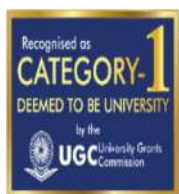




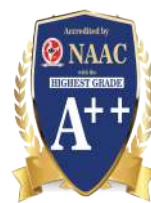
Academic Regulations for UNDERGRADUATE COMMERCE, SCIENCE & MANAGEMENT PROGRAMMES

B.B.A / B.SC / B.COM

VTR UGAS - 2026



Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
DEEMED TO BE
University
(Estd. u/s 3 of UGC Act, 1956)
Avadi, Chennai



VTR UGAS - 2026

ACADEMIC REGULATIONS
for
**UNDERGRADUATE COMMERCE, SCIENCE &
MANAGEMENT PROGRAMMES**

B.B.A./B.Com./B.Sc.

As per UGC's CBCS/NEP 2020

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Vel Tech Regulations for Undergraduate Programme 2026 - VTR UGAS-2026 [UGC's Choice Based Credit System (CBCS) & NEP2020]

26.1 Preamble

26.1.1 Short Title and Commencement

- a) These regulations are applicable to Under Graduate programmes - B.B.A., B.Com, and B.Sc. 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 2026-27 and they are called **“VTR UGAS-2026”**.
- b) The regulations presented here under are subject to amendments as may be made by the Academic Council of the Institution (Deemed to be University) from time to time, keeping the recommendations of the Board of Studies (BoS) and other appropriate bodies of the Institute. 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.

26.1.2 Definition

- a) “Commission” means University Grants Commission (UGC).
- b) “Council” means All India Council for Technical Education (AICTE).
- c) “Institution” means Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology
- d) “Programme” means cohesive arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to the award of a degree.
- e) “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.
- f) “Degree” means an academic degree conferred by the institute, upon those who complete the undergraduate programme successfully.
- g) “Regular Students” means students enrolled into the three year programme in the first year.
- h) “Academic Year” means constituting of two consecutive (summer + winter) semesters.

- i) “Choice Based Credit System” means providing choice for students to select courses from the prescribed course categories (core, elective, value-based, complementary skill courses), in the preferred semester complying prerequisites and based on their learning aptitudes.

26.2 Medium of Instructions

The medium of instruction and examination is **English**.

26.3 Eligibility for Admissions

Admission policies, eligibility criteria and procedures for admission shall be determined as per the commission regulations and the appropriate statutory/ regulatory authorities and subject to the approval of Institution’s Academic Council/Executive Council.

The Institute reserves the right to modify the admission policy, eligibility criteria, and procedures at any time without prior notice. All such changes shall be applicable to newly admitted students. Admission is subject to timely payment of prescribed fees as indicated in the admission offer. Non-compliance may result in cancellation of admission. If a candidate is later found ineligible or non-compliant with the Institute’s requirements, the Vice Chancellor has the authority to revoke the admission and report the matter to the Academic Council/Executive Council.

26.4 Degree Nomenclature and Programmes offered Details

26.4.1 Degree Nomenclature

The nomenclature and its abbreviation given below shall continue to be used for the Degree Programmes as per the UGC’s Deemed to be Institution (Deemed to be University) regulations and the appropriate statutory/regulatory Council authorities and the Institute’s Academic Council/Executive Council.

- a) **Bachelor of Business Administration** shall be abbreviated as **B.B.A.** in parenthesis. Besides, the programme shall be indicated as.

Bachelor of Business Administration (B.B.A.)

- b) **Bachelor of Commerce** shall be abbreviated as **B.Com.** in parenthesis. Besides, the programme shall be indicated as.

Bachelor of Commerce (B.Com.)

- c) Bachelor of Commerce degree programme with specialization, shall be indicated in parenthesis after the subject of the program. For example Bachelor of Commerce with specialization in Accounting and Finance shall be mentioned as

**Bachelor of Commerce (B.Com.)
with specialization in Accounting and Finance**

- d) **Bachelor of Science** shall be abbreviated as **B.Sc.** in parenthesis. Besides, the programme shall be indicated. For example, Bachelor of Science in Multimedia shall be mentioned as

**Bachelor of Science (B.Sc.)
in
Multimedia**

26.4.2 Under Graduate Arts and Science Programmes offered

- Bachelor of Commerce (B.Com.)
- Bachelor of Commerce (B.Com.) with specialization in Corporate Secretaryship.
- Bachelor of Commerce (B.Com.) with specialization in Accounting and Finance.
- Bachelor of Commerce (B.Com.) with specialization in Computer Applications.
- Bachelor of Business Administration (B.B.A.).
- Bachelor of Science (Visual Communication).
- Bachelor of Science (Multimedia).

26.5 Programme Duration

26.5.1 Minimum Duration of the Programme

The minimum duration of the programme for regular students shall be 3/4 Years consisting of 6/8 semesters for passing a regular degree/Honours degree respectively.

26.5.2 Maximum Duration of the Programme

The maximum duration which a student can take to complete a programme shall be as follows for students admitted from 2026 - 27 academic year onwards:

- a) Maximum duration = $N+3$ years, where N stands for the minimum duration (In Years) prescribed for completion of the programme.

26.6 Notional Credit Hours (As per the National Credit Framework (NCrF))

- a) 'Notional Credit-hours' is defined as the total contact hours and self-learning hours put together. Notional Credit-hours is 30 per credit for all courses uniformly.
- b) If the number of credits offered in a semester is 20 Credits, then the total notional credit hours utilized for teaching and learning must be around 600 (20×30) hours, which includes physical contact hours and self-learning hours.

