



ST. JOSEPH'S

COLLEGE OF ENGINEERING
AND TECHNOLOGY,
- PALAI -

AUTONOMOUS



SJCET M.Tech. Academic Regulations 2024

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DEFINITIONS

'Academic Calendar'	means the schedule of commencement and culmination of classes and events for M. Tech programme started every academic year and declared by the institution by order issued from time to time.
'Academic Year'	means the academic year consisting of two consecutive (one odd + one even) semesters.
'AICTE'	means the All India Council for Technical Education constituted under the All India Council for Technical Education ACT 1987.
'BoS'	means the Board of Studies constituted by the institution
'CGPA'	means Cumulative Grade Point Average.
'CIA'	means Continuous Internal Assessment which is assessed or every student for every course during the semester.
'Course'	means a theory / dissertation / miniproject / practical subject that is normally studied included in the curriculum.
'Discipline'	means the branch of M. Tech Degree Programme or the broad branch of engineering. Example: Civil Engineering, Mechanical Engineering etc.
'ESE'	means the End Semester Examination which is conducted by the Institute at the End of the Semester for all the courses of that semester as per the curriculum.
'GoB'	means the Governing Body of the institution
'Grade Card'	means the certificate issued to each candidate generally containing course type, course code, course title, grade, credit values and grade points along with SGPA of that semester/CGPA of the Programme.
'Institution'	means "St. Joseph's College of Engineering and Technology, Palai (Autonomous)"
'Private Candidate'	means a student who has not completed the M. Tech. programme within the stipulated duration of the programme

but permitted to appear in the End Semester Examination of the programme.

'Programme'

means the combination of courses and/or requirements to be completed that lead to a degree or certificate. Example, M.Tech. in Information Security, M.Tech. in Construction Management etc.

'M. Tech Degree Programme'

means a programme leading to the award of a Masters Degree by the University.

'SGPA'

means the Semester Grade Point Average.

'Stream'

means two or more similar M.Tech. Programmes.

'Supervisor'

means the person who supervises the work and mentors/advises the student in his Dissertation/Research Project work.

'UGC'

means the University Grants Commission constituted under the University Grants Commission Act 1956.

'University'

means the APJ Abdul Kalam Technological University (APJAKTU), Thiruvananthapuram



1. PREAMBLE

- R1.1 These regulations are applicable to all M.Tech. Degree Programmes conducted in the institution from Academic Year 2024-25 onwards.
- R1.2 The provisions contained in these regulations shall govern the policies and procedures on the admission and registration of students, imparting instructions of course, conduct of the examination, evaluation, certification of students performance leading to the award of M.Tech. Degree(s).
- R1.3 These regulations for the M.Tech. Degree Programmes along with all the amendments thereto, and shall be binding on all students undergoing the said M.Tech. Degree Programme(s) conducted in the institution
- R1.4 These regulations, as amended from time to time shall be binding on all parties concerned, including the Students, Faculty and staff.
- R1.5 In all matters related to the interpretation of the provisions in these Regulations, the decision of the GoB of the institution shall be final.

2. ELIGIBILITY OF ADMISSION

- R2.1 The candidate shall be an Indian National.
- R2.2 The candidate should have B.Tech. Degree in the appropriate branch of APJ Abdul Kalam Technological University or bachelor's degree in Engineering from another University approved by AICTE/UGC approved Deemed Universities in India and recognized to be eligible for higher studies by APJAKTU.
- R2.3 In case of candidates who have an Under Graduate Degree in Engineering from foreign universities, an eligibility certificate from APJ Abdul Kalam Technological University is to be produced.
- R2.4 The candidate should have a minimum CGPA of 6.0 in a 10 point scale in the Engineering Degree Examination. For SEBC (OBC) students, the minimum CGPA requirement is 5.5 in a 10 point scale. Wherever the credit system is/was followed, only CGPA will be considered for selection. If the candidate has obtained the bachelor's degree in Engineering from a University where credit system is/was not followed, he/she should have a minimum of 60% aggregate marks (For SEBC /OBC students, a minimum of 55% aggregate marks in the Engineering Degree examination is mandatory). For SC/ST candidates a pass in the Engineering Degree Programme is sufficient.

