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# Academic Regulations of University of Engineering & Management (UEM), Kolkata

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## 1. Preamble & Objectives

### 1.1 Background and Rationale

University of Engineering & Management (UEM), Kolkata, as a leading institution of higher education in India, is committed to academic excellence, innovation, research, and holistic student development. In line with the **National Education Policy (NEP) 2020**, guidelines of the **University Grants Commission (UGC)**, and the **All India Council for Technical Education (AICTE)**, the University adopts these comprehensive Academic Regulations, which are applicable to all undergraduate, postgraduate, doctoral, and integrated programmes offered by the institution.

The aim of these regulations is to:

- Ensure academic consistency, transparency, and accountability.

- Promote flexibility, interdisciplinarity, and outcome-based education.
- Foster employability, entrepreneurship, innovation, and research competencies.
- Align institutional practices with **global best standards of higher education**.

## 1.2 Applicability

These regulations apply to all students enrolled in the following programmes at UEM, Kolkata:

- **Undergraduate Programmes:** B.Tech, BBA, BCA.
- **Postgraduate Programmes:** M.Tech, MBA, MCA, M.Sc.
- **Integrated & Dual Degree Programmes:** B.Tech + M.S. (Dual), B.Tech (Honors with Minor).
- **Certifications & Additional Programmes:** MOOCs, Industry Certifications, Mandatory Additional Requirements (MAR).

## 1.3 Guiding Principles

The Academic Regulations of UEM, Kolkata, rest upon the following principles:

1. **Academic Flexibility** – enabling students to design their own learning pathways through majors, minors, MOOCs, and certifications.
2. **Quality & Integrity** – adherence to strict academic integrity and transparent evaluation practices.
3. **Inclusivity & Accessibility** – provision of academic support for differently-abled and international students.
4. **Global Competitiveness** – alignment with international standards through dual degrees, research mandates, and industry linkages.
5. **Continuous Improvement** – periodic review and amendment of regulations in consultation with statutory bodies.

## 1.4 Structure of the Handbook

This handbook is divided into the following broad sections:

1. Preamble & Objectives
2. Governance of Academic Affairs
3. Programmes & Curricula Regulations
4. Course Registration & Academic Credit System
5. Attendance & Eligibility Regulations
6. Examination Regulations
7. Grading System & Academic Performance Evaluation
8. Academic Integrity & Code of Conduct
9. Special Provisions
10. Certification & Graduation Requirements

11. Mandatory Additional Requirements (MAR)
  12. Research & Innovation Regulations
  13. Quality Assurance & Amendments
  14. Annexures
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## 2. Governance of Academic Affairs

### 2.1 Academic Governance Bodies

The academic functioning of UEM, Kolkata, is governed by the following statutory and institutional bodies:

1. **Academic Council (AC)**
  - The principal academic body of the University.
  - Responsible for framing academic policies, approving syllabi, and regulating course structures.
  - Meets at least twice every academic year.
2. **Board of Studies (BOS)**
  - Constituted for each department.
  - Responsible for curriculum design, syllabus revisions, and recommendation of new programmes.
  - Reports to the Academic Council.
3. **Board of Examinations (BOE)**
  - Constituted as per the model adopted by IEM.
  - Responsible for conduct of examinations, moderation of question papers, evaluation of answer scripts, publication of results, and result analysis.
  - Reports to the Academic Council and Governing Body.
4. **Departmental Research Committee (DRC)**
  - Supervises research activities of students in postgraduate and dual degree programmes.
  - Reviews progress of thesis and publications.
5. **Controller of Examinations (CoE)**
  - Responsible for scheduling examinations, maintaining confidentiality of examination processes, publishing results, and ensuring fairness in evaluation.

### 2.2 Powers & Functions

- The **Academic Council** has the power to introduce, modify, or withdraw academic programmes.
- The **BOE** ensures transparency in assessment, moderation, and revaluation.

- The **CoE** ensures safe custody of examination records and strict confidentiality of evaluation processes.
- The **Governing Body** of the University has the final authority to approve academic regulations, results, and amendments.

### 2.3 Amendment & Review Mechanism

- These Academic Regulations are subject to periodic review.
- Amendments may be proposed by the BOS or AC, vetted by the BOE, and ratified by the Governing Body.
- In case of policy changes by UGC/AICTE/NEP, UEM reserves the right to implement immediate amendments.

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## 3. Programmes & Curricula Regulations

### 3.1 General Structure

The programmes at UEM, Kolkata, are designed as per the **Choice Based Credit System (CBCS)** and **Outcome-Based Education (OBE)** framework, in alignment with AICTE, UGC, and NEP 2020 guidelines. Programmes are categorized into **Undergraduate, Postgraduate, Integrated/Dual Degree, and Certification-based models.**

Each programme includes:

- **Core Courses (Major Discipline):** Compulsory courses forming the foundation of the programme.
- **Electives (Departmental & Interdisciplinary):** Courses that allow flexibility and interdisciplinarity.
- **Minor Degree / Honors Components:** Optional add-on pathways to broaden academic exposure.
- **MOOCs & Industry Certifications:** Mandatory for employability and global competitiveness.
- **Internship / Industrial Training:** A compulsory experiential component.
- **Project / Dissertation:** Culminating academic requirement for most degree programmes.

## 3.2 Undergraduate Programmes

### 3.2.1 Bachelor of Technology (B.Tech)

- **Duration:** 4 years (8 semesters).
- **Credit Requirement:** 180–200 credits.
- **Specializations Offered:**
  - Computer Science & Engineering (CSE)
  - Electronics & Communication Engineering (ECE)
  - Information Technology (IT)
  - Mechanical Engineering (ME)
  - Electrical Engineering (EE)
  - Electrical & Electronics Engineering (EEE)
  - Biotechnology
  - Computer Science & Engineering (Artificial Intelligence & Machine Learning)
  - Computer Science & Engineering (Artificial Intelligence)
  - Computer Science & Engineering (Internet of Things)
  - Computer Science & Engineering (IoT & Cybersecurity with Blockchain Technology (IoTCSBT))
  - Computer Science & Business Systems (CSBS)
  - Computer Science & Engineering (Data Science)
  - Computer Science & Engineering (Networks)
  - Computer Science & Engineering (Robotics & AI)
  - Computer Science & Engineering (Cybersecurity)
  - Computer Science and Technology
  - Computer Science and Information Technology
- **Structure:**
  - Core Technical Subjects: 80–100 credits
  - Basic Sciences & Humanities: 50–60 credits
  - Engineering Sciences: 20–25 credits
  - Electives & Open Electives: 15–20 credits
  - Project Work & Internship: 12–15 credits
  - MOOCs & Certifications: 20 credits (mandatory)

