Vishvesvaraya Technological University

"Jnana Sangama" Belagavi-590 018.

Contents

04/6/2019

STUDENT MANUAL

Student life is the happiest and the most crucial period in the life of a person Educational Institution is the second home to the students student life is an enjoyable experience. There are certain Duties Rights and Responsibilities a student should know. Duty is an obligation, whereas Rights are entitlement Duties and Rights go hand –in-hand. They make students responsible citizens. About their duties, rights and responsibilities

A. DUTIES

1. Attending classes regularly and on time.
2. Obey the Teacher.
3. Maintain the Discipline and Decorum in the class and on the campus.
4. Greet everyone with a smile.
5. Develop the sense of co-operation and belongingness.
6. Abide by the rules of the University.
7. Complete assigned work on time
8. Participate in all Activities – Academic, curricular, co- curricular, social, cultural, community engagement- sincerely.
9. Behave responsibly by imbibing following elements a. Honesty b. Compassion /Respect c. Fair and just d. Accountable e. Courage
10. Avoid making excuses
11. Focus on Quality of work
12. Use the Dress code prescribed by the University and wear Badges.
13. Students are required to see the Notice board regularly and follow the instructions carefully.

B. RESPONSIBILITIES

1. Take Ownership of your Actions.
2. Demonstrate Academic Honesty and Integrity.
3. Develop civic sense and undertake social responsibility.
4. Fight against Anti-social activities and Ragging.
5. Using college Resources/Assets properly and optimally.
6. Protect University property. Do not Damage it.
7. Respect Diverse, Ideas opinions and beliefs.
8. Achieve your Goals and progress in your career
9. Gain best possible rewards from University experience.
10. Be sensitive towards Gender equity, environmental issues and sustainable development.
11. Avoid Criminal activity on the campus and outside.
12. Say No to Drugs, Tobacco and Alcohol
13. Respect women and Avoid Sexual Harassment in any form.
14. Use of mobile in the class is strictly restricted. Switch off your mobiles when in the class/function

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15. Handle Library books and e-resources with utmost care and at the end of year program obtain "No due certificate" from the Library section

C. RIGHTS
1. Freedom of speech.
2. Air your Grievances at appropriate Forums.
3. No Discrimination on the basis of Race, color, Region Language and National origin.
4. No Discrimination against People with disabilities

D. PUNISHMENTS FOR INDULGING IN RAGGING
1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding/withdrawing scholarship/fellowship and other benefits.
4. Debarring from appearing in any test/examination or other evaluation process.
5. Withholding results.
6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc
7. Suspension/expulsion from the hostel.
8. Rustication from the institution for period raging from 1 to 4 semesters
9. Expulsion from the institution and consequent debarring from admission to any other institution
10. Collective punishment: when the person or abetting the crime of ragging is not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

E. CODE OF CONDUCT for Hostel

1. All residents are required to maintain standards of behavior expected of students of a prestigious institution of national repute. They are expected to behave courteously and fairly with every one inside and outside the University campus.

2. All residents are required to always carry their valid Identity Cards issued to them by the VTU Hostel.

3. The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.

4. Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment.

5. Residents should bring to the notice of the Warden any pending maintenance work (Civil, Carpentry, Electrical, Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises.

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6. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to replace/repair at their own cost the damage, if any.

7. In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the wing/hostel, as decided by the Wardens.

8. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden, failing which he/she will be charged a penal rent as decided by the Wardens.

9. The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.

10. Ragging of students admitted to the VTU Hostel is totally banned. Any violation of this by the students will be dealt with very severely as per the University norms and guidelines issued from time to time by the competent authorities.

11. Residents should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, will be considered to be part of this practice, and will also be punished accordingly.

12. All resident, are required to sign an Anti-Ragging Undertaking form as per UGC guidelines and submit to Warden. In the hostel premises following are strictly prohibited –
   - Smoking, Gambling, Cooking in room
   - Consumption of alcoholic drinks/drugs
   - Intimidation or violence, Willful damage to property
   - Entering the hostel premises in intoxicated state
   - Shouting and using abusive language in their own hostel or in other hostel premises and campus
   - Employing unauthorized persons for personal work such as washing cloths, etc

13. Room services are strictly prohibited. However, sick diet may be served in room after taking permission from Warden.

14. Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.

15. The use of electrical appliances such as immersion heaters, electric stove / heaters are not allowed in the rooms. Such appliances, if found will be confiscated and a fine will also be Imposed.

16. The uses of audio systems which may cause inconvenience to other occupants are not allowed.

The students should not view objectionable videos.

17. When the resident go out of their room they should switch off all the electrical / electronic appliances, and keep it locked. Violation will attract suitable penalty and punishment as decided by authorities.

18. In case any resident has to stay out of hostel for a day or more for any reason, he has to inform the Hostel Manager and take his permission.

19. Resident must make entry in the in-out register available with security guard, if they leave or enters into the hostel after main gate is closed.

20. The hostel main gate will be closed as per the following timeings.

  Girls Hostel: 6:30 pm   **Boys Hostel: 9:30 pm**

21. If a resident needs to stay out of the hostel after 7.30 pm due to any reason, he/she has to apply for and take prior written permission from the Hostel Manager. Violation of this rule may lead to disciplinary action including expulsion from the hostel.

22. Use of two wheelers is strictly prohibited.

24. Roll call will be taken every day and action will be taken on unauthorized absentees.
  Roll c

all should be given by the student physically.

25. Outside food articles will not be allowed in the Hostel premises.

MESS RULES AND REGULATIONS

➢ All boarders of the hostel shall automatically be members of the respective hostel mess.

➢ Joining the hostel mess is mandatory for all boarders.

➢ Meals shall be served in the dining hall of the hostel during the scheduled hours as notified from time to time. No meal or refreshments shall be served to boarders outside the dining hall except with the permission of Warden in case of emergency.

➢ Boarders are **not allowed to take the mess utensils** out of the dining hall, failing which **a fine of Rs.500** will be imposed. However in case of emergency, boarders may allowed to take utensils but the boarder or her roommates are also liable to pay the same fine, if utensils are not returned immediately.

➢ Boarders shall refrain from entering the dining hall without being appropriately dressed. They should tie their hair properly for entering into the dining hall.

➢ All boarders shall pay their mess bill of 11 Months for the amount to be decided by the University authorities

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- Guest of a boarder or other guest may be allowed to take meal in the mess by payment of a daily charge fee determined from time to time by the Mess Committee. The mess manager should be informed of the matter at least five hours earlier or one day before.
- Mess timing must be **strictly** followed by the boarders

MEALS	Timings
- BREAKFAST	07.45am-09.00am
- LUNCH	12.45pm-2.30pm
- TEA	05.00pm-6.00pm
- DINNER	08.00pm-09.15pm

- ## Dining rooms will be locked after the schedule timings.

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F. Programs Specific Guidelines

Guidelines relating to M.Tech Programms

1.0	Title, Duration and Credits of the Programme of Study
1.1	The Programme shall be called Master of Technology (Subject of Specialization), abbreviated as M.Tech. (Subject of Specialization).
1.2	**Full-time Programme:** The Programme shall extend over a period of four semesters and each semester shall have 16 weeks duration.
1.3	**Maximum Duration for Programme Completion:** (a) A Full-time candidate shall be allowed a maximum duration of 4 years from the first semester of admission to become eligible for the award of Master's Degree, failing which he/she may discontinue the programme or register once again as a fresh candidate to I semester of the programme.
1.4	Prescribed Number of Credits for the Programme: The number of credits to be completed for the award of degree shall be 88.
1.5	The Calendar of events in respect of the Programme shall be notified by the University in advance.
2.0	**Eligibility for Admission(As per the Government orders issued from time to time)**
2.1	Admission to I year/I semester Master of Technology Programme shall be open to all the candidates who have passed B.E./ B. Tech. Examinations of VTU or any other recognized University/ Institution. The decision of the Equivalence committee shall be the final in establishing the eligibility of candidates for a particular Programme. For the foreign degrees, Equivalence certificate from the Association of Indian Universities shall be a must. The candidates who have completed their degree through the distance mode education from any University (National or International) are not eligible for admission to M.Tech. Programs under any quota.
2.2	AMIE in respective branches shall be equivalent to B.E./ B. Tech. Programs of VTU for admission to M.Tech.
2.3	Admission to M.Tech. Programme shall be open to the candidates (as per 2.1 and 2.2) who have passed the prescribed qualifying examination with not less than 50 % of the marks in the aggregate of all the years of the degree examination. However, in the case of candidates belonging to SC/ST and Category I, the aggregate percentage of marks in the qualifying examinations shall not be less than 45%. Rounding off of percentage secured in qualifying examination is not permissible.
2.4	**For:** The **admissions under GATE/ PGCET qualification and Roaster system of Government of Karnataka** candidates should be GATE qualified or should have appeared for the Entrance Examination conducted by an authority recognized by Government of Karnataka (PGCET)/VTU/any other University on approval by Government of Karnataka. **For admissions under Management Quota:** The candidates should be GATE qualified or should have appeared for the Entrance

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	Examination conducted by an authority recognized by Government of Karnataka PGCET/VTU/any other University on approval by Government of Karnataka.
	Further, there shall be an Admissions Committee for PG Programme in each college for each branch of PG studies consisting of the Principal of the College as the Chairman, Head of the concerned Department, one senior faculty of the concerned Department as members. The Admissions Committee shall conduct the interview and select the candidates for admissions.
	For admissions under Sponsored Quota:
	The candidates should be GATE qualified or should have appeared for the Entrance Examination conducted by an authority recognized by Government of Karnataka PGCET/VTU/any other University on approval by Government of Karnataka.
2.5	The candidates, who are qualified in the GATE Examination for the appropriate branch of engineering, shall be given priority. They are exempted from taking Entrance Examination.
	In case a GATE qualified Candidate appears for entrance examination and become qualified to claim a seat under entrance examination quota, he/she will be considered in the order of merit along with other candidates appeared for the entrance examination.
2.6	If sufficient number of GATE qualified candidates are not available, the remaining vacant seats shall be filled from amongst the candidates appeared for Entrance Examination in the order of merit.
2.7	The intake under various categories (regular, sponsored candidates and SC/ST) shall be as sanctioned by the AICTE, State Government and VTU, from time to time.
2.8	Subject to the provisions of 2.1 and 2.2, members of the Teaching/Research Staff working in any Engineering College recognized by AICTE either in the State of Karnataka or outside and who have put in a minimum of 03 years of teaching experience on full-time basis in Engineering Colleges, Polytechnic institutions / any other institutions imparting Engineering education shall be eligible for admission to PG Programs under sponsored quota, if they are sponsored by the respective Institutions / DTE.
2.9	Subject to the provisions of 2.1 and 2.2, members working in the State Government/ Central Government/ Quasi Government Organizations/ Public Sector Industries / Reputed Private Industries, who have put in a minimum of 03 years of working experience and sponsored by the concerned Organizations, shall also be eligible to seek admissions to PG Programs against sponsored quota.
	Preference for admission under 2.8 and 2.9 shall be given to candidates sponsored by organizations of State and Central Governments.
2.10	Engineering graduates other than the Karnataka candidates shall obtain Eligibility Certificate from VTU to seek admission to P.G. Programme in any of the colleges (Autonomous or Non - Autonomous) affiliated to VTU.
2.11	**Admission to vacant seats:**
	Seats remaining vacant (unfilled), after the completion of PG admission process by Karnataka Examination Authority, shall be filled by the Institution by inviting applications through Press notification. The seats shall be filled by Candidates preferably

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		who have valid GATE/ PGCET score. In the absence of such Candidates, admission shall be based on merit in the entrance test conducted at the Institution level. An Admissions Committee, consisting of the Principal of the College, Head of the concerned Department and the subject experts, shall be in charge of admissions.
3.0	**Courses**	
3.1		The curriculum of the Programme shall be any combination of following type of courses:

i) One Course on Mathematics supportive to the concerned programme in the first semester.

ii) Professional Core Courses (PCC) - relevant to the chosen specialization/ branch [May be split into Hard (no choice) and Soft (with choice), if required]. The core course is to be compulsorily studied by a student and is mandatory to complete the requirements of a programme in a said discipline of study.

iii) Professional Electives Courses (PEC) - relevant to the chosen specialization/ branch: these are the courses, which can be chosen from the pool of papers. It shall be supportive to the discipline/ providing extended scope/enabling an exposure to some other discipline / domain / nurturing student skills.

iv) Open Electives Courses (OEC), from other technical and/ or emerging specialization areas.

v) Project Work, Seminar.

vi) Audit Courses (AC):

(a) The Audit course can be any credit course offered by the program to which the Candidate is admitted (other than the courses considered for completing the prescribed program credits) or other programs offered in the institution, where the student is studying.

