ST. JOSEPH'S
COLLEGE OF ENGINEERING AND TECHNOLOGY,
- P A L A I -
AUTONOMOUS

SJCET B.Tech. Academic Regulations for Working Professionals 2025

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St. Joseph's College of Engineering and Technology, Palai (Autonomous)

SJCET B.Tech. Academic Regulations for working professinals 2025

Introduction

St. Joseph's College of Engineering and Technology, Palai (SJCET) (herein referred to as Institution) has been conferred autonomous status by the University Grants Commission in July 2024. APJ Abdul Kalam Technological University (affiliating University) (hereinafter referred to as University) has notified the conferment of autonomy in October 2024, based on the directives from the Government of Kerala. These regulations are for the Bachelor of Technology (B.Tech) programmes for working professinals being offered by various departments. The rules and regulations stated herein shall be called the SJCET B. Tech. Academic Regulations for working professionals 2025. These regulations as given in this document are applicable to students admitted in B.Tech. programmes of St. Joseph's College of Engineering and Technology, Palai (Autonomous) from 2025 admission onwards. Curriculum of the programs under this regulation shall be decided by the Academic Council of St. Joseph's College of Engineering and Technology, Palai (Autonomous).

Definitions-

(1) For the purposes of these Regulations*, -*

(a) 'UGC' means the University Grants Commission constituted under the University Grants Commission Act 1956;

(b) 'AICTE' means the All-India Council for Technical Education constituted under the All India Council for Technical Education Act, 1987;

(c) 'University' means the A P J Abdul Kalam Technological University, Thiruvanathapuram;

(d) 'BoG' means Board of Governance of the University;

(e) 'SJCET' means St. Joseph's College of Engineering and Technology, Palai (Autonomous);

(f) 'Head of the Institution' means Principal of the Institution;

(g) 'GB' means the Governing Body of the Institution;

(h) 'Academic Council' means the Academic Council of the Institution constituted in accordancewith the provisions of the UGC Act;

(i) 'BoS' means the Board of Studies constituted by the Institution in accordance with the UGC Act;

(j) 'B. Tech. Programme' means a programme leading to the award of a Bachelor of Technology Degree for working professionals by the University;

(k) 'Regulations' means SJCET B. Tech. Academic Regulations for Working Professionals 2025;

(l) 'Academic Calendar' means the official schedule set by the Institution, detailing the commencement and conclusion of classes, examinations, and events for an academic year;

(m) 'Academic Year' means the academic cycle consisting of an Odd semester and Even semester

(n) 'CGPA' means Cumulative Grade Point Average;

(o) 'SGPA' means the Semester Grade Point Average;

(p) 'CIE' means Continuous Internal Evaluation which is assessed for every student for every course during the semester;

(q) 'Course' means a theory, project, or practical course that is normally included in the curriculum for study for a B.Tech programme;

(r) 'Discipline' means a specific branch of B. Tech. Programme, such as Mechanical Engineering, Electronics and Communication Engineering, and Civil Engineering. Each discipline encompasses a set of specialized courses designed to provide students with in-depth knowledge and skills relevant to that particular area of engineering study;

(s) 'ESE' means the End Semester Examination which is conducted by the Institution at the End of the Semester for all the courses of that semester as per the curriculum of study for the B.Tech programme;

(t) 'Grade Card' means the certificate issued to each candidate generally containing course code, course title, grade and grade points along with SGPA of that semester;

(u) ''HoD Council' means body comprising the heads of various departments within the Institution;

(2) Words and expressions used in these Regulations but not defined herein shall have their respective meanings assigned to them in the Act or Statutes.

1. General

R 1.01	The provisions contained in these regulations shall govern the policies and procedures for the admission and registration of students to B. Tech. programmes for working professionals in the Institution, imparting instruction for course, conduct of the examination, evaluation, certification of students' performance leading to the award of B. Tech. Degree(s).
R 1.02	The Institution shall have the authority to modify the regulations from time to time.
R 1.03	In all matters contained in these Regulations, the decision of the Institution as recommended by the Academic Council and the GB, shall be final.

2. Admission

R 2.01	Admission policies, eligibility criteria for admissions to affiliated colleges, and procedures for admission shall be determined by the Government/University and the appropriate statutory/regulatory authorities.
R 2.02	i. After admission if any candidate has not fulfilled any of the requirement of admission, the Head of the Institution may revoke the admission of the candidate and report the matter to the GB. ii. Subsequently, it is found that a candidate has not fulfilled any of the requirements stipulated by the University or the statutory body concerned, the Vice Chancellor may revoke the admission of the candidate and report the matter to the BoG.
R 2.03	*Restriction on Branch Change:* No student shall be permitted to change the branch of study/ discipline to which they were admitted by the competent authority after the closure of the admission process.
R 2.04	A student admitted to a particular institute shall continue their studies at that institute until the completion of the programme.