### 3.2.2 Bachelor of Business Administration (BBA)

- **Duration:** 4 years (8 semesters).
- **Credit Requirement:** 140–160 credits.
- **Specializations:**
  - Business Administration (General)
  - Business Analytics (BBA-BA)
- **Structure:**
  - Core Management Courses: 60 credits
  - Electives: 30 credits
  - Projects/Internship: 10 credits
  - MOOCs/Certifications: 15 credits

### 3.2.3 Bachelor of Computer Applications (BCA)

- **Duration:** 4 years (8 semesters).
- **Credit Requirement:** 140–160 credits.
- **Structure:**
  - Core Computer Applications: 70 credits
  - Allied & Elective Courses: 25 credits
  - Internship/Project: 10 credits
  - MOOCs/Certifications: 15 credits

### 3.2.4 Bachelor of Law (BBA. LL.B (Hons.))

- **Duration:** 5 years (10 semesters).
- **Credit Requirement:** 140–160 credits.
- **Structure:**
  - Core : 70 credits
  - Allied & Elective Courses: 25 credits
  - Internship/Project: 10 credits
  - MOOCs/Certifications: 15 credits

### 3.2.5 Bachelors in Hotel & Hospitality Management

- **Duration:** 3 years (6 semesters).
- **Credit Requirement:** 280–300 credits.
- **Structure:**
  - Core : 150-200 credits
  - Allied & Elective Courses: 50 credits
  - Internship/Project: 20 credits
  - MOOCs/Certifications: 20 credits

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## 3.3 Postgraduate Programmes

### 3.3.1 Master of Technology (M.Tech)

- **Duration:** 2 years (4 semesters).
- **Specializations:**
  - Electronics & Communication Engineering (VLSI, Microelectronics)
  - Computer Science & Engineering
- **Credit Requirement:** 100-120 credits.
- **Structure:**
  - Core: 30 credits
  - Electives: 20 credits

- Thesis/Project: 20 credits
- MOOCs/Certifications: 10 credits

### 3.3.2 Master of Business Administration (MBA)

- **Duration:** 2 years (6 Trimesters)
- **Specializations:**
  - General Management
  - Full-time MBA (FT)
- **Credit Requirement:** 110-130 credits.
- **Structure:**
  - Core: 30 credits
  - Electives: 20 credits
  - Project/Internship: 10 credits
  - MOOCs/Certifications: 10 credits

### 3.3.3 Master of Computer Applications (MCA)

- **Duration:** 2 years (4 semesters).
- **Credit Requirement:** 70–80 credits.
- **Structure:**
  - Core Computer Science: 40 credits
  - Electives: 20 credits
  - Project/Internship: 10 credits
  - MOOCs/Certifications: 10 credits

## 3.4 Integrated & Dual Degree Programmes

### 3.4.1 B.Tech + M.S. Dual Degree Programme

- **Duration:** 5 years (10 semesters).
- **Credit Requirement:**
  - B.Tech Component: 180–200 credits
  - M.S. Component: 24 credits (coursework) + 60 credits (thesis)
- **Exit Options:**
  - After 4 years → B.Tech only.
  - After 5 years → B.Tech + M.S. (with 4 Scopus/SCI publications).
- **Specializations:**
  - B.Tech (any discipline) + M.S. in Artificial Intelligence
  - B.Tech (any discipline) + M.S. in Data Science

### 3.5 Minor Degree & Honors Regulations

- **Eligibility:** Any undergraduate student may opt for a Minor in addition to their Major discipline.
  - **Credits:** 18–20 credits additional.
  - **Delivery:** NPTEL/SWAYAM/Coursera + lab work.
  - **Available Minors:** AI & ML, Data Science, IoT, Cybersecurity, Robotics, Entrepreneurship, Sustainable Energy, Six Sigma.
  - **Award:** Certificate of Minor Degree in addition to the main B.Tech/BBA/BCA degree.
  - **Honors:** 20 credit has to be earned from NPTEL certification, over and above regular 180-200 credit for B.Tech, BBA & BCA
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### 3.6 MOOCs, Certifications & MAR

- **MOOCs:** Mandatory (NPTEL/SWAYAM).
  - **Industry/Foreign Certifications (IFC):**
    - B.Tech: 20 certifications
    - MBA/M.Tech/MCA/M.Sc.: 10 certifications
    - BBA/BCA: 15 certifications
  - **Mandatory Additional Requirements (MAR):**
    - B.Tech: 100 points
    - MBA/M.Tech/MCA/M.Sc.: 50 points
    - BBA/BCA: 75 points
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### 3.7 Internship & Industry Training

- **UG Programmes:** Compulsory internship in 6<sup>th</sup> & 7<sup>th</sup> semester. Minimum 8 weeks compulsory internship for each semester.
  - **PG Programmes:** Minimum 6 weeks compulsory internship.
  - **Dual Degree/Research Programmes:** At least one semester research/industry immersion.
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## 4. Course Registration & Academic Credit System

### 4.1 Semester/Trimester System

University of Engineering & Management (UEM), Kolkata, follows a **semester system (except for MBA, where trimester is followed)**, with:

- **Odd Semester:** July – December

- **Even Semester:** January – May
- Each semester includes:
  - **Instructional Period:** Minimum 90 working days.
  - **Continuous Internal Evaluation (CIE):** Mid-semester tests, assignments, class participation.
  - **End-Semester Examination (ESE):** Comprehensive evaluation at the end of semester.

*For MBA,*

- **1<sup>st</sup> /4<sup>th</sup> trimester:** June – September
- **2<sup>nd</sup> /5<sup>th</sup> trimester:** September-December
- **3<sup>rd</sup> /6<sup>th</sup> trimester:** January-May
- Each semester includes:
  - **Instructional Period:** Minimum 60 working days.
  - **Continuous Internal Evaluation (CIE):** Mid-semester tests, assignments, class participation.
  - **End-Semester Examination (ESE):** Comprehensive evaluation at the end of semester.

## 4.2 Course Load & Credit Distribution

### 4.2.1 Definition of Credit

- **One credit = 1 hour of lecture per week OR**
- **One credit = 2–3 hours of laboratory/tutorial per week.**

### 4.2.2 Credit Limits

- **Undergraduate Students:**
  - Minimum: 16 credits per semester.
  - Maximum: 28 credits per semester.
- **Postgraduate Students:**
  - Minimum: 12 credits per semester.
  - Maximum: 24 credits per semester.
- **Dual Degree / Honors / Minor Students:**
  - May register for additional 4–8 credits per semester beyond prescribed maximum with prior approval.

## 4.3 Types of Courses

- **Core Courses (CC):** Mandatory courses in the programme.