(b) The students who are interested in audit courses can register for one audit course at a time during II and IV semesters. Students who have registered to audit the courses, considered on par with students registered to the same course for credit, have to satisfy attendance and CIE requirements. However, they need not have to appear for SEE.

(c) Registration for any audit course, in writing, shall be completed at the beginning of II and IV semesters. The Institution should intimate the Registrar (Evaluation) about the registration at the beginning of the semester and obtain a formal approval for inclusion of the audit course/s in the Grade card issued to the students.

vii) Internship: Preferably at an industry/R and D organization/IT company/ Government organization of significant repute for a specified period mentioned in Scheme of Teaching and Examination.

4.0	**Internship**	
4.1		**Internship:** The student shall undergo Internship as per the Scheme of Teaching and Examination.

1. The internship shall be carried out in any industry/R&D Organization/Research Institute/Institute of national and international repute/recognized national and international Professional Bodies, Societies or Organizations.

2. The Department/college shall nominate a faculty to facilitate, guide and supervise students under internship.

	3. The students shall report the progress of the internship to the internal guide in regular intervals and seek his/her advise.
	4. The Internship shall be completed during the period specified in Scheme of Teaching and Examination.
	5. After completion of Internship, students shall submit a report to the Head of the Department with the approval of both internal and external guides.
	6. There will be 40 marks for CIE (Seminar: 20, Internship report: 20) and 60 marks for Viva – Voce conducted during SEE. [To be read along with 8.8 and 8.9]
	7. The internal guide shall award the CIE marks for seminar and internship report after evaluation. He/she will also be the internal examiner for Viva – Voce conducted during SEE.
	8. The external guide from the industry shall be an examiner for the Internship viva-voce examination. Viva-Voce on internship shall be conducted at the college and the date of Viva-Voce shall be fixed in consultation with the external Guide. The Examiners shall jointly award the Viva - Voce marks.
	9. (i) In case the external Guide is not available or expresses his inability to conduct viva voce, the Chief Superintendent shall be permitted to make alternate arrangement. The examiner, in the order of preference, shall be an industry person or a faculty of another institution chosen from the list of University examiners. The same shall be intimated to the concerned BOE Chairperson.
	(ii) In case the external Guide accepts to conduct viva-voce examination from his/her workplace, it shall be arranged via Video/web conferencing/Webinar. The external Examiner shall send the mutually agreed signed marks (evaluated for SEE marks) list, soon after the examination, via email/any electronic media.
	10. The students shall be permitted to carry out the internship anywhere in India or abroad. The University shall not provide any kind of Financial Assistance to any student for internship.
5.0	**Seminar and Project**
5.1	**Seminar:** Seminar is one of the head of passing.
	i) Each candidate shall deliver seminar as per the Scheme of Teaching and Examination on the topics chosen from the relevant fields for about 30 minutes.
	ii) The Head of the Department shall make arrangements for conducting seminars through concerned faculty members of the Department. The committee constituted for the purpose by the Head of the Department shall award the CIE marks for the seminar. The committee shall consist of three faculties from the Department and the senior most acting as the Chairman/Chairperson. [To be read along with 8.8]
5.2	**Project Work:** Project is one of the head of passing.
	Project work shall preferably be on individual basis.
	The candidate shall submit a soft copy (CD) of the dissertation work to the University. The CD should contain the entire Dissertation in monolithic form as a PDF file (not separate chapters).
	The Guide, after checking the report for completeness shall upload the Dissertation along with name, University Seat Number, address, mobile number of the candidate, etc., as prescribed in the form available on online Dissertation evaluation portal. The guide shall submit a panel of four approved University Examiners for evaluation of dissertation.
5.3	**Plagiarism Check**

	Once the Guide uploads the dissertation, the same shall be linked for plagiarism check. The allowable plagiarism index is less than or equal to 25%. If the check indicates a plagiarism index greater than 25% : • for the first time, the candidate has to resubmit the dissertation, to the Registrar (Evaluation), Regional Center/Head Office, VTU along with the penal fees of Rs. 2,000/- (Rupees Two thousand only) in person. • for the second time, the candidate has to resubmit the dissertation along with the penal fees of Rs. 4,000/- (Rupees four thousand only) in person. • If the dissertation is rejected again during second resubmission with reference to plagiarism index, the candidate shall redo the project and submit after a semester's time subject to provisions of 1.5.
5.4	The dissertation shall be sent through email for evaluation to two examiners - one internal examiner (guide/co-guide) and one external examiner (first) appointed by the University. The evaluation of the dissertation shall be made independently by each examiner.
5.5	Examiners shall evaluate the dissertation normally within a period of not more than two weeks from the date of receipt of dissertation through email.
5.6	The examiners shall independently submit the marks through the specified link.
5.7	Average of the marks awarded by the two Examiners shall be the final evaluation marks for the Dissertation.
5.8	(a) Viva-voce examination of the candidate shall be conducted as per 5.10, if the dissertation work and the reports are accepted by the external examiner (first). (b) If the external examiner (first) finds that the dissertation work and the report are not up to the expected standard and the minimum passing marks cannot be awarded, the dissertation shall not be accepted for SEE. The external examiner (first) can recommend for modifications/suggestions of dissertation or totally reject the dissertation. The examiner shall offer suggestions for improvement of the dissertation for resubmission or list the reasons for rejection of the dissertation. (c) The resubmitted Dissertation incorporating the modifications/suggestions [as per 5.8 (b)] of the external examiner (first) and satisfying the provision 5.3shall be sent again to the external examiner (first) for evaluation. If the dissertation and the report are accepted by the external examiner (first), Viva-voce examination of the candidate shall be conducted as per 5.10. (d) In case of rejection of Dissertation by the external examiner (first), the same will be sent to a Second Examiner (external) approved by the University. The decision of the Second Examiner (external) is final. If the dissertation and the report are accepted by the Second Examiner (external), Viva-voce examination of the candidate shall be conducted as per 5.10. If the Second Examiner (external) rejects the dissertation and the report, the candidate shall have to carry out the dissertation work once again and submit the dissertation subject to provisions of 1.5. In such cases of rejection, the candidate shall redo the entire procedure starting from the submission of Dissertation in soft copy. In case of rejection of Dissertation, with reasons, by the external examiner (first) [as per 5.8 (b)], the same will be sent to a Second Examiner (external) [not necessarily the same examiner considered under 5.8 (d)] approved by the University. The decision of the Second Examiner (external) is final. If the dissertation and the report are accepted by the Second Examiner (external), Viva-voce examination of the

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		candidate shall be conducted as per 5.10. If the Second Examiner (external) rejects the dissertation and the report, the candidate shall have to carry out the dissertation work once again and submit the dissertation subject to provisions of 1.5. In such cases of rejection, the candidate shall redo the entire procedure starting from the submission of Dissertation in soft copy.
	5.9	The candidate, whose Dissertation is rejected, can rework on the same topic or choose another topic of dissertation under the same Guide or new Guide if necessary. In such an event, the report shall be submitted within four years from the date of admission to the Programme
	5.10	Viva-voce examination of the candidate shall be conducted by the external examiner and internal examiner/ guide. Internal examiner as per the direction of the University shall have to arrive at a mutually convenient date for the conduct of viva-voce examination of the concerned candidate with intimation to the Registrar (Evaluation). In case one of the examiners expresses his/her inability to attend the viva-voce, the Registrar (Evaluation) shall appoint a substitute examiner in his/her place.
	5.11	The relative weights for the evaluation of dissertation and the performance at the viva voce shall be as per the scheme of teaching and examination.
	5.12	The marks awarded by both the Examiners at the viva voce Examination shall be sent jointly to the University immediately after the examination.
	5.13	Examination fee as fixed from time to time by the University for evaluation of dissertation report and conduct of viva voce shall be remitted through the Head of the Institution as per the instructions of Registrar (Evaluation) from time to time.
	5.14	The candidates who fail to submit the dissertation work within the stipulated time have to submit the same at the time of next ensuing examination.
6.0		**Computation of SGPA and CGPA**
		(i) The University adopts absolute grading system wherein the marks are converted to grades, and every semester results will be declared with semester grade point average (SGPA) and Cumulative Grade Point Average (CGPA). The CGPA will be calculated for every semester, except for the first semester. (ii) The grading system with the letter grades and the assigned range of marks under absolute grading system are as given below:

Level	Outstanding	Excellent	Very Good	Good	Above Average	Average	Fail
Letter Grade	S	A	B	C	D	E	F
Grade Points	10	9	8	7	6	4	00
Percentage of Marks Scored in a Course	≥ 90 (90 -100)	<90 ≥80 (80 - 89)	< 80 ≥70 (70 - 79)	< 70 ≥60 (60 - 69)	< 60 ≥ 55 (55 - 59)	< 55 ≥50 (50- 54)	< 50 (0 - 49)

		(iii) A student obtaining Grade F in a Course shall be considered fail and is required to reappear in subsequent SEE. Whatever the letter grade secured by the student during his /her reappearance shall be retained. However the number of attempts taken to clear a Course shall be indicated in the grade cards/ transcripts.
6.2		**Grade *Point Averages*:** **SGPA and CGPA:** The credit index can be used further for calculating the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA), both

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being important academic performance indices of the student. While SGPA is equal to the credit index for a semester divided by the total number of credits registered by the student in that semester, CGPA gives the sum total of credit indices of all the previous semesters divided by the total number of credits registered in all these semesters. Both the equations together facilitate the declaration of academic performance of a student, at the end of a semester and at the end of successive semesters respectively. Thus,

$$SGPA = \frac{\sum[Course\ Credits \times Grade\ Points]\ for\ all\ the\ Courses\ in\ that\ Semester}{\sum[Course\ Credits\ ]\ for\ all\ the\ Courses\ in\ that\ Semester}$$

$$CGPA = \frac{\sum[Course\ Credits \times Grade\ Points]\ for\ all\ Courses\ excluding\ those\ with\ F\ and\ transitional\ grades\ until\ that\ Semester}{\sum[Course\ Credits\ ]\ for\ all\ Courses\ excluding\ those\ with\ F\ grades\ until\ that\ semester}$$

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<table>
<tr><td colspan="7">(a) SGPA and CGPA Calculations: An Illustrative Example for one academic year</td></tr>
<tr><th>Semester (Odd :I, Even: II)</th><th>Course Number</th><th>Credits</th><th>Grade</th><th>Grade Points</th><th>Credit Points</th><th>SGPA, CGPA</th></tr>
<tr><td>I</td><td>XX101</td><td>5:0:0 = 5</td><td>B</td><td>8</td><td>5 × 8 = 40</td><td rowspan="6">$SGPA = \dfrac{117}{25}$
 $= 4.68$</td></tr>
<tr><td>I</td><td>XX102</td><td>3:2:0 = 5</td><td>Absent(F)</td><td>0</td><td>5 × 0 = 00</td></tr>
<tr><td>I</td><td>XX103</td><td>3:0:0 = 3</td><td>A</td><td>9</td><td>3 × 9 = 27</td></tr>
<tr><td>I</td><td>XX104</td><td>0:1:1 = 2</td><td>F</td><td>0</td><td>2 × 0 = 00</td></tr>
<tr><td>I</td><td>XX105</td><td>4:1:0 = 5</td><td>D</td><td>6</td><td>5 × 6 = 30</td></tr>
<tr><td>I</td><td>XX106</td><td>5:0:0 = 5</td><td>E</td><td>4</td><td>5 × 4 = 20</td></tr>
<tr><td colspan="2">Total</td><td>25 (18*)</td><td>Total</td><td colspan="2">117</td><td></td></tr>
</table>

(18*): Total credits of the semester excluding the credits of the courses under F grade. Considered for the calculation of CGPA of the two consecutive semesters under consideration.