- R2.5 In case the CGPA by any University is mentioned on a scale other than 10 point, then the corresponding CGPA will be proportionally scaled to 10 point scale.
- R2.6 Candidates, who have passed AMIE / AMIETE Examinations and satisfying the following conditions, are also eligible for admission. i) They must have valid GATE score. ii) A minimum of 55% marks for section B in AMIE/AMIETE examination.
- R2.7 Sponsored candidates from Industries, R&D organizations, National Laboratories as well as Educational Institutions, with a bachelor's degree in Engineering are eligible for admission to the M.Tech Programme.
- R2.8 Candidate for sponsored quota must have a minimum experience of three years in the relevant field and must be sponsored by University or Industry/Teaching/Research Organizations of Centre/State Government/Private or by Private Engineering Colleges approved by AICTE. A special fee will be levied on the sponsored candidates. Such candidates may opt for admission into a programme recommended by the sponsoring institute/organization.
- R2.9 Admission shall normally be restricted to those with valid GATE score. However, this stipulation is relaxed in the case of sponsored candidates. In case seats remain vacant due to lack of candidates with valid GATE score, candidates without valid GATE score shall be considered. Admission to such seats will be made on the basis of their CGPA/% marks scored in their Engineering Degree.
- R2.10 The reservation policy of the Government of Kerala shall be followed in admission to the M. Tech. programme.
- R2.11 Notwithstanding all that is stated above; the admission policy may be modified from time to time by the institution, particularly to conform to the directions from the Government of Kerala/Government of India/AICTE as the case may be.
- R2.12 The maximum number of seats under various categories (regular, sponsored candidates and SC/ST) shall be as per the intake as approved by the AICTE, State Government and University.
- R2.13 If at any time after admission, a candidate is found not fulfilled any of the requirements stipulated by the University or the statutory body concerned, the institution may revoke the admission of the candidate and report the matter to the GoB for ratification.

3.0 STRUCTURE OF THE M. TECH PROGRAMME

R3.1 All the M. Tech programmes will be structured on a credit based system following the semester pattern having continuous evaluation.

R3.2 Every M.Tech. Programme shall have a curriculum and syllabi approved by the Academic Council. Syllabus for any course can be modified/updated by the Academic Council upon the recommendations of the Board of Studies. All revisions shall be only based on the recommendations of the Board of Studies.

R3.3 The programme shall span four semesters. First and second semester shall have a minimum of 75 instruction days followed by the end semester examination. Third semester shall have a minimum of 60 instruction days followed by the end semester examination. Fourth semester shall have a minimum of 90 instruction days followed by the end semester examination. The total contact hours shall normally be 29 hours per week including teaching assistance.

R3.4 Duration of the Programme: The minimum duration of M. Tech programme will normally be two years consisting of four semesters. The maximum duration which a student can take to complete a programme shall be as follows:

Maximum duration = N+2 years, where N stands for the minimum duration (In Years) prescribed for completion of the programme. Under exceptional circumstance, a further extension of one more year may be granted subject to approval of the Academic Council for the requisition made by the student. The request made by the student for duration extension shall be recommended by the HoD with valid justification. During the extended period (beyond maximum duration) the student shall be considered as a private candidate and not eligible for first class.

R3.5 The academic work in each semester shall consist of course work, miniproject, lab and/or dissertation work as specified for each programme. The curriculum is so drawn up that the minimum number of credits for successful completion of the M. Tech programme of any specialisation is 68. Each programme will consist of

- Core courses (Discipline core courses and Programme core courses)
- Elective courses (Programme electives and Interdisciplinary electives)
- Audit course
- Research Methodology & IPR
- Miniproject

- Laboratory work
- Dissertation/Research work

R3.6 Every Course comprises of specific Lecture-Tutorial-Practical (L-T-P) schedule. The course credits are fixed based on the following norms: (i) Lectures/Tutorials: 1 hour per week is assigned one credit (ii) Practical/Project: 2 hour per week is assigned one credit (iii) Dissertation/Research Project: 1.5 hour per week is assigned one credit. The distribution of credits for the course work is given in Table 1.

