



Vidyayāmruthamashnuthe

**BNM Institute of Technology**  
**BENGALURU**  
**Autonomous Institute Affiliated to VTU**

**Academic and Examination/Assessment**  
**Rules and Regulations**

**Applicable to all Autonomous UG/PG Programmes**

[www.bnmit.org](http://www.bnmit.org)



Vidyasiruthamashruthe

# *B.N.M. Institute of Technology*

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## **VISION**

To be one of the premier Institutes of Engineering and Management education in the country.

## **MISSION**

- To provide Engineering and Management education that meets the needs of human resources in the country.
- To develop leadership qualities, team spirit and concern for environment in students.



## **ACADEMIC RULES & REGULATIONS**

### **1. SHORT TITLE AND COMMENCEMENT**

The regulations are subject to amendments as may be made by the Academic Council of the college from time to time, after approval by the Governing Body. Any or all such amendments will be effective from such date and to such batches of candidates including those already undergoing the programme, as may be decided by the Academic Council.

### **2. DEFINITIONS**

- a. "University" means Visvesvaraya Technological University (VTU)
- b. "College" means BNM Institute of Technology (BNMIT)
- c. "Commission" means University Grants Commission (UGC)
- d. "Council" means All India Council for Technical Education (AICTE)
- e. "Regular Students" means students who are admitted to the first year of the respective programme
- f. "Lateral Entry" means students who are admitted to the third semester of the respective programme (Undergraduate Engineering Programme based on the qualification at the time of entry)
- g. "Branch" means specialization in a programme like B.E. degree programme in Mechanical Engineering or B.E. degree programme in Computer Science and Engineering etc.

### **3. NOMENCLATURE OF ACADEMIC PROGRAMMES**

- a. Under Graduate (UG) Level: Bachelor of Engineering (B.E.)
- b. Post Graduate (PG) Level: Master of Technology (M. Tech.), Master of Business Administration (MBA)
- c. Research Level: Master of Science (Engineering) (M.Sc. (Engg.) by Research) and Doctor of Philosophy (Ph.D.).
- d. Besides, the branch/subject of specialization, if any, shall be indicated in brackets after the abbreviation; e.g., B.E. (Mechanical Engineering), M.Tech.(VLSI Design and Embedded Systems).
- e. Further Diploma and Certificate programmes at BNMIT shall be indicated in abbreviated form, like DIP, and CERT with the branch/subject of specialization given in brackets after the abbreviation. The DIP, and CERT. programmes shall be awarded by BNMIT only.
- f. Programmes offered by the College:

<b>S. No.</b>	<b>Title of the UG Programme (B.E.)</b>	<b>Abbreviation</b>	<b>Year of establishment</b>
1	Artificial Intelligence & Machine Learning	AIML	2020
2	Computer Science and Engineering	CSE	2001
3	Electrical and Electronics Engineering	EEE	2002



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4	Electronics and Communication Engineering	ECE	2001
5	Information Science and Engineering	ISE	2001
6	Mechanical Engineering	ME	2011
<b>S. No.</b>	<b>Title of the PG Programme (M.Tech. &amp; MBA)</b>	<b>Abbreviation</b>	<b>Year of establishment</b>
1	Master of Technology in Computer Science and Engineering	M.Tech.(CSE)	2010
2	Master of Technology in VLSI Design and Embedded Systems	M.Tech.(VLSI)	2010
3	Master of Business Administration	MBA	2006
<b>S. No.</b>	<b>Title of the Research Centre (Ph.D. / M.Sc. Engg. by research)</b>	<b>Abbreviation</b>	<b>Year of establishment</b>
1	Computer Science and Engineering	CSE	2009
2	Electrical and Electronics Engineering	EEE	2008
3	Electronics and Communication Engineering	ECE	2008
4	Information Science and Engineering	ISE	2020
5	Mechanical Engineering	ME	2017
6	Master of Business Administration	MBA	2011
7	Physics	PHY	2016
8	Chemistry	CHE	2016
9	Mathematics	Maths	2008