<table>
<tr><td>II</td><td>XX107</td><td>3:1:1 = 5</td><td>C</td><td>7</td><td>5 × 7 = 35</td><td rowspan="4">$SGPA = \dfrac{157}{25}$
 $= 6.28$</td></tr>
<tr><td>II</td><td>XX108</td><td>4:0:0 = 4</td><td>B</td><td>8</td><td>4 × 8 = 32</td></tr>
<tr><td>II</td><td>XX109</td><td>3:0:0 = 3</td><td>D</td><td>6</td><td>3 × 6 = 18</td></tr>
<tr><td>II</td><td>XX110</td><td>4:1:0 = 5</td><td>E</td><td>4</td><td>5 × 4 = 20</td></tr>
<tr><td>II</td><td>XX111</td><td>2:1:1 = 4</td><td>A</td><td>9</td><td>4 × 9 = 36</td><td rowspan="3">$CGPA$
 $= \dfrac{(117 + 157)}{18 + 23}$
 $= 274/41 = 6.68$</td></tr>
<tr><td>II</td><td>XX112</td><td>2:0:0 = 2</td><td>F</td><td>0</td><td>2 × 0 = 00</td></tr>
<tr><td>II</td><td>XX113</td><td>0:2:0 = 2</td><td>B</td><td>8</td><td>2 × 8 = 16</td></tr>
<tr><td colspan="2">Total</td><td>25 (23*)</td><td>Total</td><td colspan="2">157</td><td></td></tr>
</table>

(23*): Total credits of the semester excluding the credits of the courses under F grade. Considered for the calculation of CGPA of the two consecutive semesters under consideration.

If the Student secures letter grades as detailed below after reappearance to SEE, then the SGPA and CGPA shall be calculated as indicated below.

<table>
<tr><td>I</td><td>XX102</td><td>3:2:0 = 5</td><td>D</td><td>6</td><td>5 × 6 = 30</td><td rowspan="2">$SGPA\ (I\ Semester)$
 $= \dfrac{117 + 30 + 14}{25}$
 $= 161/25 = 6.44$</td></tr>
<tr><td>I</td><td>XX104</td><td>0:1:1 = 2</td><td>C</td><td>7</td><td>2 × 7 = 14</td></tr>
<tr><td>II</td><td>XX112</td><td>2:0:0 = 2</td><td>D</td><td>6</td><td>2 × 6 = 12</td><td>$SGPA\ (II\ Semester)$
 $= (157 + 12)/25$
 $= 169/25 = 6.76$</td></tr>
</table>

CGPA at the end of the academic year after passing all the Courses of the two consecutive semesters under consideration $= \dfrac{(6.44 \times 25 + 6.76 \times 25)}{50} = 6.60$ ∎

<table>
<tr><td colspan="5">(b) CGPA Calculation of the Programme: An Illustrative Example</td></tr>
<tr><td>Semester</td><td>I</td><td>II</td><td>III</td><td>IV</td></tr>
<tr><td>Credits of the semester</td><td>24</td><td>24</td><td>20</td><td>20</td></tr>
<tr><td>SGPA</td><td>7.00</td><td>8.50</td><td>9.20</td><td>6.86</td></tr>
</table>

$$CGPA = \dfrac{(24 \times 7.00 + 24 \times 8.50 + 20 \times 9.20 + 20 \times 6.86)}{88} = 7.88 \ ∎$$

6.3 **Grade Card:** Based on the secured letter grades, grade points, SGPA and CGPA, a grade card for each semester and a consolidated grade card indicating the performance in all semesters shall be issued.

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7.0	**Conversions of Grades into Percentage and Class Equivalence**
	Conversion formula for the conversion of CGPA into percentage is given below:
	Percentage of marks secured, P = [CGPA Earned - 0.75] × 10
	Illustration For A CGPA Of 8.20:
	P = [CGPA Earned 8.2 - 0.75]× 10 = 74.5 %
7.1	**Class Equivalence:**
	After the conversion of final CGPA into percentage of marks (P), a graduating student is reckoned to have passed in
	(i) First Class with Distinction (FCD) if P ≥ 70%
	(ii) First Class (FC) if P ≥ 60% but <70% and
	(iii) Second Class (SC) if P < 60%.
8.0	**Continuous Internal Evaluation and Semester End Evaluation**
8.1	For each theory and practical paper, the CIE marks shall be 40. For seminar and Project Phase –I, the CIE marks shall be 100. [To be read along with 8.8]

8.2	CIE Marks shall be based on
	  a) Tests (for 20 Marks) and
	  b) Assignments, Quizzes, Simulations, Experimentations, Mini project, oral examinations, field work etc., (for 20 Marks) conducted in respective courses.

8.3	The CIE marks in a theory course, for 20 marks, shall be based on two tests covering the entire syllabus. An additional test may be conducted for the needy students to provide an opportunity to improve their CIE Marks before the end of the semester. The CIE marks shall be the average of the marks scored in at least two of the above tests. [To be read along with 8.8]
8.4	The candidates shall write the Tests in Blue Book/s. The Blue book/s and other documents relating to award of CIE marks under 8.2 (b) shall be preserved by the Principal / Head of the Department for at least six months from the date of announcement of University results and made available for verification at the directions of the Registrar (Evaluation).
8.5	Every page of the CIE marks list shall bear the signatures of the concerned Teacher, Head of the Department and the Principal.
8.6	The CIE marks list shall be displayed on the Notice Board and corrections, if any, shall be incorporated before submitting to the University.
8.7	The CIE marks shall be sent to the university by the Principals well in advance before the commencement of Semester End Examinations. No corrections of the CIE marks shall be entertained after the submission of marks list to the University.
8.8	Candidates obtaining less than 50% of the CIE marks in any course (Theory/Laboratory/Seminar/Internship/Project) shall not be eligible to appear for the University examination in that course/s. In such cases, the Head of the Department shall arrange for the improvement of CIE marks in the course/ Laboratory when offered in the subsequent semester subject to the provision of 1.5.
8.9	**Semester End Evaluation:** There shall be a University examination at the end of each semester.
8.10	There shall be double valuation of theory papers. The theory Answer booklets shall be valued independently by two examiners appointed by the University.
8.11	If the difference between the marks awarded by the two Examiners is not more than 15 per cent of the maximum marks, the marks awarded to the candidate shall be the average of two evaluations.
8.12	If the difference between the marks awarded by the two Examiners is more than 15 per

		cent of the maximum marks, the answer booklet shall be evaluated by a third Examiner appointed by the university. The average of the marks of nearest two valuations shall be considered as the marks secured by the candidate. In case, if one of the three marks falls exactly midway between the other two, then the highest two marks shall be taken for averaging.
9.0		**Eligibility for Passing and Award of Degree**
	9.1	(1) A student who obtains any grade S to E shall be considered as passed and if a student secures F grade in any of the head of passing he/she has to reappear in that head for the SEE. (2) A student shall be declared successful at the end of the Programme for the award of Degree only on obtaining CGPA ≥ 5.00, with none of the Courses remaining with F Grade. (3) In case, the CGPA fall below 5.00, the student shall be permitted to appear again for SEE for required number of courses (other than seminar and Practical) and times, subject to the provision of 1.5, to make up CGPA ≥ 5.0. The student should reject the SEE results of the previous attempt and obtain written permission from The Registrar (Evaluation) to reappear in the subsequent SEE.
9.2		For a pass in a theory course, the student shall secure minimum of 40% of the maximum marks prescribed in the Semester End Examination and 50% of marks in CIE and 50 % in the aggregate of CIE and SEE marks. The Minimum Passing Grade in a course is E.
9.3		For a pass in Internship/Practical/Project/Dissertation/Viva-voce examination, a student shall secure a minimum of 50% of the maximum marks prescribed for the SEE in Internship/Practical/Project/Dissertation/Viva-voce. The Minimum Passing Grade in a course is E.
9.4		For a pass, a candidate shall obtain a minimum of 50% of maximum marks in Seminar.
9.5		IV semester Full-time candidates having backlog courses are permitted to upload the dissertation report and to appear for SEE. The IV semester grade card shall be released only when the candidate completes all the backlog courses and become eligible for the award of degree. [To be read along with 11.2]
9.6		A candidate may at his/her desire reject his/her latest semester results of University examination in respect to all courses of that semester. However, in the IV semester the rejection shall not include the Project work. Rejection shall be permitted only once during the entire Programme. The CIE marks of the rejected semester shall remain the same. Rejection of results of the University examination including CIE marks is not permitted.
9.7		If the rejection of the University examination results of the semester happens to be of an odd semester, the candidate can take admission to the immediate next even semester. However, if the rejection of the University result is of even semester, the candidate cannot take admission to the next odd semester.
9.8		Application for rejection shall be submitted to the Registrar (Evaluation) through the Principal of the college, within thirty days from the date of announcement of results.
9.9		A candidate, who opts for rejection of results of a semester shall be eligible for the award of class and distinction, but shall not be eligible for the award of rank.
9.10		**Eligibility for Award of Degree:** A student shall be declared to have completed the degree of Master of Technology, provided the student has undergone the stipulated course work as per the regulations and has earned the prescribed Credits, as per the Scheme of Teaching and Examination, of the programme.
10.0		**Attendance Requirement**

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10.1	**Registration and Enrolment:** i) Except for the first semester, registration for a semester will be done during a specified week before the semester end examination of the previous semester. ii) The registration sheet should have the Candidate details, course name and code, number of credits and category (core/elective/audit) for each course of that semester. iii) The Faculty Adviser, assigned by the Head of the Department, will counsel the students in planning their courses of study and provide guidance, motivation, emotional support, and enable the mentees to reach the desired professional and career goals.
10.2	Courses of each semester shall be treated as a separate unit for calculation of the attendance.
10.3	The candidate has to put in a minimum attendance of 85% in each course with a provision to condone 10% of the attendance by the Vice-Chancellor on the specific recommendation of the Principal of the college where the candidate is studying, based on medical grounds, participation in University/ State/ National/ International level sports and cultural activities, seminars, workshops, paper presentation etc., of significant value. The necessary documents in support are to be submitted along with recommendations to condone the shortage.
10.4	In case of late admission, approved by competent authority (DTE/VTU), to I semester of the programme the attendance shall be reckoned from the date of admission to the programme.
10.5	A candidate, who does not satisfy the attendance requirement (in one or more Courses) as mentioned in 10.3 shall not be eligible to appear for the SEE of that semester and shall not be permitted to take admission to next higher semester. The candidate shall be required to repeat that semester during the subsequent year.
10.6	Principals of the concerned colleges shall notify regularly, the list of candidates who fall short of attendance.
10.7	The list of the candidates falling short of attendance shall be sent to the University at least one week prior to the commencement of the examination.
11.0	**Promotion and Eligibility**
11.1	**Promotion:** There shall be no restriction for promotion from an odd semester to the next even semester, provided the student has fulfilled the attendance requirement.
11.2	(a) Candidates, under full-time programme, with a maximum of two backlog courses of first year shall be eligible for taking admission to second year (III semester). (b) i. Candidates, under part-time Programme, with one backlog subject of an academic year shall be eligible for taking admission to next odd semester from even semester. ii. For admission to V semester, Candidates under part-time Programme must have completed all the courses of I and II semesters. (c) Each credit course shall be treated as a head of passing.
11.3	The Mandatory non – credit courses, if any, shall not be considered for the Eligibility criterion prescribed for promotion, award of Class, calculation of SGPA and CGPA. However, a pass in the above courses is mandatory before the completion of Degree.
12.0	**Temporary Discontinuation/Break in the Program**
12.1	(a) If a candidate, for any reason, temporarily discontinues the Programme or take a break from programme during any semester, he/she may be permitted to continue in the programme by registering to the same semester of the prevailing scheme. The candidate shall complete all the remaining course work subject to the provision 1.5. Also the

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		Candidates may have to complete additional course/s, if any, as per the decision of concerned Board of Studies and approval of Dean, Faculty of Engineering, on establishing equivalence between two schemes. A Grade card shall be issued to that effect. Additional course/s shall not be considered for the eligibility criterion prescribed for promotion. However, based on the individual cases, it is considered to decide the SGPA and CGPA to admit the student for the award of degree. Such candidate shall not be eligible for the award of rank. b) Candidates who takes admission to any semester of the existing scheme from another scheme, as a repeater/fresher because of various reasons have to complete additional course/s, if any, as per the decision of concerned Board of Studies and approval of Dean, Faculty of Engineering, on establishing equivalence between two schemes. A Grade card shall be issued to that effect. Additional course/s shall not be considered for the eligibility criterion prescribed for promotion. However, based on the individual cases, it is considered to decide the SGPA and CGPA to admit the student for the award of degree. Such candidate shall not be eligible for the award of rank
13.0	**Award of Prizes, Medals and Ranks**	
13.1		For the award of Prizes and Medals, the conditions stipulated by the Donor shall be considered subject to the provisions of the statutes framed by the University for such awards.