3. Structure of B. Tech. Programme

R 3.01	The duration of the B. Tech. Programme shall be 3 years (6 semesters)
R 3.02	*Academic Year Structure:* **Semesters:** Every academic year is structured to include: an Odd semester, an Even semester. **Minimum Working Days:** Each semester shall have a minimum of 90 working days out of which 65 days shall be instructional days.

R 3.03	*Academic Calendar:* The dates of major academic activities shall be published in the Academic Calendar. The academic activities in a semester shall normally include the following: • Commencement and completion of the semester • Semester enrolment dates • Course selection and mapping dates • End Semester examination registration dates • Schedule of internal examinations • Attendance and Continuous Internal Evaluation marks publishing date • Schedule of End Semester Examinations • Schedule of Extra/Co-curricular activities • Vacation dates
R 3.04	Each discipline of the B. Tech. Programme shall have a curriculum and syllabi for its courses, approved by the Academic Council, with subsequent reporting to the GB.
R 3.05	*Curriculum:* A curriculum refers to a structured and prescribed list of courses within a programme, organized in a specific format. It outlines the academic pathway for a particular programme and includes courses categorized under various heads, such as Programme Core, Programme Elective, Open Elective etc. This structured approach ensures that students receive a comprehensive education, covering essential courses while also providing options for specialized study within their chosen field. *Course:* Course refers to a specific subject, typically identified by its course code and course title, with a defined syllabus. It encompasses theory courses, practical courses, Mini Projects, Seminar and Major Projects that are normally included in the curriculum. Each course is assigned specific credits and learning outcomes, contributing to the overall academic requirements for the successful completion of the B.Tech. programme.

R 3.06	*Syllabus:* A syllabus is a comprehensive document that outlines the learning objectives, content, and structure of a specific course. It includes essential details such as the course title, course code, course type, and delivery modes (L-T-P-R) Teaching Hours/Week. The L-T-P-R notation for each course signifies the allocation of hours for content delivery in terms of Lecture (L), Tutorial (T), Practical (P), and Project (R) per week. Additionally, it specifies the credits assigned to the course, Continuous Internal Evaluation (CIE) Marks, End Semester Examination (ESE) Marks, exam duration, and prerequisites. The syllabus also provides the course objectives, expected course outcomes (CO), CO - Programme Outcome (PO) mapping, prescribed textbooks, reference materials, assessment patterns, and question paper format (where applicable). This document serves as a guide for both students and instructors, detailing the learning expectations and assessment methods for the course.
R 3.07	*Syllabus Revision and Updates:* i. The syllabus for any course shall typically be updated once in every four years. However, innovative elective courses, open electives, industry-linked electives, and industry-linked minors may be introduced as needed. ii. The syllabus of any course offered in the curriculum can be modified or updated based on technological changes and emerging requirements. In any case, the modifications to core courses shall not exceed 30%. iii. All syllabus revisions shall be made exclusively on the recommendations of the relevant Board of Studies (BoS) and are subject to the approval of the Academic Council, with subsequent reporting to the Governing Body (GB).
R 3.08	*Credit System:* The academic programmes of the Institution are based on credit system. The curriculum for any branch of the B. Tech. Programme shall comprise a total of 167 credits. However, Working Professional students are admitted under the lateral entry scheme, credits for the first and second semester courses shall not be included in the calculation of CGPA and a total of 44 credits has been awarded based on the credits earned from the qualifying Diploma/Degree Programme. The general credit allocation pattern is as follows.

1 Hour of Lecture (L) per week	1 credit
1 Hour of Tutorial (T) per week	1 credit
2 Hours of Practical (P)/Project (R) per week	1 credit

	3 to 4 Hours of Seminar (S)/Practical (P)/Project (R) per week		2 credits
	1 Hour of Project (R) included in Project-Based Learning (PBL) per week		1 credit
R 3.09	Credits shall be awarded for all courses listed in the curriculum. Courses in the curriculum are classified into 1, 2, 3, or 4 credit courses based on the chosen content delivery method and the desired depth of the course. The delivery methods include Theory only, Theory with Tutorial, Theory with Lab/Practice, Theory with Project, Lab only and Massive Open Online Courses (MOOC).		
R 3.10	*Self-Study Hours (SS):* In addition to lecture, tutorial, practical/practice, and project hours, the curriculum includes Self-Study Hours. Self-Study 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 from instructors or tutors. The Self-Study Hours per week for each course are calculated as: $SS\ Hours = 1.5\ L + 0.5\ T + 0.5\ P + R$		

R 3.11 — Each course within the B. Tech. Programme shall be categorized into one of the ten categories as outlined in the table below.

