also the executive body of the KLE Technological University which oversees day-to-day management of the KLE Technological University and for that purpose frames the policy, rules, regulations and instructions, procedure and also provide approvals on all academic, financial and administrative matters.

3.3 “Chairman” means the Chairman of the Board of Governors.

3.4 “Premises” means all departments, laboratories, equipment, offices, wards, sections and other places both indoor and outdoor, residential quarters, hostel buildings, canteen buildings and such other lands, buildings, equipment, areas and precincts under the purview of KLE Technological University.

3.5 “Management” means the BOG-Chairman, Vice Chancellor, Pro –Vice Chancellors, Heads of the institutions, Deans of faculty, Principals, Registrar i.e. any other person vested with the authority to enforce the service rules and regulations

3.6 “Appointing Authority, Disciplinary Authority, Competent Authority”, under these rules mean Chairman of BOG, ,Vice – Chancellor, Deans, Heads of institutions or any other as may be notified by the order of the BOG from time to time.

- 3.7 “Selection Committee” means the authority nominated by the BOG to recommend for recruitment/promotion/ granting special increment on the basis of tests/ interviews/performance reports etc. as needed.
- 3.8 “Employer” means the KLE Technological University.
- 3.9 “Employee” means anybody who is working as paid servant of the KLE Technological University either on permanent basis or temporary basis or those working in any institution associated with the University.
- 3.10 “Establishment” means KLE Technological University, its branches, subsidiaries, associated with teaching and other units or institutions run/owned/managed/sponsored by the KLE Technological University.
- 3.11 **“Notice” means a notice or memo in writing and shall be so deemed as delivered in person or posted to the last known address or served by affixture or exhibited in the Notice Board or published in the Newspaper for the purpose of these service rules.**
- 3.12 “Notice Board” means the notice board specially maintained in a designated and conspicuous place in the premises of KLE Technological University and its institutions for the purpose of displaying notice / notice under these service rules.
- 3.13 “Masculine” includes Feminine unless repugnant to the context.
- 3.14 “Singular” includes plural, unless repugnant to the context.
- 3.15 “Salary” means all remuneration earned by way of basic salary and Dearness Allowance, but does not include allowances paid or payable to an employee such as house rent allowance, conveyance allowances, overtime etc., as fixed by the KLE Technological University from time to time.
- 3.16 “Watch and Ward or Security Staff” includes Watchmen/Security Guards or any other similar category of persons engaged or entrusted with such duty by the Management for carrying out the work of security or search exclusively or in addition to other duties.
- 3.17 “Leave” means authorized absence with or without pay.
- 3.18 “Absence from work” means unauthorized absence from work place, late attendance or leaving the place of work early without permission.
- 3.19 All other terms not defined herein shall have the same meaning assigned to them under the Constitution of the K.L.E. Society the parent society of KLE Technological University.

Rule 4 MODIFICATION OF SERVICE RULES

The BOG may modify/relax, cancel, substitute or add to these service rules as and when need arises.

Rule 5 EXERCISE OF POWERS

The power conferred by these rules may be exercised by the BOG through any person or any such authority.

Rule 6 DUTIES OF EMPLOYEES

The duties of an employee shall pertain to his work as per the terms and conditions of appointment and such other duties as may be assigned to him from time to time by the Management.

Rule 7 CONDUCT OF EMPLOYEES

It shall be the duty of every employee to conduct himself in both private and public life and in his relations with the students, co-employees, colleagues, authorities of KLE Technological University and its parent society K L E Society.

Rule 8 CLASSIFICATION OF EMPLOYEES

8.1 "Employee" shall be classified as :

- a) Permanent
- b) Probationary
- c) Temporary
- d) Trainee
- e) Contract Employee
- f) Casual Employee

8.2 A "Permanent" employee means one who has been so appointed or has satisfactorily completed the specified period of probation or extended period of probation, and has been confirmed in writing by the Appointing Authority.

8.3 A Probationer means a person who is so appointed and has not been confirmed in writing by the appointing authority to the post in which he has been provisionally appointed. If a permanent employee who is employed as a probationer to a new post he shall hold a lien over the former post till he is confirmed in the new post. Note: A permanent employee on probation to a new post shall be deemed to be on probation for the limited purpose of his performance and suitability in the new post. For all other purposes he shall be entitled to all the benefits of a permanent employee.

8.4 A "Temporary Employee" is an employee who is so engaged for work which is of an essentially temporary in nature likely to last for a limited period. He will not have any right of employment, either to a permanent or to a temporary post, which may arise in future.

8.5 A "Trainee" means a person who is so appointed and who will be provided training in the various areas stipulated. Training Allowance may or may not be given.

8.6 A "Contract Employee" means a person appointed on contractual employment for a specific period and/or for specified purpose.

8.7 A "Casual Employee" is one who is employed on a day-to-day basis for specific works of occasional or casual nature.

NOTE: Employees covered under Sub Rules 8.4, 8.5, 8.6 and 8.7 are not entitled to benefits provided to a probationary / permanent employee unless specifically provided in the letter of contract/ appointment/engagement.

Rule 9 APPOINTMENTS

9.1 All appointment of employees shall be made in writing by the Appointing Authority so notified for different classes of employees. The selection of candidates shall be made by the appropriate Selection Committee. The selected candidates may be offered employment by way of a letter of appointment/engagement.

9.2 Candidates selected for employment shall furnish the Joining Report in writing. He shall also furnish evidence of Date of Birth/Proof of Age by any one of the following:

- a. Certified extract from Register of Births and Death
- b. School Leaving Certificate / Matriculation Certificate
- c. Any other documents acceptable to the Management.

The age of the employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his employment including retirement. The date of birth, once furnished and accepted by the management and entered in the Service Register shall be final and conclusive and under no circumstance the request for correction of the same will be entertained.

9.3 The Candidates selected for appointment shall also submit the self attested photocopies of the following Certificate along with the originals for verification at the time of joining duty:

1. Qualification
2. Experience
3. Relieving letter from previous Employee if employed earlier

9.4 It shall be incumbent upon every employee to furnish correct and complete bio-data to the Appointment Authority in the required format. He shall promptly notify in writing any subsequent changes in the particulars of his bio-data. Any false information in the particulars furnished in the bio-data either at the time of appointment or subsequently shall render the appointment null and void.

9.5 During employment, the management may at any time require an employee to be examined by a Medical Officer of its hospital or Medical Examiner approved by the management. If on such examination, the employee is found suffering from any disease or complaint that is infectious or medically objectionable and detrimental to the healthy functioning of the institution or to the health of other employees, staff, officers or patients, the management may terminate his service.