- **Elective Courses (EC):** Discipline-specific electives chosen by students.
  - **Open Electives (OE):** Courses offered across departments, open to all.
  - **Minor Courses:** Additional courses for students pursuing a Minor degree.
  - **MOOC Courses:** Courses taken via NPTEL/SWAYAM
  - **Industry/Certification Courses:** Courses taken on approved platforms (AWS, Microsoft, IBM, Oracle, etc.).
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#### 4.4 Academic Performance Monitoring

- **Continuous Assessment:** Internal tests, assignments, class quizzes, and presentations.
  - **Mid-Semester Examinations:** At least 2 tests, equally weighted.
  - **Attendance Requirement:** Students must maintain a minimum of **75% attendance** in each course to be eligible for appearing in End-Semester Examination.
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#### 4.5 Summer Term & Backlog Clearance

- **Summer Term:**
    - Offered for backlog clearance and fast-tracking.
    - Maximum 2 courses allowed in summer term.
  - **Supplementary and Special Supplementary Examinations:**
    - Supplementary examinations are scheduled during normal semester examinations and Special Supplementary Examinations are scheduled for final and pre-final year students after the declaration of the semester results.
    - Students must clear all backlogs within 7 years (UG) or 3 years (PG) from admission year.
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#### 4.6 Academic Calendar

The **Dean (Academics)** publishes the academic calendar before the commencement of each academic year. It specifies:

- Registration dates.
  - Examination schedules.
  - Holidays and vacation periods.
  - Examination Form Fill up, Submission of Examination Fees, Issuance of Admit Cards.
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## 4.7 Attendance & Medical Exemption

- **Attendance Threshold:** 75% compulsory.
  - **Condonation:**
    - Medical certificates must be submitted within **7 days** of return.
  - **Shortage of Attendance:** Students with <75% attendance are not eligible to appear in mid-semester examinations and must repeat the semester.
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## 4.8 Student Advising & Mentorship

- Each student is assigned a **Faculty Advisor**.
- Responsibilities of the advisor:
  - Guide students in course selection.
  - Monitor academic progress.
  - Recommend add/drop/withdrawal.
  - Provide counseling for academic difficulties.

# 5. Attendance & Eligibility Regulations

## 5.1 General Attendance Requirement

- Attendance is a fundamental requirement at UEM, Kolkata, to ensure academic discipline and learning continuity.
  - **Minimum Requirement:** A student must attend at least **75% of lectures, tutorials, practicals, and sessionals** in each course to be eligible for the End-Semester Examination.
  - **Calculation Basis:**
    - Attendance is calculated from the date of commencement of classes (for 1st semester) or the date of commencement of classes (for all subsequent semesters).
    - Attendance is computed separately for theory, practical, and sessional components.
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## 5.2 Debarment from Examinations

- Students failing to meet the **attendance threshold** shall be **debarred from appearing in the End-Semester Examination** in that course.
  - Such students must **re-register for the course in the next available semester/academic year** and fulfill attendance requirements afresh.
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### 5.3 Eligibility for Examinations

To appear in the End-Semester Examination, a student must:

1. Have minimum required attendance (as above).
  2. Have cleared all dues and paid the prescribed **examination fees**.
  3. Have submitted assignments, laboratory records, and project reports as required.
  4. Possess an **Admit Card** issued by the Controller of Examinations.
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### 5.4 Eligibility for Promotions

- **Yearly Promotion Rule (for B.Tech, BBA, BCA, MBA, MCA, M.Tech, M.Sc.):**
    - Students with **more than 8 active backlogs** in an academic year will not be promoted to the next year.
    - However, all backlogs must be cleared within the maximum permissible duration (7 years for UG, 3 years for PG).
  - **Ineligible Cases:**
    - A student with **more than 8 active backlogs** at the end of a year will not be promoted.
    - Students failing sessionals are not eligible for promotion until the backlog is cleared.
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### 5.5 Special Provisions for Re-admission & Repeat

- **Re-admission:**
    - Students debarred due to attendance shortage may seek re-admission in the same semester in the subsequent academic cycle.
    - Re-admission requires approval of HoD and payment of re-admission fees.
  - **Repeat Semester:**
    - Students failing to meet eligibility conditions may repeat the semester once, subject to maximum duration rules.
    - A student may repeat a maximum of **two semesters** during the entire programme.
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### 5.6 Maximum Duration for Programme Completion

- **Undergraduate Programmes (4years):** Maximum of **7 years** from the date of admission.
  - **Postgraduate Programmes (2years):** Maximum of **3 years** from the date of admission.
  - Beyond this limit, a student is considered **time-barred** and no degree shall be awarded.
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## 5.7 Attendance in Practical Training, Internship & Project

- Attendance in **industrial training, internships, seminars, and project work** is **compulsory**.
  - Failure to attend mandatory training components without approval results in **non-award of credits** and delay in degree completion.
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## 5.8 Monitoring & Transparency

- **Monthly Attendance Reports:** Departments must publish monthly attendance records on the student portal/notice board.
  - **Student Responsibility:** It is the responsibility of the student to track their attendance status.
  - **Grievance Redressal:** Students may appeal discrepancies in attendance records to the **HoD within 7 days** of publication.
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## 5.9 Disciplinary Link with Attendance

- Habitual absenteeism without valid reasons may invite disciplinary action, including **withholding of scholarships, loss of hostel privileges, or denial of placement opportunities**.
- Chronic shortage of attendance in multiple semesters may lead to **expulsion from the University** upon recommendation of the Academic Council.

# 6. Examination Regulations

## 6.1 General Provisions

- Examinations at UEM, Kolkata, shall be conducted in a **fair, transparent, and confidential manner**, under the supervision of the **Controller of Examinations (CoE)** and the **Board of Examinations (BOE)**.
  - The following types of evaluations are recognized:
    1. **Theory Examinations**
    2. **Practical Examinations**
    3. **Sessional Assessments**
    4. **Mid-Semester Tests**
    5. **End-Semester Examinations**
    6. **Supplementary and Backlog Examinations**
    7. **Comprehensive Viva, Seminar, Internship & Project Evaluations**
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## 6.2 Eligibility to Appear for Examinations

A student shall be eligible to appear for the End-Semester Examination only if:

1. He/she has **75% minimum attendance** (with condonation rules as per Section 5).
  2. He/she has **paid examination fees** by the prescribed date.
  3. He/she has completed all **sessional requirements** (assignments, practical notebooks, seminars, etc.).
  4. He/she has been issued an **Admit Card** by the CoE.
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## 6.3 Structure of Evaluation

### 6.3.1 Theory Papers

- **Evaluation Components:**
    - **End-Semester Examination (ESE):** 50% weightage.
    - **Internal Assessment (IA):** 50% weightage.
  - **Internal Assessment Breakdown:**
    - Mid-Semester Tests: 30 marks (two tests minimum).
    - Continuous Assessment (quizzes, assignments): 40 marks.
    - Attendance & Class Participation: 30 marks.
  - **End-Semester Examination:**
    - Conducted for 100 marks, converted to 70%.
    - Question paper must cover all modules of the syllabus.
    - Moderate balance of **conceptual, application-based, and analytical questions**.
    - Question bank prepared by faculty; final paper set by **external moderator** approved by the CoE.
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### 6.3.2 Practical Examinations