13.2		(1) For award of rank in a Specialization of Master of Technology, the CGPA secured by the student on completion of the programme is considered.
		(2) A student shall be eligible for a rank at the time of award of degree of Master of Technology, provided the student
		    a. Is not a repeater in any semester
		    b. Has not rejected the results of any semester.
		    c. Has passed I to IV semester in all the courses in first attempt only
		(3) The total number of ranks awarded shall be 10% of total number of students appeared in IV semester subject to a maximum of 10 ranks in a Specialization.
		(4) For award of ranks in a Specialization, a minimum of 10 students should have appeared in the IV semester examination.
		Illustration:
		    (a) If 150 students appeared for the IV semester in VLSI Design and Embedded Systems Branch, the number of ranks to be declared in VLSI Design and Embedded Systems will be 10.
		    (b) If 84 students appeared for the IV semester in Nano Technology, the number of ranks to be declared for Nano Technology will be 08.
		    (c) In case of fractional number of ranks, it is rounded to higher integer only when the first decimal place value is greater than or equal to 5.

13.3		Ranks are awarded based on the merit of the students as determined CGPA. If two or more students get the same CGPA, the tie shall be resolved by considering the number of times a student has obtained higher SGPA. If it is not resolved even at this stage, the number of times a student has obtained higher grades like S, A, B etc., shall be taken into account to decide the order of the rank.
14.0	**Applicability and Power to Modify**	
14.1		The regulations governing the Degree of Master of Technology of Visvesvaraya Technological University shall be binding on all concerned.
14.2		i) Notwithstanding anything contained in the foregoing, the University shall have the power to issue directions/ orders to address any difficulty. ii) Nothing in the foregoing may be construed as limiting the power of the University to amend, modify or repeal any or all of the above.

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Guidelines relating to MBA programs

1.0	**Title, Duration and Credits of the Programme of Study**
1.1	The Programme shall be called Master of Business Administration (Subject of Specialization) abbreviated as MBA (Subject of Specialization).
1.2	The Programme shall be a full time programme extended over a period of two academic year duration divided into four semesters and each semester shall be of 16 weeks duration.
1.3	**Maximum Duration for Programme Completion:** A candidate shall be allowed a maximum duration of 4 years from the first semester of admission to become eligible for the award of the Degree, failing which he/she may discontinue the program or register once again as a fresh candidate to I semester.
1.4	Prescribed Number of Credits for the Programme: The number of credits to be completed for the award of degree shall be 100.
1.5	The Calendar of events in respect of the Programme shall be notified by the University in advance.
2.0	**Eligibility for Admission (As per the Government orders issued from time to time)**
2.1	Admission to MBA Program shall be open to the candidates who have passed recognized Bachelor's Degree of minimum of 3 years duration or equivalent examination and obtained an aggregate minimum of 50% marks taken together in all the subjects including languages in all the years of the Degree Examination and 45% of marks in case of SC, ST and Category-I of Karnataka candidates. (Reservation is applicable only for Karnataka Candidates).
2.2	**For admissions under PGCET qualification and Roaster system of Government of Karnataka:** There shall be an Entrance Examination (PGCET) for admission to the MBA programme. A candidate seeking admission to MBA Programme offered in any of the Engineering Colleges affiliated to VTU shall appear for this Examination. For admission under Government quota, ranks obtained in PGCET entrance examination, conducted by Karnataka Examination Authority (KEA), shall be considered. **For admissions under Management Quota:** The candidates should have appeared for the Entrance Examination conducted by KEA (PGCET)/ Karnataka Management Aptitude Test (KMAT) or appeared and qualified under any approved entrance examination conducted by the authority recognized by Government of Karnataka/VTU /any other University of Karnataka state. Further, there shall be an Admissions Committee for the MBA Program consisting of the Principal of the College as the Chairman, Head of the concerned Department and one senior staff member of the concerned Department. The Admissions Committee conducts the interview and selects the candidates for admission.
2.3	(i) The candidates from Universities other than the Universities of Karnataka shall have to obtain Eligibility Certificate from the VTU to seek admission to MBA program in any of the college affiliated to VTU. (ii) The candidates from foreign countries shall have to obtain Eligibility Certificate from the VTU to seek admission to MBA program in any of the college affiliated to VTU. Further, they have to produce equivalence certificate from the Association of Indian Universities.
2.4	The intake under various categories (regular, SC/ST and category I) shall be as sanctioned by

		the AICTE, State Government and VTU, from time to time.
2.5		**Admission to vacant seats:** Seats remaining vacant (unfilled), after the completion of PG admission process by Karnataka Examination Authority, shall be filled by the Institution by inviting applications through Press notification. The seats shall be filled by Candidates preferably who have PGCET score. In the absence of such Candidates, admission shall be based on merit in the entrance test conducted at the Institution level. An Admissions Committee, consisting of the Principal of the College, Head of the concerned Department and the subject experts, shall be in charge of admissions
3.0		**Courses**
3.1		The curriculum of the Programme shall be any combination of following type of courses: i) Professional Core Courses (PC) - relevant to the chosen specialization/ branch [May be split into Hard (no choice) and Soft (with choice), if required]. The core course is to be compulsorily studied by a student and is mandatory to complete the requirements of a programme in a said discipline of study. ii) Professional Electives Courses (PE) - relevant to the chosen specialization/ branch: these are the courses, which can be chosen from the pool of papers. It shall be supportive to the discipline/ providing extended scope/enabling an exposure to some other discipline / domain / nurturing student skills. iii) Open Electives Courses (OE) - from other technical and/ or emerging specialization areas. iv) Project Work, Seminar. v) Audit Courses (AC): (a) The Audit course can be any credit course offered by the program to which the Candidate is admitted (other than the courses considered for completing the prescribed program credits). (b) The students interested in audit courses can register for one audit course at a time during II to IV semester. Students who have registered to audit courses, considered on par with students registered to the same course for credit; have to satisfy attendance and CIE requirements. However, they need not have to appear for SEE. (c) Registration for any audit course, in writing, shall be completed at the beginning of each semester. The Institution should intimate the Registrar (Evaluation) about the registration at the beginning of the semester and obtain a formal approval for inclusion of the audit course/s in the Grade cards/ Transcripts issued to the students. vi) Professional training/Internship (referred to as Internship): Preferably at an industry/ R and D organization/IT company/ Government organization/Business organization of significant repute for a specified period mentioned in Scheme of Teaching and Examination.
3.2		A candidate shall exercise his /her option in respect of the electives and register for the same before the beginning of the concerned semester. The candidate may be permitted to opt for change of elective subject within 10 days from the date of commencement of the semester as per the calendar of the University.
3.3		The minimum number of students to be registered for an Elective to be offered shall not be less than ten. However, the above condition shall not be applicable when the class strength is less than ten.
4.0		**Internship**
4.1		**Internship:** The student shall undergo Internship/Organization study as per the Scheme of Teaching and Examination.

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		1. The internship shall be carried out in any industry/R&D Organization/Research Institute/Institute of national and international repute Business organization/ recognized national and international Professional Bodies, Societies or Organizations. 2. The Department/college shall nominate a faculty to facilitate, guide and supervise students under internship. 3. The students shall report the progress of the internship to the internal guide in regular intervals and seek his/her advise. 4. The Internship shall be completed during the period specified in Scheme of Teaching and Examination. 5. After completion of Internship, students shall submit a report to the Head of the Department with the approval of both internal and external guides. 6. There will be 40 marks for CIE (Seminar: 20, Internship/ Organization study report: 20) and 60 marks for Viva – Voce conducted during SEE. [To be read along with 8.1 and 9.3] 7. The internal guide shall award the CIE marks for seminar and internship report after evaluation. He/she will also be the internal examiner for Viva – Voce conducted during SEE. 8. The external guide from the industry shall be an examiner for the viva voce on Internship. Viva-Voce on internship shall be conducted at the college and the date of Viva-Voce shall be fixed in consultation with the external Guide. The Examiners shall jointly award the Viva - Voce marks. 9. (i) In case the external Guide is not available or expresses his inability to conduct viva voce, the Chief Superintendent shall be permitted to make alternate arrangement. The examiner, in the order of preference, shall be an industry person or a faculty of another institution chosen from the list of University examiners. The same shall be intimated to the concerned BOE Chairperson. (ii) In case the external Guide accepts to conduct viva-voce examination from his/her workplace, it shall be arranged via Video/web conferencing/Webinar. The external Examiner shall send the signed marks list, soon after the examination, via email/any electronic media. 10. The students are permitted to carry out the internship anywhere in India or abroad. The University will not provide any kind of Financial Assistance to any student for internship.
4.2		**Failing to undergo Internship:** Internship is one of the head of passing. Completion of Internship is mandatory. If any student fails to undergo/complete the Internship, he/she shall be considered as fail in that Course and the prescribed credits shall not be awarded in that Course. The student, however, can submit the project dissertation and appear for viva voce. The student shall be eligible for the internship credits only after satisfying the conditions prescribed for the same during the subsequent academic year. The reappearance shall be considered as an attempt.
5.0		**Project**
5.1		**Project work and Dissertation:** Each candidate shall carry out the project work independently as per Scheme of Teaching and Examinations under the guidance of one of the faculty members of the Department in the Institution of study. If the project is of inter-disciplinary nature, a co- guide shall be taken from the other concerned department. The topic and title of the dissertation shall be chosen by the candidate in consultation with the guide and co-guide, if any, during the III semester itself. The subject and topic of the dissertation shall be from the major field of studies of the candidate. Modification of only the title but not the field of work may be permitted at the time

		of final submission of dissertation report during IV semester. If dissertation has to be carried out in any industry/R&D labs/business organizations, outside the campus, permission shall be taken from the Principal to that effect. The Principal, shall submit a list showing the name of the student, University Seat Number, title of the project, name/s of the guide/co-guide at the time of submission of project report to the University.
5.2		Project is one of the head of passing. The candidate shall submit a soft copy (CD) of the dissertation work to the University. The CD should contain the entire Dissertation in monolithic form as a PDF file (not separate chapters). The Guide, after checking the report for completeness shall upload the Dissertation along with name, University Seat Number, address, mobile number of the candidate, etc., as prescribed in form available on online Dissertation evaluation portal.
5.3		**Plagiarism Check** Once the Guide uploads the dissertation, the same shall be linked for plagiarism check. The allowable plagiarism index is less than or equal to 25%. If the check indicates a plagiarism index greater than 25%: • for the first time, the candidate has to resubmit the dissertation, to the Registrar (Evaluation), Regional Center/Head Office, VTU along with the penal fees of • Rs. 2000/- (Rupees Two thousand only). • for the second time, the candidate has to resubmit the dissertation along with the penal fees of Rs. 4000/- (Rupees four thousand only). • If the dissertation is rejected again during second resubmission with reference to plagiarism index, the candidate shall redo the project and submit after a semester's time subject to provisions of 1.5.
5.4		The dissertation shall be sent through email for evaluation to two examiners - one internal examiner (guide/co-guide) and one external examiner (first) appointed by the University. The evaluation of the dissertation shall be made independently by each examiner.
5.5		Examiners shall evaluate the dissertation normally within a period of not more than two weeks from the date of receipt of dissertation through email.
5.6		The examiners shall independently submit the marks through the specified link.
5.7		Average of the marks awarded by the two Examiners shall be the final evaluation marks for the Dissertation.
5.8		(a) Viva-voce examination of the candidate shall be conducted as per 5.10, if the dissertation work and the reports are accepted by the external examiner (first). (b) If the external examiner (first) finds that the dissertation work and the report are not up to the expected standard and the minimum passing marks cannot be awarded, the dissertation shall not be accepted for SEE. The external examiner (first) can recommend for modifications/suggestions of dissertation or totally reject the dissertation. The examiner shall offer suggestions for improvement of the dissertation for resubmission or list the reasons for rejection of the dissertation. (c) The resubmitted Dissertation incorporating the modifications/suggestions [as per 5.8 (b)] of the external examiner (first) and satisfying the provision 5.3 shall be sent again to the external examiner (first) for evaluation. If the dissertation and the report are accepted by the external examiner (first), Viva-voce examination of the candidate shall be conducted as per 5.10. (d) In case of rejection of Dissertation by the external examiner (first), the same will be sent to a Second Examiner (external) approved by the University. The decision of the Second Examiner (external) is final. If the dissertation and the report are accepted by the Second Examiner (external), Viva-voce examination of the candidate shall be conducted as per