Rule 10 SERVICE REGISTER

A service register shall be maintained for every permanent employee showing among other things, his permanent address, date of appointment, scale of pay on which he was appointed, increments given from time to time, leave availed of, transfers, promotions, suspensions, punishments, dismissal etc. The register/file shall be opened immediately after the employee reports for duty and to be up dated periodically

Rule 11 IDENTITY CARD / BADGE

Every employee shall be given an identity card/badge, appropriate to his classification and he shall wear it while on duty and show it to the person authorized by the Management as and when required. The said identity card/badge shall carry the photograph and signature of the employee concerned. The identity card/badge shall be issued to the employees duly signed by the competent authority. If the employee loses the identity card/badge, issued to him the management shall provide him with another card/badge on payment of a requisite fee. When an employee ceases to be in employment, he shall surrender his identity card/badge to the management before his dues are settled.

Rule 12 ATTENDANCE

12.1 Every employee shall ordinarily be at work in his designated place/area during the time fixed and notified. He shall sign against his name in the attendance register or as per the system maintained either in the department or in a place decided by the Management. The attendance register may be substituted by biometric or any other device at the discretion of Management. The employee shall be present punctually at the specified time at his allotted place of work. If an employee does not report at his work place punctually, the word "late" will be entered by the Head of the department / management against his name. Forfeiture of a day's casual leave will be the penalty for every three days' late attendance. Habitual three days' late attendance or absence from the place of work without permission will entail in disciplinary action.

Absence without prior sanction or for absence without valid reason, shall not be sanctioned as 'leave on loss of pay' but will be treated as 'un authorized absence' and it will amount to break in service and such days will not be considered as 'service' for the purpose of gratuity or otherwise

Rule 13 WORKING HOURS

- 13.1 The working hours will vary in different department/ units and establishments of the KLE Technological University. Employees may be required to work in split hours/ staggered hours with rest intervals and weekly off in the units of KLE Technological University as required.
- 13.2 Employees shall be required to attend to any emergency duties outside their regular hours of work and on Sundays and holidays, if required and if the exigencies of work so demand and such instructions shall be complied with. They are entitled for such work to compensatory "time off" at the discretion of the management.
- 13.3 Subject to provision of rules 13.1 and 13.2 above, all employees will be required to work 6 days a week. The number of hours they have to work per day, inclusive of rest interval/time for meals, but inclusive of not more than 15 minutes break, twice daily for tea/ coffee, will depend on the shifts. However it will not be less than 8 hours.
- 13.4 Employees on shift duty shall continue to be on duty until relieved by the employees of the next shift. The management at their discretion may transfer an employee from one shift to the other, as a routine or due to exigencies of work.

CHAPTER II EMPLOYMENT: TERMS AND CONDITIONS

Rule 14 RECRUITMENT / APPOINTMENT

- 14.1 Recruitment of employees shall be made by the Appointing Authority either directly or on the basis of the selection made by the Selection Committee setup for the purpose.
- 14.2 Recruitment of employees shall be made through any one of the following sources:
- a) Direct recruitment by calling for applications through advertisement in the press and also by calling for the list of eligible candidates directly or Head of institutions.
 - b) Promotions :

- i. by seniority-cum-merit or
- ii. by selection.
- c) By any other method as may be approved by the Appointing Authority.

Rule 15 PROBATION

- 15.1 All employees irrespective of the cadre shall be appointed on probation for a specified period mentioned in the appointment order at the time of initial appointment.
- 15.2 All appointments by promotion shall be on an officiating basis for a minimum period of not less than one year.
- 15.3 The probationary or officiating period may be reduced or extended by such period as the Appointing Authority deems fit at his discretion.
- 15.4 At the end of the prescribed or, as the case may be, the reduced or extended period of probation, the Appointing Authority shall consider the suitability of the probationer to hold the post to which he was appointed, and -
- (a) If Appointing Authority decides that the probationer is suitable to hold the post to which he was appointed and has passed the special examinations or tests, if any, required to be passed during the period of probation the Appointing Authority shall, as soon as possible, issue an order declaring the probationer to have satisfactorily completed his probation and such an order shall have effect from the date of the expiry of the prescribed, reduced or extended period of probation;
 - (b) if the Appointing Authority decides that the probationer is not suitable to hold the post to which he was appointed or has not passed the special examinations or special tests, if any, required to be passed during the period of probation, the Appointing Authority shall, unless the period of probation is extended by order, discharge him from service.
- 15.5 A probationer shall not be considered to have satisfactorily completed the probation unless a specific order to that effect is passed. Any delay in the issue of an order to that effect shall not entitle the probationer to be deemed to have satisfactorily completed his probation.
- 15.6 The Rules 15.4 and 15.5 shall mutatis mutandis apply in case of officiating and in the event the officiating period is not satisfactorily completed, then the Appointing Authority shall revert the employee to the post which he held prior to promotion.

Rule 16 APPRAISALS / CONFIDENTIAL REPORT

Appraisal of the performance of every employee unless specified otherwise shall be carried out at the end of the 12 calendar months of completed service. This will normally be done by next senior person in hierarchy and reviewed by the Head of the Institution / Department, which may be accepted by the BOG. This report will be the basis for deciding annual increment, special increments, promotion or disciplinary action.

Rule 17 CONFIRMATION

- 17.1 An employee on probation will be confirmed in service if his performance during the probationary period is satisfactory.

Rule 18 INCREMENTS

- 18.1 An employee will be entitled to annual increment as per the scale after completing 12 months of reckonable service including the probationary period, provided that his performance and conduct are reported to be satisfactory as per Appraisal/Confidential Report.

- 18.2 Special increments may be granted in exceptional cases and outstanding performance during the service by the Management.

- 18.3 The annual increments may be withheld as a disciplinary measure by the management. The period for which the increment should be withheld will be decided by the competent authority.

- 18.4 Withholding of the increment for a particular period may be with or without cumulative effect. In case of cumulative effect, employee will not be entitled to get the increment so withheld in future years. In the case the increment is withheld for a particular period without cumulative effect, the employee concerned will be granted increment immediately after completion of the particular period.

Illustration: If an employee who is appointed on 01.06.2017 is given punishment of withholding the increment for three months and if no clause is added that it will have cumulative effect, the increment that is due on 01.06.2018 will be withheld for three months but the next increment which falls due on 01.06.2019 will be given to him with effect from 01.06.2019.

- 18.5 When an employee working in the lower cadre and scale of pay is promoted or appointed to a higher cadre and scale of pay, his increment will fall due after he completes one year of service in the higher scale of pay.

- 18.6 The increment due to an employee will be paid to him even if he is on leave on the due date, except in the case of leave on loss of pay.

- 18.7 The increment which accrues on a day other than the first day of a month shall be advanced to the first day of that month and subsequent increments will be regulated accordingly.

Rule 19 PROMOTION

- 19.1 Promotions will be regulated as per promotion policy. However, no promotion can be claimed as a matter of right. The Management is under no obligation to promote any one from one post to another even when an employee acquires the minimum qualifications required for the higher post and vacancy exists.

- 19.2 An employee who is under suspension or against whom disciplinary proceedings is in progress or likely to be initiated shall not be promoted until he is unconditionally reinstated or exonerated.