#### **4. DURATION OF THE ACADEMIC PROGRAMMES**

- Ordinarily, the duration of an academic programme shall be the same as that followed by the University. i.e., four years for B.E., two years for M.Tech. and MBA, two years for M.Sc. (Engg.by Research), three years for Ph.D. for full time and three and a half years for part time Ph.D., one year for Diploma and six months for Certificate programmes. (Refer table – 3)
- As flexible credit system is to be followed for coursework at BNMIT, it is to be noted that the programme duration in the case of UG and PG shall also be dictated by the period in which a student earns the prescribed credits for the Degree/Diploma/Certificate award. Hence, it is possible for an outstanding student to earn the required credits in a shorter time than that ordinarily prescribed for the relevant programme in (a) above.
- BNMIT may prescribe additional credits to be earned by a UG/PG student in prior consultation with the University so as to qualify for the concerned Degree award with Honours or any other term associated with it. BNMIT may provide opportunity for such a student to register for Diploma/Certificate/Add-On courses being conducted at the College or to take up suitable internship until completion of the prescribed programme duration.
- The maximum period which a student can take to complete a fulltime academic programme



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shall be the same as that prescribed by the University from time to time; e.g., double the nominal duration of the programme, i.e., eight years for B.E., four years for M.Tech./MBA, four years for M.Sc. (Engg. by Research), six years for Ph.D., two years for Diploma and one year for Certificate.

- e. Besides, the maximum period for a programme shall also be dictated by the fact that a student has to demonstrate the prescribed minimum academic performance by registering for the prescribed minimum number of credits in every semester for continuing with the programme. And, this period can be equal to or smaller than the maximum period indicated as in (d) above.

## **4.1 Admission of Students**

- a. **Admissions:** The admission of students to various UG, PG and Research Degree programmes listed shall be made by BNMIT by following the State Government and/or the University Policies/Practices in this regard. In particular, the admission of students for Research Degree programmes at BNMIT shall be made by the University by associating the College in the process as per the provisions in the VTU Regulations governing the Degree of Ph.D., issued by the university from time to time (Latest guidelines issued by VTU from time to time are to be followed). However, the admission of students to Diploma and Certificate programmes shall be made by the BNMIT on its own, by following the Regulations approved by its Academic Council as per norms.
- b. The candidates with a diploma or any other equivalent qualification approved by the Council and the Commission are eligible to join the degree programmes at the beginning of the second year (third semester), as per the prevailing practice in the University (Lateral Entry).
- c. The students can opt to migrate from one branch or specialization to another branch or specialization at the same College or at another Autonomous/ Affiliated/ Constituent College under the University / University, at the beginning of the second year. In these cases, BNMIT shall follow the Rules and Regulations of the University/Council. Students can opt to migrate from BNMIT to other colleges (Autonomous/ Affiliated/ Constituent College under the University / University) and vice versa at third year by following the regulations framed by the Academic Council (by getting the individual cases examined by the concerned Board(s) of Studies) approved by the University/Council. There shall not be any transfer or migration from branch to branch or college to college for all PG programmes.

## **4.2 Semester Scheme**

Since the Semester Scheme provides several benefits to technical education programmes in contrast to the Annual Scheme, BNMIT as an autonomous Institution under the University has adopted the Semester Scheme for its UG, PG, Research, Diploma and Certificate programmes.

## **4.3 Academic Calendar**

BNMIT shall prepare Academic Calendar year as per the guidelines of the University, consisting of two regular semesters and a fast track semester; the details of which are shown in Table 1.



**Table 1: A TYPICAL SCHEDULE OF ACADEMIC YEAR**

S.No.	Activity	Description	
1	Number of semesters in an academic year	Three; Two being Main Semesters ( <i>Odd, Even</i> ) and one being a Supplementary Semester ( Annexure-1). (Note: Supplementary Semester is primarily to assist the slow learners and/or repeater students for repeating the courses. BNMIT may use this Semester to arrange Add-On Courses for other students and/or for deputing them for field work and/or internship.)	
2	Duration of Regular Semester	19 weeks	
3	Duration of Fast Track Semester	08 weeks	
4	Academic activities (duration in weeks)	Regular Semester(s)	Fast Track Semester
	Course Registration	0.5	0.1
	Course Work	15.5	7.0
	Examination / Assessment preparation	1.0	0.2
	SEA	1.0	0.2
	Declaration of Results	1.0	0.5
		<p>Inter-Semester Recess:            After each Main Semester– 2 to 3 weeks (flexible).            After Supplementary Semester– 1 to 2 weeks (flexible).            Total: 14 weeks (for normal pace students) and 6 weeks (for slow pace students).</p> <p>(Note: In each Semester, there shall be various provisions for students like, Registration of Courses at the beginning, Dropping of Courses in the middle and Withdrawal from Courses towards the end, all being under the Faculty Members' advice.)</p>	
5	Examinations / Assessment	<p>Continuous Internal Assessment(CIA) and Semester End Assessment(SEA), both having equal weightages in the students' performance in Course Work/Laboratory Work and other activities.</p> <p>(Note: The CIA shall be conducted by the Course Instructor throughout a Semester on dates to be announced in advance and the results made known to the students from time to time. This will be of help to the students to decide on Dropping of Courses or Withdrawal from Courses based on their performance and in consultation with their Faculty Advisors, as per University guidelines, to facilitate students under transfer of credits.)</p>	