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		5.10. If the Second Examiner (external) rejects the dissertation and the report, the candidate shall have to carry out the dissertation work once again and submit the dissertation subject to provisions of 1.5. In such cases of rejection, the candidate shall redo the entire procedure starting from the submission of Dissertation in soft copy.
		(e) In case of rejection of Dissertation, with reasons, by the external examiner (first) [as per 5.8 (b)], the same will be sent to a Second Examiner (external) [not necessarily the same examiner considered under 5.8 (d)] approved by the University. The decision of the Second Examiner (external) is final. If the dissertation and the report are accepted by the Second Examiner (external), Viva-voce examination of the candidate shall be conducted as per 5.10. If the Second Examiner (external) rejects the dissertation and the report, the candidate shall have to carry out the dissertation work once again and submit the dissertation subject to provisions of 1.5. In such cases of rejection, the candidate shall redo the entire procedure starting from the submission of Dissertation in soft copy.
5.9		The candidate, whose Dissertation is rejected, can rework on the same topic or choose another topic of dissertation under the same Guide or new Guide if necessary. In such an event, the report shall be submitted within four years from the date of admission to the Programme.
5.10		Viva-voce examination of the candidate shall be conducted by the external examiner and internal examiner/ guide. Internal examiner as per the direction of the University shall have to arrive at a mutually convenient date for the conduct of viva-voce examination of the concerned candidate with an intimation to the Registrar (Evaluation). In case one of the examiners expresses his/her inability to attend the viva-voce, the Registrar (Evaluation) shall appoint a substitute examiner in his/her place.
5.11		The relative weights for the evaluation of dissertation and the performance at the viva voce shall be as per the scheme of teaching & examination.
5.12		The marks awarded by both the Examiners at the viva voce Examination shall be sent jointly to the University immediately after the examination.
5.13		Examination fee as fixed from time to time by the University for evaluation of dissertation report and conduct of viva voce shall be remitted through the Head of the Institution as per the instructions of Registrar (Evaluation) from time to time.
5.14		The candidates who fail to submit the dissertation work within the stipulated time have to submit the same at the time of next ensuing examination.
6.0		**Computation of SGPA and CGPA**
6.1		(i) The University adopts absolute grading system wherein the marks are converted to grades, and every semester results will be declared with semester grade point average (SGPA) and Cumulative Grade Point Average (CGPA). The CGPA will be calculated for every semester, except for the first semester.

(ii) The grading system with the letter grades and the assigned range of marks under absolute grading system are as given below:

Level	Outstanding	Excellent	Very Good	Good	Above Average	Average	Fail
Letter Grade	S	A	B	C	D	E	F
Grade Points	10	9	8	7	6	4	00
Percentage of Marks Scored in a Course	≥ 90 (90 -100)	<90 ≥80 (80 - 89)	< 80 ≥70 (70 - 79)	< 70 ≥60 (60 - 69)	< 60 ≥ 55 (55 - 59)	< 55 ≥50 (50- 54)	< 50 (0 - 49)

(iii) A student obtaining Grade F in a Course shall be considered fail and is required to

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		reappear in subsequent SEE. Whatever the letter grade secured by the student during his /her reappearance shall be retained. However the number of attempts taken to clear a Course shall be indicated in the grade cards/ transcripts.
6.2		**Computation of SGPA and CGPA** The following expressions shall be used to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) respectively: $$SGPA = \frac{\sum[Course\ Credits \times Grade\ Points]\ for\ all\ the\ Courses\ in\ that\ Semester}{\sum[Course\ Credits\ ]\ for\ all\ the\ Courses\ in\ that\ Semester}$$ $$CGPA = \frac{\sum[Course\ Credits \times Grade\ Points]\ for\ all\ Courses\ excluding\ those\ with\ F\ grades\ until\ that\ Semester}{\sum[Course\ Credits\ ]\ for\ all\ Courses\ excluding\ those\ with\ F\ grades\ until\ that\ semester}$$

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(a) SGPA and CGPA Calculations: An Illustrative Example for one academic year

Semester (Odd : I, Even: II)	Course Number	Credits	Grade	Grade Points	Credit Points	SGPA, CGPA
I	XX101	5:0:0 = 5	B	8	$5 \times 8 = 40$	
I	XX102	3:2:0 = 5	Absent(F)	0	$5 \times 0 = 00$	
I	XX103	3:0:0 = 3	A	9	$3 \times 9 = 27$	$SGPA = \dfrac{117}{25}$
I	XX104	0:1:1 = 2	F	0	$2 \times 0 = 00$	$= 4.68$
I	XX105	4:1:0 = 5	D	6	$5 \times 6 = 30$	
I	XX106	5:0:0 = 5	E	4	$5 \times 4 = 20$	
	Total	25 (18*)	Total		117	

(18*): Total credits of the semester excluding the credits of the courses under F grade. Considered for the calculation of CGPA of the two consecutive semesters under consideration.

Semester	Course Number	Credits	Grade	Grade Points	Credit Points	SGPA, CGPA
II	XX107	3:1:1 = 5	C	7	$5 \times 7 = 35$	$SGPA = \dfrac{157}{25}$
II	XX108	4:0:0 = 4	B	8	$4 \times 8 = 32$	$= 6.28$
II	XX109	3:0:0 = 3	D	6	$3 \times 6 = 18$	
II	XX110	4:1:0 = 5	E	4	$5 \times 4 = 20$	
II	XX111	2:1:1 = 4	A	9	$4 \times 9 = 36$	$CGPA$
II	XX112	2:0:0 = 2	F	0	$2 \times 0 = 00$	$= \dfrac{(117 + 157)}{18 + 23}$
II	XX113	0:2:0 = 2	B	8	$2 \times 8 = 16$	$= 274/41 = 6.68$
	Total	25 (23*)	Total		157	

(23*): Total credits of the semester excluding the credits of the courses under F grade. Considered for the calculation of CGPA of the two consecutive semesters under consideration.

If the Student secures letter grades as detailed below after reappearance to SEE, then the SGPA and CGPA shall be calculated as indicated below.

Semester	Course Number	Credits	Grade	Grade Points	Credit Points	SGPA, CGPA
I	XX102	3:2:0 = 5	D	6	$5 \times 6 = 30$	$SGPA\ (I\ Semester)$
I	XX104	0:1:1 = 2	C	7	$2 \times 7 = 14$	$= \dfrac{117 + 30 + 14}{25}$ $= 161/25 = 6.44$
II	XX112	2:0:0 = 2	D	6	$2 \times 6 = 12$	$SGPA\ (II\ Semester$ $= (157 + 12)/25$ $= 169/25 = 6.76$

$CGPA$ at the end of the academic year after passing all the Courses of the two consecutive semesters under consideration $= \dfrac{(6.44 \times 25 + 6.76 \times 25)}{50} = 6.60$ ∎

(b) CGPA Calculation of the Programme: An Illustrative Example

Semester	I	II	III	IV
Credits of the semester	24	24	28	24
SGPA	7.00	8.50	9.20	6.86

$$CGPA = \frac{(24 \times 7.00 + 24 \times 8.50 + 28 \times 9.20 + 24 \times 6.86)}{100} = 7.94 \quad ∎$$

6.3	**Grade Card:** Based on the secured letter grades, grade points, SGPA and CGPA, a grade card for each semester and a consolidated grade card indicating the performance in all semesters shall be issued.
7.0	**Conversions of Grades into Percentage and Class Equivalence**
7.1	**Conversions of Grades into Percentage** Conversion formula for the conversion of CGPA into percentage is given below: Percentage of marks secured, P = [CGPA Earned - 0.75] × 10 **Illustration for a CGPA of 8.20:** P = [CGPA Earned 8.2 - 0.75]× 10 = 74.5 %
7.2	**Class Equivalence:** After the conversion of final CGPA into percentage of marks (P), a graduating student is reckoned to have passed in (i) First Class with Distinction (FCD) if P ≥ 70% (ii) First Class (FC) if P ≥ 60% but <70% and (iii) Second Class (SC) if P < 60%.
8.0	**Continuous Internal Evaluation and Semester End Evaluation**
8.1	There shall be a maximum of 40 CIE Marks in each theory. A candidate shall obtain not less than 50% of the maximum marks prescribed for the CIE of each Theory course/ Internship /Project/Dissertation. [To be read along with 8.8]

8.2	CIE Marks shall be based on
	  a) Tests (for 25Marks) and
	  b) Assignments, Quiz, Simulation, Experimentation, Mini project, oral examination, field work etc., (for 15 Marks) conducted in respective courses.

8.3	The CIE marks in a theory course, for 25 marks, shall be based on two tests covering the entire syllabus. An additional test may be conducted for the needy students to provide an opportunity to improve their CIE Marks before the end of the semester. The CIE marks shall be the average of the marks scored in at least two of the above tests.
8.4	The candidates shall write the Tests in Blue Book/s. The Blue book/s and other documents relating to award of CIE marks under 8.2 (b) shall be preserved by the Principal / Head of the Department for at least six months from the date of announcement of University results and made available for verification at the directions of the Registrar (Evaluation).
8.5	Every page of the CIE marks list shall bear the signatures of the concerned Teacher, Head of the Department and the Principal.
8.6	The CIE marks list shall be displayed on the Notice Board and corrections, if any, shall be incorporated before submitting to the University.
8.7	The CIE marks shall be sent to the university by the Principals well in advance before the commencement of Semester End Examinations. No corrections of the CIE marks shall be entertained after the submission of marks list to the University.
8.8	Candidates obtaining less than 50% of the CIE marks in any course (Theory/ Internship/Project) shall not be eligible to appear for the University examination in that course/s. In such cases, the Head of the Department shall arrange for the improvement of CIE marks in the course when offered in the subsequent semester subject to the provision of 1.5.
8.9	**Semester End Evaluation:** There shall be a University examination at the end of each semester. **Setting Theory Question Papers and Evaluation:** Question papers in theory courses shall be set by the Examiners appointed by the University.