Rule 20 TRANSFERS

- 20.1 All employees are liable to be transferred / deputed from one Department to another and in future, one Institute / unit of KLE Technological University at the discretion of the Management.
- 20.2 All employees are liable for being shifted from one discipline, function, department, section, branch, station etc. as in 20.1, provided that the wages, grade, continuity of service and other conditions of service of the employee are not adversely affected by such transfer, except in case of transfer requested by an employee for his personal reasons and granted by the Management.

Rule 21 RETIREMENT

- 21.1 Every member of the teaching and the non-teaching staff of KLE Technological University and its associated institutions will retire from service on completing 58 years unless and otherwise age of retirement is specified in a particular Institution. On the basis of performance and the requirement, the retirement age of a teaching faculty may be extended up to 60 years by the Vice Chancellor. The management may re-employ a retired employee who is medically fit and whose services are considered necessary and beneficial to the institution on fixed term of contract.
- 21.2 In respect of an employee attaining the age of retirement on a day other than the first day of a month, he shall retire on the last day of that month.
- 21.3 A Permanent employee can seek voluntary retirement either after 25 years of qualifying service in KLE Technological University and its associated institutions. To avail this benefit the employee must give 3 months notice or 3 months pay in lieu thereof. However the management may not accept the voluntary retirement, if it finds that the services of employee are required. The management at its discretion may relax notice period of three months or part of it on the case-by-case basis.
- 21.4 The management is at liberty to retire any employee, without assigning reasons, any time after 25 years of service in KLE Technological University and its associated institutions or after 50 years of age, by giving 3 months notice or 3 months pay in lieu thereof. However, in certain cases the Management enjoys the right of retiring the employee any time if it finds that his services are no longer required for the institutions by giving 3 months notice.

NOTE :

In case where the date of retirement of an employee and the day/days preceding thereto are general holidays, the employee may be permitted to hand over charge at the close of working hours of the last working day before the date of such retirement and may be allowed duty pay for the holiday/s.

Rule 22 RESIGNATION / TERMINATION OF SERVICE

- 22.1 An employee desiring to resign, must give notice of resignation in writing to the Appointing Authority through the Head of the institution through proper channel. However, members of the teaching staff shall not ordinarily resign from their posts during the course of an academic year.
- 22.2 The following shall be the notice period for resignation.

- a) A 'trainee' employee shall give at least one week's notice or salary in lieu of notice, if the training period is more than six months.
- b) A 'probationary' employee shall give one month's (30 days) notice or salary in lieu of notice.
- c) A Contract employee shall give one month's (30 days) notice or salary in lieu of notice.
- d) A permanent employee shall give three month's (90 days) notice or salary in lieu of notice.

22.3 Till the resignation is submitted by an employee and is accepted by the management and relieving certificate / order is issued, he shall continue to be in service, unless any other instructions are given in writing by the management.

22.4 Resignation once submitted by an employee and accepted by the management cannot be withdrawn.

22.5 The shortfall in resignation notice given by a permanent employee, may be adjusted towards his balance of earned leave at this credit. However, it is left to the discretion of management.

22.6 The management may at its discretion relieve an employee at any time on receipt of notice and before expiry of the period for which the notice is given, waiving the balance notice period.

22.7 Upon the acceptance of resignation through communication by the Management to the employee concerned, he shall settle all his dues to institution, hand over documents, cash, equipments and other properties held in his custody and surrender/vacate the residential facility (if any) occupied by him and submit a No Due Certificate to that effect. The management reserves the right to recover all such outstanding amounts and value of the property of KLE Technological University and its associated institutions from amounts due to the employee or in any other manner as the management deems fit.

22.8 After completion of all the formalities as detailed in 22.7 and on the submission of no due certificate by the employee, relieving order will be issued.

22.9 If a Permanent employee remains unauthorized absent without leave or prior permission in writing continuously for 30 days, the management may give him a notice to report for duty within 30 days from the date of receipt of the notice, and to give satisfactory explanation for his absence. In case he fails to report for duty without valid explanations, he shall be treated as having voluntarily abandoned service. This is without prejudice to the right of the management to take appropriate disciplinary action against the employee concerned for such absence.

CHAPTER III CONDUCT RULES

Rule 23 EMPLOYEES OBLIGATION

23.1 Every employee shall:

- a) Abide by the rules, regulations and any other instructions that may be framed by the Management from time to time and which are in force to regulate the work conduct and behaviour of the employees.
- b) Maintain at all times absolute dignity integrity and devotion to duty and loyalty to KLE Technological University / K.L.E. Society and shall do nothing that would or is likely to tarnish the image or reputation of KLE Technological University or adversely affect its interests.
- c) Carry out duties and responsibilities assigned to his post and shall also carry out any other duties that may be assigned to him from time to time.

23.2 No employee shall:

- a) use his position or influence directly or indirectly to secure employment for any person in any Institutions with which he has or had official dealings in connection with the business of KLE Technological University/ K.L.E. Society.
- b) bring or attempt to bring any outside influence to bear upon the management to further his personal interest in KLE Technological University.
- c) misuse the amenities provided for him by KLE Technological University to discharge his official duties.
- d) accept any gifts, presents, gratis, payments or other favours from students, suppliers, contractors, dealers or anyone who could directly or indirectly influence/ damage/harm the business interests/goodwill or reputation of KLE Technological University.
- e) disclose/divulge or use any confidential information gained in the course of his employment in KLE Technological University for personal gains/ profit or advantage for himself or any other person.
- f) engage directly or indirectly in any trade or business or a vocation or undertake any other employment.

23.3 No employee shall:

- a) propagate/indulge in communal or sectarian activity.
- b) discriminate against person on the grounds of caste, creed, language, religion etc.
- c) indulge in or encourage any form of malpractice.
- e) indulge in private tuition.

23.4 No employee shall:

- a) be a member of the K.L.E. Society, Belgaum or any educational society without the specific permission of the Management.
- b) take part or canvas at the elections to the Nation; State and the K.L.E. Society, Belgaum etc.
- c) be a member of the K.L.E. Society or any other political party.

In case he is already a member of the society or a political party, he ceases to be a member in case if he takes an employment in the K.L.E. Society.

In such an event, he shall also apply for cancellation of his membership before reporting for duties in K.L.E. Society.

Rule 24 PROPERTIES OF KLE Technological University

24.1 Every employee shall:

Take due care of the property, materials, instruments, equipments, machines, furniture, cash, etc. of KLE Technological University entrusted to his care and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse, such an employee shall be liable for disciplinary action as may be deemed fit by the management. Besides, the management shall be entitled to recover the assigned/ assessed value of such breakage, damage or loss from the employee.

24.2 promptly report any occurrence or defect noticed which might endanger lives of persons in KLE Technological University /K.L.E. Society and might result in any damage to the property of KLE Technological University /K.L.E. Society and its institutions.

24.3 take appropriate precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the management.

24.4 see that the stock procurement and stocking of materials, etc. do not get out-dated. Periodical review shall be conducted to identify the materials nearing expiry date and the supervisor concerned / the management has to be appraised and appropriate action is to be taken in consultation with the management. Great care must be exercised to avoid unnecessary inventory holdings.