26.6.1 Course Credit Hours

The academic programmes of the Institution (Deemed to be University) are based on credit system. A 'credit' is the unit by which the course work is measured. It determines the number of contact hours of instructions required per week.

The general credit allocation pattern is as follows:

- 1 Hour of Lecture (L) / Tutorial (T) per week is considered as 1 credit (15 Hours/Semester)
- 2 Hours of Practical (P)/Project (PJ) per week is assigned with 1 credit (30 Hours/ Semester)

26.6.2 Self-Learning(SL) Hours

In addition to lecture, tutorial, the curriculum includes Self Learning Hours. Self-Learning Hours refer to the time students are expected to dedicate to independent learning activities outside of scheduled classroom instruction. These activities may include reviewing lecture notes, completing assignments, engaging in further reading, practicing problems, or working on projects without direct guidance of faculty.

The self learning methods are

- Experiential Learning.
- National/International Collaborative Learnings.

- Short term professional development certification course.
- Innovation Labs – Incubation and Start-Ups.
- Assignments.
- Sports and Games.
- Yoga and Physical Activities and Personality Development.
- Performing Arts, Music and Handicraft Work – Cultural Activities.
- Social Work, NSS/NCC, Bag-less Days.
- Examinations, Class Tests and Quizzes.
- Field Visits in skill education.
- Vocational Education.
- Training and Skilling including virtual/online certifications.
- Any other activity as decided by the departments.

26.7 Project/Problem Based Learning (PBL)

Project / Problem-Based Learning (PBL) is embedded in the curriculum through selected Programme Core and Elective courses across disciplines. These courses are designed to promote experiential learning aligned with course objectives and outcomes. Students shall undertake and complete course-related projects within the semester under faculty guidance. The recommended group size for each project is limited to three members to ensure effective collaboration and learning.

26.8 Categorization of courses

Each and every course offered in the B.B.A./B.Com./B.Sc.. Programme shall be categorized into any one of the categories as outlined in the table below.

Table 1: Credit Requirement for B.B.A./B.Com./B.Sc. programme

S.No	Course category	Credits requirement for Regular programme	Credits requirement for Honours programme
1	Programme Core Courses (PCC)	66	68
2	Programme Elective Courses (PEC)	18	38

3	Multidisciplinary / Open Elective Courses (OEC)	6	9
4	Ability Enhancement Courses (AEC)	8	12
5	Skill Enhancement Courses (SEC)	18	30
6	Value-Added Courses (VAC)	8	8
7	Mandatory Courses* (If any)	2*	2*
	Total	124	165

* Credit will not be included into CGPA.

26.9 Curriculum Components

26.9.1 Programme Core Courses (PCC)

"Programme Core Courses (PCC)" for students refer to a set of courses that are essential for their respective discipline. It carries 66 credits for 3 year degree and 68 credits for 4 year honours degree. It is designed to impart discipline-specific knowledge, technical competencies, and employability skills essential for professional growth and career readiness in the chosen field of study.

26.9.2 Programme Elective Courses (PEC)

"Program Elective Courses (PEC)" for students typically refer to specialized courses offered within their respective program that allow students to choose subjects related to their specific major or specialization. It carries 18 credits for 3 year degree and 38 credits for 4 year honours degree. PEC courses provide students with the flexibility to tailor their specific domains according to their career goals or passions while still covering their core principles.

26.9.3 Multidisciplinary / Open Elective Courses (OEC)

"Open Elective Courses (OEC)" are to be taken from courses offered by other school only, outside the student's major discipline but not from own department. Students shall study 6 credits for three year degree and 9 credits for honours degree under Open Elective Category. These courses enhance the academic experience, foster Multidisciplinary and interdisciplinary learning, and

contribute to the personal and professional development of students, preparing them to meet diverse challenges in their careers.

26.9.4 Ability Enhancement Courses (AEC)

- a) The AEC courses are the courses based upon the content that leads to Knowledge enhancement. These courses are a set of value based courses that aim to bring constructive behavioral changes to students. Each course carries 1 or 2 credits. Totally, 8 credits for three year degree and 12 credits for 4-year honors degree are to be earned under this category.
- b) The department is responsible for scheduling, conducting the courses along with 100% of Evaluation. The evaluation mark shall be submitted to the office of the Dean Academics.
- c) 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.

26.9.5 Skill Enhancement Courses (SEC)

- 1) Skill Enhancement Courses (SEC) are intended to equip the students with discipline specific practical skills that complement their core area of study. These courses focus on enhancing applied knowledge and professional competencies to improve employability and readiness for real-world challenges. Students shall study 18 credits for three year degree and 30 credits for honours degree under this Category. The following courses are required to be offered for all programmes of Arts, Science, Commerce and Management.
- 2) Departments shall be empowered to design and offer program-specific SEC courses, including emerging and interdisciplinary domains such as Artificial Intelligence, Blockchain, and related areas, subject to approval by the competent academic bodies.

a) Summer Internship/Internship

Students shall undergo an internship in reputed industries or organizations for a minimum period of four (4) weeks during any summer vacation after the completion of the First Year. The internship shall carry four (4) credits and is mandatory for the successful completion of the programme.

b) Major Project-I

Students shall undergo Project Work during sixth semester which carries 6 credits, for a minimum period of 8 weeks in an organization/industry in the major area pertaining to their programme and approved by the Project Review Committee (PRC).

c) Major Project-II (Applicable for 4-year Honours Degree Students)

In case of students opted to obtain 4 year Honours Degree, he/she shall undergo one more Project Work during eighth semester which carries 6 credits, for a minimum period of 6 weeks with an organization/industry in the major area pertaining to their programme and approved by the Project Review Committee (PRC).

d) Project and/or Courses taken with Institutions Abroad

Students may be allowed to obtain credits under ILC category for the courses specified in the above clauses (a), (b) and (c) from any Institutions Abroad with prior approval of competent authority, as recommended by the department concerned and the Office of the Dean Academics.

