



# Vel Tech

Rangarajan Dr. Sagunthala  
R&D Institute of Science and Technology  
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)

**ACADEMIC  
REGULATIONS 2021  
FOR  
B.Com./B.B.A./B.Sc.  
PROGRAMMES**

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## **1. SHORT TITLE AND COMMENCEMENT**

- a) The regulations here under are common for Under Graduate level UG Arts and Science Degree programmes (Academic Programme) - B.Com.-General, B.Com.-Corporate Secretaryship, B.Com.-Accounting and Finance, B.Com.-Professional Accounting, B.B.A, B.Sc. Visual Communication and B.Sc. Multimedia offered by Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology (Deemed to be University u/s 3 of UGC act, 1956) with effect from the Academic Year 2021-22 and they are called “VTR UGAS 2021”
  
- b) The regulations here under are subject to amendments as may be made by the Academic Council of the University from time to time, keeping the recommendations of the Board of Studies (BoS) in view. Any or all such amendments shall be effective from such date and to such batches of students including those already undergoing the programme, as may be decided by the Academic Council.

## **2. DEFINITIONS**

- a. “Commission” means University Grants Commission (UGC)
- b. “University” means Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology, Deemed to be University
- c. “Programme” means cohesive arrangement of courses, co-curricular and extra-curricular activities to accomplish predetermined objectives leading to the award of a degree.
- d. “Course” means a unit of teaching, which encompasses various topics, that typically lasts one semester, is led by one or more faculty and has a fixed set of registered students.
- e. “Degree” means an academic degree conferred by the University upon those who complete the Under Graduate programme successfully.

- f. “Regular Students” means students enrolled into the three years programme
- g. “Academic Year” means constituting of two consecutive (one summer + one winter) semesters.
- h. “Choice Based Credit System (CBCS)” means providing choice for students to select courses from the prescribed course categories (Foundation course & Programme elective) in the preferred semester complying prerequisites and based on their learning aptitudes.

### **3. PROGRAMMES**

#### **3.1 Academic Programme**

Academic Programme means a programme designed, developed and delivered in consultation with relevant Industry, Research Organizations and Academia.

#### **3.2 Nomenclature of Programmes**

**3.2.1** The nomenclature and its abbreviation given below shall continue to be used for the degree programmes under the University, as required by the Commission.

- Bachelor of Commerce (General) shall be abbreviated as B.Com.(G).
- Bachelor of Commerce (Corporate Secretaryship) shall be abbreviated as B.Com.(CS).
- Bachelor of Commerce (Accounting and Finance) shall be abbreviated as B.Com.(AF).
- Bachelor of Commerce (Professional Accounting) shall be abbreviated as B.Com.(PA).

- Bachelor of Business Administration shall be abbreviated as B.B.A.
- Bachelor of Science (Visual Communication) shall be abbreviated as B.Sc (VC).
- Bachelor of Science (Multimedia) shall be abbreviated as B.Sc (MM).

If the university on the recommendation of Academic Council offers any other new programme(s) or modify the existing programme(s), the same regulations shall be applicable.

## **4. DURATION OF THE PROGRAMME**

### **4.1 Minimum Duration of the Programme**

- 4.1.1** The minimum duration of the programme for regular students shall be three years consisting of six semesters.

### **4.2 Maximum Duration of the Programme**

The maximum duration in which a student can take to complete a programme shall be as follows:

For students admitted from 2021 - 22 Academic Year onwards:  
*Maximum duration = N+2 years, where N stands for the minimum duration (In Years) prescribed for completion of the programme.*

*Under any exceptional circumstance, a further extension of one more year may be granted subject to approval of Vice-Chancellor based on the requisition made by the student.*

*During the extended period (beyond maximum duration) the student shall be considered as a private candidate and also not eligible for first class.*

#### **4.3 Minimum Duration of a Semester**

Each semester consists of a minimum of 90 instructional days as per the guidelines of Commission.

### **5. ADMISSION CRITERIA**

The eligibility criteria for admission into UG programmes are as per the norms of Commission (and Board of Management framed from time to time.)

### **6. CREDIT SYSTEM AND GRADE POINTS**

#### **6.1 Credit Definition**

A credit is the unit by which the course work is measured. It determines the number of contact hours, 50 minutes, of instructions required per week. One credit is equivalent to one contact hour of lecturing/tutorial or two contact hours of practical work / field work per week.

#### **6.2 Credit Structure**

A typical credit structure for course work (UG Programme) is based on the above definition is given in Table 1.

**Table 1. Typical credit allocation scheme for courses**

Lecture (L)	Tutorial (T)	Practical (P)	Total Contact Hours	Total Credits (C)
4	-	-	4	4
3	1	-	4	4
3	-	2	5	4
2	-	4	6	4
3	-	-	3	3
2	1	-	3	3

2	-	2	4	3
1	-	4	5	3
2	-	-	-	2
-	-	4	4	2
1	-	-	1	1
-	-	2	2	1
-	1	4	5	3

### 6.3 Course Registration

**6.3.1** The student shall register and withdraw from the courses at least five working days before and after the commencement of the academic semester, respectively. The dates for registration and withdrawal shall be mentioned in the academic calendar. Maximum number of students allowed to register for a course shall be indicated against each course.

**6.3.2** The student is eligible to register a course if he/she fulfills the eligibility requirement of pre-requisite course by acquiring minimum 75% attendance in such course.

### 6.4 Grade Points and Letter Grade for a Course

The grade point and letter grade shall be awarded to student in each course based on his/her performance as per the grading system shown in Table 2.