Rule 25 UNAUTHORISED POSSESSIONS OF GOODS, ETC.

An employee found in unauthorized possession of any goods, equipments, implements, articles, materials, etc. which are in use in KLE Technological University or kept in stock in KLE Technological University and are not normally carried by the person, will be deemed to have got into possession of such goods by improper means. The management may confiscate such goods and such unauthorized possession attracts disciplinary action as well as any other action as deemed fit by the management.

Rule 26 UNAUTHORISED PERSONS IN THE PREMISES

An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason, shall leave KLE Technological University premises forthwith unless required to stay back by the management. Such employee shall not enter KLE Technological University premises without permission.

Rule 27 POSSESSION / CONSUMPTION OF INTOXICATING DRINKS AND NARCOTICS

Employee shall not possess or be under the influence of intoxicating drinks/drugs while on duty.

Rule 28 PARTICIPATION IN POLITICS AND ELECTIONS

28.1 No employee shall

- a) without prior permission in writing, by the management, be a member of or be otherwise associated with any political party or any organization which

takes part in politics nor shall he take part in or subscribe in aid of or assist in any other manner any political movement or activity.

b) Without prior written permission from the management contest, canvas or otherwise interfere or use his influence with or take part or contest in any election to any legislature or local authority, beyond exercising his franchise.

Rule 29 DEMONSTRATION AND STRIKES

No employee shall organize or participate in any demonstration in the premises of KLE Technological University and associated institutions, which is prejudicial to the interests of KLE Technological University or public order, decency or morality or which involves defamation or contempt of Court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.

Rule 30 CONNECTION WITH PRESS, RADIO AND TELEVISION

No employee shall, except with the prior permission of KLE Technological University or in the bonafide discharge of his duties, participate in the Radio/TV broadcast, give speech to public, or contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of KLE Technological University or detrimental to the image/interests of KLE Technological University.

Rule 31 CRITICISM OF MANAGEMENT

No employee shall criticize the management either in the press or over the radio or on any public platform, provided, however, that nothing in this rule shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

Rule 32 UNAUTHORISED COMMUNICATION OF INFORMATION

No employee shall, except in accordance with any general or special order of KLE Technological University or in the bonafide performance of the duties assigned to him, communicate directly or indirectly any official document or information to any employee or any other person.

Rule 33 UNAUTHORISED PUBLICATION OF OFFICIAL DOCUMENTS

No employee, while in service of KLE Technological University or after retirement, resignation, dismissal or discharge, shall make public, or publish any documents, papers or information which might have come into his possession in his official capacity, without obtaining prior written permission from KLE Technological University.

Rule 34 INVENTION AND PATENTS

No employee of KLE Technological University shall, without the prior consent of the Management, either during his service in KLE Technological University or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention/discovery made by him as a result of his service in KLE Technological University.

Rule 35 SEARCH

- 35.1 Employees are liable to be searched by persons authorized by the management at any time, and also while entering or leaving the premises of the KLE Technological University and its institutions. However, the women employees shall be searched by women only.
- 35.2 If necessary by law, Quarters, accommodation and such other facilities provided by the KLE Technological University are also liable to be searched in the presence of the employee concerned. Where the employee is absent or refuses to be present at the search, the search may be made in the presence of two witnesses.
- 35.3 KLE Technological University shall not be responsible in any way for any damages or loss caused to any personal property of any employee within the premises of KLE Technological University.
- 35.4 Employee shall deposit any lost and found/unclaimed articles in the premises of KLE Technological University with appropriate authority.

CHAPTER IV MISCONDUCT

Rule 36 INTERPRETATION

“Misconduct” shall mean an act of omission or commission, express or implied, custom or urge, whether specified herein or otherwise, either singly or in collaboration with others, whether amounting to a substantive act, abetment or connivance committed within the premises of KLE Technological University and associated institutions, if related to the maintenance of discipline or pertaining to the interest of the management or other employees or officers of the management. Any act of omission/commission/ indiscipline which affects the reputation or prestige of the Management shall amount to misconduct whether committed within or outside the premises of KLE Technological University and associated institutions or any act or conduct unbecoming of an employee of KLE Technological University and associated institutions.

Rule 37 ACTS OF MISCONDUCT

- 37.1 Acts of omission and commission on the part of employee of any of the Conduct Rules shall entail disciplinary action for misconduct.
- 37.2 Following is an illustrative of acts of omission and commission and any other action which may be construed as indiscipline or misconduct shall be treated as misconduct.
1. Willful insubordination or disobedience of any lawful and reasonable order of the superior.
 2. Commission of any acts subversive of discipline or good behaviour.
 3. Participation in any strike/demonstration, gherao and or any other kinds of agitation or abetting and inciting such agitational activities.
 4. Theft, fraud, dishonesty, embezzlement, misappropriation in connection with work/property of KLE Technological University and associated institutions.

5. Willful damage to property or loss or damage to property owing to negligence or subversive or unethical practices.
6. Demanding or accepting or giving bribes or any illegal gratification whatsoever.
7. Absence without leave for more than seven consecutive days.
8. Habitual late attendance or habitually leaving work before time or absence from place of work.
9. Loitering while on duty and after duty in of KLE Technological University and associated institutions premises.
10. Negligence or neglect of work.
11. Accepting service for any consideration inside or outside the School/Institute/College/ Establishment or under any person without the approval of the Management.
12. Drunkenness, fighting, riotous, disorderly or indecent behaviour in of KLE Technological University and associated institutions premises and public places, affecting the reputation of KLE Technological University and associated institutions.
13. Giving false evidence or statement in any domestic enquiry held by of KLE Technological University and associated institutions or in a case conducted in a Court of Law in which of KLE Technological University and associated institutions is a party.
14. Travelling or carrying unauthorized passengers, materials in any of KLE Technological University and associated institutions vehicles without valid authority.
15. Collection or canvassing for collection of any money for any purpose within KLE Technological University and associated institutions premises without prior permission.
16. Smoking in the office or in any other place where smoking is specifically prohibited.
17. Sleeping while on duty.
18. Distribution or exhibiting inside of KLE Technological University and associated institutions hand-bills, pamphlets or posters without written prior permission of the management.
19. Attending or holding any unauthorised meeting within of KLE Technological University and associated institutions premises.
20. Unauthorised disclosure of information about the business or affairs of KLE Technological University and associated institutions.
21. Gambling or canvassing for sale of any commodities, chit funds, lottery tickets or coupons etc. within of KLE Technological University and associated institutions premises.