Table 1: Distribution of credits among the Semesters

Sem	Course work content	Total credits allotted	Credits allotted semester- wise
I	Core courses: 3 nos	3x3 = 9	18
	Programme electives: 2 nos	2x3 = 6	
	Laboratory: 1 no	1x1 = 1	
	Research Methodology & IPR: 1 no	1x2 = 2	
II	Core courses: 2 nos	2x3 = 6	18
	Industry/Interdisciplinary Elective 1 no	1 x3 =3	
	Programme electives: 2 nos	2x3 = 6	
	Laboratory: 1 no	1x1 = 1	
	Miniproject: 1 no	1x2 = 2	
III	MOOC: 1 no	1x2 = 2	16
	Internship: 1 no	1x3 = 3	
	Audit course: 1 no	No credit	
	Phase 1: Dissertation/Research Project: 1 no	1x11 = 11	
IV	Phase 2: Dissertation/Research	1x16 = 16	16

	Project: 1 no		
Total credits in all four semesters			68

R3.7 Nomenclature of Programmes: The nomenclature and its abbreviation given below shall be used for the degree programmes of the institution. Master of Technology shall be abbreviated as M.Tech. Examples:

- Postgraduate (PG) engineering degree academic programme in Structural Engineering shall be mentioned as Master of Technology (M.Tech.) in Structural Engineering (Discipline: Civil Engineering).
- Postgraduate (PG) engineering degree academic programme in Artificial Intelligence shall be mentioned as Master of Technology (M.Tech.) in Artificial Intelligence (Discipline: Electronics & Communication Engineering).
- Postgraduate (PG) engineering degree of (Interdisciplinary) academic programme in Translational Engineering shall be mentioned as Master of Technology (M.Tech.) in Translational Engineering (Interdisciplinary / Civil Engineering).

R3.8 The medium of instruction followed by institution shall be English.

4.0 LEAVE RULES FOR M. TECH STUDENTS

R4.1 M. Tech students are eligible for leave of 30 days in a year (15 days per semester). The intervening holidays will be treated as part of leave with provision of suffixing and prefixing holidays. In no way the leave rules would relax the attendance requirements for the students mentioned in R6.9.

R4.2 M. Tech students would apply to the HoD concerned for leave stating the specific reasons.

R4.3 M. Tech students shall be eligible to leave station for visiting other places preferably after completion of their course work or during vacations when there is no teaching work scheduled based on the recommendation by the supervisor(s) and approval by the HoD. The permission will be granted for library consultation, meeting experts, presentation of research papers/participation in the conferences/short term courses/symposiums etc., getting samples tested from other laboratories, using the lab facilities elsewhere, interaction with the External supervisor, and any other similar purpose. For these purposes, he/she shall be permitted for 30 days per year. The leave as mentioned at Clause 4.1 shall be in addition to this.

5.0 COURSE REGISTRATION AND ENROLMENT

R5.1 It is mandatory for students to register for the courses they intend to attend in a semester. For the first semester every student has to enroll and register for the courses to university/institution he/she intends to undergo on a specified date notified to the students by the University/institution. The students need to register at the institution for second, third and fourth semesters.

R5.2 The dates for registration and enrolment will be given in the academic calendar.

R5.3 A student will become eligible for enrolment only if he/she has registered for all the courses listed in the curriculum of the previous semester. In addition, he/she has to clear all dues to the Institute up to the end of the previous semester and also, he/she should not have any pending disciplinary proceedings. Besides, a student should have fulfilled the credit requirement as given in Table 2 for registering to higher semesters.

Table 2: Minimum Cumulative Credit Requirements for Registering to Higher Semesters

Semester	Allotted credits	Cumulative credits	Minimum credits required
1	18	18	Not Applicable
2	18	36	Not Insisted
3	16	52	12 credits from S1
4	16	68	Not Insisted

R5.4 The maximum number of credits a student can register (course registration) in a semester is limited to 6 credits in excess of the total credits allotted in the curriculum for that semester.