- **Evaluation Components:**
    - End-Semester Practical Exam: 60% weightage.
    - Internal Laboratory Assessment: 40% weightage.
  - **Breakdown of End-Sem Practical:**
    - Experiment/Project Execution: 40 marks.
    - Lab Report: 30 marks.
    - Viva-Voce: 30 marks.
  - **Internal Lab Assessment:**
    - Two continuous assessments of 50 marks each.
    - Based on performance, lab records, and viva.
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### 6.3.3 Sessional Evaluations

- **Applicable to:** Internship, seminars, industrial training, project viva.
  - **Weightage:** 100% internal, no end-semester written exam.
  - **Evaluation:** Conducted by **Departmental Academic Committee**.
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## 6.4 Examination Conduct

### 6.4.1 Pre-Examination Process

1. **Examination Notification:** CoE circulates schedule & guidelines.
2. **Form Fill-up:** Students must apply within deadline.
3. **Eligible Candidate List:** Prepared department-wise.
4. **Admit Cards:** Issued only to eligible students.

### 6.4.2 During Examination

- Examinations are conducted under strict **disciplinary rules**:
  - Identity cards and admit cards are mandatory.
  - Students must report at least **30 minutes before** the exam.
  - Carrying of mobile phones, smart watches, or unauthorized materials is strictly prohibited.
  - Any malpractice will lead to **cancellation of paper/semester** and possible suspension (see Section 8).

### 6.4.3 Post-Examination Process

- **Encoding of Answer Scripts:**
    - To ensure anonymity, answer scripts are barcoded/encoded; student identity is concealed.
  - **Evaluation:**
    - Scripts are evaluated by examiners appointed by CoE.
    - **Scrutineers** check for totaling errors.
    - **Head Examiner** may be appointed for consistency.
  - **Result Compilation:**
    - Marks are uploaded in UEM's ERP.
    - BOE reviews results before publication.
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## 6.5 Supplementary & Backlog Examinations

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- **Backlog/supplementary Examinations:** Conducted with regular semester exams.
  - **Special supplementary Exams:**
    - Allowed only for final and prefinal year students.
    - Held within **1 month of result declaration**.
  - Students must clear all backlogs within the maximum programme duration (7 years UG, 5 years PG).
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## 6.6 Revaluation & Post Publication Review (PPR)

- **Scope:** Applicable only to theory papers.
  - **Application:** Students must apply within 7 days of result publication.
  - **Process:**
    - Encoded answer scripts are re-evaluated by an external examiner.
    - Updated marks, if any, are forwarded to BOE for approval.
  - **No Revaluation:** Practical papers, sessionals, and project evaluations.
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## 6.7 Grading Rules for Passing

- **Theory Papers:** Minimum 50/100 in End-Sem exam.
  - **Practical Papers:** Minimum 50/100 in End-Sem exam.
  - **Sessionals:** Minimum 50/100 overall.
  - **Internal Assessment Marks:** Awarded only once; no re-assessment.
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## 6.8 Project, Dissertation & Thesis Evaluation

- **UG Projects:** Evaluated on report (50%), viva (30%), and performance (20%).
  - **PG Projects/Dissertations:** Evaluated on report (40%), presentation (30%), viva (30%).
  - **Dual Degree (M.S. Thesis):**
    - 40% continuous assessment (progress reports).
    - 60% final viva before external examiner.
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## 6.9 Declaration of Results

- **Step 1:** Marks uploaded to ERP by examiners.
  - **Step 2:** Scrutiny & moderation by BOE.
  - **Step 3:** Results forwarded to Governing Body for approval.
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- **Step 4:** Results published officially on student portal (<https://www.iemcrp.com/>).
  - **Step 5:** Grade cards generated and distributed.
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## 6.10 Certificates & Academic Records

- **Grade Cards:** Issued after each semester.
  - **Provisional Certificates:** Issued after completion of programme, pending convocation.
  - **Transcripts:** Available on request with prescribed fee.
  - **Degree Certificates:** Conferred at Convocation, signed by competent authority.
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## 6.11 Malpractice & Misconduct

- Carrying unauthorized material → cancellation of paper.
- Impersonation → cancellation of semester + suspension.
- Tampering with answer scripts → expulsion.
- Plagiarism in project/thesis → cancellation of thesis and disciplinary action.

# 7. Grading System & Academic Performance Evaluation

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## 7.1 General Principles

- The University adopts a **credit-based grading system** across all programmes.
  - Evaluation is based on a combination of **Continuous Internal Assessment (CIA)** and **End-Semester Examinations (ESE)**.
  - Grades reflect a student's **overall performance** rather than just raw marks.
  - No **absolute percentage marks** are published; instead, transcripts contain **Letter Grades, Grade Points, SGPA, CGPA, and DGPA**.
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## 7.2 Letter Grades & Grade Points

- The University follows a **10-point grading scale**.
- The following table shows the **letter grade system**:

Marks Range (%)	Grade	Grade Point	Classification
90–100	O	10	Outstanding
80–89	E	9	Excellent
70–79	A	8	Very Good
60–69	B	7	Good
50–59	C	6	Fair
<50 (theory)	F	0	Fail
<50 (practical/sessionals)	F	0	Fail

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### 7.3 Semester Grade Point Average (SGPA)

The **SGPA** is the weighted average of grade points earned in a semester.

$$\text{SGPA} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where:

- $C_i$  = Credits for course i
- $G_i$  = Grade points earned for course i

**Example:**

- Course 1: 4 credits, Grade A (8 points)  $\rightarrow 4 \times 8 = 32$
  - Course 2: 3 credits, Grade B+ (7 points)  $\rightarrow 3 \times 7 = 21$
  - Course 3: 2 credits, Grade O (10 points)  $\rightarrow 2 \times 10 = 20$
  - Total =  $73 \div 9$  credits = **8.11 SGPA**
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### 7.4 Cumulative Grade Point Average (CGPA)

The **CGPA** is the weighted average of all SGPA's across semesters.

$$\text{CGPA} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

#### Classification Based on CGPA at Graduation:

- **CGPA  $\geq$  9.0:** First Class with Distinction
  - **CGPA  $\geq$  7.5 and  $<$  9.0:** First Class
  - **CGPA  $\geq$  6.0 and  $<$  7.5:** Second Class
  - **CGPA  $\geq$  5.0 and  $<$  6.0:** Pass Class
  - **CGPA  $<$  5.0:** Fail (Not Eligible for Degree)
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### 7.5 Yearly Grade Point Average (YGPA)

- For UG programmes with **yearly promotion rules**, a **Yearly GPA (YGPA)** is calculated.
- Formula:

$$\text{YGPA} = \frac{\text{Credits of Odd Sem} + \text{Credits of Even Sem}}{\text{Total Yearly Credits}}$$

