



ST. JOSEPH'S

COLLEGE OF ENGINEERING
AND TECHNOLOGY,
- PALAI -

AUTONOMOUS



SJCET MBA Academic Regulations 2024

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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.



REGULATION FOR MBA, 2024

MBA



The St. Joseph's College of Engineering and Technology, Palai (Autonomous)
Academic Regulations for MBA 2024

This may be called the St. Joseph's College of Engineering and Technology, Palai (Autonomous) hereafter referred as Institution, Academic Regulations for MBA 2024. These are subject to the provisions of the St. Joseph's College of Engineering and Technology, Palai (Autonomous) Act, 2024 the statutes and ordinances if any issued in the subject from time to time. It is the express understanding that these regulations are subject to the approval of the concerned statutory bodies of the Institution. These regulations shall be applicable for students admitted from 2024 onward.

1. Preamble	
R1.1	The Institution has the right to modify the regulations from time to time.
R1.2	The Provisions contained in this set of regulations govern the policies and procedures on the admission and registration of students, imparting instructions of course, conducting of the examination, evaluation, certification of students' performance and all amendments there to leading to the said Degree Programme.
R1.3	This set of Regulations, on approval by the Academic Council (AC), St. Joseph's College of Engineering and Technology, Palai (SJCET, Palai) shall supersede all the corresponding earlier sets of regulations of the institution for the MBA Degree Programme along with all the amendments there to and shall be binding on all students undergoing the said Post Graduate Degree Programme conducted by the Institution.
R1.4	This set of Regulations may evolve and get updated or refined or modified or amended through appropriate approvals from the Institution Bodies, from time to time, and shall be binding on all parties concerned, including the Students, Faculty, Staff and Departments.
R1.5	The MBA Degree of A. P. J. Abdul Kalam Technological University shall be conferred on students who are admitted to the program and who fulfill all the requirements for the award of the Degree.
2. ELIGIBILITY OF ADMISSION	
R2.1	A Bachelor's Degree or equivalent awarded by any of the Universities incorporated by an act of the central or state legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under Section 3 of the UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India. The bachelor's degree or equivalent qualification obtained by the candidate must entail a minimum of three years of education after completing higher secondary schooling (10+2) or equivalent.

R2.2	A minimum of 50% marks in aggregate (of all the years/semesters) or 5.00 CGPA on a 10-point scale or equivalent in the qualifying degree. A relaxation of 5% in marks (i.e. minimum 45%) or equivalent in CGPA (i.e. minimum 4.50 on a 10-point scale) for the SEBC candidates. For SC/ST students a pass in qualifying examination is sufficient. Relaxation in criteria for PWD candidates may be as per the Government rules.
R2.3	Sponsored candidates from Industries, R&D organizations, National Laboratories as well as Educational Institutions, with a bachelor's degree (meeting criteria specified in R2.2) are eligible for admission to the MBA programme.
R2.4	Foreign nationals seeking admission should meet the criteria specified in R2.1 and R2.2. In addition, they should get eligibility/equivalency certificate from Association of Indian Universities and should obtain clearance certificate from Foreigners Regional Registration Office (FRRO).
R2.5	The reservation policy of the Government of Kerala and the Government of India from time to time shall be followed in admission to the MBA programme.
R2.6	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 and the Government of India and the APJ Abdul Kalam Technological University (APJAKTU). The maximum number of seats under various categories (regular, sponsored, foreign and SC/ST) shall be as per the sanctions of the All India Council for Technical Education (AICTE), State Government and APJAKTU.
R2.7	If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the Institution, or the statutory body concerned, the Principal may revoke the admission of the candidate and report the matter to the Governing Body.
3. STRUCTURE OF MBA PROGRAM	
R3.1	The MBA programme shall be structured on a credit based system following the semester pattern with continuous evaluation.
R3.2	The duration of the MBA programme of the SJCT, Palai (Autonomous) will be two years consisting of four semesters. Maximum period for completing the programme is eight semesters. For MBA programme, each semester shall consist of 14 instructional weeks of 29 hours per week.
R3.3	The duration for the MBA programme will normally be 4 semesters. In case of prolonged illness or other personal exigencies, the institution may allow a student who has earned credits for at least one semester, to extend the programme up to the maximum duration of eight semesters. However, they have to complete the programme within a total of eight semesters.
R3.4	Every academic year shall have two semesters "1 st July to 31 st December (Odd semester)" and "1 st January to 30 th June (Even semester)". The vacation of the faculty and staff shall be as per the Government orders from time to time. The Institution shall publish academic calendar for each academic year.