R5.5 In extraordinary circumstances like medical grounds, a student may be permitted to withdraw from a semester completely. Normally a student will be permitted to withdraw from the programme for a maximum continuous period of two semesters only.

6.0 ASSESSMENT PROCEDURE

- R6.1 In the first, second and the third semesters, all the courses to be credited are evaluated through continuous internal assessment and end semester examinations. For all the courses end semester exams will be conducted by the institution. Dissertation/ research project Phase 2 will be evaluated through continuous internal assessment and external assessment.
- R6.2 The maximum marks allotted for all lecture based courses for continuous internal assessment is fixed as 40 and for the end semester examination as 60, unless otherwise specified in the curriculum. The assessment marks for all courses are listed in the curriculum.
- R6.3 Students registered for a course have to attend the course regularly, meet the attendance requirements and undergo the entire evaluation procedure for the completion of the course. Credits for the courses are deemed to be earned only on getting a P grade (Pass) in the composite evaluation.
- R6.4 Continuous Internal Assessment (CIA): The marks awarded for the continuous internal assessment shall be on the basis of the day-to-day work, micro project, course based project/task, seminar, data collection/interpretation, preparation of review articles, quizzes, periodic tests, etc. The faculty member (s) concerned shall carry out the continuous assessment for the course allotted to him/her. The CIA marks for individual courses shall be computed by giving weightage to the parameters as specified in the curriculum.
- R6.5 The CIA marks obtained by the student for all courses in a semester are to be published in the department notice board as stipulated in the academic calendar. Anomalies if any shall be rectified by the Institution.
- R6.6 The marks obtained for the ESE for a programme elective course shall not exceed 20% over the average ESE mark % for the core courses. ESE marks awarded to a student for each programme elective course shall be normalized accordingly. For example, if the average end semester mark % for a core course is 40, then the maximum eligible mark % for a programme elective course is $40+20 = 60$ %. The normalisation shall not be applicable for Research Methodology & IPR, Industry/Interdisciplinary Elective and Audit Course.
- R6.7 CIA mark percentage for a course shall not exceed 30% over the End Semester Examination mark % of that course. CIA marks awarded to a student for each course

shall be normalized accordingly. For example, if the end semester mark % for a course is 40, then the maximum eligible CIA mark % for that course is $40+30 = 70$ %. The normalisation will not be done in the cases of internship and dissertation/research project phase 2.

- R6.8 The end semester examinations shall be held twice in a year: April/May session (for even semesters) and November/December session (for odd semesters). However, the end semester examinations of the third/fourth semester shall be conducted in both the sessions.
- R6.9 The eligibility criteria for registering to the end semester examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the end semester examination for any course is 75%. Students who get scholarships from the Central or State Governments or any other agencies are expected to have 100 % attendance. However, under unavoidable circumstances students are permitted to take leave as per clause number 4. Leave of absence for all these activities is limited to 25 % of the academic contact hours for the course. Students who do not meet these eligibility criteria are ineligible (identified by FE grade) to appear for the ESE.
- R6.10 On medical ground the Principal can relax the minimum attendance requirement to 65%, to register for the end semester examination. This is permitted for one or more courses registered in the semester. The Principal shall keep all records which led to the decision on attendance, for verification by the Academic Auditor. However, this concession is applicable to any one semester during the entire programme.
- R6.11 The Principal of the Institution is authorized to grant attendance relaxation (duty leave) to the students for organizing extra/co-curricular activities, up to a maximum of 5%. Students should produce required documents countersigned by the Sports Coordinator/ the Director of Physical Education in the case of sports activities or the Faculty Advisor in the case of other extra/co-curricular activities, as the case may be, within ten days of the event, for awarding the relaxation. The documents thus produced shall be forwarded to the Principal with due recommendation of the Head of the Department. Under any circumstances, the principal shall not consider the documents, if the overall attendance of the candidate is less than 65%. Late applications received shall not be considered.
- R6.12 The students with courses having FE grade shall register for the courses again during

the succeeding semesters in which the courses are offered. However, for the third semester students having FE grades can register for the courses in the next immediate chance, if offered by the institute.