22. Conviction in any Court of Law for any criminal offence under Indian Penal Code.
23. Making false statements on matters germane to his employment in KLE Technological University and associated institutions or willful suppression of facts at the time of employment or during the course of service in KLE Technological University and associated institutions.
24. Threatening, intimidation, coercion, assaulting, quarreling with any person in the premises of KLE Technological University and associated institutions.
25. Use of foul or abusive language or misbehaviour with any officer, employee, student or visitors within of KLE Technological University and associated institutions premises.
26. Refusal to accept memorandum or charge sheet or any other communication issued by the superior or Disciplinary Authority.
27. Participation in any activity prejudicial to the interests of KLE Technological University and associated institutions.
28. Using of KLE Technological University and associated institutions facilities unauthorisedly for personal gains.
29. Not allowing of KLE Technological University and associated institutions employees/officers/ superiors either to enter or come out of the premises or causing ingress or egress of the material or equipments of KLE Technological University and associated institutions.
30. Forging the signature of another employee in the attendance register.
31. Tampering with any of the records of KLE Technological University and associated institutions.
32. Slow down in performance of work or instigating to slow-down or adopting work to rule practices.
33. Acts of immorality or involving moral turpitude within the premises of KLE Technological University and associated institutions or outside.
34. Unauthorised occupation/illegal or immoral use of KLE Technological University and associated institutions premises.
35. Not wearing specified uniform while on duty (if any).
36. Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by the management.
37. Possession of unlicensed weapons, dangerous or illicit drugs.
38. Sexual harassment of co-employees, students, and or any other persons who would be involved with KLE Technological University and associated institutions including such unwelcome sexually determined behaviour (whether directly or by implication) such as:
 - a) Physical contact and advances;
 - b) A demand or request for sexual favours;

- c) Sexually coloured remarks;
- d) Showing pornography;
- e) Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

Rule 38 PROCEDURE FOR ENQUIRIES & PUNISHMENT

38.1 The Management shall be authorized to delegate the powers to any member of the management for the purpose of administering these service rules or for ordering an enquiry.

38.2 Any employee found to commit any act of misconduct/s shall be served with show cause notice, a charge sheet clearly stating the charges leveled against him. Such an employee shall be given an opportunity to explain and answer the charges leveled against him in an enquiry conducted by an Enquiry Officer duly appointed by the management for this purpose. The employee concerned shall be given an opportunity to lead evidence on the charges and produce documents and witnesses in support of his defense and cross-examine the witnesses on whose evidence the charges are based. No legal practitioner shall be allowed to appear on behalf of the employee. The statements of the management and the employee and the evidence lead by either side shall be recorded by the Enquiry Officer. If the employee concerned fails to attend the enquiry, it shall be proceeded ex-parte. The Enquiry Officer shall submit his findings to the management based on the evidence recorded and documents produced during the enquiry.

Findings of the Enquiry Report be served on the charge sheeted employee and if the disciplinary authority does not agree with the Enquiry Report, which is favorable to the employee then the Disciplinary authority shall issue a notice to the charge sheeted employee.

38.3 An employee against whom misconduct is alleged may be suspended from duty pending enquiry. The order of suspension shall take effect immediately on its communication to the employee. An employee under suspension pending enquiry shall be eligible to a subsistence allowance. However, the subsistence allowance shall not be payable for the period of any adjournment or postponement of the enquiry expressly sought for by the employee and granted by the Enquiry Officer.

38.4 If, as a result of the enquiry, an employee is found not guilty of misconduct, he shall be entitled to receive the difference of the subsistence allowance paid if any and the emoluments he would have received had he not been suspended for the period of this suspension pending enquiry.

38.5 An employee found guilty of misconduct after domestic enquiry may be punished by imposition of one or more minor or major penalties.

38.6 While awarding punishment under these Service Rules, the management may take into account the gravity of the misconduct, the previous record of the employee, and any other extenuating or aggravating, circumstances that may exist. A copy of such order passed by the management shall be served on the employee concerned.

Rule 39 PENALTIES

Any of the following penalties may be imposed for good and sufficient reasons on an employee of KLE Technological University by the management.

39.1 Minor Penalties

- a) Written warning or caution
- b) Censure
- c) Withholding/stoppage of increment with or without cumulative effect.
- d) Withholding of promotion
- e) Recovery from pay the amount as may be due on account, of any pecuniary loss caused to KLE Technological University and associated institutions by negligence or breach of orders.
- f) Fines, not exceeding an amount equivalent to 7 days salary.

39.2 Major Penalties

- a) Suspension without salary and allowance for a period up to 90 days.
- b) Demotion to a lower grade or post or to a lower stage in the time scale of pay for a specified period at the discretion of the management.
- c) Reduction in rank.
- d) Discharge/removal/dismissal/compulsory retirement from service.

Rule 40 SUSPENSION PENDING ENQUIRY

- 40.1 Any officer empowered with such powers may place under suspension, pending enquiry, an employee of KLE Technological University and associated institutions who is alleged to have committed any acts of misconduct.
- 40.2 An employee of KLE Technological University and associated institutions who is detained in police custody whether on a criminal charge for a period exceeding forty eight hours shall be deemed to have been suspended with effect from the date of detention by an order of the Management or any other officer empowered by it and shall remain under suspension until further orders of revoking or continuing the order of suspension.
- 40.3 Every employee placed under suspension pending investigation or enquiry into complaint or charge of misconduct against him, shall be entitled to subsistence allowance at the rate of 50% of the pay which an employee was entitled to immediately preceding the date of such suspension.
- 40.4 *If on enquiry the employee is found guilty of the charges and one or more penalties are imposed, the employee shall be deemed to have been absent from duty during the period of suspension and shall not be entitled to any remuneration for such period. However, the subsistence allowance already paid to him will not be recovered. The period of suspension shall not count for any purpose. However, the Management may in deserving cases pass such orders as it deems fit.

CHAPTER V MISCELLANEOUS

Rule 41 UNIFORMS

- 41.1 Wherever it is desirable in the interest of service, the Management may prescribe a uniform, for any category of employees.
- 41.2 The Management reserves the right to decide as to the category or number of employees to be provided with uniforms, and this will not entitle the other categories of employees eight to claim uniform or allowance in lieu of uniform.
- 41.3 The management can, at its discretion, discontinue giving uniforms and the employees thus deprived off, shall have no claim against the management regarding the same. The type of uniform to be prescribed shall be at the discretion of the management. Once the management provides the uniform, it shall be the duty of the employees to wear the same while on duty.

Rule 42 ACCOMMODATION

There is no obligation on the part of the management to provide accommodation to the employees. Consequently no employee can claim accommodation as a matter of right. Accommodation may be provided to the employees at the decision of the management subject to availability of accommodation.

Rule 43 SERVICE CERTIFICATE

A service Certificate shall be valid only if it is issued and signed by the Appointing Authority or a person authorized to do so or head of the institution.

Rule 44 SERVING OF NOTICE

- 44.1 Every employee shall intimate the change of his postal address for communication to his Head of the Department/Office within 7 days of the change and also his leave address whenever he proceeds on leave.
- 44.2 Orders, notices and/or other service communications issued under these Rules will be communicated to the employee either in person when he is personally available or by post to the last known address of the employee. In case of necessity the Management may also serve the Order/Notice by publication in a local newspaper.

Rule 45 CONDONATION OF DELAY

For good and sufficient reasons, the authority competent to pass an order may, extend the time specified for anything required to be done or condone the delay.