Sl. No.	Category	Code	Breakup of Credits
1	Humanities and Social Sciences including Management Courses	HMC	8
2	Basic Science courses	BSC	6
3	Engineering Science courses including workshop, drawing, basics of electrical/mechanical/computer etc.	ESC	6
4	Programme Core Courses	PCC	48
5	Programme Core Courses-Project Based Learning	PBL	16
6	Programme Elective courses relevant to the chosen specialization/branch	PEC	18
7	Open Elective Courses/Industry Linked Elective	OEC/ILE	9

	8	Mini Project, Project Work/Internship and Seminar	PWS	12
		Total Academic Credits		*123*
		Credits based on the credits earned from the qualifying Diploma/Degree Programme		*44*
		Total Credits		167

R 3.12	Programme Core (PC) Courses are courses directly relevant to the chosen discipline or branch of study. These core courses must be mandatorily taken by the student to fulfill the requirements of the programme and include both theory-only and lab-only courses.
R 3.13	Project-Based Learning (PBL) is integrated into the curriculum across various disciplines, with specific courses designed to focus on project-based activities. These projects shall align with the course objectives and learning outcomes. Students are required to undertake project(s) related to the course in consultation with the faculty concerned and complete the project(s) within the semester. The optimal size for a project group shall be four members. The curriculum of each programme includes four project- based courses.
R 3.14	A Programme Elective (PE) course in the B. Tech. curriculum refers to a course that students can select from a specified set of options within their discipline or branch of study.
R 3.15	A minimum enrolment of 15 students is required to offer a Programme Elective course. However, this requirement does not apply if the total number of students admitted to the programme is less than 15
R 3.16	Open Elective Courses (OE) are designed to broaden a student's knowledge beyond their parent discipline. Students are generally not permitted to choose open electives offered by their parent department. However, they may opt for electives offered by other departments, provided they meet any prerequisite conditions. The minimum enrolment required to offer an Open Elective course is 15 students.
R 3.17	*OE Course Selection Verification:* i. A Scrutiny Committee, consisting of the Senior Faculty member of department concerned, IQAC Coordinator, and the Dean (Academics-1), shall verify that the OE courses proposed for selection by students. ii. The HoD Council shall review and approve the list of courses submitted by the Scrutiny Committee. The minutes of both the Scrutiny Committee and HoD Council meetings shall be documented and made available for verification by external auditors upon request.

R 3.18	Students are not permitted to change the PE and OE/ILE courses chosen in a semester after completing the exam registration in the SJCET Portal.
R 3.19	*Programme Elective (PE) Course Change for Students with FE Status:* Students who have been assigned an 'FE' (Failed due to lack of meeting Eligibility criteria) grade in a Programme Elective course are eligible to request a course change if their originally registered elective is no longer offered to the junior batch in the department. Options for the Student: i. Alternate Elective Course: The student may choose to register for an alternate elective course that is available and offered to the current batch. ii. Continuation of Previously Registered Elective: The student may opt to continue with the previously registered elective course, even if it is not offered to the current batch. In such cases, the department shall make the necessary arrangements to enable the student to complete the course. The HoD must secure prior approval from the Head of the Institution before allowing a change in the elective course.
R 3.20	Institution Core (IC) courses are a mandatory set of courses for all B. Tech. students, encompassing foundational courses in Humanities, Skilling, and Computer Science. These courses are designed to provide a broad-based education and essential skills that are fundamental to the overall development of engineering students.
R 3.21	Institution Elective (IE) courses are elective courses chosen from a basket of offerings in the Humanities and Social Sciences. These courses allow students to explore areas of interest beyond their core technical education, enriching their overall academic experience.
R 3.22	HMC courses offered in the first year and eighth semester of the B. Tech. curriculum shall be awarded a single credit, irrespective of the number of hours allotted per week.
R 3.23	*Maximum Credit Registration in a Semester* i. General Credit Limit: The maximum number of credits a student can register for in a semester is limited to 15 credits in excess of the total mandatory credits allotted in the curriculum for that semester.
R 3.24	*Course Pre-Requisites:* For certain courses, students are required to have prior knowledge or expertise. To register for these courses, students may need to have studied specific courses or earned credits in relevant courses. In such instances, the Board of Studies shall clearly outline and specify these course pre-requisites in the curriculum and syllabus to ensure that students are adequately prepared for advanced learning.

R 3.25	For Project-Based Learning courses, one project hour per week is included in the curriculum. For the assessment and evaluation of projects, faculty members shall be assigned in a ratio of one faculty member for every twenty students.
R 3.26	The medium of instruction shall be English. All examinations, project/seminar reports and presentations shall be in English.

4. Maximum Duration for Completion of B. Tech. Programme

R 4.01	i. Additional Grace Period: If a student has backlog courses remaining after the normal course duration of three years, the student will be permitted an additional grace period of two years to complete all courses and credit requirements specified in the curriculum. ii. Automatic Cancellation: After this period, the student's registration will be automatically cancelled unless an extension is granted by the Institution/University. No separate intimation regarding this cancellation will be sent to the student. iii. At the end of the programme duration permitted by the Institution/University, students will no longer be able to register for courses or exams on the SJCET portal. However, they may still apply to the Institution for certificates, result revaluation, and cancellation. iv. The students can apply for migration, and relevant certificates to the university.