**Table 2. Grade points and letter grade scheme for a course**

Range of Marks	Letter Grade	Grade Point
90-100	S	10
80-89	A	9
70-79	B	8

60-69	C	7
50-59	D	6
40-49	E	5
00-39	RA	0
Absent	AB	0

*S – Outstanding*

*A- Excellent*

*B – Very Good*

*C – Good*

*D – Average*

*E - Satisfactory*

*RA – Reappearance/Failed AB – Absent WH – Withheld*

### 6.5 Semester Grade Points Average(SGPA)

It is a measure of performance of work done in a semester. It is the ratio of sum of product of credit and grade point earned by a student in various courses in a semester and the sum of the credits earned in that semester. It shall be expressed up to two decimal places and shall be computed using the formula given below.

$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where

$C_i$  denotes the credit earned in the  $i^{\text{th}}$  course,

$n$  is the number of courses through which credits earned by a student in a semester and

$G_i$  is the Grade Points secured by a student in the  $i^{\text{th}}$  course.

SGPA shall be mentioned in the grade sheet as per the format below.

Total credits registered in a semester	Total credits earned in a semester	SGPA
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## 6.6 Cumulative Grade Point Average(CGPA)

- 6.6.1** It is a measure of cumulative performance of a student in a programme. The CGPA is the ratio of sum of product of credit and grade point earned by a student in various courses in all the semesters and total credits earned in all the semesters. It shall be expressed up to two decimal places and shall be computed using the formula given below.

$$CGPA = \frac{\sum_{i=1}^m C_i G_i}{\sum_{i=1}^m C_i}$$

where  $C_i$  denotes the credit earned in the  $i$ th course,

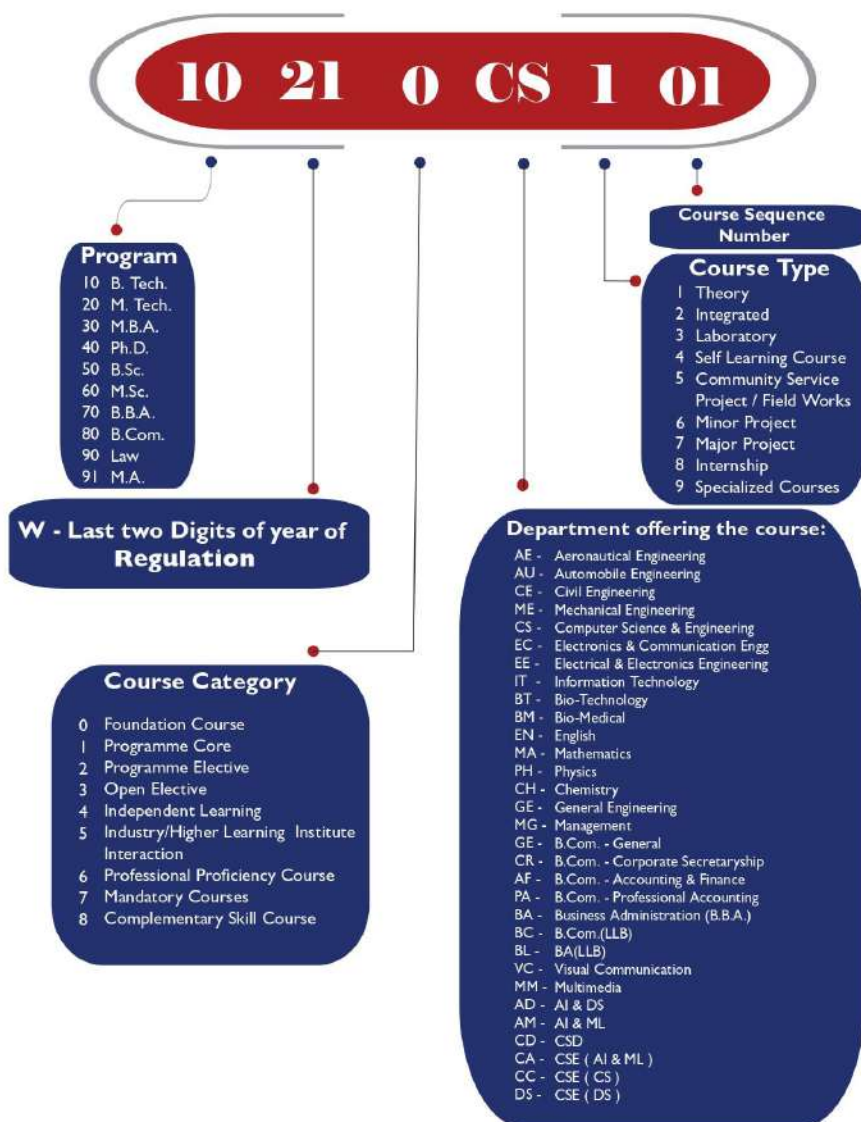
$m$  is the number of courses through which credits earned by a student in all the semesters and

$G_i$  is the Grade Points secured by a student in the  $i$ th course.

- 6.6.2** The CGPA shall be calculated as per section 6.6.1, considering the courses selected by the students, satisfying the prescribed norms in Section 13.1.

## 6.7 Course Numbering Scheme

The course number consists of digits/alphabets. A typical course number is illustrated below.



## **7. CURRICULUM FRAMEWORK**

### **7.1 Preamble**

**7.1.1** Curriculum framework is important in setting the right direction for a Degree programme as it takes into account the type and quantum of knowledge, skills and attitude necessary to be acquired by a student to qualify for an award in his/her chosen programme.

**7.1.2** Besides, this also helps in assigning the credits for each course, sequencing the courses, and finally arriving at the total number of courses to be studied, and the total number of credits to be earned by a student to fulfill the requirements for the award of the degree.