Rule 46 INTERPRETATION

If any question/difference of opinion arises relating to the interpretation of these Rules, the decision of the Chairman of BOG is final.

CHAPTER VI GRATUITY

Rule 47 PAYMENT OF GRATUITY

As per the provisions made thereon by the KLE Technological University/ KLE Society.

CHAPTER VII PROVIDENT FUND

Rule 48 EMPLOYEES PROVIDENT FUND

As per the provisions made there on, by the KLE Technological University/ KLE Society.

HOLIDAYS AND LEAVE RULES APPLICABLE TO EMPLOYEES OF K.L.E. SOCIETY

1. HOLIDAY WEEKLY HOLIDAYS

- 1.1. Every employee shall be allowed one holiday per week, to be known as 'off day' without deduction of wages/salary.

FESTIVAL HOLIDAY

- 1.2 As per the State Government Notification.
- 1.3 Notwithstanding anything in sub clause 1.1 & 1.2 an employee may be required by the management to work on a holiday. However, he will be entitled to a substitute holiday which may be availed by him subsequently with prior approval.

2. LEAVE

The following general principles shall govern the grant of leave to the employees:

- 2.1 Leave cannot be claimed as a right.
- 2.2 Except in an emergency, leave must be applied for through proper channel in the prescribed form at least 7 days in advance.
- 2.3 Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.
- 2.4 Depending upon exigencies of service, the competent authority, may:
- a) refuse, postpone, revoke or reduce leave of any description,
 - b) recall any member of staff from leave before it is wholly availed,
 - c) permit an employee, if he so requests, to rejoin duty before expiry of the leave period
- 2.5 An employee shall not take up or accept any employment with or without remuneration during the period of leave.
- 2.6 Except in the case of Casual Leave, it is obligatory for every employee to furnish the leave sanctioning authority the Leave address with telephone number, if any, before proceeding on leave.
- 2.7 If an employee who is on leave, seeks extension thereof, he shall make an application in writing to the competent authority giving reasons. Such application shall be made sufficiently in advance so as to enable the office to process the application and communicate the decision to the Employee before expiry of the already sanctioned leave.
- 2.8 No leave or extension of leave shall be deemed to have been granted or extended unless it is sanctioned and communicated to the employee concerned.
- 2.9 Over-stay of the sanctioned leave shall be treated as leave without pay and will constitute break in service. However, before taking this action, the competent authority shall satisfy itself that sufficient reasons did not exist that prevented the employees from obtaining prior sanction.

2.10 Employees applying for leave on medical grounds should produce medical certificate from a doctor who is on the rolls of one of the associated hospitals of K.L.E. Society. Exceptions may be made where the competent authority is satisfied that the employee was not in a position to get examined/treated by a doctor of the associated hospitals of K.L.E. Society.

2.11.1 The Medical Certificate issued by a private doctor may be subject to scrutiny by the designated doctor/panel of doctors named by the management.

2.11.2 In such an event leave will be granted only if it is approved by the designated Doctors/panel.

2.11.3 The designated Doctor/panel is empowered to make appropriate enquires and medical examination of the employees before giving its recommendations.

2.11.4 The decision of the designated person/panel shall be final.

2.11.5 An employee not submitting himself for medical examination shall be liable for disciplinary action.

2.11.6 An employee on leave on medical grounds shall produce a medical certificate of fitness while reporting for duty.

2.12. Employees are entitled to the following types of leave.

- Casual Leave.

- Earned Leave
- Vacation Leave
- Commuted Leave (Half Pay Leave – only for non-teaching staff)
- Maternity Leave- Study Leave
- Sabbatical Leave
- Overseas Assignment Leave

3. CASUAL LEAVE

3.1 An employee is entitled to 15 days of casual leave during the calendar year. Employee appointed during the course of the year shall be entitled to casual leave on prorata basis.

3.2 Casual Leave cannot be combined with any other leave.

3.3 Casual Leave not applied for or availed by the employee during the calendar year will automatically lapse after the expiry of calendar year.

3.4 Entitlement of casual leave is for the express purpose of meeting unforeseen and emergent situations. Hence casual leave will not be granted for more than 6 days at a time.

4. EARNED LEAVE

4.1 Non-teaching employee is entitled to 30 days and teaching employee is entitled to 10 days of earned leave for every completed year of service from the date of joining. Subsequent entitlement of earned leave will be in proportion to the length of service calculated on monthly basis.

4.2 An employee wishing to avail earned leave must apply for the same for a minimum period of 5 days at a time. Application should be made to the appropriate authority through proper channel at least 15 days in advance in the prescribed form.

4.3 Earned leave must be applied for the required period in to and not in piecemeal. Multiple applications or broken periods shall not be entertained.

5. ENCASHMENT OF EARNED LEAVE

5.1 Encashment of earned leave is at the discretion of management.

5.2 Encashment of leave (if granted) for less than 30 days is not permitted.

5.3 Application for encashment of earned leave should be made to the management through the proper channel at least 30 days in advance.

5.4 Encashment of the earned leave is admissible @ rate of 1/30th of the total monthly emoluments for each day of the leave surrendered.

5.5 Earned leave shall stand reduced in the employees account and by the number of days that have been encashed.

5.6 An employee against whom any disciplinary proceedings are in progress or likely to be initiated, is not entitled to encashment of leave.

6. VACATION LEAVE

6.1 Vacation leave is admissible to teaching staff only.

6.2 Heads of the institution are not eligible for Vacation leave.

6.3 Any period of the institutional recess which exceeds 15 days in duration shall be treated as vacation.

6.4 Vacation leave will be admissible only if a person has put in minimum of six months of physical service in the vacation department provided that he has put in a minimum of 12 months service as stipulated in Rule 4.1 above.

6.5 A member of the staff holding an appointment, in non-vacation department will not be deemed to the employed in a vacation department even though he may hold an additional appointment there.

6.6 When an employee is transferred from a vacation work to a non-vacation work, his period of service in the former will be considered to have terminated with effect from the close of the last vacation of the department.

6.7 When an employee is transferred from a non-vacation work to a vacation work his period of service in the latter will be held to have commenced from the date of joining.

6.8 A member of the staff serving vacation shall normally be expected to avail himself of the vacation leave or a part thereof unless he has been required by general or special order of an appropriate authority to forego his vacation or a part thereof.

6.9 Vacation leave cannot be availed in parts except when exigencies of service so demand.

6.10 If a member of the staff working in the vacation department avails vacation leave, he should be on duty on the last working day before vacation leave and the first working day on re-opening. Otherwise the total period of absence will be treated as earned leave or in case no earned leave is due, by enforcing loss of pay.

7. COMMUTED LEAVE (HALF PAY LEAVE)

7.1 A non-teaching permanent employee is entitled to 20 days of half pay leave in respect of each completed year of service.

7.2 Half pay leave may be granted on medical grounds.

7.3 Half pay leave may be combined with earned leave provided that the employee has actually served for complete one year excluding all periods of absence if any.