- Used for determining **year-wise promotions**.
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### 7.6 Degree Grade Point Average (DGPA)

- The **DGPA** is the final consolidated GPA at the time of awarding the degree.
  - **For UG (B.Tech, BBA, BCA):** Calculated over all 8/6 semesters.
  - **For PG (M.Tech, MBA, MCA, M.Sc.):** Calculated over all 4 semesters.
  - **For Lateral Entry Students:** DGPA is calculated from the point of admission (2nd year onwards).
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### 7.7 Conversion of GPA to Percentage

The official conversion formula is:

$$\% \text{ of Marks} = (\text{GPA} - 0.75) \times 10\% \quad \text{\textit{of Marks}} = (\text{\textit{GPA}} - 0.75) \times 10$$

**Example:**

- $GPA = 8.25 \rightarrow (8.25 - 0.75) \times 10 = 75\%$
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## 7.8 Promotion Rules

- **Promotion to Higher Year:**
    - Allowed if backlog count  $\leq 4$  in a year.
  - **Withheld Promotion:**
    - If backlogs  $> 8$ , student must clear sufficient courses before promotion.
  - **Time-Barred Rule:**
    - UG: must complete within 7 years.
    - PG: must complete within 3 years.
- 

## 7.9 Award of Degree

A student will be eligible for the award of a degree if:

1. He/she has successfully completed all prescribed courses and credits.
  2. He/she has earned required **MOOCs, Certifications, and MAR points**.
  3. He/she has no disciplinary cases pending.
  4. He/she has paid all dues to the University.
- 

## 7.10 Ranking & Merit

- **Gold Medal & University Ranks:**
    - Awarded based on **highest DGPA** among graduating students of a programme.
    - Must have cleared all courses in **first attempt**.
  - **Ties:** If two or more students have identical DGPAs, ranks are awarded jointly.
-

## 8. Academic Integrity & Code of Conduct

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### 8.1 Preamble

University of Engineering & Management (UEM), Kolkata, is committed to the **highest standards of academic integrity**. Academic dishonesty undermines the values of fairness, trust, and respect. Therefore, strict regulations are framed to prevent and penalize misconduct in academic and examination matters.

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### 8.2 Academic Integrity Principles

Students, faculty, and staff are expected to:

1. **Maintain honesty** in all academic activities.
  2. **Acknowledge sources** when using ideas, texts, or data of others.
  3. **Avoid plagiarism** in all academic submissions.
  4. **Refrain from unfair practices** in examinations.
  5. **Respect intellectual property rights**.
  6. **Demonstrate professional ethics** in research and publications.
- 

### 8.3 Forms of Academic Misconduct

Academic misconduct includes, but is not limited to:

#### 8.3.1 Plagiarism

- Copying content from books, journals, internet, or another student's work without proper citation.
- Submitting assignments/projects prepared by someone else.
- Using AI-generated or ghost-written material without disclosure.

#### 8.3.2 Cheating in Examinations

- Carrying unauthorized materials, electronic devices, or notes.
- Copying from another student's script.
- Communicating during examinations.
- Impersonation (appearing on behalf of another student).

### 8.3.3 Fabrication & Falsification

- Manipulation of laboratory data, project results, or attendance records.
- Submission of forged medical certificates, grade cards, or official documents.

### 8.3.4 Misuse of University Resources

- Unauthorized use of University laboratories, software, or research data.
- Tampering with answer scripts, grade records, or ERP systems.

### 8.3.5 Research Misconduct

- Fabrication or falsification of research findings.
- Duplicate submissions to journals or conferences.
- Violation of ethical norms in research involving human/animal subjects.

---

## 8.4 Disciplinary Measures for Misconduct

### 8.4.1 Minor Offences

- Talking during examination.
- Possession of restricted items without evidence of use.
- Late submission of assignments with copied material.  
**Penalty:** Written warning, deduction of marks, and report to HoD.

### 8.4.2 Major Offences

- Cheating/using unfair means in examinations.
- Impersonation.
- Plagiarism (>25% similarity in reports/projects).
- Fabrication of results or documents.  
**Penalty:**
- Cancellation of examination/semester.
- Suspension up to one academic year.
- Recording of misconduct in academic transcript.

### 8.4.3 Severe Offences

- Repeated malpractice in multiple semesters.
- Tampering with official records.
- Organized cheating or misconduct.
- Plagiarism in thesis/dissertation.

- **Penalty:**
- Expulsion from the University.
- Debarment from re-admission.
- Withdrawal of degree (if already awarded).

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## 8.5 Disciplinary Procedures

1. **Reporting:** Any faculty, invigilator, or staff may report suspected misconduct to the CoE or Academic Council.
2. **Preliminary Inquiry:** Conducted by the **Examination Disciplinary Committee (EDC)**.
3. **Show Cause Notice:** Student is given opportunity to defend within 7 working days.
4. **Hearing:** The EDC reviews evidence, student's defense, and recommends action.
5. **Decision:** The Academic Council ratifies penalties and communicates the final order.

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## 8.6 Responsibilities of Stakeholders

- **Students:** Maintain integrity, report misconduct, and follow ethical submission practices.
- **Faculty:** Detect plagiarism, maintain transparency in grading, and promote ethical research practices.
- **Examiners & Invigilators:** Ensure fair examination conduct.
- **University Administration:** Provide plagiarism detection tools (e.g., Turnitin), maintain grievance mechanisms.

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## 8.7 Academic Ethics in Research

- All **PG dissertations and Ph.D. theses** must undergo plagiarism check.
- Similarity Index must be  $\leq 10\%$  (excluding references, quotes, and formulae).
- Publications from UEM must acknowledge institutional affiliation.
- Collaborative research with industry or foreign universities must comply with **IPR agreements**.

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## 8.8 Code of Conduct Beyond Academics

In addition to academic ethics, students must adhere to a broader **code of conduct**:

1. Respect faculty, staff, and peers.
2. Abstain from ragging, bullying, or harassment.
3. Maintain discipline in classrooms, laboratories, and hostels.

4. Use social media responsibly; avoid tarnishing the image of the University.
  5. Dress code and professional etiquette must be followed during academic events.
- 

## 8.9 Grievance Redressal

- Academic grievances (marks, attendance, misconduct appeals) shall be addressed through the **Grievance Redressal Cell** of the University.
  - Appeals against disciplinary actions must be made within **15 days** of order, addressed to the **Vice Chancellor**.
  - The decision of the **Vice Chancellor and Governing Body** is final and binding.
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## 9. Special Provisions

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### 9.1 General Statement

University of Engineering & Management (UEM), Kolkata, is committed to ensuring that **all students have equitable access** to quality education. In compliance with the **Rights of Persons with Disabilities Act (2016)**, UGC/AICTE guidelines, and international best practices, UEM frames the following special academic provisions.