R3.5	The MBA Program shall have a curriculum and syllabi for the courses approved by the Academic Council. Syllabus for any course shall be normally modified/updated once in two years. However, innovative elective courses can be included as and when required, on the recommendations of the Board of Studies and subject to the approval of the Academic Council. All revisions shall be based only on the recommendations of the Board of Studies.				
R3.6	The academic programme in each semester will consist of course work and field work / internship. The scheme shall be so drawn up that the minimum number of credits for successful completion of the MBA programme of any specialization is 102 credits with a split up of : First year (I and II semester) : 54 credits Second year (III and IV semesters): 40 credits (Course work) Internship : 03 credits (Second year) Project & Comprehensive Viva Voce : 05 credits (Second year) Total : 102 credits				
R3.7	Every Course comprises of specific Lecture-Tutorial-Practical (L-T-P) schedule. The course Credits are fixed based on the following norms: Lectures / Tutorials: one 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				
	Semester	Course details	Hours per week	Total credits allotted	Credits allotted semester-wise
	I	Core courses: 3 numbers	4 each	3x4 = 12	27
		Core courses: 5 numbers	3 each	5x3 = 15	
		Employability Enhancement Programme	2	No credit	
	II	Core courses: 3 numbers	4 each	3x4 = 12	27
		Core courses: 4 numbers	3 each	4x3 = 12	
		MOOC Course: 1 number (PG level management course of 3 credit)	3	1x3 = 3	
		Integrated Disaster Management	2	No credit	
	III	Elective: 5 numbers	3 each	5x3 = 15	26
		Core courses: 2 numbers	4 each	2x4 = 8	

		Internship	6	1x3 = 3	
	IV	Elective: 3 numbers	3 each	3x3 = 9	22
		Core courses: 2 numbers	4 each	2x4 = 8	
		Project & Comprehensive Viva voce	10	1x5 = 5	
		Total Credits in all four semesters			102
Curriculum details are given separately					
R3.8	The maximum number of credits a student can register (course registration) in a semester is limited to 8 credits in excess of the total credits allotted in the curriculum for that semester.				
R3.9	The medium of instruction shall be English. All examinations, project, seminar, reports and presentations shall be in English.				
R3.10	Revision of Regulations notwithstanding all that has been stated above, the Institution has the right to modify any of the regulations, scheme of studies, examinations and syllabi from time to time.				
4. ACADEMIC MONITORING AND STUDENT SUPPORT					
R4.1	Advisory System: There shall be one Faculty Advisor (FA) for a class. The Principal/Director shall assign a regular faculty member with minimum two years of experience as the FA in discussion with the Head of the Department.				
R4.2	The documents regarding all academic and non-academic matters of students shall be kept under the custody of Faculty Advisor.				
R4.3	All requests/applications from a student or parent to higher offices are to be forwarded/recommended by his/her Faculty Advisor. Students and parents shall first approach their Faculty Advisor for all kinds of advices, clarifications and permissions on all academic matters. It is the official responsibility of the Institution to provide the required guidance, clarifications and advices to the students and parents strictly based on the prevailing academic regulations.				

R4.4	<p>The FA shall arrange separate or combined meetings with course faculty, parents and students as and when required and discuss the academic progress of students. The Faculty Advisor shall also offer guidance and help to solve the issues on academic and non-academic matters including personal issues of the students. Advisory meetings shall preferably be convened:</p> <ol style="list-style-type: none"> i. Immediately after the commencement of the semester. ii. Immediately after announcing the marks of first internal evaluation test. <p>The CIE marks and eligibility of attendance shall be uploaded in the Institution portal only after displaying the same in the department notice board at least for two working days. This is for the information and feedback of the students. Any concerns raised by the students regarding attendance and internal marks shall be looked into in the combined meetings of advisor, course faculty and the students concerned. The Principal shall ensure to take steps redress the concerns raised by the students regarding internal assessment and attendance. The FA shall be the custodian of the minutes and action taken reports of the BOS meetings.</p>
R4.5	<p>The FA shall get the minutes and action taken reports of BOS meetings approved by the Head of the Department. It shall be the duty of the Head of the Department and the Principal to produce it before the Institution's Academic council as and when required.</p>
R4.6	<p>The FA shall keep a hard copy of the consolidated statement of attendance and CIE marks of their students. It shall be kept with the Head of the Department without fail for all sorts of inspections.</p>
R4.7	<p>Regular communication with the parents of students in respect of progress in academic matters and other general issues shall be the responsibility of the Faculty Advisor.</p>
R4.8	<p>The Head of the Department shall inform/forward all regulations, guidelines, communications, announcements issued by the Institution regarding student academic and other matters to the department for information and timely action.</p>
<p>5. COURSE REGISTRATION AND ENROLMENT</p>	
R5.1	<p>It is mandatory for students to register for the courses they want to attend in a Semester. Students have to register for all courses offered in the first semester at the time of admission.</p>
R5.2	<p>The dates for registration and enrolment for the semesters two to four will be given in the academic calendar. Any late enrolment, allowed up to 7 working days from the commencement of the semester, will attract a late enrolment fee.</p>