7.4 Half the amount of half pay leave due to a permanent employee, may be commuted into full pay commuted leave under any special circumstances subject to the following conditions:

- a) No commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.
- b) When commuted leave is granted, twice the number of days of such leave shall be debited against the half pay leave due.
- c) The maximum commuted leave that may be granted at a time shall be 120 full days.

7.5 If an employee on commuted leave resigns from service or is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered from his dues/benefits. However, no such recovery may be made if the retirement is by reason of ill-health, rendering the employee unfit for further service, or in the event of his death.

7.6 During half pay leave, half the salary drawn prior to proceeding on such leave will be admissible.

7.7 Half pay leave has to be availed of during service and cannot be encashed.

7.8 An employee wishing to avail Half pay leave must apply for the same for a minimum period of 5 days at a time.

8. MATERNITY LEAVE

8.1 Every married woman employee whether permanent or otherwise is entitled to maternity benefits provided she has worked for a period of not less than 80 days in twelve months immediately proceeding the day of her expected delivery.

8.2 Maternity benefit is granted up to two living children. Entitlement is based on number of living children and not on number of deliveries. A woman employee giving birth to twins in the first delivery, is not entitled for the maternity leave for second delivery. However, a woman employee with one living child from the first delivery is eligible for the maternity leave if she gives birth to twins in the second delivery.

8.3 The maximum period of entitlement for maternity leave shall be 90 days with full pay of which not more than 45 days shall proceed the date of expected delivery.

8.4 In case of a miscarriage or medical termination of pregnancy, a woman employee, on production or prescribed proof, shall be entitled to 45 days leave with pay immediately

following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only once in the entire service span of an employee. Maternity leave under 8.3 is not admissible in such cases.

8.5 A woman suffering from illness arising out of pregnancy or delivery or premature birth of child or miscarriage shall on production of medical certificate be entitled to additional one month leave with wages.

8.6 Leave of any other kind may be granted in continuation of maternity leave, if the request for its grant genuine and is supported by a medical certificate.

9. STUDY LEAVE

All matters pertaining to the cases of study leave shall be placed before the BOG meeting on case to case basis for approval and shall have the sanction of the management.

10. SHORT TERM FELLOWSHIP

Short Term Fellowship leave is to be used for visits to academic centers for research or teaching activities. This is completely at the discretion of BOG.

Leave is admissible subject to the following conditions.

10.1 The applicant has a minimum of three years of service.

10.2 Leave applied for does not exceed three months.

10.3 The applicant has the necessary leave accumulated in his account.

11. LONG TERM FELLOWSHIP LEAVE

Long Term Fellowship leave is to be utilized for obtaining advanced training, in specialized areas, which may or may not lead to a degree. This is completely at the discretion of BOG.

Leave is admissible subject to following conditions:-

11.1 Applicant must have a minimum of five years' service in institutions

11.2 Normally Long Term Fellowship Leave up to two years will be allowed. However in special case, Long Term Fellowship leave may be granted up to four years in case he/she goes for higher studies to obtain any degree or diploma.

11.3 No pay or any other form of financial support will be available during Long Term Fellowship Leave.

11.4 A faculty member applying for Long Term Fellowship Leave will have to execute a 2 ½ (two & half) years service bond for every year of leave. The amount of bond will be equivalent to one-year emoluments.

11.5 The applicant shall also have to tender a bank guarantee for an amount of 3 months salary.

11.6 There must be a clear gap of five years between two spells of Long Term Fellowship Leave. Leave on loss of pay exceeding one month shall not be reckoned as service for this purpose.

11.7 The question of seniority in respect of employee proceeding on Long Term Fellowship Leave will be decided by the University keeping in view the nature of work and the teaching activities carried out by the faculty member during the fellowship period.

12. SABBATICAL LEAVE

Sabbatical Leave is to be utilized for the purpose of engaging in academic or professional pursuit at an institution of outstanding academic merits. This is completely at the discretion of BOG and is subject to the following conditions:

12.1 Only confirmed faculty member of the level of Professor/Associate Professor are be eligible for the leave.

12.2 Sabbatical Leave of one year will be permissible for any ten years of service as faculty in university

12.4 Only Basic pay will be paid during the period of leave.

12.5 Leave period will count for seniority.

12.6 Faculty desirous of availing this leave will have to furnish service bond of two and half years for every year of leave. The amount of bond will be equivalent to one year emoluments.

12.7 The applicant will also have to furnish a bank guarantee for an amount equal to 3 months.

12.8 Note more than one professor per department at a time will be permitted to go on Sabbatical Leave.

13. OVERSEAS ASSIGNMENT LEAVE

Overseas Assignment Leave has to be utilized for the purpose of an employment outside the country. The leave may be granted subject to the following conditions:-

13.1 Leave will be granted to all the faculty members irrespective of their designation.

13.2 Leave for one year will be admissible for ten years of service in university.

13.3 No pay or allowance are admissible during this leave and leave period will not reckoned for seniority.

13.4 Faculty desirous of availing this leave will have to furnish service bond for two years for every year of leave. The amount of bond will be equivalent to one year emoluments.

13.5 The applicant will also have to furnish a bank guarantee for an amount of 3 months salary.

14. LEAVE FOR EMPLOYEES ON FIXED TERM CONTRACT (FTC)

14.1 An employee on Fixed Term Contract will be entitled to leave benefits as per the terms and conditions of his contract.

15. MISCELLANEOUS

1. No leave other than casual leave shall be granted to an employee once notice of resignation is given by him.

2. In case an employee is given notice of termination of his services by the management, the employee will be permitted to avail whatever leave he is entitled to subject to the condition that such leave shall be restricted to the period of notice less

than one day that the employee will be on duty in the last day of the notice of termination.

3. Where a weekly holiday or an authorized holiday immediately follows the period of leave on loss of pay or unauthorized absence such weekly holiday or authorized holiday will be included in the period of the leave on loss of pay or unauthorized and he will not be entitled to pay and allowance.

ANNEXURE – 1c

[Delegation of Financial Powers]

Delegation of financial powers

The financial power delegated to the leadership team of the University is as shown below:

- Over and above budgeted allocation, the heads of the Schools / Departments / Cells have the following financial power

Head of the Department/Schools / Cells	Rs. 10,000	Remarks
		1. Consumables 2. Small equipment 3. Maintenance of equipment 4. Hosting industry / academia experts 5. Buying Books

- Over and above the allocated budget Deans & Registrar have the following sanctioning power

Deans & Registrar	Rs. 50,000	Remarks
		1. Consumables 2. Office Maintenance 3. Projects / tasks under dean's sanction (run by departments) 4. Hosting industry / academia experts

- Over and above the allocated budget Vice Chancellor have the following sanctioning power

Vice- Chancellor	Rs. 10,00,000	Remarks
		1. Construction activities 2. Campus maintenance 3. Department requirements – Laboratory, research etc., 4. Events

ANNEXURE – 1d

[Conduct of Convocation and regarding installation of Medals and Prizes]

**THE KLE TECHNOLOGICAL UNIVERSITY REGULATIONS GOVERNING CONVOCATIONS TO
CONFER DEGREES
AS PER THE UNIVERSITY STATUTES, 2015.**

In exercise of the powers conferred by sub-clause iii of section 8 of the KLE Technological University Act, No 22 of 2013 under clause 8 (iii) and clause 29 of first statutes of KLE Technological University, 2015, the Executive Council hereby makes the following regulations, namely.