26.9.6 Value Added Courses (VAC)

Value Added Courses (VAC) are supplementary courses aimed at enhancing students' practical skills, domain-specific knowledge, and employability beyond the scope of their core curriculum. These courses are designed to provide additional competencies relevant to industry needs and carry 8 credits.

26.9.7 Mandatory Courses (Non-CGPA Courses)

Mandatory Courses are introduced to support students from varied academic backgrounds in adapting to the academic and professional expectations of Society. These courses may be offered with or without credits; however, the credits earned shall not be considered for computing the CGPA but will be reflected in the grade sheet. The student shall select **any three courses** from the below mentioned list under this category. The course shall carry 8 credits each for 3-year degree & 4-year degree programmes.

1. Project Management and Finance
2. Innovation & Entrepreneurship
3. Community Service Project (Mandatory for B.B.A. programme)

Any other course recommended by the department may also be considered, subject to the approval of the Board of Studies (BoS).

26.10 MOOC based self-learning courses with credit transfer

26.10.1 Approved MOOC Platforms and Process

- i) Permitted MOOC Platforms that are currently approved by UGC/AICTE:
 - (a) SWAYAM
 - (b) NPTEL
 - (c) NPTEL+
 - (d) SWAYAM Plus
 - (e) NASSCOM Skills Prime (Through MoU with Institution)
 - (f) Other Courses collaboratively offered with Industries (Through MoU) as approved by University Academic Body
- ii) The list of approved MOOC courses for each semester shall be finalized by the respective departments/schools with the approval of the Board of Studies (BoS) and Academic Council, well in-advance, prior to offer the course.
- iii) Students must successfully complete the prescribed MOOC courses and submit the pass certificate to be eligible for credit transfer. The marks obtained will be converted to the corresponding letter grade and grade point as per the Institution's guidelines.
- iv) Upon securing pass marks in the course, the mark obtained will be converted as per the criteria specified by Institution (Deemed to be University) and corresponding letter grade and grade point will be assigned by the respective department and submitted for further processing.
- v) The approval process for student-registered MOOC courses begins at the department level and is subsequently submitted to the Office of the Controller of Examinations through the office of Dean Academics.
- vi) Students may take prescribed MOOC courses under Programme Elective Category (PEC)/Open Elective Category (OEC)/SEC/AEC/Non-credit mandatory courses.
- vii) Students may register and complete MOOC courses included in the curriculum of their programme pertaining to Honours Degree.
- viii) Students are allowed to register minimum 3 credits to maximum 12 credits.
- ix) Students who are working with Industries in-person for their Internship, Project, Semester-long Internship, Major Project and On-the-Job Training (OJT) are also allowed to opt for MOOC with credit transfer on the advice of respective department.

- ix) The pass mark prescribed by NPTEL shall be 40 marks, whereas the equivalent pass mark prescribed by Vel Tech shall be 50 marks. The overall score obtained in NPTEL shall be converted to the Vel Tech evaluation scheme using the following conversion formula.
- x) The overall score shall be calculated by multiplying the NPTEL score by 1.25. Accordingly, the converted score shall be considered for award of marks and grade under the Vel Tech evaluation system

26.10.2 Credit Hour Mapping for MOOC

- 1. 4 Weeks Course – 1 Credit or 0 credit for mandatory course
- 2. 8 weeks Course – 2 Credits
- 3. 12 Weeks Course – 3 Credits
- 4. 15 to 18 weeks Course – 4 Credits

26.11 Course Registration

26.11.1 Minimum/ Maximum Credit Limits for Regular Course Registration in a semester

- a) The minimum number of credits that the students are expected to register in a semester is 20 credits, and up to a maximum of 25 Credits.
- b) In case if a student availing semester long internship in any of the semesters, the minimum and maximum credit limit may be relaxed based on the request of the Head of the Department / School Dean and recommendation by any other functional Deans and forwarded by the Dean Academics.

26.11.2 Re-Registration (RR)

- a) Re-Registration is a facility provided to students who were declared as “NOT-ELIGIBLE”, due to shortage of attendance or internal marks earned by the students in the courses during the previous semester(s).
- b) Students who became NOT ELIGIBLE due to shortage of attendance in any of the (PE/OE) courses will have to re-register for the same course or in a substitute course in the subsequent semester and successfully complete it to credit for that elective class.
- c) Students who want to improve internal marks in any of the courses will have to re-register for the same course in the subsequent semester and successfully complete it to claim the credits.

- d) The number of credits that the students are allowed to re-register is as per the maximum limit defined in the *clause 26.14.1*.
- e) In all the above cases, students need to pay prescribed fees for all re-registration course.