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### 9.2 Provisions for Students with Disabilities

#### 9.2.1 Admission & Academic Support

- Reservation of seats as per Government of India/West Bengal guidelines.
- Provision of **assistive technologies** (screen readers, Braille material, speech-to-text tools).
- Priority seating, accessible classrooms, ramps, and examination halls.

#### 9.2.2 Examination Relaxations

- Extra time of **30 minutes per hour of exam** for visually/hearing/locomotor impaired students.
  - Scribes permitted for visually impaired students with prior approval from CoE.
  - Question papers in **large print** or **soft copy format** if required.
  - No negative marking for spelling/grammar errors in case of learning disabilities.
-

### 9.2.3 Course Substitutions

- In case of inability to perform certain laboratory tasks, **alternative assessment methods** will be provided.
  - Substitute courses may be offered in consultation with BOS and Academic Council.
- 

## 9.3 Provisions for International Students

- International students must comply with **AIU equivalence standards** and UEM admission policies.
  - Orientation programme covering Indian academic practices, culture, and University regulations.
  - English language support sessions where necessary.
  - Eligibility for exchange programmes and dual degree pathways with partner institutions abroad.
  - Separate grievance redressal cell for international student issues.
- 

## 9.4 Provisions for Transfer Students

- Transfer from other UGC/AICTE-approved universities/institutes is allowed subject to:
    1. Availability of seats in the programme.
    2. Equivalence of credits determined by BOS.
    3. Minimum 50% of total credits must be earned at UEM for degree award.
  - Transfer cases require approval of the Academic Council & Governing Body.
- 

## 9.5 Provisions for Women Students

- Special leave during maternity period, with the option to **carry forward missed semesters**.
  - Safety and transport facilities for evening classes.
  - Encouragement of women-centric entrepreneurship and innovation projects.
- 

## 9.6 Provisions for Economically Weaker Sections (EWS)

- Fee waivers and scholarships as per Government/University policy.
  - Access to subsidized hostel and library facilities.
-

- Academic mentorship and career counseling support.
- 

## 9.7 Provisions for Students Engaged in Co-Curricular Excellence

- Students representing UEM/India in **sports, cultural, NSS/NCC, or innovation events** may receive:
    - Attendance relaxation (up to 10%).
    - Rescheduling of internal examinations.
    - Special consideration for assignment deadlines.
- 

## 9.8 Provisions for Research-Oriented Students

- UG/PG students engaged in funded research projects or publications may be allowed:
    - Credit substitution for elective courses.
    - Recognition of publications in place of certain academic requirements.
    - Special grants for attending conferences/seminars.
- 

## 9.9 Provisions during Extraordinary Circumstances

- In case of pandemics, natural calamities, or emergencies:
    - University may adopt **online/blended evaluation methods**.
    - Relaxed attendance norms may apply.
    - Alternative assessments may substitute end-semester exams.
    - Special approvals to extend maximum duration of programme by up to **1 year**.
- 

## 10. Certification & Graduation Requirements

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### 10.1 General Policy

- No degree, diploma, or certificate shall be awarded unless the student has **fulfilled all academic, examination, disciplinary, and financial obligations** to the University.
-

- Graduation requirements apply **programme-wise** (UG, PG, Integrated/Dual, Minor, and Honors).
  - A student is considered **graduated** only after the **official declaration by the Governing Body** and issuance of a **Provisional Degree Certificate or Degree Certificate**.
- 

## 10.2 MOOCs & Industry Certifications

As per UEM regulations:

- **B.Tech:** 20 certifications + 20 MOOC credits.
- **BBA/BCA:** 15 certifications + 15 MOOC credits.
- **PG Programmes:** 10 certifications + 10 MOOC credits.

Certificates must be earned from recognized platforms such as **NPTEL, SWAYAM, Coursera, AWS, Microsoft, Oracle, IBM, CCNA, IEMLABS, EC-Council**, etc.

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## 10.3 Mandatory Additional Requirements (MAR)

- Students must accumulate **points through co-curricular/extra-curricular activities** before graduation.
  - **Point Requirement:**
    - B.Tech: 100 points
    - MBA/M.Tech/MCA/M.Sc.: 50 points
    - BBA/BCA: 75 points
  - Activities include **sports, cultural events, NSS/NCC, innovation, entrepreneurship, volunteering, publications, hackathons**.
- 

## 10.4 Internship & Project Completion

- **UG Programmes:** At least **8 weeks internship** + final year project.
  - **PG Programmes:** At least **6 weeks internship** + dissertation/project.
  - **Dual Degree (M.S. Thesis):** At least **one semester full-time research work** with publications.
-

## 10.5 Research & Publication Requirements

- **Dual Degree (B.Tech + M.S.):** At least **4 Scopus/SCI-indexed publications**.
  - **M.Tech/M.Sc./MBA/MCA:** At least **1 conference/journal paper or industry project report** recommended.
  - **UG Students:** At least **2 Scopus indexed publications** is mandatory.
- 

## 10.6 Academic Performance Requirement

- Students must have a minimum **CGPA of 5.0** at the time of graduation.
  - No **backlogs** should remain uncleared.
  - Students guilty of **disciplinary violations** may be withheld from receiving degrees until clearance.
- 

## 10.7 Certificates Issued by the University

### 10.7.1 Grade Cards

- Issued after every semester.
- Contains course-wise grades, credits, SGPA, and CGPA.

### 10.7.2 Provisional Certificate

- Issued after completion of programme requirements and publication of final results.
- Valid until the degree is conferred at Convocation.

### 10.7.3 Degree Certificate

- Awarded at the Convocation, signed by the Chancellor and Vice Chancellor.
- Confirms award of **UG, PG, or Dual Degree**.

### 10.7.4 Transcript

- Comprehensive academic record of all semesters.
- Issued on request with prescribed fee.

### 10.7.5 Duplicate Documents

- Duplicate grade cards, certificates, or transcripts may be issued upon:
  - Submission of written request.

- Payment of prescribed fee.
  - Submission of **General Diary (GD) copy** in case of loss.
- 

## 10.8 Convocation

- Convocation shall be held at least once every academic year.
  - Degrees shall be conferred in person or in absentia.
  - University Gold Medals and Rank Certificates shall be awarded to toppers based on **DGPA**.
  - Honorary degrees may be conferred as per UGC/State Government norms.
- 

## 10.9 Withholding of Certificates

Certificates may be withheld if a student has:

1. **Pending dues** to the University.
2. **Pending disciplinary cases**.
3. **Unreturned library/hostel materials**.

Once issues are resolved, certificates shall be released by the Registrar (Academic) upon approval of competent authorities.