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7	Other Items	<ul style="list-style-type: none"> <li>• Care shall be taken to ensure that the total number of days for academic work is <math>\geq 180</math>/year.</li> <li>• Academic schedules prescribed at the Institute shall be strictly adhered to by it for the success of the <i>Semester Scheme</i>.</li> <li>• <i>Supplementary Semester</i> shall be mainly used by the Colleges for conducting <i>Repeat Courses</i> for the benefit of slow learners/ repeaters.</li> <li>• Students having satisfactory CIA and attendance but failed (F grade) in SEA need not register for course/s and can appear for SEA as and when conducted.</li> <li>• Minimum, Maximum and Average Course loads per Semester shall be decided in consultation with the University.</li> </ul>
8	Fast Track Semester	Fast Track Semester conducted for the benefit of the students to clear their failed courses, if any. (refer to Annexure-1)
9	A Typical Calendar	<p>1<sup>st</sup> Main Semester (Odd Semester): 1<sup>st</sup> August - 10<sup>th</sup> December, 19 Weeks. Recess: 11<sup>th</sup> December – 31<sup>st</sup> December, 3 Weeks.</p> <p>2<sup>nd</sup> Main Semester (Even Semester): 1<sup>st</sup> January – 13<sup>th</sup> May, 19 Weeks. Recess: 14<sup>th</sup> May – 30<sup>th</sup> May, (2 Weeks);</p> <p>Supplementary Semester: 1<sup>st</sup> June – 25<sup>th</sup> July, 8 Weeks. Recess: 26<sup>th</sup> July-31<sup>st</sup> July (1 Week).</p> <p>Total: 52 Weeks.</p> <p>(Note: This calendar is only an example to be used to fix the calendar in consultation with the University. Specific time periods are to be fixed in this calendar for Registration of Courses, Dropping of Courses and Withdrawal from Courses. Also to be included a 3-week Induction Programme for UG students at the beginning of their 1st Semester to meet the requirements of AICTE Model Curriculum for First Year UG students)</p>

## 5. PROCTOR SYSTEM

### 5.1 Introduction

The faculty advisory system (Proctoring system) is to help the students to complete their studies successfully & comfortably. A faculty is called as proctor and the student as proctee.





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## **5.2 Objective(s):**

- 5.2.1 To advice the students in their academic requirements
- 5.2.2 To guide/mentor the students appropriately from time to time
- 5.2.3 To provide supportive care to the students from time to time

## **5.3 Roles & Responsibilities:**

- 5.3.1 The proctor shall pay complete attention in respect of the student who fails to satisfy minimum attendance (85%) & minimum prescribed internal marks in all courses as per the regulations.
- 5.3.2 The proctor shall get their copy of proctor diary updated and ensure that student proctor diary is also completed in all respects from time to time.
- 5.3.3 The proctor shall arrange for a meeting with the students at least twice a month and submit the proceedings to the concerned HOD.
- 5.3.4 Advise the students in the group on all academic matters (like registration of courses, dropping of courses and/or withdrawing from courses),
- 5.3.5 Identify students in the group who are slow, average or fast learners to help them pace their studies /learning at the College based on their individual abilities.
- 5.3.6 Serve as a friend, philosopher and guide to all of them in the group during their studentship at the College.
- 5.3.7 The proctor shall invite the parent for discussion at least once in every semester to update the academic progress of their ward.
- 5.3.8 The Proctor should arrange to send the progress reports to the parent furnishing the details of attendance, class marks, examination/assessment results, etc. These reports shall be sent thrice in a semester (after the conduction of IA1, IA2 and IA3) to the parents/guardians of all the concerned students. The marks of SEA are also to be sent after the announcement of the results.
- 5.3.9 Proctor shall ensure that the students should not partake in any sort of ragging activity in & outside of the campus/hostel and they shall not indulge in any anti-social activities and acts unbecoming of a student and should be the victim to that.