26.11.3 Backlog / Arrear Courses

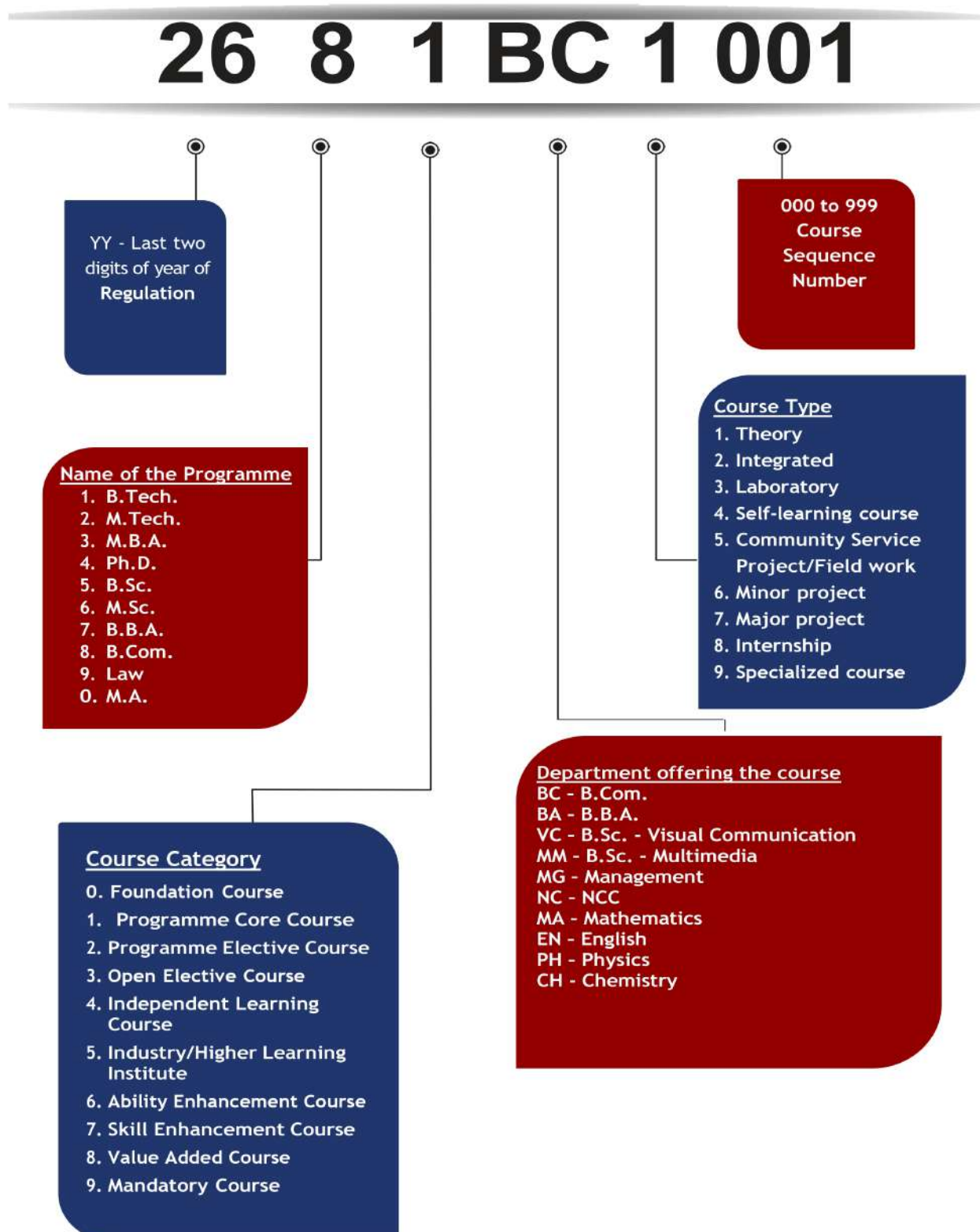
- a) Students who have failed to obtain minimum pass marks and or Absent for any examination, in the semester end examinations for any course, will be declared as 'RA' in that course, means "Re-Appearance".
- b) All such students will enroll for arrear examinations with the Controller of Examinations Office, by paying prescribed fees and take the examinations whenever they are scheduled.
- c) The same internal marks secured by the students will be retained for two arrear attempts. After this, the internal marks shall not be considered and students shall secure minimum pass marks from the end semester examinations itself.

26.11.4 Course Withdrawal

- a) A student, if eligible for appearing in the semester end examination shall be allowed to withdraw the courses for valid reasons, only with prior approval of Vice Chancellor, recommended by the Head of the Department and the Dean of the school through the office of Dean Academics.
- b) The courses withdrawn shall not be considered as an appearance for classification of the Degree.
- c) For any course withdrawn by the student in the final semester of the programme, supplementary examination shall be conducted within the maximum period of 30 days from the date of the publication of results.

26.12 Scheme for Course Code

The course code uniquely identifies each course, consists of alphabets and numeric digits. A typical course number is illustrated below.



26.13 Attendance Requirement and Policies

26.13.1 Minimum Attendance Requirement for Continuous Internal Assessments (CIA) Tests

The minimum attendance required for appearing the CIA and SEE are given in the Table shown below.