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## 11. Mandatory Additional Requirements (MAR)

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### 11.1 Introduction

- UEM, Kolkata, mandates that every student must engage in **co-curricular and extra-curricular activities** alongside academics.
  - This is to ensure that graduates are **well-rounded individuals**, capable of leadership, teamwork, innovation, and social responsibility.
  - MAR compliance is **compulsory for graduation** across all programmes.
-

## 11.2 Point Requirements

Each student must accumulate a minimum number of MAR points during their programme:

- **B.Tech:** 100 points
  - **BBA/BCA:** 75 points
  - **MBA/M.Tech/MCA/M.Sc.:** 50 points
- 

## 11.3 Categories of MAR Activities

### 11.3.1 Academic Extension Activities

- Attending guest lectures, seminars, and workshops.
- Participation in MOOCs beyond minimum credit requirements.
- Paper presentations at conferences.
- Publication of articles, blogs, or technical papers.

#### Points Allocation:

- Workshop/Seminar participation: 2–5 points each.
  - Paper presentation: 10 points each.
  - Publication (conference/journal): 20 points.
- 

### 11.3.2 Innovation & Entrepreneurship

- Participation in hackathons, ideathons, and coding competitions.
- Filing patents or developing prototypes.
- Involvement in University's Innovation & Incubation Cell.
- Startup registration or business plan competition.

#### Points Allocation:

- Hackathon participation: 5 points; winning: 15 points.
  - Patent filed: 30 points; patent granted: 50 points.
  - Startup registered: 40 points.
- 

### 11.3.3 Sports & Cultural Activities

- Representing UEM at intra-university, inter-college, state, or national level competitions.
-

- Performing arts, dramatics, music, dance, and cultural clubs.

**Points Allocation:**

- Intra-university participation: 5 points.
  - Inter-university/state: 10 points.
  - National/International representation: 25–40 points.
- 

### **11.3.4 Social Responsibility & Community Engagement**

- Active participation in **NSS/NCC/Rotaract/Youth Red Cross**.
- Volunteering for social service, blood donation camps, or rural internships.
- Teaching in community literacy drives.

**Points Allocation:**

- One-day volunteering event: 2–3 points.
  - Regular participation in NSS/NCC camps: 10 points.
  - Rural internship/social project (minimum 2 weeks): 20 points.
- 

### **11.3.5 Leadership & Student Governance**

- Serving as Class Representative, Club President, or Student Council Member.
- Organizing university fests, academic summits, or workshops.

**Points Allocation:**

- Student Council Membership: 10 points/year.
  - Fest/Event Organizing: 5–15 points depending on role.
- 

## **11.4 Documentation & Verification**

- Students must submit **proof of participation** (certificates, letters, photographs, or reports).
  - Each department will maintain a **MAR Record File** for students.
  - MAR Committee verifies and approves points at the end of every semester.
-

## 11.5 Integration with Graduation

- MAR performance is **recorded in the Transcript** as per UEM regulations.
  - A student who fails to meet MAR requirements will not be awarded the degree until the deficit is made up.
  - Students may complete pending MAR activities during **supplementary semester/extra sessions**.
- 

## 11.6 Incentives & Recognition

- **Best MAR Performer Awards** at annual convocation/fests.
  - Extra credits for exceptional MAR contributions (e.g., patents, international awards).
  - Placement cell prioritization for students with outstanding MAR portfolios.
- 

## 11.7 Monitoring & Implementation

- **University MAR Committee (UMARC):** Coordinates policy and point structure.
  - **Departmental MAR Coordinators:** Track student progress.
  - **Student Responsibility:** Maintain records and ensure submission within deadlines.
- 

## 11.8 Special Provisions

- Students with disabilities will be given **alternative MAR activities** (e.g., online competitions, academic writing, mentoring).
  - International students may undertake **cross-cultural exchange activities** for MAR credits.
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## 12. Research & Innovation Regulations

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### 12.1 Preamble

University of Engineering & Management (UEM), Kolkata, recognizes research and innovation as a **core pillar of higher education**. In order to cultivate critical thinking, problem-solving, and

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global competitiveness, the University mandates research components across undergraduate, postgraduate, and integrated programmes.

These regulations ensure that students:

- Acquire **research skills** and contribute to knowledge creation.
  - Engage with **industry, community, and international partners** in innovation.
  - Follow strict **academic and research ethics**.
- 

## 12.2 Research at Undergraduate Level

### 12.2.1 Research Projects

- Final-year UG students must complete a **major project/dissertation** under faculty supervision.
- Projects may be **academic, industry-based, or interdisciplinary**.

### 12.2.2 UG Research Recognition

- Students publishing papers, filing patents, or presenting at conferences receive **MAR credits**.
- Research contributions may substitute certain elective courses with approval from BOS.

### 12.2.3 UG Innovation Encouragement

- Participation in hackathons, startup challenges, and innovation fairs is encouraged.
  - UG students may use University's **Innovation & Incubation Cell** to develop prototypes.
- 

## 12.3 Research at Postgraduate Level

### 12.3.1 M.Tech/M.Sc. Dissertations

- PG students must complete a **dissertation worth 20 credits**.
- Dissertation may be **industry-sponsored, research-based, or interdisciplinary**.
- Evaluation:
  - Report (40%)
  - Presentation (30%)
  - Viva-Voce (30%)

### 12.3.2 MBA/MCA Projects

- PG students must complete **6–8 weeks of internship + project report**.
  - Projects may focus on business plans, case studies, or applied research.
- 

## 12.4 Dual Degree (B.Tech + M.S.) Research

- **M.S. Thesis:** Equivalent to **60 credits** over 2 semesters.
  - **Coursework Component:** 24 credits of advanced subjects (Sem 3–8).
  - **Publication Requirement:** At least **4 Scopus/SCI-indexed publications** before award of degree.
  - **Evaluation:**
    - 40% Continuous Assessment (progress reports).
    - 60% Final Viva/Defense before panel including external examiner.
- 

## 12.5 Faculty Research Advisors (FRA)

- Each research student is assigned a **Faculty Research Advisor** by the 2nd year (for UG/dual) or at admission (for PG).
  - FRA responsibilities:
    - Guide student research direction.
    - Approve publications, patents, and submissions.
    - Monitor progress and ethical compliance.
- 

## 12.6 Departmental Research Committee (DRC)

- Each department shall have a **DRC** to:
    - Monitor research progress.
    - Approve thesis topics and publication plans.
    - Recommend student funding proposals to the University Research Council.
- 

## 12.7 University Research Council (URC)

- Oversees **research policy, funding, collaborations, and innovation ecosystem**.
  - Functions include:
    - Managing internal research grants.
    - Facilitating industry/university partnerships.
    - Reviewing intellectual property and patents.
-

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## 12.8 Research Ethics & Plagiarism Policy