## **5.4 Expected Outcome:**

Reduce the failure rate, motivate the students & improve the overall performance and quality of the student.

## **6. CREDIT SYSTEM**

### **6.1 General**

- 6.1.1 The institution shall follow a Choice Based Credit System (CBCS) from the academic year 2021-22 onwards in the real sense. The students have an option of choosing from a wide



range of electives (department, cluster and institutional) and complete the programme at their own pace. Value added courses shall be offered as a part of extended learning in interdisciplinary and multi-disciplinary domains. Thus the CBCS facilitates continuous learning and assessment.

Credit System has many advantages over the conventional system of organizing academic programmes; in particular, the CBCS for the various programmes will provide a great opportunity to the students in their preparation to meet the challenging opportunities ahead.

6.1.2 In the Credit System, the course work of students is unitized and one credit is assigned to each unit after a student completes the teaching-learning process as prescribed for that unit (credit) and is successful in its assessment.

### 6.1.3 Credit **Definition**

One unit of course work is assigned one credit in the regular semester (odd/even) for:

- a) Theory Course conducted for one hour/week/semester
- b) Tutorials and Practical classes (Laboratory Courses) conducted for Two hours/Week/Semester
- c) Self-Study in a Course, for four hours/week/semester
- d) Four credit theory courses shall be designed for 50 hours of teaching-learning
- e) Three credit theory courses shall be designed for 40 hours of teaching-learning
- f) Two credit theory courses shall be designed for 25 hours of teaching-learning
- g) One credit theory courses shall be designed for 15 hours of teaching-learning

However, in the case of fast track semester, the course load is multiplied by two.

These guidelines form the basis to fix semester course load & weekly contact hours in the regular/fast track semesters.

Note: Other student activities like study tours, industrial visits, guest lectures shall not carry any credit.

### 6.1.4 Course Registration

A student shall register for the courses to earn credits for meeting the requirements of the Degree/PG, Diploma/Certificate programme. Such courses together with their grades and the credits earned shall be included in the Grade Card issued by the College at the end of each semester and it forms the basis for determining the student's academic performance in that semester.

### 6.1.5 Audit/Value Added Courses

In addition, a student can register for courses such as value-added courses for audit only with a view to supplement his/her knowledge and/or skills. But, these shall not be taken into account in determining the students' academic performance in the semester. In view of this, it may not be necessary for the Institute to issue any separate transcript covering the audit courses to the registrants at these courses.

## 6.2 Credit Structure

A typical Credit Structure for coursework based on the above definition is given in Table 2. This shall be applicable for the coursework of students registered for UG, PG and Research Programmes at the Institute.



**Table 2: Typical Credit Structure for Course Work**

<b>Lectures (L) (Hours/Week/ Semester)</b>	<b>Tutorials (T) (Hours/Week/ Semester)</b>	<b>Laboratory / Project Work (P)(Hours/We ek/Semester)</b>	<b>Credits (L:T:P)</b>	<b>Credits (Total)</b>
3	0	0	3:0:0	3
2	2	0	2:1:0	3
2	0	2	2:0:1	3
2	2	2	2:1:1	4
0	0	6	0:0:3	3

**7. COURSE LOAD IN REGULAR SEMESTER(S):**

**7.1** The course load is fixed at an average level of 22 per semester

**7.2** In the first two semesters, the prescribed course load per semester is mandated. Withdrawal/dropping of courses in the first year (first two semesters) is not allowed.

**7.3** In higher semesters, the applicable course load per semester may vary from a minimum of 16 credits to a maximum of 28 credits and an average level of 22 credits. The variation in credits selection depends on CGPA with suitable advice from the Proctor. This flexibility enables students (from 3rd semester onwards) to cope-up with the course work and helps in improving their academic performance and optimizes the learning outcome. Students may complete the credit requirements in shorter/longer time and degree shall be awarded as per the University regulations. However, the student has to complete the programme within the permitted maximum duration.

**7.4** A student may be permitted to register for additional courses (limiting to 28 credits), from third semester onwards. This is subjected to the following conditions:

- a) The student has secured a CGPA  $\geq 7$
- b) The student doesn't have backlogs from the previous semesters
- c) The student shall ensure that there is no overlapping in time-table for the period and obtain concurrence from the Proctor.
- d) The student shall submit a copy of documentary evidence in respect of the above(a,b,c) while seeking approval from the concerned HOD (or the process may be automated).
- e) It is mandatory and responsibility of the student to ensure all the above conditions(a to d) are met for registering additional courses over and above the prescribed credits in a semester, otherwise the registrations for the additional courses shall be deemed to be cancelled.