R6.13 Students, who have completed a course but could not write the end semester examination, shall be awarded 'AB' Grade, provided they meet other eligibility criteria (R6.9). They shall register (exam registration) and appear for the end semester examination at the next available opportunity and earn credits without having to register (course registration) for the course again.

R6.14 A student should obtain a minimum of 45% marks in the end semester examination and a minimum of 50 % of the total mark (CIA marks + ESE marks) (See Table 3) to be eligible for grading a course as Pass. The students who have not scored minimum of 45% marks in the end semester examination and minimum of 50 % of the total mark (CIA marks + ESE marks) will be considered to have failed in the course and an F grade will be awarded.

Table 3 Weightage of the CIA and ESE for various categories of the courses

Sl. No.	Category	CIA Weightage	ESE Weightage	Pass Minimum
1	Discipline Core Courses	40%	60%	45% for ESE and 50% for (CIA and ESE) put together
2	Programme Core Courses	40%	60%	45% for ESE and 50% for (CIA and ESE) put together
3	Programme Elective Courses	40%	60%	45% for ESE and 50% for (CIA and ESE) put together
4	Lab Courses/ Mini-project	100%	---	50% for CIA
5	MOOC	----	----	As stipulated by the agency conducting MOOC
6	Audit Course	40%	60%	45% for ESE and 50% for (CIA and ESE) put together
7	Internship	50%	50%	45% for ESE and 50% for (CIA and ESE) put together
8	Dissertation/ Research Project Phase 1	100%	---	50% for CIA
9	Dissertation/ Research Project Phase 2	50%	50%	45% for ESE and 50% for (CIA and ESE) put together

R6.15 For the courses with no end semester examination, Letter grade 'F' will be awarded if CIA mark is below 50%.

R6.16 Candidates who received F grade in a course shall have to appear the end semester examination at the next available opportunity and earn the credits. Grades awarded in the supplementary examination will be considered as the grades in these courses.

R6.17 A student shall be eligible for the award of M. Tech Degree of the University on satisfying the following requirements:

- Fulfilled all the curriculum requirements within the maximum duration permitted for the programme
- No pending disciplinary action.

R6.18 Grading is based on the % marks obtained by the student for a course. Semester grade card shall contain the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA) up to that semester.

Grades and Grade Points are assigned as follows:

Grades	Grade Point	% of Total Marks obtained in the course
S	10	90% and above
A+	9	85% and above but less than 90%
A	8.5	80% and above but less than 85%
B+	8	75% and above but less than 80%
B	7.5	70% and above but less than 75%
C+	7	65% and above but less than 70%
C	6.5	60% and above but less than 65%
D	6	55% and above but less than 60%
P (Pass)	5.5	50% and above but less than 55%
F(Fail)	0	Below 50% (CIA + ESE) or Below 45% for ESE
FE	0	Failed due to lack of eligibility criteria
AB	0	Could not appear for the end semester Examination but fulfils the eligibility criteria.

Calculation of SGPA/CGPA

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows:

SGPA = $\Sigma(C_i \times GP_i) / \Sigma C_i$, where 'C_i' is the credit assigned for a course i and 'GP_i' is the grade point for that course. Summation is done for all courses registered by the student in the semester. The failed and incomplete courses shall also be considered in the calculation.

CGPA = $\Sigma(C_i \times GP_i) / \Sigma C_i$, where 'C_i' is the credit assigned for a course i and 'GP_i' is the grade point for that course. Summation is done for all courses specified in the curriculum up to that semester for which the 'CGPA' is needed. Here the failed courses shall also be accounted. CGPA for the M. Tech programme is arrived at by considering all course credits that are needed for the degree and their respective grade points.

Note: Students whoever successfully completed MOOC Course, GP_i will be taken as 10 for both SGPA and CGPA calculation.

R6.19 Classification of M.Tech Degree

First Class with Distinction:	CGPA 8.0 and above
First Class:	CGPA 6 and above Equivalent
percentage marks:	10 * CGPA

R6.20 Grade cards shall be made available in the student login for the registered courses, in every semester. On earning the required credits for the degree, the University will issue the Degree Certificate and Consolidated Grade Card.