**7.1.3** Generally each theory course shall consist of five units.

### **7.2 Programme Structure**

Choice Based Credit Structure (CBCS) is followed in the program, in order to promote

- a) Student Centred Learning
- b) Students to learn courses of their choice
- c) Interdisciplinary Learning

The programme structure is designed in such a way that it facilitates the courses required to attain the expected knowledge, skills and attitude by the time of their graduation as per the needs of the stakeholders and University Grants Commission, New Delhi. The programme structure consists of various course categories (as described in Sections 7.2.1 to 7.2.6 to cover the depth and

breadth required for the programme and for the attainment of programme outcomes of the corresponding programme. The curriculum shall satisfy the programme outcomes recommended by professional bodies of the respective programme. Courses shall be offered under various categories as explained below, among which only programme core and programme elective courses shall have flexible credits while other courses shall have same fixed credits.

### **7.2.1 *Foundation Courses***

Foundation Courses enhance the Knowledge, Skills and Attitude of Undergraduates of all programmes to the expected level. The Foundation courses shall have the course related to Language.

### **7.2.2 *Programme Core***

Programme core consists of set of courses considered necessary for the students of the specific programme. The courses and their contents under this category should satisfy the programme with specific criteria prescribed by the appropriate professional societies.

### **7.2.3 *Programme Electives***

Programme electives are the courses offered in the programme which covers depth and breadth to further strengthen the programme with specific knowledge. The students shall register for appropriate electives offered in the programme based on their area of interest.

### **7.2.4 *Open electives***

Open electives are the courses offered across the schools to enhance the knowledge and professional competency of the students. The students shall register for appropriate electives offered based on their area of interest. The courses offered under

this category cover the interdisciplinary/ transdisciplinary knowledge.

One course (Three credits) shall be taken from the courses offered by the online platform like Swayam, NPTEL, as approved by the respective BoS. Students need to submit the course certificate along with the scorecard in the department to transfer the credit within 30 days of completing the online course.

### **7.2.5 *Independent Learning***

The students are expected to learn the courses offered under this category on their own. The courses offered under this category includes:

#### **7.2.5.1 Field Work**

The B.B.A students shall undergo field work for a period as specified in the curriculum. The field work has to be carried out along with lecture hours in a particular semester and the student shall earn 2 credits.

#### **7.2.5.2 Internship**

- a) B.B.A. students shall undergo Internship for a period as specified in the curriculum at the end of the IV<sup>th</sup> Semester. The internship carries two credits.
  
- b) B.Sc. Visual Communication & B.Sc. Multimedia students shall earn a minimum of 10 credits by undergoing internship in India or abroad in the chosen field of media and communication industry during the 6<sup>th</sup> Semester for 300 hours or 2 months. Internships in communication/PR/Design wings of organisations from other sectors may also be accepted provided student has adequate hands-on-experience in the chosen specialization and has satisfied the requisite criteria. Internship shall be carried out in the major areas pertaining to

the programme approved by the Internship Review Committee (IRC).

#### 7.2.5.3 Project Work

- a) B.B.A students Project Work carries 6 credits, which shall be carried out by each student during the VI Semester, for a minimum period of 6 weeks in an organization in the major area pertaining to their programme and approved by the Project Review Committee (PRC).
- b) B.Com. students shall undergo Project Work during VI semester. The Project Work carries 2 credits and shall be carried out by the student as Internal Project work in the department itself.
- c) B.Sc. Visual Communication & B.Sc. Multimedia students Project Work carries 10 credits. It shall be carried out by the students, maximum of three in a group, for a minimum period of two months. The major project shall be carried out in the major areas pertaining to the programme approved by the Project Review Committee (PRC) and may address societal problems/issues related to the programme. In order to register for project, the student shall earn the minimum credits as required in various categories of courses as mentioned in Section 7.2.5 except Sections 7.2.4 and 7.2.6.

#### **7.2.6 Ability Enhancement Courses**

The AEC courses are the courses based upon the content that leads to Knowledge enhancement. These Courses are the set of value based courses which aim to bring constructive behavioural changes to UG students. Environmental Studies is a compulsory course for all.

- a) B.B.A students shall undergo courses like, Environmental Studies, India's Diversity and Business and Basic Computing Skills, Each courses are having two credits. Total credit to be earned is six (6)
- b) B.Com. shall undergo five courses like Environmental Studies, India's Diversity and Business, Basic English for Competitive Examinations, Executive Business Communication and Computer application in Management (Practical). Each course carry 2 credits and totally ten (10) credits are to be earned.
- c) B.Sc. - Visual Communication & B.Sc. Multimedia students shall earn seven (7) credits under the Ability Enhancement courses. The Environmental Studies carries 2 credits. In addition, the student shall undergo the following one credit courses
  - 1) Understanding Gender
  - 2) Visual Analysis Techniques
  - 3) Personality Development
  - 4) Portfolio Presentation

Apart from the above, the student shall complete an extension activity as community service (volunteer work in NGO) or take part in the extension activities of the department during any one of the semesters between I and V. The student shall earn one (1) credit on completion of extension activity which may be verified with his certificate of completion from the concerned department/ organization.

### **7.2.7 Complementary Skill Courses**

The courses offered under this category are to complement the knowledge, skill and attitude acquired through the regular curricular courses. The students shall take at least one course

each from Groups I and II as given in Table 3. No credits shall be awarded for the courses under this category. The student shall fulfill the minimum requirements as prescribed in the evaluation guidelines for mere completion of the course which is mandatory for the award of the degree.

**Table 3. List of Complementary Skill Courses**

<b>Group</b>	<b>Category</b>
Group-I	Sports/Yoga
	National Cadet Corps
	National Service Scheme
	Extra-curricular Activities
Group-II	Value Added Courses
	Globally accepted Certification Courses
	Co-curricular Activities
	Foreign Languages

### **7.2.8 Special Curricular Accomplishments**

#### **7.2.8.1 Research Publications:**

The students (Max. three in a team) shall be awarded credits if they publish a paper in any one of the journals (Scopus/SCI Indexed) approved by the Dean of the respective school. They will be exempted up-to a maximum of three credits in any course categories as per their wish, other than the Foundation Course and Program Core.