Table 2: Minimum Attendance Requirement for the CIA and SEE

S. No.	Exam Type	Calculation of Attendance	Minimum % Required
1	Continuous Internal Assessment (CIA) – Test 1 and Test 2	The duration shall be from the commencement of classes of the semester up to one day prior to the commencement of the CIA-I test.	75%
2	Semester End Examination (SEE)	The duration shall be from the commencement classes of the semester to the last instructional day of the semester.	75%

26.13.2 Attendance Policies

- A student shall secure a minimum of 75% attendance in a course in order to attend the SEE of that particular course.
- The condonation of a shortage in attendance, to the extent of up to 10%, may be recommended by the respective course handling faculty through a proper channel on genuine medical grounds/participation in sports/co-curricular activities provided the student shows at least 65% attendance and provided that the Vice Chancellor is satisfied with the genuineness of the reasons and the conduct of the student. Students will have to pay the prescribed condonation fee.
- Students who do NOT meet the minimum attendance criteria will not be allowed to write the SEE and will be considered "Not eligible to appear for the SEE" for that particular course(s).
- Students' who are declared as "not eligible" for examinations of the course(s), due to the shortage of minimum required attendance, shall be required to 'RE-REGISTER' for the same course by paying the prescribed fee.

26.13.3 CIA and SEE passing requirement

Table 3: CIA/SEE passing requirements

S. No.	Course Type	Continuous Internal Assessment (CIA)	Semester End Examinations (SEE)			Minimum Pass (CIA+SEE) Marks
			Cate-gory	Marks	Min. Pass	
1	Theory Course	50	Theory	50	40%	40%
2	Practical Course	50	Practical	50	50%	40%
3	Community Service Project/ Internship	50	Report	50	50%	40%
4	Major Project-1/ Major Project-2	50	Project	50	50%	40%
5	SEC / AEC / VAC / IPT/ IHL Courses	100				40%

26.13.4 Assignment

- Assignment cum Presentation is mandatory for all theory courses and it carries 15 marks.
- The assignment shall measure the knowledge of the students in the 'Apply' and above levels of revised Bloom's taxonomy.
- The rubrics for the presentation shall be prepared and informed to the students in advance by the course faculty.
- Marks for Assignment/Presentation shall be uploaded on AMS Portal.

26.13.5 Scheme for Assessment

Table 4: Scheme for Assessment

S. No.	Course Type	Weightage for Assessment Components													Pass Marks	
		Continuous Internal Assessments (CIA)											Semester End Examinations (SEE)			
		Components											Theory Exam	Practical Exam		
		Test - 1	Test - 2	Assignment	Average of marks for Experiments	Model exam	Review - 1	Review - 2	Project report + Viva.	Attendance	Total	Project Demo + Report	Project viva-voce	Total SEE		
1	Theory	15	15	15					5	50	50			50	40%	
2	Practical Course				25	25				50				50	40%	
3	Minor Project						15	15	15	5	50		40	10	50	40%
4	CSP/Internship						15	15	15	5	50		40	10	50	40%
5	Major Project-1/ Major Project-2						15	15	15	5	50		40	10	50	40%
6	SEC / AEC / VAC / IHL / IPT Courses															
Examinations – CIA & SEE will be conducted by departments only.																

26.13.6 Attendance

Table 5: Attendance marks distribution

Attendance % Earned	Mark Awarded
Below 75%	0
75 to 79%	3
80 to 89%	4
90 to 100%	5

26.14 Assessment Scheme for Courses under other Categories**26.14.1 Scheme for Skill Enhancement, Ability Enhancement and Value Added Courses**

1. All courses under the above categories shall be evaluated by the respective departments for 100 marks which include 5 marks for attendance percentage earned by the students.
2. Evaluation rubrics shall be prepared and approved in the BoS at the time of course syllabus approval.

26.15 Scheme for Industry / Higher Learning Institute (IHL) Courses

1. Courses under the IHL category are to be proposed by the Industry Relations office and /or International Office based on the request of the departments.
2. These courses will have 1 or 2 Credits, as per the approval of Vice Chancellor taken through the Office of the Dean Academics.
3. Course Faculty/Expert shall evaluate the course for a maximum of 100 Marks, which includes 5 marks for attendance percentage earned by the students.
4. Evaluation rubrics shall be prepared and approved along with Course Approval.
5. These courses may be offered as theory and /or lab course / may be activity based.

26.16 Break of Study

1. Students can opt for a temporary academic break, giving them the flexibility to rejoin later while maintaining their existing academic progress under Re – Admission category.

2. This feature permits students to temporarily pause their studies, perhaps to pursue other opportunities, and then rejoin to complete their degree without starting from scratch.

The following specified reasons may be considered by most of the students.

1. Severe Medical Conditions : If a candidate intends to temporarily discontinue the programme during the study at any time, for valid reasons, such as accident or hospitalization due to prolonged ill health he/she shall apply in advance to the Vice Chancellor through the Dean of the concerned school and Office of the Dean Academics, stating the reasons and submitting proper medical documents.
2. Entrepreneurship / Start-up / Incubation and Innovation: If the student is planning to work with the start-up at Vel Tech TBI, the student shall apply for the break in study with all necessary documents and recommendation from the Head of Vel Tech TBI to the Vice Chancellor through the Dean of the concerned school and Dean Academics, stating the reasons, within 10 Working Days of commencement of Academic session.
3. The candidate is permitted to rejoin the programme, up on completion of the break, as per the rules and regulations in force at the time of rejoining.
4. The duration specified for passing all the courses for the purpose of classification as of the degree shall not be altered by the period of such break of study permitted.
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 due to the break of study in order that he/she may be eligible for the award of the degree.