Title and commencement:

(1) These Regulations may be called the KLE Technological University regulations governing Convocations to confer degrees 2015.

(2) They shall come into force from the date of assent of the Chancellor.

Annual Convocation:

(i) A Convocation for conferring Degrees shall be held once in a year and at any other time as the Chancellor may direct on the recommendations of the Vice-Chancellor of the University.

(ii) The Registrar shall at least thirty days before the Annual Convocation, cause a Notification to be published in the newspapers and by affixing on the Notice Board in the office of the University and its website indicating the date of the convocation.

(iii) After the publication of general results of Degree Examinations held every year, the Controller of Examination shall prepare a list of candidates eligible to receive their degrees at the Annual convocation. A list of such candidates eligible for conferment of Degrees shall be presented at the Annual convocation and all the candidates shall be conferred Degrees.

(iv) Candidates included in the list mentioned in (iii) above shall be eligible to receive their Degrees either in person or in absentia.

(v) Admission to the Convocation shall be limited only to the candidates eligible for award of degree : Graduate, Post-Graduate degrees; Doctoral, Honorary Doctoral degrees; Gold and Silver Medalists and the Prize winners of the University. Honorary degrees shall be as recommended by the BOG and approved by Chancellor as per the regulations governing Award of Honorary degrees framed as per provisions of clause 25 of the KLE Technological University Statutes 2015.

Distribution of Degree certificates:

(i) The Certificates for Degrees shall be signed by the Vice-Chancellor.

(ii) Distribution of Degree Certificates to the persons referred in clause (iii) of this regulation shall be made either at the convocation or at any time after the Convocation.

Provided that only such candidates will be admitted to the convocation who have submitted their application in the prescribed form to the Controller of Examination with the prescribed fee so as to reach him not later than 5 days before the date fixed for the convocation.

(iii) Distribution of Degree Certificates to other graduates included in the list mentioned in this regulation 2 (iii) shall ordinarily be made by the respective School/ Departments from where they are graduated any day after the completion of convocation.

(iv) Others who have not taken the Degree Certificate in the manner noted above, may at any time after the Annual Convocation apply to the Controller of Examination in the prescribed form and they shall be issued Degree Certificates by post or by hand on payment of the prescribed fees.

(v) If University Examination are held between two Annual Convocations and in such examination students become eligible for conferment of degrees at Annual Convocation, the Controller of Examination is competent to issue Provisional Degree certificates declaring them to have passed such examinations. Such candidates will obtain conferment of degrees only at the next ensuing Annual Convocation.

(vi) Provisional Degree Certificates to such candidates will be issued only on an application made to the Controller of Examination by paying the prescribed fees.

(vii) Every candidate applying for the degree shall sign the following declaration in the application form:

“I hereby solemnly declare and promise that, if admitted to the degree of for which I have been recommended, I shall in my daily life and conversation, conduct myself, as befits a member of this University, that I shall, to the utmost of my capacity and opportunity, support the cause of morality and sound learning; and that, as far as in me lies, I shall uphold and advance the social order and the well-being of my fellowmen.

I shall faithfully and carefully fulfill the duties of the profession to which I may be admitted by virtue of my degree; that I shall on all occasions maintain its purity and reputation and I shall never deviate from the straight path of their honorable exercise by making my knowledge subservient to unworthy ends.”

Convocation:

(i) The Visitor (His Excellency Governor of GoK) shall preside at any convocation and in the absence of the Visitor, Pro-Visitor (The Honorable Minister for Higher education, GoK). In absence of both Chancellor shall preside over the convocation.

(ii) Candidates attending the Convocation shall come in dress as specified in the instructions for the candidates and shall occupy their respective seats before the proceedings begin.

Preliminary meeting of the academic council and BOG.

There shall be a special meeting of the Academic Council and BOG, preliminary to the convocation at which the list of candidates recommended for admission to the several degrees shall be approved.

Convocation procession: The Visitor, Pro-Visitor, Chancellor, the Pro Chancellor, the Vice-Chancellor and members of the Academic Council and- Executive Council, BOG shall go in procession to the place where the convocation to be held along with Chief Guest and recipients of Honorary degrees, if any. The order of the procession will be as under:.

- I. Members of the Academic Council (In pairs)
- II. Executive Council (In pairs)
- III. The Registrar
- IV. Dean of Faculties
- V. Recipients of Honorary Degrees
- VI. Chief Guest invited to deliver convocation address
- VII. Pro- Vice Chancellors
- VIII. The Vice-Chancellor
- IX. Members of Board of Governors
- X. The Pro-Chancellor
- XI. The Chancellor
- XII. Mace-bearer
- XIII. Pro-Visitor
- XIV. Visitor

Candidates and others in the hall will remain standing until the Members form the procession take their seats.

Conferment of Degrees: After the members forming the procession have taken their places, the Chancellor will request the Visitor to declare the Convocation open in the following words.

“His Excellency Governor of Karnataka, I have the honor to request you, Sir, to declare the Convocation open”.

The Visitor will declare the Convocation open and say:

“I declare the Convocation of KLE Technological University open for the Academic year----
--...”

The Dean of Academic Affairs or any person nominated by the Vice-Chancellor shall present the candidates to the Visitor for the award of degrees:

“Sir,

I present the candidates whose names are set out in the list for the degrees of Engineering in the Branch of.....They have been examined and found qualified for the respective degrees to which I pray they may be admitted.”

All the candidates who belong to the several degrees under the different programs will rise from their seats and bow to the Visitor/ Pro-visitor/Chancellor and then resume their seats.

At the conclusion of presentation of candidates, the Visitor/ Pro-visitor/Chancellor shall say to the candidates.

“By virtue of the authority vested in me as Visitor/ Pro-visitor/Chancellor of KLE Technological University, I **admit all the candidates presented.**”

Convocation address: An address suitable to the occasion will then be delivered by the chief Guest.

Conclusion: The Visitor, His excellency, Govt of Karnataka, shall then dissolve the convocation. The Visitor, Pro-Visitor, the Chancellor, the Pro-Chancellor, the Vice-Chancellor, Pro Vice Chancellors and the members of the Academic Council and Executive council shall retire in procession and the order shall be reverse of the order earlier.

However, notwithstanding what is stated here, the Vice-Chancellor may make suitable changes with the prior approval of the Chancellor in regard to the procedure to be followed at convocation when circumstances necessitate.

Special convocation: Special convocation for conferring honorary degrees or other distinctions may be held on such date and time as the BOG may with the Chancellor’s approval determine.

Approved by the Chancellor

ANNEXURE – 2

Scheme and Syllabi are given in separate files