R5.3	A student will become eligible for enrolment only if he/she has registered for 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.													
R5.4	In extraordinary circumstances like medical grounds, a student may be permitted to withdraw from a semester completely. A student will be permitted to withdraw from the programme only for a maximum continuous period of two semesters.													
6. EVALUATION PROCESS														
R6.1	At the end of the semester, examination will be conducted for all courses offered in that semester and will be of three hours duration unless otherwise specified. The major eligibility criteria for the end semester examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the end semester examination is 75% in each course.													
R6.2	The End Semester Examinations (ESE) shall be held twice in a year – November/December (for odd semesters) and May/June (for even. However, the End Semester Examinations of all Semesters shall be conducted in both the sessions.													
R6.3	Candidates in each semester shall be evaluated both by Continuous Internal Evaluation (CIE) and End Semester Examinations (ESE). The ratio of Continuous Internal Evaluation (CIE) to End Semester Examinations (ESE) for theory courses is 1:1.5.													
R6.4	<p>Continuous Internal Evaluation (CIE): The Continuous Internal Evaluation shall be on the basis of the day-to-day work, seminar, Internal evaluation tests (minimum two in a semester) and assignments (minimum two in a semester). The course instructor (s) concerned shall carry out the Continuous Internal Evaluation (CIE) for the course allotted to him/her. The CIE marks for individual courses shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Course</th> <th style="width: 25%;">Class Participation and Attendance</th> <th style="width: 25%;">Internal Evaluation Tests</th> <th style="width: 25%;">Seminar and Discussion</th> <th style="width: 25%;">Assignment/ Class work</th> </tr> </thead> <tbody> <tr> <td>Theory</td> <td style="text-align: center;">10%</td> <td style="text-align: center;">40%</td> <td style="text-align: center;">25%</td> <td style="text-align: center;">25%</td> </tr> </tbody> </table> <p>There shall be minimum two internal evaluation tests, each of 1.5 hours' duration. Each internal evaluation test shall cover 50% of the syllabus and shall be for 30 marks. Students who have missed either the first or second internal evaluation test can register with the consent of faculty and the Head of the Department for a re-test which shall be conducted soon after the completion of the second internal evaluation test and before the end semester examination. The retest will cover entire syllabus</p> <p>Duty leave shall be accounted for awarding the CIE marks for attendance. A systematic record for the award of internal assessment marks shall be maintained in the department signed by the faculty member concerned and countersigned by the Head of the Department.</p>				Course	Class Participation and Attendance	Internal Evaluation Tests	Seminar and Discussion	Assignment/ Class work	Theory	10%	40%	25%	25%
Course	Class Participation and Attendance	Internal Evaluation Tests	Seminar and Discussion	Assignment/ Class work										
Theory	10%	40%	25%	25%										