R6.21 Valuation: There shall be double valuation of theory papers for which end semester examinations are conducted. The theory answer script shall be valued independently by two examiners appointed by the institution. If the difference between the marks awarded by the two Examiners is not more than 15 per cent of the maximum marks for ESE for the course, the marks awarded to the candidate shall be the average of two evaluations. If the difference in marks obtained in two valuations exceeds 15% of the maximum marks for the course, the answer script will be evaluated by a third examiner. The average of the closest two marks shall be considered as the marks secured by the candidate. However, if one of the three marks falls exactly midway between the other two, then the highest two marks shall be taken for averaging. There is no provision for revaluation of the semester answer scripts for improving the grade.

R6.22 Malpractices in Examinations: Any act of violation of the directions of the institution, indiscipline, misbehaviour, unfair practice in examinations from the part of students, faculty/staff members or any other source and malpractices in examinations observed or reported by faculty member, invigilator, any official appointed by the institution or

anybody shall be dealt with promptly as per the prescribed norms in the examination manual.

Note: Notwithstanding the above regulations related to examinations, assessments and malpractices, the details provided in the Examination Manual of the institution shall be taken as reference and final.

7.0 ACADEMIC MONITORING AND STUDENT SUPPORT

R7.1 The implementation and monitoring of academic activities relating to the PG programme will be entrusted with the College Level Academic Committee (CLAC) for the institutions and with the Department Level Academic Committee (DLAC) for each department.

CLAC comprises following members:

- Principal - Chairman
- Dean (Academics-1) - Secretary
- Heads of Departments/PG Coordinators of the Department having M.Tech. Programme - Members
- Dean Research - Member

Functions of CLAC: CLAC shall conduct at least two meetings in each semester. The minutes of the meeting along with the action taken report shall be maintained with the counter sign of the Principal in the Dean (Academics-I) Office. All these documents will be verified by the external auditor during academic auditing. Agenda of the meeting shall include the following points:

- Review of the progress of course coverage against the academic calendar and the course plan and suggestions for improvement
- Academic standard and excellence of various programmes
- Performance appraisal of Faculty handling the course as reported by DLAC
- Matters related to the postgraduate programme of various departments
- Any responsibility or function assigned by institution

DLAC comprises the following members:

- Head of the Department - Chairman
- PG Coordinator of the Department - Secretary
- All Faculty Members handling PG Classes - Members

Functions of DLAC: DLAC shall conduct at least three meetings in each semester. Minutes of the meeting along with the action taken report (with the counter sign

of the HoD) shall be maintained by the PG coordinator. The relevant points of the meeting shall be communicated to the Principal/PG Dean for reporting in the CLAC. All these documents will be verified by the external auditor during academic auditing. The following points shall be discussed in the meeting:

- Academic standard and excellence of the courses offered by the department.
- To verify whether the course progress in alignment with Academic calendar.
- To oversee the continuous internal evaluation of the students in a class, for each course.
- Any matter related to the M.Tech. programme of the department.
- Any appropriate responsibility or function assigned by the Principal.

R7.2 PG Coordinator: Each Department will have a senior faculty as the PG Coordinator. The responsibilities of the PG Coordinator are:

- To supervise and coordinate the activities of the PG courses.
- To guide and advice the students in all academic matters.
- To keep a record of the academic activities of students registered for all M Tech programmes in that department.
- To maintain the attendance of the students on a daily basis (FN & AN).

R7.3 Programme Coordinators: In the departments where more than one M.Tech. programmes are offered, one senior faculty assigned by HoD will act as the programme coordinator for coordinating the academic activities in the department for that PG programme. Programme coordinator will be having the role of Faculty Adviser (FA) of that programme. If the department has only one M.Tech. programme, PG coordinator may serve as the programme coordinator.

The responsibilities of the programme coordinators are:

- To supervise and coordinate the activities of the particular programme.
- To guide and advice the students in all academic matters.
- To keep a record of the academic and non-academic activities of students registered for the particular M Tech programme
- Regular communication with the parents of students in respect of progress in academic and other general matters.
- Keep custody of the minutes and action taken reports of the meetings conducted with the students.