26.17 Multiple Entry/Migration

1. The Institution (Deemed to be University) academic programme offers Choice Based Credit System and transfer of credits. Transfer of credits enables a student to transfer the credit earned by a student who moves from one institution to another or between two programmes of same institution, or Institutions within the State/National/International.
2. This enables a student to migrate mid-stream from other institutions to these institution. Thus, students from other universities within and outside India can also join programmes of their choice subject to eligibility but with facility to transfer the credits earned by such student in the Institution (Deemed to be University) from which he is migrating.

26.17.1 Cases of Migration

- a. From one department of a School to another School in the Institution (Deemed to be University)
- b. From any other Institution (Deemed to be University) in India to Vel Tech with or without change in Department
- c. From foreign universities to Vel Tech with or without change in the Department.

26.17.2 Migration from one department of a school to another school in the Institute

In case of an application by a student of the University for transfer from the branch of the school in which he has enrolled to another branch in a different school, a Migration Committee 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 the Executive council. 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 Finance Departments.

26.17.3 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 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 the Executive council. 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 Finance Departments.

26.17.4 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 shall refer to the guidelines of BoS and decide the eligibility of the candidate for migration, recognition status of the foreign university with 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 Migration Committee shall be placed for ratification before BoS, Academic Council, and the Executive council. 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 Finance Departments.

26.17.5 Composition of Migration committee

A Migration Committee will be constituted with the following:

- Dean Academics – Chair
- Controller of Examinations
- School Deans
- Heads of Departments
- Senior Professor(s) - two members

26.17.6 Course work for migration students

- a) Once the respective migration committee has finalized the coursework required to be done by the migrant student for a particular programme and he/she has been admitted and 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.

- b) The important process involving institutional transfer is “Academic Credit Transfer” - Transferring earned credits from one institution/programme to another to continue studies without repeating coursework.
- c) For this, Credit earned by students shall also be taken from “ABC Portal”.
- d) Transfer of students will be considered after the First Year before entering into Final Year of Study, based on the successful completion of specified courses and earned credits of the programme curriculum of the source institution.
- e) Transfer can be considered preferably before the commencement of the academic session.
- f) In all the above types of transfers, the recommendation of the “Department Advisory Committee (DAC)” is essential and the recommendation shall be placed before the BoS and Academic Council for approval/ratification.

26.18 Classification and Award of the Degree

26.18.1 Degree in a Major (3 Years - 6 Semesters)

- (a) Students shall secure a minimum of **124 credits** and fulfill the minimum credit requirement in each category as mentioned in Table No. 3 (clause 26.8).

AND

- (b) Students shall register for mandatory courses as prescribed in *clause 26.9.7* and successfully complete the courses as per the assessment procedure given in Table No. 6 (clause 26.13.5)

AND

- (c) **CGPA Requirement:** Secure a minimum CGPA of 5 on 10-point scale.

AND

- (d) **Study Duration Requirement:** A student shall fulfill the duration of the programme requirements as given in the clause 26.5.

26.18.2 Degree with Honours - 4 Year Programme

- a) Students shall secure a minimum of 165 credits and fulfil the minimum credit requirement in each category as mentioned in Table No. 3 (*clause 26.8*), *in 4 years*.

AND

- b) Students shall register for mandatory courses as prescribed in *clause 26.9.7* and successfully complete the courses as per the assessment procedure given in Table No. 6 (*clause 26.13.5*).

AND

- c) **CGPA Requirement:** Secure a minimum CGPA of 5 on 10-point scale.

AND

- d) **Study Duration Requirements:** A student shall fulfil the duration of the programme requirements as given in the *clause 26.5*.

26.18.3 Degree Honours with Research in a Major Branch

- a) A student shall secure a minimum of 165 credits and fulfil the minimum credit requirement in each category as mentioned in Table No. 3 (*clause 26.8*).

AND

- b) A regular student shall register for mandatory courses as prescribed in *clause 26.9.7* and successfully complete the courses as per the assessment procedure given in Table No. 6 (*clause 26.13.5*).

AND

- c) **CGPA Requirement:** Secure a minimum CGPA of 5 on 10-point scale.

AND

- d) **Study Duration Requirement:** A student shall fulfil the duration of the programme requirements as given in the *clause 26.5*.

AND

- e) **Honours Course Credit requirement:** A student shall select and study courses equivalent of 165 Credits from the list of courses pertaining to Honours Degree and from specialization as mentioned in *clause 26.8*.

AND

- f) **Research Requirement:** To receive Honours with Research Degree, students shall carry out research work for at least two consecutive semesters, evidenced with at least **one publication** in a Scopus or Web of Science (WoS).

26.19 Grading Policy

Absolute grading system is followed by the Institution (Deemed to be University) to convert marks to grades.

26.19.1 Absolute Grading Policy:

All assessments are evaluated on absolute marks basis. For representing the performance of students in each course, letter grades, each carrying certain grade points, will be awarded as defined in the table given below. For this, percentage of marks obtained by the candidate in each course is considered.

Table 6: Grading Policy

Range of Percentage of Mark Secured by Students	Letter Grade	Grade Points
91 to 100	O (Outstanding)	10
81 to 90	A+ (Excellent)	9
71 to 80	A (Very Good)	8
61 to 70	B+ (Good)	7
51 to 60	B (Above Average)	6
40 to 50	C (Average)	5
< 40	RA (Reappearance)	0
Absent	RA (Reappearance)	0
Pass or Fail in Mandatory Course	P (Pass) or F (Fail)	0

- A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: O, A+, A, B+, B and C.
- 'RA' indicates that Reappearance is mandatory for that course concerned.