The number of credits, awarded to the students, is based on the recommendations of the expert committee constituted as per the direction of the Dean of the school. The expert committee shall review the published paper and shall give its recommendations for the award of credits. This shall be applicable to the first three authors only. The team shall work under the supervision of a guide (faculty member/resource person from Industry/Higher Learning Institute)



#### 7.2.8.2 Innovation driven prototype/Business models

The students (Max. three in a team) shall be awarded credits if they successfully come out with Innovation driven prototype/Business models at the Veltech Technology Business Incubator (TBI) or in any recognized TBI supported by the DST. The prototype/Business models shall be certified by the Head and CEO of concerned TBI, recommended by the HoD and approved by the Dean of the respective school.

The number of credits, awarded to the students, is based on the recommendations of the expert committee constituted as per the direction of the Dean of the school.

#### 7.2.8.3 Start-up by the Student Inventors

Student(s) either as a single or team (Max. three) successfully come-up with a start-up at Veltech TBI or in any recognized TBI supported by the DST, shall be awarded with credits. On submission of documents for the start-up, endorsement by TBI Head, CEO & the Head of the Department where student(s) is (are) studying, the Dean of the School (s) may recommend to the Vice-chancellor for the credit exemption.

The number of credits and grade to the student(s) may be awarded by the respective BoS based on the recommendation from Head and CEO of Veltech TBI and Senior level faculty from the respective department nominated by the Dean of the school

#### 7.2.8.4 Skill based Vocational Courses:

The student accomplishment in a skill based vocational course in level 5 and above courses framed under National Skill Qualification Framework (NSQF), by National Skill Development Agency (NSDA), may be given three credits and grade points by

BOS in the appropriate course category mentioned in Section 7.2. other than the Foundation Courses (Section 7.2.1) and Programme Core (Section 7.2.2).

### **7.3 Minimum Credits Required in Various Course Categories**

The students shall earn credits in various course categories as indicated in Table 4.

**Table 4. Programme structure and Minimum credit required in course categories**

Section Number	Course Category	Minimum Credits Required in Course Categories		
		B.B.A.	B.Com.	B.Sc.
7.2.1	Foundation Courses	12	12	9
7.2.2	Programme Core	62	68	59
7.2.3	Programme Elective	21	19	16
7.2.4	Open Elective	9	9	9
7.2.5	Independent Learning	10	2	20
7.2.6	Ability Enhancement Courses	6	10	7
<b>Total</b>		<b>120</b>	<b>120</b>	<b>120</b>

### **7.4 Medium of Instruction and Examination**

The medium of instruction and the examination is English.

## **8 EXAMINATIONS AND SCHEME OF EVALUATION**

### **8.1 Description**

- 8.1.1 Continuous Evaluation (CE) shall be conducted by the course handling faculty / course coordinator throughout the semester. It includes tests, assignments, project, and other means covering the entire syllabus/all the course outcomes.
- 8.1.2 Semester End Examination (SE) shall be conducted by the Controller of Examinations at the end of a semester as per the academic calendar and it includes written examination for theory courses, and practical examination with viva voce for laboratory courses/internship/project work.

### **8.2 Scheme of Continuous Evaluation**

- 8.2.1 For all the theory courses, the continuous evaluation shall be for a maximum of 40 marks consisting of three tests, One Assignment cum presentation and regularity of students. The tests shall be conducted on the dates mentioned in the academic calendar and assignment submission date shall be given by the course faculty.
- 8.2.2 There shall be three tests each carrying 30 marks. Average of all three tests marks shall be considered for continuous evaluation. It shall measure the knowledge of the students in understand and above levels as mentioned against the respective course outcomes, in cognitive learning domain, as per the revised Bloom's taxonomy. The test shall consist of two parts – Part A and Part B. Part A shall cover remember and understand level questions and consist of five questions each carrying two marks. Part B shall cover understand and above levels questions as mentioned against the respective course outcomes and consist of

five questions each carrying five marks, out of which students shall answer any four questions.

8.2.3 There shall be one assignment cum presentation which carries five marks. The assignment shall measure the knowledge of the students in apply and above levels, in cognitive learning domain, as per the revised Bloom's taxonomy carries five marks. Students need to present the assignment as short oral presentation in the class which carries five marks. The rubrics for the presentation shall be prepared and informed to the students in advance. The average marks secured in assignment and presentation shall be considered for continuous evaluation.

8.2.4 Attendance marks for each theory course shall be awarded as given in Table 5.

***Table 5 Attendance marks for theory courses***

Attendance (%)	Marks
90% and above	5
80 to 89%	4
75 to 79%	3

8.2.5 For all the laboratory courses, the continuous evaluation shall be for a maximum of 40 marks consisting of student's performance in each laboratory session and model test.

8.2.6 For each experiment in a laboratory course, maximum of 15 marks shall be awarded as per the rubrics shown in the Table 8. The average of all the experiment marks shall be considered for continuous assessment. The rubric shall be informed to the students well in advance before the evaluation.

**Table 6. Rubrics for evaluation of laboratory experiment**

Performance in conducting experiment ( 5 )	Result and analysis ( 3 )	Viva Voce ( 3 )	Record (4)
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8.2.7 In each laboratory course, model laboratory test shall be conducted for maximum of 25 marks on appropriate dates as mentioned in the academic calendar. A rubric, prepared considering the performance indicators given in Table 7, shall be informed to the students well in advance before the evaluation.

**Table 7. Rubrics for evaluation of model laboratory test experiment**

Performance in conducting experiment ( 15 )	Result and analysis (5)	Viva Voce ( 5 )
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8.2.8 For the integrated courses which have more than 50% credit contribution from lecture classes, the continuous evaluation shall be for a minimum of 40 marks consisting of two mid-term tests and one practical test. The tests shall be conducted on the dates mentioned in the academic calendar.