R7.4 The internal marks and attendance shall be uploaded in the institution portal by the

respective faculty members after displaying the same in the department notice board as stipulated in the academic calendar. If any anomalies are raised by the students, it shall be rectified by the Institution. A copy of the CIA marks uploaded to the institution portal shall be kept in the department for scrutiny and reference.

8.0 BREAK OF STUDY

R8.1 Students are permitted to avail break of study for a maximum duration of two semesters. Availing break of study could extend the duration of the programme up to eight semesters, the maximum permitted duration by the regulation. The student can avail the break of study only with the prior approval of the institution. Students shall have to re-join at the commencement of the incomplete semester where he/she had started availing the break of study.

Students are permitted to avail break of study:

- In case of accident or serious illness needing prolonged hospitalization and rest.
- In case of any personal reasons that need a break in study.
- For taking up an employment.

R8.2 For break of study due to illness, student shall submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back, the student should submit the fitness certificate from the doctor who treated him.

R8.3 Students who require a break in study due to personal reasons shall get the approval from the Principal on the genuineness of the need for it by providing authentic evidences for the same.

R8.4 Students who require break of study for 'taking up a job' shall produce the offer letter obtained from the employer concerned. The principal shall verify the authenticity before the necessary approval

9.0 ACADEMIC AUDITING

R9.1 There shall be academic auditing at stipulated intervals. The internal academic auditing shall be conducted by Internal Quality Assurance Cell (IQAC) functioning within the college and the external academic auditing by auditor/auditors appointed by the institution. The IQAC in each college shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell shall prepare academic audit statements in formats prescribed by the institution for each semester at regular intervals. These reports shall be presented to the external academic

auditor/auditors, who shall use it as reference for independent auditing.

Academic auditing shall cover the activities mentioned in the audit manual and in the regulations. Important aspects to be covered are the following:

- Course delivery, adherence to the academic calendar regarding meetings of various committees and series tests, syllabus coverage, quality of question papers used for internal examinations, internal evaluation, maintenance of laboratory experimental set ups and equipment, mini projects, seminar and project evaluation, innovative teaching methods, and conduct of practical classes and their evaluation.
 - Facility for Co-curricular and Extra-curricular activities available for the students.
 - Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic environment, learning ecosystem, academic accountability, academic achievements and benchmarking.

10.0 GRACE MARKS TO DIFFERENTLY ABLED CANDIDATES

R10.1 A person with disability (PWD) is a student of the institution suffering from not less than 40% of any disability, as certified by the District Medical Board. To be eligible for the Grace marks, certificate of disability specifying the percentage of disability shall be produced before the Principal at the time of admission.

R10.2 The Grace marks that can be awarded for PWD shall be 25% of the marks, scored by the candidate in each course, at the time of finalization of the results.

R10.3 Transfer of marks from one paper to another shall not be permitted. Fractions of marks if any, while computing the Grace marks, shall be rounded off to the next higher integer.

R10.4 PWD who are eligible for Grace marks shall be awarded Grace marks, for regular and supplementary chances until they pass the whole examination.

R10.5 Grace marks shall be awarded only for the marks of the End Semester examinations conducted by the institution.

R10.6 The request for Grace marks shall be submitted to the Controller of Examinations, through the Principal, along with all relevant documents, within the time limit prescribed by the institution. The request for Grace marks received after the time

limit shall not be entertained on any account.

11.0 Overriding Provisions

R11.1 Notwithstanding anything contained in these regulations, the appropriate statutory bodies of the institution shall have the power to amend, modify or repeal any of these regulations from time to time



VISION

Developing into a world-class, pace-setting Institute of Engineering and Technology with a distinct identity and character, meeting the goals and aspirations of the society

MISSION

- To maintain a conducive infrastructure and learning environment for world class education.
- To nurture a team of dedicated, competent and research-oriented faculty.
- To develop students with moral & ethical values, for their successful career by offering variety of programmes and services.



SJCET, Palai