8.10	There shall be double valuation of theory papers. The theory Answer booklets shall be valued independently by two examiners appointed by the University.
8.11	If the difference between the marks awarded by the two Examiners is not more than 15 per cent of the maximum marks, the marks awarded to the candidate shall be the average of two evaluations.
8.12	If the difference between the marks awarded by the two Examiners is more than 15 per cent of the maximum marks, the answer booklet shall be evaluated by a third Examiner appointed by the University. The average of the marks of nearest two valuations shall be considered as the marks secured by the candidate. In case, if one of the three marks falls exactly midway between the other two, then the highest two marks shall be taken for averaging.
9.0	**Eligibility for Passing and Award of Degree**
9.1	(1) A student who obtains any grade S to E shall be considered as pass and if a student secures F grade in any of the head of passing he/she has to reappear in that head for the SEE. (2) A student shall be declared successful at the end of the Programme for the award of Degree only on obtaining CGPA ≥ 5.00, with none of the Courses remaining with F Grade. (3) In case, the CGPA fall below 5.00, the student shall be permitted to appear again for SEE for required number of courses and times, subject to the provision of 1.5, to make up CGPA ≥ 5.0. The student should reject the SEE results of the previous attempt and obtain written permission from The Registrar (Evaluation) to reappear in the subsequent SEE.
9.2	For a pass in a theory course, the student shall secure minimum of 40 % of the maximum marks prescribed in the Semester End Examination and 50 % of marks in CIE and 50 % in the aggregate of CIE and SEE marks. The Minimum Passing Grade in a course is E.
9.3	For a pass in Internship/ Project/Dissertation/Viva-voce examination, a student shall secure a minimum of 50 % of the maximum marks prescribed for the SEE in Internship/Project/Dissertation/Viva-voce. The Minimum Passing Grade in a course is E.
9.4	IV semester students having backlog courses are permitted to upload the dissertation report and to appear for SEE. The IV semester grade card shall be released only when the student completes all the backlog courses and become eligible for the award of degree. [To be read along with 11.2].
9.5	A candidate may at his/her desire reject his/her latest semester, except the IV semester, results of University examination in respect to all courses of that semester. Rejection shall be permitted only once during the entire Programme. The CIE marks of the rejected semester shall remain the same. Rejection of results of the University examination including CIE marks is not permitted.
9.6	If the rejection of the University examination results of the semester happens to be of an odd semester, the candidate can take admission to the immediate next even semester. However, if the rejection of the University result is of even semester, the candidate cannot take admission to the next odd semester.
9.7	Application for rejection shall be submitted to the Registrar (Evaluation) through the Principal of the constituent college and Chairperson of the Department, within thirty days from the date of announcement of results.
9.8	A candidate, who opts for rejection of results of a semester shall be eligible for the award of class and distinction, but shall not be eligible for the award of rank.
9.9	**Eligibility for Award of Degree:** A student shall be declared to have completed the degree of MBA, provided the student

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		has undergone the stipulated course work as per the regulations and has earned the prescribed Credits, as per the Scheme of Teaching and Examination, of the programme.
10.0		**Attendance Requirement**
10.1		**Registration and Enrolment:** i) Except for the first semester, registration for a semester will be done during a specified week before the semester end examination of the previous semester. ii) The registration sheet shall have the Candidate details, course name and code, number of credits and category (core/elective/audit) for each course of that semester. iii) The Faculty Adviser, assigned by the Head of the Department, will counsel the students in planning their courses of study and provide guidance, motivation, emotional support, and enable the mentees to reach the desired professional and career goals.
10.2		Courses of each semester shall be treated as a separate unit for calculation of the attendance.
10.3		The candidate has to put in a minimum attendance of 85 % in each course with a provision to condone 10 % of the attendance by the Vice-Chancellor on the specific recommendation of the Principal of the college where the candidate is studying, based on medical grounds, participation in University/ State/ National/ International level sports and cultural activities, seminars, workshops, paper presentation etc., of significant value. The necessary documents in support are to be submitted along with recommendations to condone the shortage.
10.4		In case of late admission, approved by competent authority (Karnataka Examination Authority/VTU), to I semester of the programme the attendance shall be reckoned from the date of admission to the programme.
10.5		A candidate, who does not satisfy the attendance requirement (in one or more Courses) as mentioned in 10.3 shall not be eligible to appear for the SEE of that semester and shall not be permitted to take admission to next higher semester. The candidate shall be required to repeat that semester during the subsequent year.
10.6		Principals of the concerned colleges and Chairpersons of the Departments shall notify regularly, the list of candidates who fall short of attendance.
10.7		The list of the candidates falling short of attendance shall be sent to the University at least one week prior to the commencement of the examination.
11.0		**Promotion and Eligibility**
11.1		**Promotion:** There shall be no restriction for promotion from an odd semester to the next even semester, provided the student has fulfilled the attendance requirement.
11.2		(a) Candidates, with a maximum of four backlog courses of first year shall be eligible for taking admission to second year (III semester). (b) Each credit course shall be treated as a head of passing.
11.3		The Mandatory non – credit courses, if any, shall not be considered for the Eligibility criterion prescribed for promotion, award of Class, calculation of SGPA and CGPA. However, a pass in the above courses is mandatory before the completion of Degree.
12.0		**Temporary Discontinuation/Break in the Program**
12.1		(a) If a candidate, for any reason, temporarily discontinues the Programme or take a break from programme during any semester, he/she may be permitted to continue in the programme by registering to the same semester of the prevailing scheme. The candidate shall complete all the remaining course work subject to the provision 1.5. Also the Candidates may have to complete additional course/s, if any, as per the decision of

		concerned Board of Studies and approval of Dean, Faculty of Engineering, on establishing equivalence between two schemes. A Grade card shall be issued to that effect. Additional course/s shall not be considered for the eligibility criterion prescribed for promotion. However, based on the individual cases, it is considered to decide the SGPA and CGPA to admit the student for the award of degree. Such candidate shall not be eligible for the award of rank. (b) Candidates who takes admission to any semester of the existing scheme from another scheme, as a repeater/fresher because of various reasons have to complete additional course/s, if any, as per the decision of concerned Board of Studies and approval of Dean, Faculty of Engineering, on establishing equivalence between two schemes. A Grade card shall be issued to that effect. Additional course/s shall not be considered for the eligibility criterion prescribed for promotion. However, based on the individual cases, it is considered to decide the SGPA and CGPA to admit the student for the award of degree. Such candidate shall not be eligible for the award of rank.
13.0	**Award of Prizes, Medals and Ranks**	
13.1	For the award of Prizes and Medals, the conditions stipulated by the Donor shall be considered subject to the provisions of the statutes framed by the University for such awards.	

13.2	(1) For award of rank in a Specialization of MBA, the CGPA secured by the student on completion of the programme is considered.
	(2) A student shall be eligible for a rank at the time of award of MBA, provided the student
	    a. Is not a repeater in any semester
	    b. Has not rejected the results of any semester.
	    c. Has passed I to IV semester in all the courses in first attempt only
	(3) The total number of ranks awarded shall be 10 % of total number of students appeared in IV semester of the programme subject to a maximum of 10 ranks.	

13.2	**Illustration:**
	    (a) If 150 students appeared for the IV semester, the number of ranks to be declared will be 10.
	    (b) If 84 students appeared for the IV semester, the number of ranks to be declared will be 08.
	    (c) In case of fractional number of ranks, it is rounded to higher integer only when the first decimal place value is greater than or equal to 5.	

13.3	Ranks are awarded based on the merit of the students as determined by CGPA. If two or more students get the same CGPA, the tie shall be resolved by considering the number of times a student has obtained higher SGPA. If it is not resolved even at this stage, the number of times a student has obtained higher grades like S, A, B etc., shall be taken into account to decide the order of the rank.	
14.0	**Applicability and Power to Modify**	
14.1	The regulations governing the Degree of MBA of Visvesvaraya Technological University shall be binding on all concerned.	
14.2	i) Notwithstanding anything contained in the foregoing, the University shall have the power to issue directions/ orders to address any difficulty. ii) Nothing in the foregoing may be construed as limiting the power of the University to amend, modify or repeal any or all of the above.	

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Guidelines relating to MCA programs

1.0	**Title, Duration and Credits of the Programme of Study**
1.1	The Programme shall be called Master of Computer Applications, abbreviated as MCA.
1.2	(i) The program to which students are admitted to I semester of the programme shall be of three academic year duration divided into six semesters and each semester shall be of 16 weeks duration. (ii) The programme to which students are admitted to III semester of the programme, under lateral entry scheme, shall be of two academic year duration divided into four semesters and each semester is of 16 weeks duration. The four semesters of II and III year of the programme are common to students admitted under (i) and (ii).
1.3	**Maximum Duration for Programme Completion:** (a) Candidates admitted to I year of the programme shall be allowed a maximum duration of six years to become eligible for the award of MCA degree, failing which he/she may discontinue the programme or register once again as a fresh candidate to I semester. (b) Candidates admitted to II year of the programme under lateral entry scheme shall complete the course within four academic years from the year of first admission, failing which he /she has to discontinue the programme or register once again as a fresh candidate to III semester.
1.4	Prescribed Number of Credits for the Programme: The number of credits to be completed for the award of degree shall be 132.
1.5	The Calendar of events in respect of the Programme shall be notified by the University in advance.
2.0	**Eligibility for Admission (As per the Government orders issued from time to time)**
2.1	**Admission to I year /I semester MCA:** A candidate who has passed any recognized under graduate examination or equivalent examination with Mathematics or Statistics or Computer Science or Computer Applications or Computer Programming or Business Mathematics or Business Statistics as one of the optional subjects and obtained an aggregate minimum of 50% marks taken together in all the subjects in all the years of the Degree Examination is eligible for admission to MCA courses and 45% of marks in qualifying examination (QE) in case of SC, ST and Category-I of Karnataka candidates. Provided that in respect of candidate who has studied and passed one of the subjects specified above in Pre-University Course with fifty percent of marks in that subject shall also be considered for admission. 45% of marks in case of SC, ST and Category-I of Karnataka candidates. **Admission to II year /III semester MCA(Lateral entry):** A candidate who has passed recognized Bachelor's Degree of minimum of 3 years duration in BCA, B.Sc (I.T. / Computer Science) with Mathematics at 10 + 2 level or at Graduate Level and obtained an aggregate minimum of 50% marks taken together in all the subjects in all the years of the Degree Examination is eligible for admission to MCA courses (45% of marks in QE in case of SC, ST and Category-I of Karnataka candidates) Reservation is applicable only for Karnataka Candidates.
2.2	**For admissions under PGCET qualification and Roaster system of Government of**

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	Karnataka: There shall be an Entrance Examination (PGCET) for admission to the MCA programme. A candidate seeking admission to MCA Programme offered in any of the Engineering Colleges affiliated to VTU shall appear for this Examination. For admission under Government quota, ranks obtained in PGCET entrance exam, conducted by Karnataka Examination Authority (KEA), shall be considered. **For admissions under Management Quota:** The candidates should have appeared for the Entrance Examination conducted by KEA (PGCET)/ Karnataka Management Aptitude Test (KMAT) or appeared and qualified under any approved entrance examination conducted by the authority recognized by Government of Karnataka/VTU /any other University of Karnataka state. Further, there shall be an Admissions Committee for the MCA Program consisting of the Principal of the College as the Chairman, Head of the concerned Department and one senior staff member of the concerned Department. The Admissions Committee conducts the interview and selects the candidates for admission.
2.3	(i) The candidates from Universities other than the Universities of Karnataka shall have to obtain Eligibility Certificate from the VTU to seek admission to MCA program in any of the college affiliated to VTU. (ii) The candidates from foreign countries shall have to obtain Eligibility Certificate from the VTU to seek admission to MCA program in any of the college affiliated to VTU. Further, they have to produce equivalence certificate from the association of Indian Universities.
2.4	The intake under various categories (regular, Lateral entry, SC/ST and category I) shall be as sanctioned by the AICTE, State Government and VTU, from time to time.
2.5	Admission to vacant seats: Seats remaining vacant (unfilled), after the completion of PG admission process by Karnataka Examination Authority, shall be filled by the Institution by inviting applications through Press notification. The seats shall be filled by Candidates preferably who have PGCET score. In the absence of such Candidates, admission shall be based on merit in the entrance test conducted at the Institution level. An Admissions Committee, consisting of the Principal of the College, Head of the concerned Department and the subject experts, shall be in charge of admissions.
3.0	**Courses**
3.1	The curriculum of the Programme shall be any combination of following type of courses: i) Professional Core Courses (PC) - relevant to the chosen specialization/ branch [May be split into Hard (no choice) and Soft (with choice), if required]. The core course is to be compulsorily studied by a student and is mandatory to complete the requirements of a programme in a said discipline of study. ii) Professional Electives Courses (PE) - relevant to the chosen specialization/ branch: these are the courses, which can be chosen from the pool of papers. It shall be supportive to the discipline/ providing extended scope/enabling an exposure to some other discipline / domain / nurturing student skills. iii) Open Electives Courses (OE), from other technical and/ or emerging specialization areas. iv) Project Work, Seminar. v) Audit Courses (AC):

(a) The Audit course can be any credit course offered by the program to which the Candidate is admitted (other than the courses considered for completing the prescribed program credits).

(b) The students admitted to I semester and interested in audit courses can register for one audit course at a time during II to VI semester.

The students admitted to III semester under lateral entry scheme and interested in audit courses can register for one audit course at a time during IV to VI semester.

Students who have registered to audit courses, considered on par with students registered to the same course for credit, have to satisfy attendance and CIE requirements. However, they need not have to appear for SEE.

(c) Registration for any audit course, in writing, shall be completed at the beginning of each semester. The Institution should intimate the Registrar (Evaluation) about the registration at the beginning of the semester and obtain a formal approval for inclusion of the audit course/s in the Grade cards/ Transcripts issued to the students.

vi) Professional training/Internship (referred to as Internship): Preferably at an industry/R and D organization/IT company/ Government organization/Business organization of significant repute for a specified period mentioned in Scheme of Teaching and Examination.