- **Plagiarism Check:** All theses/dissertations must undergo plagiarism check using Turnitin/Urkund.
  - **Similarity Limit:** ≤ 10% (excluding references and quoted material).
  - **Penalties:**
    - Minor plagiarism (10–25%): Resubmission required.
    - Major plagiarism (>25%): Cancellation of thesis and disciplinary action.
  - **Ethics Compliance:** Research involving human/animal subjects must receive clearance from **Institutional Ethics Committee (IEC)**.
- 

## 12.9 Innovation & Entrepreneurship Ecosystem

- UEM maintains an **Innovation & Incubation Cell** to support:
    - Startup incubation.
    - Prototype development.
    - Patent filing support.
    - Industry mentorship.
  - **Funding Support:**
    - Internal innovation grants.
    - Access to government schemes (DST, AICTE IDEA Lab, MSME incubator grants).
    - Collaboration with investors and accelerators.
- 

## 12.10 Intellectual Property Rights (IPR)

- All intellectual property generated by students under University supervision is subject to UEM's IPR policy.
  - **Ownership:** Jointly held by student and University (unless waived).
  - **Revenue Sharing:** If commercialized, revenue shall be shared (50:50 unless otherwise agreed).
  - **Patent Filing:** Supported by University's IPR Cell.
-

## 12.11 Recognition & Awards

- **Best Research Thesis Award** for UG and PG students.
  - **Innovator of the Year Award** for entrepreneurial excellence.
  - Cash prizes/grants for publications in **top-tier journals (Scopus/SCI/SCIE)**.
- 

## 12.12 Research Misconduct

Examples of misconduct include:

- Fabrication or falsification of results.
  - Duplicate submissions.
  - Plagiarism in thesis/papers.
  - Violation of IPR or confidentiality agreements.  
**Penalties:** Range from warning → cancellation of thesis → suspension → withdrawal of degree (in severe cases).
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## 13. Quality Assurance & Amendments

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### 13.1 Preamble

University of Engineering & Management (UEM), Kolkata, is committed to maintaining and enhancing academic quality. In line with **UGC, AICTE, NBA, NAAC, and NEP 2020** directives, the University adopts a systematic framework for **quality assurance, curriculum updates, and policy amendments**.

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### 13.2 Quality Assurance Mechanisms

#### 13.2.1 Internal Quality Assurance Cell (IQAC)

- Functions as the **central body** for quality monitoring.
  - Prepares **Annual Quality Assurance Reports (AQAR)**.
  - Coordinates with departments for accreditation processes.
-

### 13.2.2 Academic Audit

- Conducted **twice yearly** at departmental and institutional levels.
- Reviews:
  - Course delivery methods.
  - Examination/evaluation standards.
  - Student performance metrics (SGPA, CGPA, pass rates).
- Recommendations are submitted to the **Academic Council** for corrective actions.

### 13.2.3 External Accreditation & Ranking

- Programmes are regularly evaluated by **NBA (National Board of Accreditation)** and **NAAC**.
  - University participates in national/international rankings (NIRF, QS, THE) to benchmark quality.
- 

## 13.3 Curriculum Review & Continuous Improvement

- **Frequency:** Every **semester** for UG/PG programmes.
  - **Process:**
    1. Departmental BOS reviews industry trends, research advancements, and student feedback.
    2. Proposed revisions are vetted by Academic Council.
    3. Approved changes are implemented in the next academic cycle.
  - **Flexibility:** CBCS framework allows rapid introduction of **new electives, minors, and MOOCs**.
- 

## 13.4 Feedback Mechanisms

- **Student Feedback:** Collected anonymously every semester on teaching quality, infrastructure, and course content.
  - **Faculty Feedback:** On workload, curriculum adequacy, and academic environment.
  - **Employer Feedback:** From industry recruiters and internship providers.
  - **Alumni Feedback:** On relevance of curriculum in professional careers.
  - Feedback is consolidated by IQAC and used for curriculum updates.
- 

## 13.5 Innovation in Teaching & Learning

- Adoption of **blended learning** (offline + MOOCs).
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- **Outcome-Based Education (OBE):** Mapping course outcomes to programme outcomes.
  - Use of **LMS (Learning Management System)** for assignment submissions, quizzes, and online evaluations.
  - **Skill Labs & Makerspaces** for experiential learning.
- 

## 13.6 Examination Quality Assurance

- Question banks moderated by external experts.
  - Random audits of evaluated answer scripts by CoE.
  - Post Publication Review (PPR) mechanism to address grievances.
  - Digital storage of examination records for **maximum 7 years**.
- 

## 13.7 Faculty Development & Research Quality

- **Faculty Development Programmes (FDPs)** mandatory at least once every two years.
  - Faculty encouraged to publish in **Scopus/SCI-indexed journals**.
  - Seed grants provided for research and innovation projects.
  - Research ethics training compulsory for all supervisors.
- 

## 13.8 Student Support & Quality Monitoring

- Regular mentoring and counseling through faculty advisors.
  - Placement tracking to evaluate employability outcomes.
  - Monitoring dropout rates and ensuring academic support for at-risk students.
- 

## 13.9 Amendment Procedure

- **Initiation:** Amendments may be proposed by BOS, BOE, or IQAC.
  - **Review:** Academic Council reviews proposals in line with statutory guidelines.
  - **Approval:** Governing Body ratifies amendments.
  - **Implementation:** Registrar circulates changes before start of next academic session.
  - **Emergency Amendment:** In case of UGC/AICTE directive, Vice Chancellor may approve immediate changes subject to later ratification.
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## 13.10 Communication of Amendments

- All amendments shall be:
  - Published on University website.
  - Circulated to departments via official notifications.
  - Reflected in the **next revised edition** of the Academic Regulations Handbook.

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## 14. Annexures

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### 14.1 Grading System Tables

#### 14.1.1 Letter Grade to Grade Point Mapping

Marks Range (%)	Grade	Grade Point	Classification
90–100	O	10	Outstanding
80–89	E	9	Excellent
70–79	A	8	Very Good
60–69	B	7	Good
50–59	C	6	Fair
<50 (theory)	F	0	Fail
<50 (practical/sessionals)	F	0	Fail

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#### 14.1.2 Conversion Formula

$$\% \text{ Marks} = (\text{GPA} - 0.75) \times 10$$

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### 14.2 Mandatory Additional Requirements (MAR) Points Table

Activity Type	Example	Points
Workshops/Seminars	Guest lectures, webinars	2–5
Paper Presentation	Conference participation	10
Publication	Journal/Conference	20–30
Hackathon Participation	Coding, innovation challenges	5

<b>Activity Type</b>	<b>Example</b>	<b>Points</b>
Patent Filing	Application	30
Startup Registration	Recognized entity	40
Sports Participation	Intra-University	5
	State/National	10–25
Cultural Event Participation	Music, drama, art	5–10
Social Service	NSS/NCC, blood donation	5–20
Student Leadership	CR, Student Council, Fest Head	10–15