**7.5** The total minimum number of credits required to be earned by a student to qualify for the award of the degree in respect of UG/PG/Research degrees is as shown in Table 3



**Table-3**

Programme	Normal Duration		Total minimum number of credits to be earned (as prescribed by the university from time to time)
	Years	Semesters	
B.E.	4	8	160
B.E. (Lateral Entry)	3	6	120
MBA	2	4	100
M.Tech	2	4	88
M.Sc. Engg. By research	2	4	--
Ph.D.	3	6	--
Diploma	1	2	44
Certificate	0.5	1	22

Additional requirements for the award of degree:

- a. CGPA  $\geq 5$  at the end of the programme shall be mandatory. Otherwise the student has to earn CGPA  $\geq 5$  by following the guidelines of the University from time to time.
- b. Completion of the bridge / mandatory courses is mandatory.
- c. It is mandatory to earn required number of Activity points as prescribed by AICTE / VTU from time to time (to be reflected in the 8<sup>th</sup> semester marks card).

**7.6 Contact Hours:** A typical example showing the calculation of contact hours based on course credits is given in Table 4.

<b>Table 4: Calculation of Contact Hours/Week – An Example</b>			
Typical Course Load per Semester			
No. of Courses	Credits /Course	Total Credits	Contact hours per week
Three Lecture Courses	3:0:0	9	9
One Lecture cum Tutorial Courses	3:1:0	4	5
Two Lecture cum Laboratory Courses	3:0:1	8	10
One Lecture, Laboratory cum Tutorial Course	1:1:1	3	5
Total		24	29

The maximum number of contact hours for the students will be around 34 hrs./week. This will be of help to students in getting enough time and opportunity to develop their creative skills and abilities, benefitting from Add-On courses and also those taken for audit, in addition to the ones prescribed for credit under a Programme and preparing them for challenging and exciting careers ahead.

### 8. COURSE LOAD IN FAST TRACK SEMESTER:

Details of the Fast Track semester are provided in Annexure – 1.



### 9. CURRICULUM FRAMEWORK

9.1 Curriculum framework is important in setting the right direction for a Degree programme, as it takes into account the type and quantum of knowledge necessary to be acquired by a student to qualify for the award of a particular degree in his/her chosen branch or subject area.

9.2 Besides, this also helps in assigning the credits for each course, sequencing the courses semester-wise and finally arriving at the total number of courses to be studied and the total number of credits to be earned by a student to fulfill the requirements for a particular conferment.

### 9.3 UG/PG Degree Programmes

Table-5 shows a typical Curriculum framework for B.E. degree programme:

**Table-5**

PCC	Professional Core Course
PCI	Professional Core Integrated lab
PBL	Project Based Learning
PE	Professional Elective
OE	Open Elective
Add on Courses :	
HSMC	Humanities, Social Science & Management Course
UHV	Universal Human Values
Seminar	
Internship	
Project Work	
NCMC	Non Credit Mandatory Courses
Assessment :	
CIA	Continuous Internal Assessment
SEA	Semester End Assessment

**Table 5: A Typical Breakdown for the M. Tech Degree Curriculum**

Course Category	Percentage (%) of total Credits		Average number of credits (Typical)
	Minimum	Maximum	
Core Courses (Hard/Soft)	15	25	22
Electives (Specialization/Other)	25	35	30
Project Work	30	45	30
Industrial Internship, Seminar & Field Work	05	10	06
Total			<b>88</b>

**Table 6 : A Typical Breakdown for the MBA Degree Curriculum**

Course Category	Percentage (%) of total Credits		Average number of credits (Typical)
	Minimum	Maximum	



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Core Courses (Hard/Soft)	45	60	50
Electives (Specialization/Others)	20	35	25
Seminar	02	10	05
Field Work/Internship & Project Work	10	25	20
Total			<b>100</b>

## 10. MANDATORY COURSES FOR B.E. PROGRAMME

The UG degree programmes also require the inclusion of certain courses like proficiency in a language, Scientific foundation of health, bridge courses and additional courses suggested by respective BOS for the completion of programme as mandatory courses. These mandatory courses may not carry any credits; but, a pass in each such course after attaining required CIA and/or SEA requirements during the programme shall be a necessary requirement for the student to qualify for the award of Degree.