	<p>The CIE marks obtained by the student for all courses in a semester are to be published at least 3 days before the commencement of the End Semester Examinations (ESE). Anomalies if any shall be scrutinized by the Institution. The final CIE marks endorsed by the respective students, teachers, Faculty Advisor of the batch, Head of the Department and Principal shall be kept in the department for scrutiny and reference.</p>
R6.5	<p>Students, who have completed a course but could not write the end semester examination, shall be awarded absent "ab" Grade, provided they meet other eligibility criteria (R6.6). They shall register (exam registration) and appear for the end semester examination at next opportunity and earn the credits without having to register (course registration) for the course again.</p>
R6.6	<p>The main 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 is 75% in each course. Students who do not meet these eligibility criteria are awarded an FE grade.</p>
R6.7	<p>The students with FE grade shall register for the courses during the normal semesters in which the courses are offered. However, for the fourth semester, FE grade students can register for the courses in the next immediate chance, if offered by the institute.</p>
R6.8	<p>A student who does not register for all the courses listed in the curriculum for a semester shall not be eligible to enroll for the next higher semester.</p>
R6.9	<p>Candidates for MBA programme shall be eligible to undergo the course of study in the next semester and take the examinations of that semester, irrespective of the results of the examination of the previous semester provided they have completed all the formalities of attendance, payment of all fees due to the Institution and registration for examination in the previous semester.</p>
R6.10	<p>Students registered for a course have to attend the course regularly and undergo the Continuous Internal Evaluation (CIE) and appear for the End Semester Examinations (ESE). Credits for the course are deemed to be earned only on getting at least a pass grade 'P' or better in the composite evaluation.</p>
R6.11	<p>Pass minimum for a course shall be 40% for the End Semester Examination and 50% of CIE and ESA put together. Letter grade 'F' will be awarded to the student for a course if either his / her mark for the End Semester Examination (ESE) is below 40% or the overall mark [Continuous Internal Evaluation (CIE) + End Semester Examination (ESE)] is below 50 %.</p>
R6.12	<p>Students who received F grade for a course shall have to appear for the End Semester Examination at the next opportunity and earn the credits. They shall not be permitted to register for the course again.</p>
R6.13	<p>Continuous Internal Evaluation mark percentage (%) shall not exceed 30% over the End Semester Examination mark percentage. CIE marks awarded to a student shall be normalized accordingly. For example, if the end semester exam mark % is 40, then the maximum eligible CIE mark % is $40+30 = 70$ %.</p>

R6.14	<p>A student will be recommended by the Institution for the award of MBA Degree of the University on satisfying the following conditions:</p> <ol style="list-style-type: none"> Fulfilled all the curriculum requirements within the stipulated duration of the course. Earned the required minimum credits as specified in the curriculum No pending disciplinary action. 		
R6.15	<p>Grading is based on the % of both CIE and ESE marks obtained by the student in a course. The Semester grade card shall only give the grades against the courses the student has registered, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).</p>		
R6.16	Grade and Grade Points		
	Grades	Grade Point (GP)	% of Total Marks obtained in the course
	S	10	90% and above
	A+	9.0	85% and above but less than 90%
	A	8.5	80% and above but less than 85%
	B+	8.0	75% and above but less than 80%
	B	7.5	70% and above but less than 75%
	C +	7.0	65% and above but less than 70%
	C	6.5	60% and above but less than 65%
	D	6.0	55% and above but less than 60%
	P (Pass)	5.5	50% and above but less than 55%
	F (Fail)	0	Below 50% (CIE + ESE) or Below 40% for ESE
	FE	0	Failed due to lack of eligibility criteria (R6.6)
	ab	0	Could not appear for the end semester examination but fulfills the eligibility criteria.
	Classification of MBA Degree.	First Class with Distinction	CGPA 8.0 and above
		First Class	CGPA 6.5 and above
	Equivalent percentage mark shall be = $10 * CGPA$		
R6.17	<p>There shall be double valuation of theory courses for which end semester examinations are conducted by the Institution. The theory answer script shall be valued independently by the two examiners appointed by the Institution. If the difference between the marks awarded by the two Examiners is not more than 15% of the maximum ESE marks, the marks awarded to the candidate shall be the average of two evaluations. If the difference between the marks awarded by the two Examiners is more than 15% of the maximum marks, the Script shall be valued by a third Examiner. The average of the marks of nearest two valuations 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 or for improving the grade.</p>		