5. Academic Mentoring and Student Support.

	Advisory System: Senior Faculty Advisor (SFA) and Faculty Advisors (FAs) i. Each class shall be assigned a dedicated SFA and multiple FAs to provide focused guidance to students. ii. The Head of the Department (HoD), shall designate a regular faculty member with a minimum of five years teaching experience as the SFA. To ensure optimal attention, an SFA shall be assigned to only one class. iii. Each FA shall be responsible for overseeing the academic progress, well-being, and guidance of 15 to 20 students within their assigned class.

R 5.01	iv. Faculty members with less than five years of experience may be appointed as SFA only if more experienced faculty members are not available within the department. v. If there are insufficient faculty members to serve as Faculty Advisors (FAs), faculty from Science or Humanities disciplines may also be considered for these positions to ensure adequate support and guidance for students. vi. Regular communication with the parents of students regarding progress in academic matters and other general issues shall be the responsibility of the SFA/FA.
5.02	*Communication Protocol for Student and Parent Requests:* i. Students and parents are required to seek advice, clarifications, and permissions regarding academic matters from their SFA or FA. ii. All requests or applications from individual students or parents to Institution must first be reviewed and recommended by their SFA or FA. iii. The Head of the Institution is responsible for providing the necessary guidance, clarifications, and advice to students and parents in accordance with the prevailing academic regulations. iv. The SFA shall organize separate or combined meetings with advisors, course faculty, parents, and students to discuss students' academic progress and provide guidance on academic, non-academic, and personal issues.
	Course Faculty: Major Responsibilities: i. Compliance with Regulations: The course faculty shall adhere to all regulations and syllabus requirements related to the teaching of the course and the evaluation of students. ii. Record Maintenance: The course faculty is responsible for maintaining all relevant records for the course, including answer books, attendance, and other essential documents of the students enrolled in the course. iii. Conduct of Classes: The faculty shall conduct classes according to the Institution Academic Calendar and the teaching/learning time table issued by the Head of Institution. iv. Course and Evaluation Plan Distribution: The course faculty shall provide a course plan and evaluation plan, including course objectives and background materials, to all students within the first week of the semester.

R 5.03	v. Evaluation Plan Preparation: The faculty shall develop a detailed evaluation plan that outlines how students' performance will be assessed throughout the course. vi. Documentation and Communication of Performance: The course faculty is responsible for documenting student performance and ensuring timely communication of results to students, as stipulated by the Institution's regulations.
	vii. Reporting to HoD: The faculty shall report monthly to the HoD on cases of poor academic performance or low attendance, which may result in a 'FE' grade at the end of the semester.
R 5.04	i. Continuous Internal Evaluation Marks and Attendance Display: • CIE, course-wise attendance percentages, and activity points shall be uploaded to the SJCET portal only after they have been displayed on the department notice board for at least two working days. • Any concerns raised by students regarding CIE, attendance, or activity points shall be addressed in class committee meetings. The HoD/Dean (Academics-I)/Principal shall ensure that proper resolutions are made. ii. Minutes and Action Taken Reports: • The SFA shall maintain minutes and action taken reports for all meetings. • These records must be approved by the HoD and be made available to academic auditors.
R 5.05	*Maintenance of Student Records:* i. The SFA/FA shall maintain a hard copy of the consolidated statement of attendance, internal marks, and for the students in their advisory group. ii. These documents must be kept with the Head of Department (HoD) at all times to ensure they are readily available for any inspections.
R 5.06	i. The Head of the Institution shall inform all regulations, amendments, guidelines, academic calendars, circulars, announcements, etc., issued by the Institution regarding student academic and other matters to the HoDs and faculty/staff members for their information and timely action. ii. The SFA/FA shall ensure that all relevant information is communicated to the students to facilitate the timely completion of all academic activities as per the schedule published by the Institution.

	6. Attendance
	i Students are expected to attain 100% attendance for all courses. However, under unavoidable circumstances, they are permitted to take leave, provided that the total leave of absence does not exceed 25% of the academic contact hours for a course.
R 6.01	ii. A minimum of 75% attendance is mandatory to be eligible to appear for the end semester examination. iii. Menstrual Leave Attendance Relaxation: A 2% relaxation in attendance shall be granted to eligible students as menstrual leave. iv. PWD Attendance Relaxation: A 5% relaxation in attendance shall be granted to students with disabilities (PWD). v. The students shall be informed about their attendance status monthly by the department so that the students shall be cautioned to make up the shortage.
R 6.02	*Attendance Requirement Relaxation:* i. Eligibility for Relaxation: In exceptional cases, such as medical reasons or personal emergencies, the Head of the Institution may grant permission for condonation of attendance for students if their attendance is less than 75% but greater than or equal to 60%. ii. This relaxation applies to one or more courses registered in the semester. The Head of the Institution shall keep all records leading to this decision on attendance for verification by Academic Auditors. iii. This provision is applicable only for any two semesters during the normal programme duration. *Attendance Condonation Fee:* iv. Students shall pay a fee, as fixed by the Institution, for each course to avail the attendance condonation option.
	7. Assessment
R 7.01	*End Semester Examinations (ESE):* i. Examination Schedule: ESE shall be conducted every semester for courses as prescribed under the respective curriculum and syllabus.