### 10.1 Mandatory Courses for the students admitted under lateral entry

- 10.1.1 The student shall compulsorily pass two bridge courses in Mathematics (one in 3<sup>rd</sup> and one in 4<sup>th</sup> semester);
- 10.1.2 The student must clear the bridge courses before advancing to the 7<sup>th</sup> semester of the programme.
- 10.1.3 The student shall pass the non-credit / mandatory courses as decided by BOS, Academic Council with the approval of the Governing Body, for the award of the degree.

## 11. ASSESSMENT

The College has effective examination/assessment system for each activity.

### 11.1 Achievement Testing

11.1.1 The assessment of student's performance in coursework during and/or at the conclusion of a programme has to be done using examination/assessment/s. In general, an examination/assessment may have different objectives, like achievement testing, prediction testing, endurance testing, testing of creativity and testing for ranking.

11.1.2 Typically, achievement testing is done in two parts as follows:

- a) **Sessional:** Involving **Continuous Internal Assessment (CIA)**, to be conducted by the course instructor/faculty all through the semester; and, may include mid-term assessments, weekly/fortnightly class assessments, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means.
- b) **Terminal:** Covering **Semester End Assessment (SEA)**, to be conducted by the course instructor/faculty jointly with an external examiner at the end of a semester, on



dates to be fixed at the College level; and to include a written examination/assessment for theory courses and practical/design examination/assessment with built-in oral part for laboratory/design courses.

c) Both CIA and SEA have equal (50:50) weightage. Student's performance in a course shall be judged by taking into account the results of CIA and SEA individually and also together.

## **11.2 Question Papers**

11.2.1 **Question Paper Pattern:** For an effective achievement testing of the students in a course, a good question paper needs to be used as the principal tool. This makes it necessary for the question papers used at CIA and SEA to:

- Cover all sections of the course syllabus uniformly;
- Be unambiguous and free from any defects/errors;
- Emphasize knowledge testing, problem solving and quantitative methods;
- Contain adequate data / other information on the problems assigned;
- Have clear and complete instructions to the candidates.

11.2.2 **Question Paper Planning:** Question Paper has to cover the entire syllabus, with a provision for the students to answer questions from the full syllabus. As students need to be given some choice in the questions included in the Paper, it is preferred for the Question Papers at SEA, in particular, to have built in choice. The exact pattern of choice is to be decided by the Academic Council from time to time. This factor shall be taken note of by the Board of Examiners (BOE), while planning for the Question Papers.

11.2.3 Besides, it is also necessary for the course syllabi to be well drafted, be defect-free and be properly unitized (or modularized) to enable the setting of good question papers covering the whole syllabus. These aspects have to be taken into account, in particular, by the Board of Studies (BOS).

11.2.4 **Typical Question Paper:** The questions to be included in the Question Papers at CIA and SEA can be of two types (or combination of the both the types) as follows and the course instructor/faculty as well as the external examiners shall have to be well trained to set them:

- (i) Multiple Choice questions, having each question to be answered by tick marking the correct answer from the choices (commonly four) given against it; such a question paper to be useful in the testing of knowledge, skills, application, analysis, evaluation and understanding of the students.
- (ii) Comprehensive questions that have to be answered in detail. Such a question paper





to be useful in the testing of overall achievement and maturity of the students in a subject, through long questions relating to theoretical / practical knowledge, derivations, problem solving, application and quantitative evaluation.

### **11.3 Examination/Assessment/s**

**11.3.1 Continuous Internal Assessment (CIA):** The CIA shall be conducted by the faculty/teacher handling the Course. It is the responsibility of the faculty handling a course to spell out the teaching/assessment pattern of the CIA such as IA, quiz, assignment, seminar, term paper, open ended questions, mini-projects, two minute videos, MOOCs etc. and also the necessary rubrics to students well in advance. The faculty shall maintain transparency, announce the CIA results well in time. Institute may have moderation committee for CIA and follow University norms.

#### **11.3.2 Components in a course:**

Each course consists of three components namely, Theory (Lecture and tutorial), Practical and Project (j). A given course will be classified based on the combination of one or more of these components.

#### **11.3.3 Types of Courses:**

There are three types of courses – Regular/normal, integrated and Comprehensive

- a. **Regular/normal Course** is a course which has only one component i.e., theory or practical
- b. **Integrated Course** is a course which has both theory and practical components.
- c. **Comprehensive Course** is a course which has all the three components namely theory, practical and project.