Mid-term Tests: There shall be two mid-term tests each carrying 20 marks. Two-third of the best mid-term test mark and one-third of the other mid-term test mark shall be considered for continuous evaluation. It shall measure the knowledge of the students in all levels as mentioned against the respective course outcomes, in cognitive learning domain, as per the revised Bloom's taxonomy. The test shall consist of two parts – Part A and Part B. Part A shall cover remember and understand level questions and carry five marks. Part B shall cover understand and above levels questions as mentioned against the respective course outcomes and it shall consist of four questions each

carrying five marks, out of which students shall answer any three questions.

Practical Test: A practical test shall be conducted for a maximum of 20 marks on appropriate dates as mentioned in the academic calendar. A rubric, prepared considering the performance indicators given in Table 8, shall be informed to the students well in advance before the evaluation.

**Table 8. Rubrics for evaluation of laboratory test experiment in theory dominated integrated course**

Performance in conducting experiment ( 5 )	Result and analysis (5)	Viva Voce ( 5 )	Record (5)
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8.2.9 For the integrated courses which have more than 50% credit contribution from practical classes, the continuous evaluation shall be for a maximum of 40 marks consisting of students' performance in each laboratory session and model test as mentioned in Sections 8.2.5, 8.2.6 and 8.2.7.

8.2.10 For Field work, Internship and Project work, Head of the department shall constitute the Field Work Review Committee (FRC), Internship Review Committee (IRC) and Project Review Committee (PRC) consisting of two faculty members with diversified specializations and the project guide. Continuous evaluation for 40 marks shall be done as given in Table 9.

**Table 9. Continuous assessment scheme for project work**

Review I	Review II	Assessment by Project Guide	Total
10 Marks	15 Marks	15 Marks	40 Marks

Rubrics shall be prepared by FRC, IRC and PRC using appropriate performance indicators for Review I and II separately and informed to the students well in advance. Average marks of Committee members shall be scaled to 10 marks for Review I and 15 marks for Review II. Separate Rubrics shall also be prepared by the individual project guide with appropriate performance indicators based on the nature of the Field work/Internship/Project work and shall be approved by the PRC. Guide shall evaluate for maximum of 15 marks during the entire project period.

### **8.3 Scheme of Semester End Examination**

8.3.1 For all the theory, practical, and project courses, the semester end examination shall be for a maximum of 60 marks. For internship/industrial training and industry offered courses, the semester end examination shall be for a maximum of 100 marks.

8.3.2 The semester end examination for theory courses shall be conducted for a maximum of 60 marks on dates as mentioned in the academic calendar. It shall measure the knowledge of the students in all levels as mentioned against the respective course outcomes, in cognitive learning domain, as per the revised Bloom's taxonomy. The examination shall consist of two parts –

Part A and B.

- Part A shall cover remember and understand level questions and consist of ten questions, two questions from each unit, carry 20 marks.
- Part B shall cover understand and above levels questions and consist of five questions of either or type, one from each unit, and carry 40 marks.

The questions in Part A, and Part B shall evenly address all the course outcomes. However, a different pattern of question paper can be recommended by the BOS to meet the course specific requirement of any particular course(s) to the Vice-Chancellor.

- 8.3.3 The semester end examination for laboratory courses shall be conducted for a maximum of 60 marks on appropriate dates as mentioned in the academic calendar and shall be evaluated as per the rubrics given in Table 10.

**Table 10. Rubrics for evaluation of semester end laboratory examination**

Performance in conducting experiment ( 30 )	Result and analysis (20)	Viva Voce ( 10)
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- 8.3.4 For the integrated courses which have more than 50% credit contribution from lecture classes, the semester end examination shall be conducted for a maximum of 60 marks as same as for theory courses.

- 8.3.5 For the integrated courses which have more than 50% credit contribution from practical classes, the semester end examination shall be conducted for a maximum of 60 marks on appropriate dates as mentioned in the academic calendar. Rubrics, prepared for model test, shall be used with proper scaling based on mark distribution as given in Table 11.

**Table 11. Rubrics for evaluation of semester end laboratory examination in practical dominated course**

Part-A	Part-B		
Theory questions to evaluate the knowledge and understanding (20)	Performance in conducting experiment (25)	Result and analysis (10)	Viva-Voce (5)



- 8.3.6 For evaluation of project work, Project Evaluation Committee (PEC) shall be constituted with three examiners; one member from PRC (Section 8.2.10) nominated by HoD, one member nominated by VC and project guide. For each student in a project team, the semester end evaluation for 60 marks shall be conducted on dates as mentioned in the academic calendar. Separate Rubrics shall be prepared and made available for semester end project evaluation. Average marks of Project Evaluation Committee members shall be scaled to 60 marks.
- 8.3.7 For evaluation of Field work/Internship, student shall submit the comprehensive report to the department within a week time after the completion of the field work/internship. Credits shall be awarded to the student who underwent field work/internship as per the conditions stipulated in their curriculum. Based on the Rubrics prepared for the purpose, the report shall be evaluated for 100 marks by a three-member review committee constituted by the Head of the Department.
- 8.3.8 The semester end examination for courses under Ability Enhancement courses category shall be evaluated for 100 marks by the industrial/faculty experts who offered the course or by the faculty nominated by the Head of the department in consultation with the course handling faculty. The question paper pattern shall be decided by the course handling faculty at the beginning of the course and the same shall be approved by the Head of the department.
- 8.3.9 The semester end examination for the Open Elective shall be evaluated for 60 marks by the faculty experts who offered the course or by the faculty nominated by the Head of the department.

## 8.4 Scheme of Evaluation for Complementary Skill Courses

No credits shall be awarded for the courses under this category. The student shall fulfill the minimum requirements as prescribed in the guidelines below for mere completion of the course which is mandatory for the award of the degree.