	ii. Option to Defer Examination: A student may choose to take the ESE at the end of the current semester or defer it to the end of the following semester, except for the 8th semester where this option is not available, for any courses studied during that semester.
	iii. Class Completion Requirement: Semester classes must be completed at least ten days before the commencement of the End Semester written examinations.
R 7.02	End Semester Examinations shall be conducted twice a year in accordance with the examination calendar published by Institution. i. Syllabus Modification for Supplementary Examinations: If the syllabus of a course has been modified, students who are attending supplementary examinations will be allowed to take the exam under the original syllabus for up to two supplementary examination attempts. ii. Transition to Modified Syllabus: After the second supplementary attempt, students who have not passed the course must take the examination based on the modified syllabus. No further examinations under the original syllabus will be permitted.
R 7.03	Candidates in each semester shall be evaluated both by Continuous Internal Evaluation (CIE) and End Semester Examinations (ESE). Unless specifically mentioned in the curriculum, the ratio of Continuous Internal Evaluation (CIE) to End Semester Examinations (ESE) shall be as follows: 1. Theory Courses — - 2: 3 2. PBL Courses — - 3: 2 3. HMC Courses — - 1: 1 4. Laboratory Courses — - 1: 1 5. Mini Project — - 1: 1 6. Project — - CIE only 7. Seminar — - CIE only
R 7.04	The evaluation scheme for theory courses, theory and lab-embedded courses, lab courses, seminars, mini projects, projects–courses shall be clearly outlined and published in the syllabus of each programme.

R 7.05	*i. Continuous Internal Evaluation (CIE):* • CIE shall be conducted based on day-to-day work, periodic tests, assignments, case studies, activities, micro projects, mini projects, MCQ, quiz etc. • The evaluation pattern and weightage for each parameter shall be detailed in the syllabus of each course included in the curriculum. • The faculty member(s) assigned to a course shall be responsible for carrying out the Continuous Internal Evaluation (CIE) for that course.
	ii. Internal Written Examinations: • The internal written examinations shall be conducted as specified in the syllabus of each course. • The duration of the written examination shall be 1.15 hours and it shall carry a total of 30 marks. • If there are two written examinations, each test shall cover 50% of the syllabus. • Retests: Retests are permitted for students with valid reasons.
	iii. CIE Marks for Attendance • Full Marks for High Attendance: Full CIE marks for attendance shall be awarded if a candidate has secured 85% attendance or above in the course. • Proportional Reduction for Lower Attendance: If a student has attendance below 85% in a course, a proportional reduction in the attendance marks shall be applied as follows: ▪ 80% and above but less than 85% Attendance: 4 Marks ▪ 75% and above but less than 80% Attendance: 3 Marks ▪ 70% and above but less than 75% Attendance: 2 Marks ▪ 60% and above but less than 70% Attendance: 1 Marks ▪ Below 60% Attendance: 0 Marks • Duty leave/special leave shall be considered when awarding internal marks for attendance.

R 7.06	*Submission and Resolution of Complaints Regarding Continuous Internal Evaluation Marks:* The CIE marks obtained by students for all courses in a semester shall be published at least 7 days before the commencement of the End Semester Written Examinations. i. Submission of Complaints: Any grievances or concerns regarding the published CIE marks must be submitted by the students individually to the faculty handling the course, as well as to the Senior Faculty Advisor, within two days of the publication of marks. ii. Resolution Process: The Head of the Department, Dean (Academics-I), and Head of the Institution shall ensure that genuine complaints are promptly addressed and resolved.
R 7.07	Students registered for a course shall attend the course regularly, complete the Continuous Internal Evaluation, and, if eligible, appear for the End Semester Examinations.
R 7.08	To be eligible to attend the End Semester Examination for a course, students must fulfill the following criteria: i. Attendance: A minimum attendance of **75%** is required for each course. However, the following relaxations are applicable: • A 2% relaxation in attendance shall be granted to students eligible for menstrual leave, reducing the required attendance percentage to **73%** for each course. • Students with disabilities (PWD) shall be granted a 5% relaxation in attendance, lowering the minimum required attendance to 70% for each course. ii. Disciplinary Status: Students must not have any pending disciplinary actions.
R 7.09	Students are expected to uphold disciplined and respectful behaviour at all times, both on and off campus. It is imperative that students avoid any actions or activities that could harm or diminish the reputation and prestige of the Institution. *Timely Updation of Student Disciplinary Action Status on Institution Portal:* i. All disciplinary actions taken against students must be promptly recorded and updated on the SJCET portal.
R 7.10	Students who fail to meet the minimum attendance eligibility requirement in a course shall be awarded an "FE" (Failed due to lack of meeting Eligibility criteria) grade and will be ineligible to appear for the ESE for that course.