#### **11.3.4 Alternative Assessment:**

In order to encourage innovative methods while delivering a course, the faculty members have been encouraged to use the Alternative Assessment Tool (AAT). Thus AAT enables faculty to employ innovative methods and design own assessment patterns during the CIA. However, the usage of AAT is completely optional. The AAT enhances the autonomy (freedom and flexibility) of individual faculty and enables them to create innovative pedagogical practices. If properly applied, the AAT converts the classroom into an effective learning space. The AAT includes seminar, assignments, term paper, open ended experiments, mini-projects, two minute videos, MOOCs etc.

**The weightage of AAT may vary from 20% to 40% of the CIA in order to encourage faculty for effective teaching- learning practices.**

However, it is mandated for a faculty to obtain prior permission from the concerned HOD for implementing AAT and announce the same in the respective class before the commencement of a course.





### 11.3.5 TYPICAL ASSESSMENT PATTERNS USING AAT.

#### Example - Assessment pattern for B.E. with AAT

##### 11.3.5.1 Professional Core Course (PCC)

PCC	CIA	SEA	CIA (50)				SEA( conduction 100 marks) Reduced to 50
				I	II	III	
Conduction	50	50	Written IA	30	30	30	(Optional choice / No choice)
			Assignment	10			
			Class Activity	10			

Note:

1. Numbers of assignments will be the choice of the course teacher. Average of all assignment marks is the final marks of the student. Assignment will be conducted in class.
2. At least one activity per week to be conducted. Activity will be conducted in class.
3. Written IA will be conducted 3 times in a semester.

##### 11.3.5.2 Professional core Integrated Lab (PCI)

PCI course conduction will be the choice of the department to conduct classes in laboratory with full strength or in batches.

PCI can have two options (Option is based on the scheme-academic year-21-22 set in the department)

- a. Concept learning with practical/project
- b. Concept learning with practical and project

##### a. Concept learning with practical/project

*Concept and Programs/Experiments should be related i.e, concept learnt should be practically understood by conducting experiments or executing programs.*

Continuous Internal Assessment (CIA)

PART A	Concept Learning	Marks and Time distribution					
		Marks	Duration	Marks	Duration	Marks	Duration
		15	30 mins	35	1 ½ hour	25	1 Hour
<b>PART B</b>	<b>Practical / Project</b>	35	1 ½ hour	15	1 Hour	25	1 Hour

##### a1. Practical:

1. Programs/experiments to be formulated at 3 complexity levels mapping to a real time application.

Sl no	Bloom level	Complexity level	marks	No of Programs/Experiments
1.	Remember/understand/apply	low	15	3
2.	Analyse/evaluate	Medium	25	2
3.	Create	High	35	1

2. Number of programs/experiments will be the choice of the course teacher.
3. Marks distribution can be discussed and decided at the department level.
4. Conduction to be decided at the department level.



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## a2. Project:

- 15 marks – Report on a case study will be submitted by students.
- 25 marks - Problems with real time application will be solved with Simulation model and a report will be submitted by students.
- 35 marks - Problems with real time application will be solved with implementation and a report will be submitted by students.

Note:

- CIA will be conducted in 2 batches during the regular internal assessment.
- Three CIA will be conducted in a semester.
- In SEA concept learning will be evaluated with practical/project in the lab.

Semester End Assessment (SEA)

PART A	Concept Learning	Marks and Time distribution					
		Marks	Duration	Marks	Duration	Marks	Duration
		25	1 Hour	75	2 Hours	50	1 ½ Hours
PART B	Practical / Project	75	2 Hours	25	1 Hour	50	1 ½ Hours

## Conduction:

- To be conducted in batch of 10 students.
- Each batch will have a set for questions for concept learning assessment in SEA. No of question paper depends on no of batches.
- Practical questions to be related to concept learning.
- Project assessment will be with well defined rubrics.

## b. Concept learning with practical and project

Continuous Internal Assessment (CIA)

PART A	Concept Learning	Marks and Time distribution							
		Marks	Duration	Marks	Duration	Marks	Duration	Marks	Duration
		10	30 mins	10	30 mins	25	1 hour	25	1 hour
PART B	Practical	15	30 mins	25	1 hour	15	30 mins	10	30 mins
	Project	25	1 hour	15	30 mins	10	30 mins	15	30 mins

## b1. Practical:

- Programs/experiments to be formulated at 3 complexity levels mapping to a real time application.