26.20 Computing SGPA/CGPA

26.20.1 Semester Grade Point Average (SGPA)

- The SGPA earned by a student is a quantitative indication of the student's performance in a semester.
- The SGPA is the weighted average of the grade points obtained in all the courses registered by the student in the current semester.
- SGPA Calculation:

- For each course registered, the grade points earned are multiplied by the credits for that course.
- The sum of all such credit- grade point products is then divided by the total credits registered in that semester to calculate the SGPA for that semester.

$$SGPA = \frac{\sum_{i=1}^n C_i * GP_i}{\sum_{i=1}^n C_i}.$$

where C_i denotes the credit earned in the i^{th} course,
 n is the number of courses in the semester and
 GP_i is the Grade Points secured by a student in the i^{th} course.

26.20.2 Cumulative Grade Point Average (CGPA)

- The CGPA indicates the overall performance of a student from the time of joining the programme to a specific semester.
- It is calculated by taking the weighted average of the grade points obtained in all the courses registered by the student since the first semester.

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

- C_i denotes the credit earned in the i^{th} course,
- m is the total number of courses considered for CGPA Calculation as per the programme curriculum and
- GP_i is the Grade Points earned by a student in the i^{th} course.

26.20.3 Equivalent Percentage Calculation

The equivalent percentage of marks for CGPA shall be calculated as follows

$$\text{Equivalent Percentage of marks} = (CGPA * 10)$$

26.21 Award of Degree, Grade Sheets, Consolidated Grade Sheets

- The Academic Council and/or Executive Council of the Institution (Deemed to be University) will approve the award of Degree to all eligible students and the degree will be issued during the convocation on a specified date.
- The degree may specify Major degree, with Specialization, with Honours and Honours with Research (Clauses 26.18.1 to 26.18.3), if any opted by the students

26.22 Classification of Degree

Table 7: Classification of Degree

S. No.	Essential Criteria	Degree Classification
1	A student who satisfies the following Criteria shall be declared to have passed the examination in First class with Distinction. (a). The courses mentioned in the Programme Core (clause 26.9.1) and Programme Elective courses (clause 26.9.2) category must be cleared in the first appearance within minimum duration of the programme (<i>clause 26.05.1</i>). (b). Should have secured a CGPA greater than or equal to 8.00.	First Class with Distinction (FWD)
2	Student who satisfies the following Criteria shall be declared to have passed the examination in First class. (a). Should have passed the examination in all the courses within the Maximum duration. (b). Should have secured a CGPA of 6 and above	First Class
3	All other students (not covered in the above clauses at S.No.1 & 2, who qualify for the award of the degree (<i>Clause 26.21</i>) shall be declared to have passed the examination in Second Class.	Second Class

26.23 Official Transcripts

Official transcripts shall be issued to students during the programme and upon completion, based on a formal request and payment of the prescribed fee. The transcript shall reflect only the courses, credits, and grades completed at the Institute and shall not categorize courses. Upon successful completion of the programme, the transcript will include semester-wise grade details, month and year of passing, and the Cumulative Grade Point Average (CGPA).

26.24 Support to Student for Professional Development

26.24.1 Support to Advanced Learners

Students with a higher pace of understanding and Learning, may be provided with the opportunities to study advanced courses and earn additional credits in

the same domain of major discipline (For Honours Degree) or in a 'Specialization' (For Degree with Specialization).

a) **Obtaining Honours Degree**

b) **Obtaining Honours Degree with Research**

c) **Guided Self-Study of Programme Elective (PE) Course for Outstanding Students**

- Student recommended by the Department with a valid reasons may be allowed to study non-laboratory courses under any category in Guided self-study mode. The reasons may be related to placement/internship from other state or other Country/ with Institutions/Industry.
- Prior approval for the above courses shall be obtained by submitting an application along with the necessary supporting documents. The request shall be processed through the Dean Academics and approved by the Vice-Chancellor.
- A Faculty member nominated by the department for each course shall mentor and monitor through the course duration.
- Course may be offered in Hybrid mode. Proper attendance shall be maintained by the course handling faculty

26.24.2 Support to Slow Learners

- Students who face challenges in understanding academic content or consistently under perform in Internal Assessments and Semester End Examinations shall be identified as slow learners. This identification is based on a combination of factors, including performance in class tests, number of arrears and NE status. Such students shall be provided with structured academic support to enhance their learning outcomes. They may require additional support to succeed, including
 - i) Counseling and Mentorship
 - ii) Personalized learning
 - iii) Remedial Classes
 - iv) Provide additional learning materials
 - v) Additional Assignments and Tests
 - vi) Providing E-learning resources
 - vii) Providing Group Study Methodology
 - viii) Online course ware