R 7.11	*Registration for Courses with "FE" Grade* Students awarded an "FE" grade must register for the courses during the semesters in which the courses are normally offered by engaging classes other than the regular working hours. However, students may register for "FE"courses from any semester, provided those courses are offered.
R 7.12	*Registration for Trailing "FE" Courses:* A trailing student is defined as one who has completed the academic programme of the normal six-semester duration but still has pending backlogs. Backlog subjects refer to courses from previous semesters in which the student has received an 'F' or 'FE' grade. These students must retake exams or complete assessments to fulfil degree requirements. i. Students with trailing "FE" (Failed due to lack of meeting eligibility criteria) grades are eligible to re-register for these courses to clear their backlogs. ii. Credit Limit Exemption: Trailing students may register for "FE" courses from any semester without being subject to the credit limit, provided the courses are offered by the Institution during the registration period.
R 7.13	*Syllabus Change (FE Students Re-registering a Course):* If there is any change in the syllabus, FE students who are re- registering for the course must undergo the new syllabus currently being offered.
R 7.14	*Ab" Grade and Option to Defer End Semester Examination:* i. Opting Out of ESE (Except Semester 8): • In such cases, an "Ab"(Absent) Grade will be assigned, provided the student meets the minimum attendance eligibility requirement. ii. Absence Due to Health Issues or Personal Emergencies: • Students who have completed a course and registered for the End Semester Examination but were unable to attend the ESE due to health issues or personal emergencies (The genuineness of the reasons shall be ascertained by the HoD/ Head of the Institution) except in Semester 8, shall be marked with an "Ab" Grade on the semester grade card, provided they meet the minimum attendance eligibility requirement. *"*First Attempt Consideration: • The next immediate examination opportunity will be considered as the student's first attempt at the examination. • These students are required to re-register for the End Semester Examination at the next available opportunity to earn the credits. iii. Conversion to "F" Grade: • If the student does not register for and attend the immediate supplementary • examination offered by the university, the "Ab" Grade will be converted to

	an "F"(Fail) Grade
	• If the student does not register for and attend the immediate supplementary examination offered by the university, the "Ab" Grade will be converted to an "F"(Fail) Grade.
	v. Absence in Semester 8:
	• If a student does not attend the ESE in Semester 8, an "F" Grade will be awarded, irrespective of the reasons for absence.
R 7.15	*Pass Criteria for Courses:* i. The pass minimum for a course shall be 40% in the End Semester Examination (ESE) and 50% in the combined score of Continuous Internal Evaluation (CIE) and End Semester Examination (ESE). ii. Failing Grade: A letter grade 'F' will be awarded to a student if the overall mark (CIE + ESE) is below 50%. iii. Courses Assessed Solely through CIE: For courses that are assessed solely through CIE, the pass minimum shall be 50%.
R 7.16	*Awarding of FE Grade for CIE-Only Courses:* Students who do not achieve a passing grade or minimum attendance eligibility in CIE-only courses shall be awarded an "FE" grade instead of an "F" grade.
R 7.17	i. Students who receive an 'F' grade in an End Semester Examination must appear for the End Semester Examination at the next available opportunities to earn the credits. ii. They shall not be permitted to re-register for the same course.
R 7.18	*Grading and Grade Card Information:* Letter Grades: At the end of each semester, a student will receive a 'Letter Grade' for every course they have registered for during that semester. These letter grades will reflect the student's performance in each course. i. Grading Criteria: Grading shall be based on the percentage of marks obtained by the student in a course. ii. Semester Grade Card: The semester grade card will include the grade for each course, along with the Semester Grade Point Average (SGPA) for that semester.

	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%
R 7.19	P (Pass)	5.5	50% and above but less than 55%
	F (Fail)	0	Below 50% overall (CIE + ESE) Or Below 40 % for ESE Or Absent for Honours/Minor ESE
	FE	0	Failed due to lack of meeting Eligibility criteria Or Failed in CIE only courses.
	Ab (Absent)	0	Assigned to a student who deferred the regular ESE or was absent, but still meets the eligibility criteria.
	Classification of B. Tech. Degree	First Class with Distinction	CGPA 8.0 and above
		First Class	CGPA greater than or equal to 6.5 and below 8.0
	*Equivalent Percentage Mark shall be = 10 * CGPA*		