3.2	A candidate shall exercise his/her option in respect of the electives and register for the same before the beginning of the concerned semester. The candidate may be permitted to opt for change of elective subject within 10 days from the date of commencement of the semester as per the calendar of the University.
3.3	The minimum number of students to be registered for an Elective to be offered shall not be less than ten. However, the above condition shall not be applicable when the class strength is less than ten.
4.0	**Internship**
4.1	**Internship:** The student shall undergo Internship for the specified period as per the Scheme of Teaching and Examination. 1. The internship shall be carried out in any industry/R&D Organization/Business Organization /Research Institute/Institute of national and international repute Business organization/ recognized national and international Professional Bodies, Societies or Organizations. 2. The Department/college shall nominate a faculty to facilitate, guide and supervise students under internship. 3. The students shall report the progress of the internship to the internal guide in regular intervals and seek his/her advise. 4. The Internship shall be completed during the period specified in Scheme of Teaching and Examination. 5. After completion of Internship, students shall submit a report to the Head of the Department with the approval of both internal and external guides. 6. There shall be 100 marks for CIE (Presentation: 50 marks, Report: 50 marks) and shall be evaluated by the internal panel. The students are permitted to carry out the internship anywhere in India or abroad. The University will not provide any kind of Financial Assistance to any student for

		internship.
4.2		**Failing to undergo Internship:** Internship is one of the head of passing. Completion of Internship is mandatory. If any student fails to undergo/complete the Internship, he/she shall be considered as failed in that Course and the prescribed credits shall not be awarded in that Course. The student, however, can submit the project dissertation and appear for viva voce. The student shall be eligible for the internship credits only after satisfying the conditions prescribed for the same during the subsequent academic year. The reappearance shall be considered as an attempt.
5.0		**Seminar**
5.1		**Seminar:** Seminar is one of the head of passing. i) Each candidate shall deliver seminar as per the Scheme of Teaching and Examination on the topics chosen from the relevant fields for about 30 minutes. ii) The Head of the Department shall make arrangements for conducting seminars through concerned faculty members of the Department. The committee constituted for the purpose by the Head of the Department shall award the CIE marks for the seminar. The committee shall consist of three faculty from the Department and the senior most acting as the Chairman/Chairperson. [To be read along with 10.3]
6.0		**Project**
6.1		**Project work and Dissertation:** Each candidate shall carry out the project work independently as per Scheme of Teaching and Examinations under the guidance of one of the faculty members of the Department in the Institution of study. If the project is of inter-disciplinary nature, a co-guide shall be taken from the other concerned department. The topic and title of the dissertation shall be chosen by the candidate in consultation with the guide and co-guide, if any, before the commencement of VI semester. The subject and topic of the dissertation shall be from the major field of studies of the candidate. Modification of only the title but not the field of work may be permitted at the time of final submission of dissertation report during sixth semester. If dissertation has to be carried out in any industry/R&D labs, outside the campus, permission shall be taken from the Principal to that effect. The Principal, shall submit to the University a list showing the name of the student, University Seat Number, title of the project, name/s of the guide/co-guide, at the time of submission of project report to the University.
6.2		Project is one of the head of passing. The candidate shall submit a soft copy (CD) of the dissertation work to the University. The CD should contain the entire Dissertation in monolithic form as a PDF file (not separate chapters). The Guide, after checking the report for completeness shall upload the Dissertation along with name, University Seat Number, address, mobile number of the candidate, etc., as prescribed in the form available on online Dissertation evaluation portal.
6.3		**Plagiarism Check** Once the Guide uploads the dissertation, the same shall be linked for plagiarism check. The allowable plagiarism index is less than or equal to 25%. If the check indicates a plagiarism index greater than 25% : for the first time, the candidate has to resubmit the dissertation, to the Registrar (Evaluation), Regional Center/Head Office, VTU along with the penal fees of Rs. 2000/- (Rupees Two thousand only).

		• for the second time, the candidate has to resubmit the dissertation along with the penal fees of Rs. 4000/- (Rupees four thousand only). • If the dissertation is rejected again during second resubmission with reference to plagiarism index, the candidate shall redo the project and submit after a semester's time subject to provisions of 1.3.
	6.4	The dissertation shall be sent through email for evaluation to two examiners - one internal examiner (guide/co-guide) and one external examiner (first) appointed by the University. The evaluation of the dissertation shall be made independently by each examiner.
	6.5	Examiners shall evaluate the dissertation normally within a period of not more than two weeks from the date of receipt of dissertation through email.
	6.6	The examiners shall independently submit the marks through the specified link.
	6.7	Average of the marks awarded by the two Examiners shall be the final evaluation marks for the Dissertation.
	6.8	(a) Viva-voce examination of the candidate shall be conducted as per 6.10, if the dissertation work and the reports are accepted by the external examiner (first). (b) If the external examiner (first) finds that the dissertation work and the report are not up to the expected standard and the minimum passing marks cannot be awarded, the dissertation shall not be accepted for SEE. The external examiner (first) can recommend for modifications/suggestions of dissertation or totally reject the dissertation. The examiner shall offer suggestions for improvement of the dissertation for resubmission or list the reasons for rejection of the dissertation. (c) The resubmitted Dissertation incorporating the modifications/suggestions [as per 6.8 (b)] of the external examiner (first) and satisfying the provision 6.3 shall be sent again to the external examiner (first) for evaluation. If the dissertation and the report are accepted by the external examiner (first), Viva-voce examination of the candidate shall be conducted as per 6.10. (d) In case of rejection of Dissertation by the external examiner (first), the same will be sent to a Second Examiner (external) approved by the University. The decision of the Second Examiner (external) is final. If the dissertation and the report are accepted by the Second Examiner (external), Viva-voce examination of the candidate shall be conducted as per 6.10. If the Second Examiner (external) rejects the dissertation and the report, the candidate shall have to carry out the dissertation work once again and submit the dissertation subject to provisions of 1.3. In such cases of rejection, the candidate shall redo the entire procedure starting from the submission of Dissertation in soft copy. (e) In case of rejection of Dissertation, with reasons, by the external examiner (first) [as per 6.8 (b)], the same will be sent to a Second Examiner (external)[not necessarily the same examiner considered under 6.8 (d)] approved by the University. The decision of the Second Examiner (external) is final. If the dissertation and the report are accepted by the Second Examiner (external), Viva-voce examination of the candidate shall be conducted as per 6.10. If the Second Examiner (external) rejects the dissertation and the report, the candidate shall have to carry out the dissertation work once again and submit the dissertation subject to provisions of 1.3. In such cases of rejection, the candidate shall redo the entire procedure starting from the submission of Dissertation in soft copy.
	6.9	The candidate, whose Dissertation is rejected, can rework on the same topic or choose another topic of dissertation under the same Guide or new Guide if necessary. In such an event, the report shall be submitted subject to provisions of 1.3.
	6.1	Viva-voce examination of the candidate shall be conducted by the external examiner and

0		internal examiner/ guide. Internal examiner as per the direction of the University shall have to arrive at a mutually convenient date for the conduct of viva-voce examination of the concerned candidate with an intimation to the Registrar (Evaluation). In case one of the examiners expresses his/her inability to attend the viva-voce, the Registrar (Evaluation) shall appoint a substitute examiner in his/her place.
6.1 1		The relative weights for the evaluation of dissertation and the performance at the viva voce shall be as per the scheme of teaching & examination.
6.1 2		The marks awarded by both the Examiners at the viva voce Examination shall be sent jointly to the University immediately after the examination.
6.1 3		Examination fee as fixed from time to time by the University for evaluation of dissertation report and conduct of viva voce shall be remitted through the Head of the Institution as per the instructions of Registrar (Evaluation) from time to time.
6.1 4		The candidates who fail to submit the dissertation work within the stipulated time have to submit the same at the time of next ensuing examination.
7.0		**Computation of SGPA and CGPA**
7.1		(i) The University adopts absolute grading system wherein the marks are converted to grades, and every semester results will be declared with semester grade point average (SGPA) and Cumulative Grade Point Average (CGPA). The CGPA will be calculated for every semester, except for the first semester. (ii) The grading system with the letter grades and the assigned range of marks under absolute grading system are as given below:

Level	Outstanding	Excellent	Very Good	Good	Above Average	Average	Fail
Letter Grade	S	A	B	C	D	E	F
Grade Points	10	9	8	7	6	4	00
Percentage of Marks Scored in a Course	≥ 90 (90 -100)	<90 ≥ 80 (80 - 89)	< 80 ≥ 70 (70 - 79)	< 70 ≥ 60 (60 - 69)	< 60 ≥ 55 (55 - 59)	< 55 ≥ 50 (50- 54)	< 50 (0 - 49)

(iii) A student obtaining Grade F in a Course shall be considered failed and is required to reappear in subsequent SEE. Whatever the letter grade secured by the student during his /her reappearance shall be retained. However the number of attempts taken to clear a Course shall be indicated in the grade cards/ transcripts.

7.2 — **Computation of SGPA and CGPA**

The following expressions shall be used to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) respectively:

$$SGPA = \frac{\sum[Course\ Credits \times Grade\ Points]\ for\ all\ the\ Courses\ in\ that\ Semester}{\sum[Course\ Credits]\ for\ all\ the\ Courses\ in\ that\ Semester}$$

$$CGPA = \frac{\sum[Course\ Credits \times Grade\ Points]\ for\ all\ Courses\ excluding\ those\ with\ F\ grades\ until\ that\ Semester}{\sum[Course\ Credits]\ for\ all\ Courses\ excluding\ those\ with\ F\ grades\ until\ that\ semester}$$

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		(a) SGPA and CGPA Calculations: An Illustrative Example for one academic year				
Semester (Odd :I, Even: II)	Course Number	Credits	Grade	Grade Points	Credit Points	SGPA, CGPA
I	XX101	$5:0:0 = 5$	B	8	$5 \times 8 = 40$	
I	XX102	$3:2:0 = 5$	Absent(F)	0	$5 \times 0 = 00$	
I	XX103	$3:0:0 = 3$	A	9	$3 \times 9 = 27$	$SGPA = \dfrac{117}{25}$
I	XX104	$0:1:1 = 2$	F	0	$2 \times 0 = 00$	
I	XX105	$4:1:0 = 5$	D	6	$5 \times 6 = 30$	$= 4.68$
I	XX106	$5:0:0 = 5$	E	4	$5 \times 4 = 20$	
	Total	25 (18*)	Total		117	

(18*): Total credits of the semester excluding the credits of the courses under F grade. Considered for the calculation of CGPA of the two consecutive semesters under consideration.

II	XX107	$3:1:1 = 5$	C	7	$5 \times 7 = 35$	$SGPA = \dfrac{157}{25}$
II	XX108	$4:0:0 = 4$	B	8	$4 \times 8 = 32$	$= 6.28$
II	XX109	$3:0:0 = 3$	D	6	$3 \times 6 = 18$	
II	XX110	$4:1:0 = 5$	E	4	$5 \times 4 = 20$	
II	XX111	$2:1:1 = 4$	A	9	$4 \times 9 = 36$	$CGPA$
II	XX112	$2:0:0 = 2$	F	0	$2 \times 0 = 00$	$= \dfrac{(117 + 157)}{18 + 23}$
II	XX113	$0:2:0 = 2$	B	8	$2 \times 8 = 16$	
	Total	25 (23*)	Total		157	$= 274/41 = 6.68$

(23*): Total credits of the semester excluding the credits of the courses under F grade. Considered for the calculation of CGPA of the two consecutive semesters under consideration.