### 8.4.1 Sports

1.	Prerequisites / Eligibility conditions	A bonafide student of the University.
2.	Details	Indoor Events / Outdoor Events – Athletics. <b>Games:</b> Football, Volleyball and Basket ball. <b>Athletics:</b> Sprint events, throws and Jumps. <b>Indoor:</b> Chess, Table Tennis, and Badminton.
3.	Total number of hours and minimum attendance requirement	20 Hours; Minimum attendance 75%
4.	Number of contact hours and practice hours per week	2 Hours
5.	Passing requirements	Representation of the University in Open Tournaments

### 8.4.2 Yoga

1.	Prerequisites / Eligibility conditions	A bonafide student of the University.
2.	Total number of hours and minimum attendance requirement	30 Hours with two hours per week. Minimum Attendance: 75%

### 8.4.3 National Cadet Corps

Particulars	Exam
After Completion of 2 years NCC training and one NCC Camp	Eligibility for NCC B – Certificate Exam

### 8.4.4 National Service Scheme (NSS)

S.No	Condition / Attribute	Fulfilling Requirement(s)
1.	Prerequisites / Eligibility conditions	A bonafide student of the University.
2.	Details of the orientation programme	At least one programme per year
3.	Membership in NSS	One year
4.	Assessment procedure	As per NSS Norms, presence behavior
5.	Passing requirements	Must be participated in any 5 activities during the two years period.

### 8.4.5 Extra Curricular Activities

S.No	Condition / Attribute	Fulfilling Requirement(s)
1.	Prerequisites / Eligibility conditions	A bonafide student of the University for inter-college/inter-university competitions, students will be shortlisted based on their Previous achievements / the selection process.
2.	Details	As prescribed by the organization / department / clubs. Activities include Unnath Bharath Abiyan, Photography, Music, Dance, Literature club, Quiz club, TedEx Veltech Club, Debate club, Nature club and any other activity.

3.	Passing requirements	Participation in the University level activities with minimum of Two Events.
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**8.4.6** Globally Accepted Certification Courses as approved by the respective Board of Studies

**Assessment Procedure:** Online / Written Examination conducted by the certifying authority.

**8.4.7 Co-curricular Activities**

S.No	Condition/Attribute	Fulfilling Requirement(s)
1.	Prerequisites / Eligibility conditions	A bonafide student of the University
2.	Details of the course	<p>Co-curricular activities are divided into the following four groups.</p> <p><b>1) Professional Social Activities:</b> Participation in activities of Professional Societies (National or International) like the Institution of Engineers, ISTE, IEEE, ASME, SAE, IETE, IME, etc., which contributes to the growth of the students.</p> <p><b>2. Paper Presentations/Publications</b> Preparation and presentation of papers in Symposia/Conferences/ Publication</p> <p><b>3. Value-Added Courses</b> Content and the details of various value – added courses to be specified by the workshop/Course Coordinator.</p>

		<p><b>4. Mini-projects/Model Development:</b> A mini-project which is relevant to the branch of interest of the student; a simulation model developed by the student with the guidance of a faculty member and participated in any competitions</p>
3.	Assessment Procedure – Tests, Examination	<p><b>1. Professional Society Activities</b> Membership certificate from a professional society for a minimum period of 2 years. Evidence of active participation / involvement in all the activities organized by the professional society. A Completion Certificate from the respective in-charges will be required to clear this activity.</p> <p><b>2. Paper Presentations/Publications:</b> Certificate of presentation of technical papers in symposia/seminars/conferences. A minimum of 1 paper in an inter-college or 2 papers in an intra-college technical event.</p> <p><b>(OR)</b> Publication of technical articles in National/International magazines/journals/proceedings.</p> <p><b>3. Value – Added Courses.</b> Certificate of participation in Workshops and short-term</p>

		<p>courses (Internal or External). The total duration should be at least 3 days. A Completion Certificate from the respective in-charges will be required to clear this activity. The Program Director/ Staff in-charge of this activity is responsible for ensuring the minimum duration and performance of the students as per the guidelines framed by the departments with respect to the nature of the course.</p> <p><b>4. Mini-projects/Model Development:</b>          Developing a simple project/ prototype; computer simulation of a system using an industry – standard software package. An Evaluation Committee formed by the HOD views this activity and the marks are awarded as follows: Report (40%), Presentation (30%) and Oral Examination (30%).</p>
4.	Passing requirements	Satisfactory completion of any two of the four category given above.

## 8.5 Scheme of Semester End Examination

8.5.1 A candidate shall be declared to have passed in individual theory, if he/she secures a minimum of 40% aggregate marks (continuous evaluation and semester end examination marks put together),

- subject to a minimum of 40% marks in the semester end examination.
- 8.5.2 For the courses listed under Section 7.2.5, and 7.2.6, a student shall be declared to have passed if he/she secures a minimum of 40% marks in the semester end examination.
  - 8.5.3 If a candidate fails to secure a pass in foundation courses (Section 7.2.1) and/or programme core courses (Section 7.2.2), it is mandatory that he/she shall reappear for the examination in those courses during subsequent examinations conducted at the end of subsequent semesters.
  - 8.5.4 If a candidate fails to secure a pass in the course(s) covered under Section 7.2.3 and 7.2.4, he/she shall reappear for the examination in those courses or register for any other course(s) in the respective category in the subsequent semesters.
  - 8.5.5 If a candidate fails to secure a pass in the course(s) covered under Section 7.2.5, and 7.2.6, he/she shall re register same course(s) or for any other course(s) in the respective category in the subsequent semesters.
  - 8.5.6 On passing a course of a program, the student shall earn assigned credits for that course.
  - 8.5.7 A candidate shall apply for revaluation of his/her semester end examination answer paper in a theory course, within the stipulated time from the declaration of results, on payment of prescribed fee along with prescribed application to the Controller of Examinations (COE).