R 7.20	*Successful Course Completion and Credit Earned:* i. Passing Grades: A student will be considered to have successfully completed or passed a course if any of the following grades are earned - S, A$^+$, A, B$^+$, B, C$^+$, C, D, or P. ii. Credit Earned: The credits for the courses in which a student has obtained a 'P' (minimum passing grade for a course) grade or higher shall be counted as credits earned by the student.
R 7.21	*Semester Grade Cards and Consolidated Grade Card (CGC):* i. A Semester Grade Card shall be issued to each eligible student at the end of each semester, and a CGC will be issued at the end of the programme. ii. Grade cards for registered courses will be made available in the student's login portal at the end of each semester. iii. The grade card shall reflect the course name, course code, grades, and credits acquired by the student for each registered course. Additionally, the grade card will indicate the month and year of examination for each course, as well as the Semester Grade Point Average (SGPA) for that semester. iv. The Cumulative Grade Point Average (CGPA) will be included in the semester grade card only if the student has cleared all courses and has no backlogs at the time of the declaration of that semester's results. v. The 'F', 'FE', and 'Ab' grades obtained by a student will be removed from the grade card once the course is successfully completed. vi. Upon earning the required credits for the degree, the Institution shall issue a final Consolidated Grade Card for the B.Tech. programme. vii. The CGC will include the Cumulative Grade Point Average and reflect the overall performance of the student in all semesters since joining the programme. Additionally, the month and year of programme completion will also be included in the CGC. viii. The CGC shall be issued to students upon request and payment of the prescribed fee.
R 7.22	*CGPA Certificate and CGPA Calculation Statement:* i. CGPA Certificate: • A CGPA certificate, reflecting the current Cumulative Grade Point Average of a student, will be issued upon formal request.

	• The CGPA displayed on the certificate will be the most up-to-date value as of the date of issuance. ii. CGPA Calculation Statement: • A CGPA Calculation Statement will be provided upon formal request by the student. This statement offers a detailed breakdown of the student's Cumulative Grade Point Average (CGPA) calculation. iii. Fee Payment: • To obtain either the CGPA Certificate or CGPA Calculation Statement, the student must pay the prescribed fee, as determined by the Institution.
R 7.23	*Official Transcripts (OT):* i. Official transcripts shall be issued to students both before and after the completion of the programme upon request and payment of the prescribed fee. ii. Upon successful completion of the programme, the Official Transcript issued to the student shall include all the information contained in the individual grade cards for each semester, along with the month and year of passing and the Cumulative Grade Point Average (CGPA). iii. The Official Transcript issued before eight semester will include the grade card information for all semesters that the student has successfully completed up to the date of issuance.
R 7.24	*Grade Improvement:* Students are not permitted to improve the grades of a passed or successfully completed courses.
R 7.25	*Mandatory Course and Examination Registration:* i. All students are required to register for the prescribed credits in each regular semester unless they are on authorized leave from the institute. ii. Course Registration and Exam Registration, as per the prescribed dates announced in the Academic Calendar, are mandatory for every student. iii. A student who fails to complete both Course Registration and Exam Registration for all the courses listed in the curriculum for a given semester will not be eligible to enroll in the next higher semester.

R 7.26	***Minimum Attendance Requirement for Semester Advancement:*** i. Students will not be permitted to register for the next higher semester if they do not achieve at least **40%** average attendance in the current semester. ii. There shall not be any restriction for promotion from an odd semester to the next even semester, provided the student has fulfilled the minimum attendance requirement .
R 7.27	All matters pertaining to the conduct of End Semester Examinations (ESE), declaration of results, revaluation, scrutiny, review, handling of malpractices, and related procedures shall be managed in strict accordance with the Institution Examination Manual.
R 7.28	*CCTV Surveillance for End Semester Examinations:* i. All End Semester Examinations (ESE) shall be conducted under CCTV camera surveillance to maintain the integrity and security of the examination process. ii. The Head of the Institution is responsible for ensuring that all video recordings and footages are securely stored at the Institution for the minimum period specified in the Institution Examination Manual. These recordings must be readily available for review by authorized personnel if required.

8. Calculation of SGPA/CGPA

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.

$$\text{SGPA} = \frac{\sum_{i=1}^{n} (C_i \times GP_i)}{\sum_{i=1}^{n} C_i}$$

Where:

- n is the number of courses in the semester.
- 'C_i' is the credit assigned for the ith course.