R6.18	<p>Students who are in the 'F' Grade status on declaration of results can apply for review. This facility will be available after obtaining the answer scripts' copy after the declaration of results. Students have to submit their review request, within fifteen days of the declaration of results, in the prescribed format recommended by a competent/mapped faculty, endorsed by the head of the department routed through the Principal. The fee for review will be Rs 5,000 per answer script of which Rs 3,000 will be refunded in case of a grade change after the review. The paid amount of Rs 5,000 will be forfeited in case of no grade change after the review. The review will be carried out by a competent / mapped faculty with a minimum of three years teaching experience. The result of the review will be final and no appeal will be entertained there after.</p>
R6.19	<p>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 College will issue the consolidated grade sheet for the MBA program including CGPA.</p>
R6.20	<p>Calculation of SGPA/CGPA: Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows.</p> <p>$SGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}$, where 'C_i' is the credit assigned for a course and 'GP_i' is the grade point for that course. Summation is done for all courses specified in the curriculum of that semester. The failed and incomplete courses shall also be considered in the calculation.</p> <p>$CGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}$, where 'C_i' is the credit assigned for a course 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 (F grade, FE Grade, AB Grade) courses shall also be accounted.</p> <p>CGPA for the MBA programme is arrived at by considering all course credits that are needed for the degree and their respective grade points.</p> <p>Equivalent percentage mark shall be = 10 * CGPA</p>
R6.21	<p>Academic Discipline and Malpractices in Examinations: Any act of violation of Institution's directions, indiscipline, misbehavior, or unfair practice in examinations from the part of students, faculty members, staff, institution, management or any other source shall be viewed very seriously. It is the legal responsibility of the Principal and the Institution to see that the examinations are conducted strictly as per the directions of the Institution and as specified in the examination manual. Malpractices in examinations observed or reported by an official employed by the Institution, faculty member, invigilator or anybody shall be immediately reported to the Principal. The Principal shall in turn conduct a preliminary enquiry giving the student concerned a chance to explain his/her case. The Principal shall then forward the case with his/her preliminary enquiry report and remarks to the Controller of Examinations along with all related documents and evidences within two working days. The Controller of examination shall decide the course of action on the issue as per the prescribed norms in the Institution Examination Manual</p>

7. ACADEMIC AUDITING OF AFFILIATED INSTITUTIONS	
R7.1	<p>There shall be academic auditing in the department at stipulated intervals. The academic auditing shall be conducted jointly by an Internal Quality Assurance Cell (IQAC) within the college and external academic auditor(s) appointed by the Institution. The Internal Quality Assurance Cell (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 the formats prescribed by the Institution for each semester at regular intervals. These reports shall be presented to the external academic auditor(s), who shall use it as reference for independent auditing. The external auditor(s) shall submit the final audit report to the Institution in the prescribed format.</p> <p>Academic auditing shall cover:-</p> <ol style="list-style-type: none"> 1. Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for internal examinations, internal evaluation, maintenance of laboratory experimental set ups and equipment's, practical assignments, mini projects and conduct of practical classes and their evaluation. 2. Co-curricular and Extra-curricular activities available for students. 3. 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. 4. The audit shall also cover the quality criteria prescribed by NBA/NAAC.
8. ATTENDANCE	
R8.1	<p>Students are expected to attain 100% attendance for all courses. However, under unavoidable circumstances they are permitted to avail leave. Total leave of absence shall not exceed 25% of the academic contact hours for a course and 75% attendance is mandatory for registering to the end semester examination. A 2% relaxation in attendance shall be granted to students eligible for menstrual leave, reducing the required attendance percentage to 73% for each course.</p> <p>On medical ground the college Principal can relax the minimum attendance requirement to 65%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditors/Institution officials. This provision is applicable only to any one semester during the entire program period. In case of prolonged illness, break of study is permitted as per R9.1.</p>
R8.2	<p>The Principal is authorized to grant attendance relaxation (duty leave) to the students in national level competitions/championships/ tournaments representing Institution, when called upon to do so, up to a maximum of 10%. Such students should produce the participation</p>

	<p>certificate countersigned by the Institution Sports Coordinator/ the Director of Physical Education in the case of sports activities or the Faculty Advisor in the case of other extracurricular activities within ten days of the event, as the case may be. The participation certificate thus produced shall be forwarded to the Principal with the due recommendation of the Head of the Department. Under any circumstances, the Principal shall not consider the certificate if the overall attendance of the candidate is less than 65%. Late applications received shall not be considered on any account. The student shall get official prior permission from the Institution for representing the Institution.</p>
R8.3	<p>The Principal is authorized to grant attendance relaxation (duty leave) to the students for organizing extra/co-curricular activities, up to a maximum of 5%. Such students should produce the required documents countersigned by the University 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 within ten days of the event, as the case may be. The documents thus produced shall be forwarded to the Principal with the 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 on any account.</p>
<p>9. BREAK OF STUDY</p>	
R9.1	<p>Break of study is permitted up to maximum of two semesters. But the student could extend the programme up to eight semesters, the maximum permitted by the regulation.</p> <p>A student is permitted to avail break of study:</p> <ol style="list-style-type: none"> i) In case of accident or serious illness needing prolonged hospitalization and rest. ii) In case of any personal reasons that need a break in study. iii) For internship leading to employment. <p>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.</p> <p>Students who require a break in study due to personal reasons shall convince the Principal on the genuine need for it by giving authentic evidence for the same.</p> <p>Students who require break in study for 'internship leading to employment' shall produce the offer letter obtained from the employer concerned. The principal shall verify the authenticity of the offer and submit his recommendation to the Institution sufficiently in advance for approval. Only campus placed students with an annual compensation of more than Rs.5 lakhs are eligible to avail this facility.</p>