## **9. CRITERIA TO ATTEND SEMESTER END EXAMINATION AND PROMOTION TO HIGHER SEMESTER**

### **9.1 Eligibility for Semester End Examinations**

- 9.1.1 A student shall secure a minimum of 75% attendance in a course in order to attend semester end examination of that particular course. Condonation of shortage in attendance may be recommended by the respective course handling faculty through proper channel on genuine medical grounds/participation in sports/co-curricular activities provided the student puts in at least 65% attendance and provided, the Vice Chancellor is satisfied with the genuineness of the reasons and the conduct of the student. Students shall have to pay requisite fee towards condonation.
- 9.1.2 If the attendance is below 65%, the student will not be permitted to take the semester end examination. However, he/she will be permitted to appear for the arrear examinations.
- 9.1.3 Students with less than 65% attendance, have to repeat the semester (by rejoining) without proceedings to the succeeding semester and they have to obtain prior permission from the University to rejoin the programme.
- 9.1.4 The Student permitted to rejoin the programme shall be governed by the rules and regulations in force at the time of rejoining.

## **10. BREAK IN STUDY**

- 10.1 A candidate is not normally permitted to temporarily break the study. However, if a candidate intends to temporarily discontinue the programme in the middle due to valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programme, he/she shall apply in advance to the Vice Chancellor through the Dean of the concerned school stating the



reasons therefore in any case, not later than ten instruction days after starting of the academic session.

- 10.2 The candidate is permitted to take up the Break in study upto a maximum of two consecutive semesters to work with their start-up at Veltech TBI. The candidate needs to apply for the break in study with all necessary documents and recommendation from the Head Veltech TBI to the Vice Chancellor through the Dean of the concerned school stating the reasons therefore in any case, not later than ten instruction days after starting of the academic session.
- 10.3 The candidate permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.
- 10.4 The duration specified for passing all the courses for the purpose of classification as mentioned in Section 13 shall not be altered by the period of such break of study permitted.
- 10.5 The total period for completion of the programme reckoned from the commencement of the first year to which the candidate was admitted shall not exceed the maximum period specified in Section 4 irrespective of the break of study in order that he/she may be eligible for the award of the degree (as mentioned in Section 13).

## **11. TRANSITORY REGULATIONS**

For transitional students, a Transitional Committee shall be formed consisting of Dean of school and HOD of the department concerned. The committee shall refer to the guidelines of BOS and advise transitional students with regard to their curricula, courses and other requirements for the completion of degree. The decision of the committee shall be placed for ratification before BOS, Academic

Council and BOM. Every such application shall be disposed of by the Dean concerned in 15 days of receipt of application. While rejoining for the degree programme, a transitory student shall follow the same regulations as that followed by regular students.

## **12. MIGRATION**

The University academic programme offers Choice Based Credit System and transfer of credits. Transfer of credits enables a student to transfer the credit earned by him in one school to another and from one institution to another. This enables a student to migrate mid stream from other institutions to this University. Thus students from other universities within and outside India can also join programmes of their choice mid stream subject to eligibility but with facility to transfer the credits earned by such student in the university from which he is migrating.

***The migration is permitted at the end of I semester only in the case of migration within University.***

### **12.1. Cases of migration**

- a) From one department of a School to another within the same School in the University
- b) From one department of a School to another School in the University
- c) From any other university in India to Vel Tech with or without change in Department
- d) From foreign universities to Vel Tech with or without Change in Department as per AIU/Washington Accord membership/UGC equivalence.

### **12.2. Migration from one department of a school to another within the same school in the university**

In case of an application by a student of the University for transfer from the one programme of the school in which he has enrolled to another programme in the same school, a Migration Committee consisting of the Dean of the School and the HoD of the transferee Department shall refer to the guidelines of BOS and decide the courses the student would have to complete to qualify to receive a degree from the transferee department subject to the condition that the student fulfills the required number of credits for the new branch including those which can be transferred. The decision of the Migration Committee shall be placed for ratification before the BOS, Academic Council and BOM. In each such case a specific order in writing shall be issued by the Registrar with the approval of the Vice Chancellor and communicated to the Student, Dean, HOD of the transferee department, COE and Accounts Departments. Every such application shall be disposed of by the Dean concerned in 15 days of receipt of application with prescribed processing fee.

### **12.3 Migration from one department of a school to another school in the university**

In case of an application by a student of the University for transfer from one programme of the school in which he has enrolled to another programme in a different school, a Migration Committee consisting of the Dean of the School and the HOD of the transferee Department shall refer to the guidelines of BOS and decide the courses the student would have to complete to qualify to receive a degree from the transferee department subject to the condition that the student fulfills the required number of credits for the new branch including those which can be transferred. The decision of the Migration Committee shall be placed for ratification before the BOS, Academic Council and BOM. In each

such case a specific order in writing shall be issued by the Registrar with the approval of the Vice Chancellor and communicated to the Student, Dean, HOD of the transferee department, COE and Accounts Departments. Every such application shall be disposed of by the Dean concerned in 15 days of receipt of application with processing fee.

#### **12.4 Migration from any other university in India to Vel Tech with or without change in Department**

In case of an application by a student of any other Indian university for migration into Vel Tech with or without change in Department of study, a Migration Committee consisting of the Registrar, Dean of the School and the HOD of the transferee Department shall refer to the guidelines of BOS and decide the courses the student would have to complete to qualify to receive a degree from the department to which migration is sought subject to the condition that the student fulfills the required number of credits for the new branch including those which can be transferred. The decision of the Migration Committee shall be placed for ratification before the BOS, Academic Council and BOM. In each such case a specific order in writing shall be issued by the Registrar with the approval of the Vice Chancellor and communicated to the student, Dean, HOD of the transferee department, COE and Accounts Departments. Every such application shall be disposed of by the Dean concerned in 15 days of receipt of application with processing fee.