R.8.01	• GP$_i$ is the grade point earned in the ith course. • The calculation includes all grades, including 'F', 'Ab', and 'FE' grade courses. • 'F', 'Ab', or 'FE' grades are assigned a grade point of 0 *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 Calculation:* $$CGPA = \frac{\sum_{t=1}^{m} (C_i \times GP_i)}{\sum_{i=1}^{m} C_i}$$ Where: • m is the total number of courses considered in the CGPA calculation. • 'C$_i$' is the credit assigned for the ith course and 'GP$_i$' is the grade point for that course. • The summation is done for all courses specified in the curriculum up to the semester for which the CGPA is being calculated. • The calculation includes all grades, including 'F', 'Ab', and 'FE' grade courses. • Courses that are not considered for the computation of SGPA and CGPA shall be explicitly listed in the curriculum. i. Since, the students are admitted under the lateral entry scheme, credits for the first and second semester courses shall not be included in the calculation of CGPA. ii. The Consolidated Grade Card and Official Transcript for B. Tech. lateral entry students shall include the statement: "A total of 44 credits have been awarded based on the credits earned from the qualifying Diploma/Degree Programme."
R 8.02	GPA and CGPA shall be calculated to two decimal places.
R 8.03	*Percentage Equivalent of CGPA:* The percentage equivalent of a CGPA is calculated by multiplying the CGPA by 10. Example: A CGPA of 8.95 is considered equivalent to 89.5% (8.95 x 10 = 89.5%).

	9. Eligibility for B. Tech. Degree
R 9.01	A student shall be eligible for the award of a B. Tech. Degree from the University upon satisfying the following requirements: i. Fulfilled all the curriculum requirements within the stipulated duration of the programme. ii. Minimum CGPA and Credits: Must have a minimum CGPA of 5.0 and should have minimum 160 credits including 3 credits from Activity Points. iii. Disciplinary Record: No pending disciplinary actions.
R 9.02	Provisional Certificate, Consolidated Grade Card will be issued by the institution after the candidate has settled all dues to the Institution and Degree Certificate, Migration/Cancellation certificates shall be issued to students only after the candidate has settled all dues and on completion of other university formalities.
	10. Uninformed Long Absence
R 10.01	A student shall be classified under 'Uninformed Long Absence' if they are continuously absent from classes or other academic obligations for 20 working days without submitting a written notification to the Head of the Institution.
R 10.02	i. The Head of the Institution shall send an official communication to the student, parent, or guardian within 15 working days from the start of the absence, directing the student to immediately resume attendance. ii. This communication should be delivered via registered letter and email.
R 10.03	i. The proof submitted by the Head of the Institution for 'Uninformed Long Absence' must include the official communication sent to the student, parent, or guardian directing the student to attend classes immediately, and an undertaking that the student failed to attend classes despite the notice within the specified time (20 working days). ii. These documents shall be uploaded to the Institution portal by the Head of the Institution when marking a student as having an 'Uninformed Long Absence'.
R 10.04	Students designated as being in uninformed long absence shall not be eligible for promotion to the next semester alongside their peers.

R 10.05	*Rejoining After Uninformed Long Absence:* i. Rejoining for Students: Students, except those in their first year, are permitted to rejoin within a maximum period of one year following the marking of their 'Uninformed Long Absence on SJCET portal. ii. Rejoining for First-Year Students: First-year students are permitted to rejoin if they submit a rejoining request within a maximum period of two months after being marked as Uninformed Long Absence. However, they shall not be permitted to rejoin if they submit the request after the last working day specified in the second semester academic calendar.
R 10.06	*Rejoining Fee:* A rejoining fee, as fixed by the Institution, shall be collected from the student upon approval of their rejoining request.
R 10.07	*Removal from Roll List:* i. If students do not rejoin the Institute within the time limit specified in Regulation R 10.05, the Institution will remove their names from the roll list ii. A cancellation certificate or migration certificate can be issued to the student upon formal request. A prescribed fee will be collected from the student for the issuance of these certificates. The certificate will only be issued if the student has cleared all outstanding dues to the Institution.
11. Grace Marks for Persons with Disability (PWD)	
R 11.01	Integration of RPWD Act, 2016 in B. Tech. 2025 (WP) Regulations: The Rights of Persons with Disabilities Act, 2016 (RPWD Act), and its provisions, including the implementation of Unique Disability Identity (UDID) Cards, shall be fully integrated and adhered to in the B. Tech. 2025 regulations.
R 11.02	Awarding Grace Marks for PWD Candidates: i. PWD candidates who are eligible for Grace Marks shall be awarded these marks for both regular and supplementary examination attempts until they pass the entire examination. ii. The Grace Marks awarded to PWD candidates shall be 25% of the marks scored by the candidate in each course at the time of finalization of the results. The total marks for a course, including the grace marks, must not exceed the maximum allowable ESE marks for that course.

	Grace Marks shall be awarded for: Courses in which the Institution conducts End Semester written and practical examinations. Fractions of marks if any, while computing the Grace Marks shall be rounded off to the next higher integer. Transfer of marks from one paper to another shall not be permitted. Grace marks shall not be awarded for MOOCs
R 11.03	Submission of Grace Marks Request: i The request for Grace Marks shall be submitted to the Controller of Examinations through the Head of the Department, accompanied by all relevant documents. ii The submission must be made within the time frame prescribed by the Institution. iii Any requests received beyond this time frame shall not be considered under any circumstances.
**12. Overriding Provisions.**
R 12.01	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.