	In the semester system followed by the Institution, break of study can be availed only for an academic year. The student can avail the break of study only with the prior approval of the Institution. The Principal shall upload the request of the student with all relevant documents to the Institution portal for the approval with his/her recommendations. Students shall have to rejoin on the first working day of the same semester on which he/she had started availing the break of study.
10. GRACE MARKS FOR SPORTS /ARTS COMPETITIONS	
R10.1	Only bona-fide, regular candidates are eligible for the award of Grace Marks.
R10.2	The criterion for the award of Grace Marks is representing the Institution in officially sponsored national level competitions/championships/ tournaments when called upon to do so. The student shall get official prior permission from the Institution for representing the Institution.
R10.3	The maximum grace marks that can be awarded to a candidate in a particular semester for all activities put together shall be 5% of the aggregate maximum End Semester Examination marks of all theory courses for which the Institution conducts End Semester Examinations.
R10.4	The maximum grace marks that can be awarded to a student for a theory course in a particular semester for all activities put together shall not exceed 10% of the maximum aggregate marks of End Semester Examination of the course.
R10.5	The Grace Marks shall not be awarded to a student for Practical/Lab/Viva Voce/Internal assessment/ Seminar etc. even though she/he fails for the same.
R10.6	Eligible Grace Marks shall be distributed equally on all theory papers/courses of an examination. However, redistribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Redistribution is possible from passed courses to failed courses only. Redistribution of Grace Marks is not permissible from failed courses to other courses for a pass.
R10.7	The Grace Marks shall be awarded for all theory courses in a semester.
R10.8	Redistribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.
R10.9	Grace Marks shall not be re-distributed from one semester to another semester.
R10.10	If the candidate does not secure the minimum marks required for a pass even after effecting re-distribution, eligible moderation fixed by the respective pass board if any, shall be awarded to that candidate in addition to the Grace Marks for a pass.

R10.11	Eligible Grace Marks shall be awarded for the regular examination of the performing semester only. Grace Marks shall not be awarded for supplementary examinations.
R10.12	The performing semester shall be considered from 1 st July to 31 st December (Odd semester) and 1 st January to 30 th June (Even Semester).
R10.13	Grace Marks shall be awarded on the basis of performance in the respective semester.
R10.14	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.
R10.15	Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.
11. GRACE MARKS FOR PERSONS WITH DISABILITY (PWD)	
R11.1	To be eligible for the grace marks, the certificate of disability specifying the percentage of disability certified by the District Medical Board shall be produced before the Principal at the time of admission. Profoundly deaf candidates with disability 40% or above or hearing-impaired candidates with disability 70% or above are eligible for the award of Grace Mark. In case of any other disability of more than 60% duly certified by the District Medical Boards, students will be eligible for grace marks.
R11.2	The Grace Marks that can be awarded for differently abled candidates is 25% of the marks scored by the candidate in each course at the time of finalization of the results.
R11.3	Transfer of marks from one course to another shall not be permitted. Fractions of marks if any, while computing the Grace Marks shall be discarded.
R11.4	Differently abled candidates who are eligible for Grace Marks shall be awarded Grace Marks for regular and supplementary chances until they pass the whole examination.
R11.5	Grace Marks shall be awarded only for the marks of the End Semester Examinations conducted by the Institution. Grace Marks shall be awarded for enabling differently abled candidates to obtain the minimum marks required for a pass for Viva Voce/Seminar for which the Institution does not normally conduct End Semester Examinations. However, the maximum grace marks awarded in this case shall not be more than 25% of the marks scored by the candidate in each course.
R11.6	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 Institution.
R11.7	The request for Grace Marks received after the time limit shall not be entertained on any account.
12. TRANSITORY PROVISION	
12.1	Notwithstanding anything contained in these regulations, the Principal shall, for a period of two years from the date of coming into force of these regulations, has the power to provide by order that these Regulations shall be applied with any modifications as may be necessary.