#### **12.5 Migration from any foreign university to Vel Tech with or without change in Department**

In case of an application by a student of any foreign university for migration into Vel Tech with or without change in Department of study, a Migration Committee consisting of the Vice Chancellor,

Registrar, Dean of the School and HOD of the transferee Department shall refer to the guidelines of BOS and decide the eligibility of the candidate for migration, recognition status of the foreign university with AIU/Washington Accord membership /UGC, Programme/course equivalence, courses the student would have to complete to qualify to receive a degree from the department to which migration is sought for subject to the condition that the student fulfills the required number of credits for new branch including those which can be transferred. The decision of the Foreign University Migration Committee shall be placed for ratification before BOS, Academic Council and BOM. In each such case a specific order in writing shall be issued by the Registrar with the approval of the Vice Chancellor and communicated to the student, Dean of school, HOD of the transferee department, COE and Accounts Departments. Every such application shall be disposed of by the Dean concerned in 15 days of receipt of application with processing fee.

## **12.6 Course work for migration students**

Once the respective migration committee has finalized the course work required to be done by the migrant student for a particular programme and he/she has been admitted to, the student shall be permitted to do the courses in his/her pace spread over the balance period of his/her studies in which such courses are offered. While doing so, he/she may have the option to attend such course(s) by mutual arrangements with the faculty concerned. For Continuous Internal Assessment purposes, his attendance in the regular course shall be counted and he shall submit the assignments, write tests, appear for all practical and other examinations as the regular students of such course(s) do. Marks secured by this process shall be counted for the CIA.

### 13. ELIGIBILITY FOR AWARD OF B.Tech. DEGREE

The B.Com. (General), B.Com. (Corporate Secretaryship), B.Com. (Accounting and Finance), B.Com.(Professional Accounting), B.B.A., B.Sc. (Visual Communication) and B.Sc. (Multimedia) shall be conferred on candidates who have satisfied the following requirements.

- a) A regular student shall secure a minimum of 120 credits and fulfil the minimum credit requirement in each category as mentioned in Table 4.

AND

- b) A regular student shall register for complementary skill courses as prescribed in Section 7.2.7 and successfully complete the courses as per the assessment procedure given in Section 8.4.

AND

- c) A regular student shall secure a minimum CGPA of 6 in 10 point scale.

AND

- d) A regular student shall fulfil the duration of the programme requirements as given in the Section 4.

#### 13.4 Award of Division

13.4.1 The criteria for award of division after the completion of programme as per Section 13.1 is as shown in Table 12 below.

**Table 12. Criteria for award of division**

CGPA nominations	Division
$CGPA \geq 8$	Distinction*
$6.5 \leq CGPA < 8$	First Class
$6 \leq CGPA < 6.5$	Second Class

\*All the courses contributing to CGPA shall be cleared in the first appearance.

13.4.2 For the purpose of awarding First Class with Distinction, the Award of Degree shall be fulfilled within the minimum duration of the programme.

13.4.3 Break in Study candidate shall be awarded First Class with Distinction, if he/she secures the CGPA greater than or equal to 8, and has taken prior approval of Vice Chancellor as mentioned in Section 10.

13.4.4 For the purpose of awarding First, Second CGPA obtained in the examinations appeared within the maximum period allowed for the completion of course shall be considered.

### **13.5 Consolidated Grade Card**

A consolidated grade card containing credits and grades obtained by the candidates shall be issued after completion of the four year B.Tech Programme along with additional credits earned (if any) printed in that.

## **14. DISCIPLINE**

14.1 Every student is required to observe disciplined and decorous behavior both inside and outside the University and strictly adhere to the conduct rules in force from time to time and not to indulge in any activity which will tend to bring down the prestige of the University. The Board of Management shall constitute a disciplinary committee consisting of Dean and two Heads of department of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval.

- 14.2 If a student indulges in malpractice in any of the Class tests / cycle tests / semester end examinations whether conducted by internal or external examiners including mock tests by trainers etc, such student shall be liable for punitive action as prescribed by the university from time to time under the General Code of Conduct.
- 14.3 Smoking, carrying/holding/drinking alcohol, ragging/eve teasing inside and outside the university campus is viewed as serious misconduct. Such students will be met with severe punishments and may lead dismissal from hostels/and university.

## **15. MALPRACTICES**

- 15.1 The Dean of the school shall refer the cases of malpractices in Continuous Evaluation and Semester End Examinations to a Malpractice Enquiry Committee constituted by him/her for the purpose. Such committee shall follow the approved scales of punishment. The Dean of the school shall take necessary action, against the erring students based on the recommendations of the committee.
- 15.2 Any action on the part of student at an examination trying to get undue advantage in the performance or trying to help another, or derive the same through unfair means is punishable according to the provisions contained here under. The involvement of the Staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping records of documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and recommended for the award of appropriate punishment after thorough enquiry.



## **16. OTHER MATTERS**

- 16.1 The physically challenged candidates who have availed additional examination time and a scribe during their higher secondary (+2)/qualifying entrance examinations shall be given similar concessions on production of relevant proof /documents.
- 16.2 Students who are suffering from contagious diseases shall not be allowed to appear either continuous or semester end examinations.
- 16.3 The Vice Chancellor shall deal with any academic problem/issues, which is not covered under these rules and regulations, in consultation with the Deans and Heads of the department in an appropriate manner, and subsequently such actions shall be placed before the Academic Council for ratification.

## **17. AMENDMENTS TO REGULATIONS**

The Academic Council may, from time to time, revise, amend or change the regulations, schemes of examination and/or syllabi.

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