		If the Student secures letter grades as detailed below after reappearance to SEE, then the SGPA and CGPA shall be calculated as indicated below.				
I	XX102	$3:2:0 = 5$	D	6	$5 \times 6 = 30$	$SGPA\ (I\ Semester)$ $= \dfrac{117 + 30 + 14}{25}$
I	XX104	$0:1:1 = 2$	C	7	$2 \times 7 = 14$	$= 161/25 = 6.44$
II	XX112	$2:0:0 = 2$	D	6	$2 \times 6 = 12$	$SGPA\ (II\ Semester)$ $= (157 + 12)/25$ $= 169/25 = 6.76$

CGPA at the end of the academic year after passing all the Courses of the two consecutive semesters under consideration $= \dfrac{(6.44 \times 25 + 6.76 \times 25)}{50} = 6.60$

b)

Semester	I	II	III	IV	V	VI
Credits of the semester	23	21	23	23	22	22
SGPA	7.08	6.08	7.92	9.24	8.75	9.60

Thus CGPA $= \dfrac{(21 \times 7.08 + 23 \times 6.08 + 21 \times 7.92 + 23 \times 9.24 + 22 \times 8.75 + 22 \times 9.60)}{132} = 8.11$

7.3	**Grade Card:** Based on the secured letter grades, grade points, SGPA and CGPA, a grade card for each semester and a consolidated grade card indicating the performance in all semesters shall be issued.

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8.0	**Conversions of Grades into Percentage and Class Equivalence**
8.1	**Conversions of Grades into Percentage** Conversion formula for the conversion of CGPA into percentage is given below. Percentage of marks secured, P = [CGPA Earned - 0.75] × 10 **Illustration for a CGPA of 8.20**: P = [CGPA Earned 8.2 - 0.75]× 10 = 74.5 %
8.2	**Class Equivalence:** After the conversion of final CGPA into percentage of marks (P), a graduating student is reckoned to have passed in (i) First Class with Distinction (FCD) if P ≥ 70% (ii) First Class (FC) if P ≥ 60% but <70% and (iii) Second Class (SC) if P < 60%.
9.0	**Continuous Internal Evaluation and Semester End Evaluation**
9.1	There shall be a maximum of 40 CIE Marks in each theory and practical paper. A candidate shall obtain not less than 50% of the maximum marks prescribed for the CIE of each Theory course/ Laboratory/ Internship /Project/Dissertation. [To be read along with 9.8]

9.2	CIE Marks shall be based on
	  a) Tests (for 20 Marks) and
	  b) Assignments, Quiz, Simulation, Experimentation, Mini project, oral examination, field work etc., (for 20 Marks) conducted in respective courses.

9.3	The CIE marks in a theory course, for 20 marks, shall be based on two tests covering the entire syllabus. An additional test may be conducted for the needy students to provide an opportunity to improve their CIE Marks before the end of the semester. The CIE marks shall be the average of the marks scored in at least two of the above tests.
9.4	The candidates shall write the Tests in Blue Book/s. The Blue book/s and other documents relating to award of CIE marks under 9.2 (b) shall be preserved by the Principal / Head of the Department for at least six months from the date of announcement of University results and made available for verification at the directions of the Registrar (Evaluation).
9.5	Every page of the CIE marks list shall bear the signatures of the concerned Teacher, Head of the Department and the Principal.
9.6	The CIE marks list shall be displayed on the Notice Board and corrections, if any, shall be incorporated before submitting to the University.
9.7	The CIE marks shall be sent to the university by the Principals well in advance before the commencement of Semester End Examinations. No corrections of the CIE marks shall be entertained after the submission of marks list to the University.
9.8	Candidates obtaining less than 50% of the CIE marks in any course (Theory/Laboratory/Internship/Project) shall not be eligible to appear for the University examination in that course/s. In such cases, the Head of the Department shall arrange for the improvement of CIE marks in the course/ Laboratory when offered in the subsequent academic year subject to the provision of 1.3.
9.9	**Semester End Evaluation:** There shall be a University examination at the end of each semester. **Setting Theory Question Papers and Evaluation:** Question papers in theory courses shall be set by the Examiners appointed by the University.
9.10	There shall be double valuation of theory papers. The theory Answer booklets shall be valued independently by two examiners appointed by the University.
9.11	If the difference between the marks awarded by the two Examiners is not more than 15 per cent of the maximum marks, the marks awarded to the candidate shall be the average of two

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		evaluations.
9.12		If the difference between the marks awarded by the two Examiners is more than 15 per cent of the maximum marks, the answer booklet shall be evaluated by a third Examiner appointed by the university. The average of the marks of nearest two valuations shall be considered as the marks secured by the candidate. In case, if one of the three marks falls exactly midway between the other two, then the highest two marks shall be taken for averaging.
10.0		**Eligibility for Passing and Award of Degree**
10.1		(1) A student who obtains any grade S to E shall be considered as passed and if a student secures F grade in any of the head of passing he/she has to reappear in that head for the SEE. (2) A student shall be declared successful at the end of the Programme for the award of Degree only on obtaining CGPA $\geq$ 5.00, with none of the Courses remaining with F Grade. (3) In case, the SGPA/ CGPA fall below 5.00, the student shall be permitted to appear again for SEE for required number of courses (other than Practical) and times, subject to the provision of 18OMC1.3, to make up SGPA/CGPA greater than or equal to 5.0. The student should reject the SEE results of the previous attempt and obtain written permission from The Registrar (Evaluation) to reappear in the subsequent SEE .
10.2		For a pass in a theory and laboratory (practical) course, the student shall secure minimum of 40 % of the maximum marks prescribed in the Semester End Examination and 50 % of marks in CIE and 50 % in the aggregate of CIE and SEE marks. The Minimum Passing Grade in a course is E.
10.3		For a pass in Internship/Seminar/ Project/Dissertation/Viva-voce examination, a student shall secure a minimum of 50 % of the maximum marks prescribed for the SEE in Internship/Seminar /Project/Dissertation/Viva-voce. The Minimum Passing Grade in a course is E.
10.4		VI semester candidates having backlog courses are permitted to upload the dissertation report and to appear for SEE. The VI semester grade card shall be released only when the candidate completes all the backlog courses and become eligible for the award of degree.
10.5		A candidate may at his/her desire reject his/her latest semester, except the VI semester, results of University examination in respect to all courses of that semester. Rejection shall be permitted only once during the entire Programme. The CIE marks of the rejected semester shall remain the same. Rejection of results of the University examination including CIE marks is not permitted.
10.6		If the rejection of the University examination results of the semester happens to be of an odd semester, the candidate can take admission to the immediate next even semester. However, if the rejection of the University result is of even semester, the candidate cannot take admission to the next odd semester.
10.7		Application for rejection shall be submitted to the Registrar (Evaluation) through the Chairperson of the department, within thirty days from the date of announcement of results.
10.8		A candidate, who opts for rejection of results of a semester shall be eligible for the award of class and distinction, but shall not be eligible for the award of rank.
10.9		**Eligibility for Award of Degree:** A student shall be declared to have completed the degree of Master of Computer Applications, provided the student has undergone the stipulated course work as per the regulations and has earned the prescribed Credits, as per the Scheme of Teaching and Examination, of the programme.
11.0		**Attendance Requirement**
11.1		**Registration and Enrolment:** i) Except for the first semester, registration for a semester will be done during a specified

	week before the semester end examination of the previous semester. ii) The registration sheet should have the Candidate details, course name and code, number of credits and category (core/elective/audit) for each course of that semester. iii) The Faculty Adviser, assigned by the Head of the Department, will counsel the students in planning their courses of study and provide guidance, motivation, emotional support, and enable the mentees to reach the desired professional and career goals.
11.2	Courses of each semester shall be treated as a separate unit for calculation of the attendance.
11.3	The candidate has to put in a minimum attendance of 85 % in each course with a provision to condone 10 % of the attendance by the Vice-Chancellor on the specific recommendation of the Principal of the college where the candidate is studying, based on medical grounds, participation in University/ State/ National/ International level sports and cultural activities, seminars, workshops, paper presentation etc., of significant value. The necessary documents in support are to be submitted along with recommendations to condone the shortage.
11.4	In case of late admission, approved by competent authority (Karnataka Examination Authority/VTU), to I/III semester of the programme the attendance shall be reckoned from the date of admission to the programme.
11.5	A candidate, who does not satisfy the attendance requirement (in one or more Courses) as mentioned in 11.3 shall not be eligible to appear for the SEE of that semester and shall not be permitted to take admission to next higher semester. The candidate shall be required to repeat that semester during the subsequent academic year.
11.6	Principals of the concerned colleges shall notify regularly, the list of candidates who fall short of attendance.
11.7	The list of the candidates falling short of attendance shall be sent to the University at least one week prior to the commencement of the examination.
12.0	**Promotion and Eligibility**
12.1	**Promotion:** There shall be no restriction for promotion from an odd semester to the next even semester, provided the student has fulfilled the attendance requirement.

12.2	A candidate shall be eligible for promotion from an even semester to the odd semester (i.e. to the next academic year) if the candidate has not failed in more than four heads of passing of the immediately preceding two semesters put together and has passed in all the courses of all the lower semester examinations. A theory or practical shall be treated as a head of passing.
	Illustrations:
	Case: 1 Candidates admitted to I year/I semester of the programme.
	  a. A candidate seeking eligibility to III semester should not have failed in more than 4 heads of passing of first and second semesters taken together.
	  b. A candidate seeking eligibility to V semester should have passed in all the courses of I and II semesters and should not have failed in more than 4 heads of passing of III and IV semesters taken together
	Case: 2 Candidates admitted to II year/III semester of the programme under lateral entry scheme.
	A student seeking eligibility to V semester should not have failed in more than 4 heads of passing of III and IV semesters considered together.

12.3	The Mandatory non – credit courses, if any, shall not be considered for the Eligibility criterion prescribed for promotion, award of Class, calculation of SGPA and CGPA. However, a pass in the above courses is mandatory before the completion of Degree.
13.0	**Temporary Discontinuation/Break in the Program**
13.1	(a) If a candidate, for any reason, temporarily discontinues the Programme or take a break

	from programme during any semester, he/she may be permitted to continue in the programme by registering to the same semester of the prevailing scheme. The candidate shall complete all the remaining course work subject to the provision 1.3. Also the Candidates may have to complete additional course/s, if any, as per the decision of concerned Board of Studies and approval of Dean, Faculty of Engineering, on establishing equivalence between two schemes. A Grade card shall be issued to that effect. Additional course/s shall not be considered for the eligibility criterion prescribed for promotion. However, based on the individual cases, it is considered to decide the SGPA and CGPA to admit the student for the award of degree. Such candidate shall not be eligible for the award of rank. (b) Candidates who takes admission to any semester of the existing scheme from another scheme, as a repeater/fresher because of various reasons have to complete additional course/s, if any, as per the decision of concerned Board of Studies and approval of Dean, Faculty of Engineering, on establishing equivalence between two schemes. A Grade card shall be issued to that effect. Additional course/s shall not be considered for the eligibility criterion prescribed for promotion. However, based on the individual cases, it is considered to decide the SGPA and CGPA to admit the student for the award of degree. Such candidate shall not be eligible for the award of rank.
14.0	Award of Prizes, Medals and Ranks
14.1	For the award of Prizes and Medals, the conditions stipulated by the Donor shall be considered subject to the provisions of the statutes framed by the University for such awards.

14.2	(1) For award of rank in Master of Computer Applications, the CGPA secured by the student on completion of the programme is considered.
	
	(2) A student shall be eligible for a rank at the time of award of degree of Master of Computer Applications, provided the student
	    a. Is not a repeater in any semester
	    b. Has not rejected the results of any semester.
	    c. Has passed I to VI semester in all the courses in first attempt only
	
	(3) The total number of ranks awarded shall be 10 % of total number of students appeared in VI semester subject to a maximum of 10 ranks.
	
	Illustration:
	    (a) If 150 students appeared for the VI semester, the number of ranks to be declared will be 10.
	    (b) If 84 students appeared for the VI semester, the number of ranks to be declared will be 08.
	    (c) In case of fractional number of ranks, it is rounded to higher integer only when the first decimal place value is greater than or equal to 5.
	
	Ranks are awarded based on the merit of the students as determined by CGPA. If two or more students get the same CGPA, the tie shall be resolved by considering the number of times a student has obtained higher SGPA. If it is not resolved even at this stage, the number of times a student has obtained higher grades like S, A, B etc., shall be taken into account to decide the order of the rank.

15.0	**Applicability and Power to Modify**
15.1	The regulations governing the Degree of Master of Computer Applications of Visvesvaraya Technological University shall be binding on all concerned.
15.2	i) Notwithstanding anything contained in the foregoing, the University shall have the power to issue directions/ orders to address any difficulty. ii) Nothing in the foregoing may be construed as limiting the power of the University to amend, modify or repeal any or all of the above.