26.25 Student Discipline

26.25.1 Student Discipline in and around the Campus / Hostels / Transport / Department and School Events

- a) The Institution (Deemed to be University) is committed to maintaining a disciplined and respectful campus environment conducive to academic and personal growth. Students are expected to uphold standards of academic integrity, personal conduct, and compliance with institutional policies.
- b) **Academic Integrity:** Strict prohibition of plagiarism, cheating, and violations of examination rules. Students must maintain honesty and accuracy in all academic work.
- c) **Respect and Personal Conduct:** Students are expected to demonstrate respectful behavior toward faculty, staff, and peers, maintain proper decorum, follow the dress code, and adhere to norms of civil conduct.
- d) **Campus Rules and Policies :**
 - Entry to campus requires authorized ID.
 - Students absent for three or more consecutive days must report with parent and provide a written explanation.
 - Use of mobile phones may be restricted during lectures and official activities.
 - Responsible use of institutional facilities is mandatory.
 - Safety, security, and adherence to campus guidelines are to be strictly followed.
- e) **Prohibited Activities:** Activities such as smoking, consumption of alcohol, drug use, gambling, unauthorized celebrations (e.g., birthdays), damaging property, intimidation, violence, forgery, unauthorized occupation of facilities, vandalism, communal incitement, and use of abusive or threatening language are strictly prohibited.
- f) **Additional Violations:** These include non-compliance with examination regulations, improper behavior during industrial visits/internships, misuse of transport facilities, pasting of objectionable materials, and any form of physical, verbal, mental, or digital harassment.
- g) Any breach of the above may result in disciplinary actions ranging from warnings to suspension or expulsion, in accordance with the Disciplinary Procedures of the Institution (Deemed to be University).

26.26 Ragging Menace

- a) Ragging in any form verbal, physical, psychological, or behavioral that causes distress, embarrassment, or harm to a fresher or junior student is strictly prohibited. Such actions are considered serious offenses and are subject to disciplinary and legal consequences.
- b) **Punitive Measures:** Students found guilty of ragging, on or off campus, shall face punishments including suspension, expulsion, cancellation of admission, withholding of academic privileges, withdrawal of scholarships, fines up to 25,000, and even imprisonment as per law. Collective punishment may be imposed if offenders are unidentified.
- c) **Institutional Mechanisms:** The Anti-Ragging Committee (ARC) is responsible for ensuring a ragging-free campus through monitoring, awareness programmes, and preventive strategies. The Anti-Ragging Squad functions under the ARC, conducting regular checks across campus and educating students on ragging and its consequences.
- d) **Mandatory Undertaking:** All students and their parents must submit an online Anti-Ragging Undertaking Affidavit annually, in compliance with UGC regulations. This process is mandatory for enrollment and continued registration at the Institution.
- e) Link to fill out the online undertaking affidavit by students and parents:
 - * www.antiragging.in/affidavit_registration_disclaimer.html
 - * www.c4yindia.org/Home/Undertaking

26.27 Academic Monitoring & Mentor Management System

- a) The Institution (Deemed to be University) implements a structured Mentor–Mentee Scheme to provide continuous academic, personal, and professional support to students. Each student is assigned a faculty mentor who offers individual guidance throughout the academic programme.
- b) The Head of the Department supervises the mentoring process at the class or batch level, while individual Mentor provides personalized academic support, assists slow learners, and monitors student progress.
- c) Regular mentor–mentee interactions are documented through the AMS Portal.
- d) Mentors also guide students in career planning, personal development, and encourage co-curricular participation.

- e) The scheme includes ethical counseling, support for at-risk students, and parental involvement.
- f) The mentoring process is periodically reviewed and improved based on feedback to ensure effective student development.

26.28 Academic Bank of Credits (ABC)/Automated Permanent Academic Account Registry (APAAR)

- a) The ABC–APAAR system is a unified digital framework that enables secure storage, accumulation, and transfer of academic credits and credentials. APAAR, linked to DigiLocker, acts as a permanent digital repository for student academic records, while ABC allows students to accumulate and transfer credits earned through formal and non-formal learning.
- b) The integration of APAAR ID with ABC ensures efficient verification of student qualifications, supports credit mobility across institutions, and promotes flexible, accessible, and learner-centric higher education. Institutions and employers benefit from streamlined credential validation, enhancing transparency and academic continuity.

26.29 Academic Affairs

- a) The Academic Calendar is prepared in advance in line with UGC/AICTE guidelines, scheduling key academic activities such as semester registration, commencement dates, continuous internal assessments dates, last instructional dates and Semester end examination dates.
- b) Each programme has a structured curriculum, approved by the Board of Studies and Academic Council, categorizing courses under various elective category to ensure holistic and specialized learning.
- c) A course refers to a specific one with defined content, credits, and learning outcomes, while the syllabus outlines its objectives, delivery methods (L-T-P-C-SL), assessment structure, learning materials, and outcome mappings. Syllabi are reviewed and updated based on technological trends and stakeholder feedback, with approval from the BoS and Academic Council.
- d) Course handling faculty members are responsible for conducting classes, adhering to syllabus and academic regulations, preparing lesson plans and evaluation rubrics, maintaining student records, communicating results, and reporting poor academic performance or attendance to the HoD/Dean as per institutional norms.
- e) 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.

- f) Students who are suffering from contagious diseases shall not be allowed to appear either continuous or semester end examinations.
- g) The Vice Chancellor shall deal with any academic problem/issues, which is not covered under these rules and, in consultation with the Deans and Heads of the departments in an appropriate manner, and subsequently such actions shall be placed before the Academic Council for ratification.

26.30 Amendments to the Regulations

1. The institution may, from time to time, revise, amend or change the Regulations, scheme of Examinations and Curriculum and Syllabus, if found necessary. Academic Council assisted by Board of Studies will make such revisions / changes.
2. Any ambiguity in interpretation of this regulation may be brought to the Vice Chancellor whose decision will be final.
3. Future Amendments: If the Institution on the recommendation of its Academic Council may decide to offer new programme(s) / specialization(s) or modifies the existing programme(s) / specialization(s), the same regulations with or without amendments shall be applicable.