Sl no	Bloom level	Complexity level	Marks	No of Programs/Experiments
1.	Remember/understand/apply	low	At department level	3
2.	Analyse/evaluate	Medium		2
3.	Create	High		1

- Number of programs/experiments will be the choice of the course teacher.
- Marks distribution can be discussed and decided at the department level.
- Conduction to be decided at the department level.

## b2. Project:

- 10 marks – Report on a case study will be submitted by students.
- 15 marks - Problems with real time application will be solved with Simulation model and a report will be submitted by students.



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- 25 marks - Problems with real time application will be solved with implementation and a report will be submitted by students.

## Semester End Assessment (SEA)

PART A	Concept Learning	Marks and Time distribution					
		Marks	Duration	Marks	Duration	Marks	Duration
		20	45 mins	20	45 mins	60	1 ½ hour
PART B	Practical	20	45 mins	60	1 ½ hour	20	45 mins
	Project	60	1 ½ hour	20	45 mins	20	45 mins

### Practical:

- Programs/experiments to be formulated at 3 complexity levels mapping to a real time application.

Sl no	Bloom level	Complexity level	marks	No of Programs/ Experiments
1.	Remember/understand/apply	low	At department level	3
2.	Analyse/evaluate	Medium		2
3.	Create	High		1

- Number of programs/experiments will be the choice of the course teacher.
- Marks distribution can be discussed and decided at the department level.
- Conduction to be decided at the department level.

### Project:

- 20 marks - Problems with real time application will be solved with Simulation model and a report will be submitted by students.
- 60 marks - Problems with real time application will be solved with implementation and a report will be submitted by students.

### 11.3.5.3 Project Based Learning (PBL):

- The project based learning has Part A and Part B.
- The part A can be

PART A	a. MOOC – 8 Weeks and above or
	b. Programs at various Bloom's Levels

Part	Marks Pattern 1	Marks Pattern 2	Marks Pattern 3
A.	50	25	75
B.	50 (Case Study with Simulation & Report)	75 (Implementation & Report)	25 (Reports)

#### a. Continuous Internal Assessment (CIA):

- PART A** - MOOC – Progress Evaluation

Program – Assessment – Practical Assessment

- PART B** - Project Progress

#### b. Semester End Assessment (SEA):

- Project Evaluation



- Certificate of the course
- Program at 3 levels execution

**11.3.5.4 Internship-I:**

- The regular students should undergo internship-I between 2<sup>nd</sup> and 3<sup>rd</sup> semester for 4 weeks and same is evaluated in 4<sup>th</sup> semester.
- The lateral entry students should undergo internship-I between 3<sup>rd</sup> and 4<sup>th</sup> semester for 4 weeks and the same is evaluated in 4<sup>th</sup> Semester.

**CIA**

- The Internship is evaluated in 4<sup>th</sup> semester. The Internship is evaluated based on the report and the presentation with well defined rubrics.

**SEA**

- There is no Semester End Examination/Assessment for Internship-I.

**11.3.5.5 Internship-II:**

- The all students should undergo internship-II between 4<sup>th</sup> and 5<sup>th</sup> semester for 4 weeks and same is evaluated in 5<sup>th</sup> semester.

**CIA**

- The Internship is evaluated in 5<sup>th</sup> semester. The Internship is evaluated based on the report and the presentation with well defined rubrics.

**SEA**

- There is no Semester End Examination/Assessment for Internship-II.

**11.3.5.6 Internship III:**

- The students can undergo for internship-III in industry for 6 month duration either in 7<sup>th</sup> or 8<sup>th</sup> semester and the same is evaluated in 8<sup>th</sup> semester.
- If students are unable to get the industry internship for 6 months then he/she can take up the global certification as per the guidelines given by the respective department.

**CIA**

- The Internship is evaluated in 8<sup>th</sup> semester. The Internship is evaluated based on the report and the presentation with well defined rubrics.

**SEA**

- The Internship is evaluated with the external mentor along with the internal guide or
- In case the external mentor is unable to come for the exam then internal guide can identify the examiner and conduct the exam after the approval from the chairperson.

**11.3.5.7 Professional Elective - Professional Core Course (PE-PCC):**

- The students can select the professional elective based on the area of interest.
- The students can take up the professional elective either through MOOC or Syllabus framed by the department.
- The MOOC is evaluated based on the following parameter:
  1. The list of MOOC courses available is identified at Department level at that time.
  2. The MOOC course will be either 8/12 weeks.
  3. The class will not be conducted by department
- The assessment for both MOOC and Syllabus framed by the department is as discussed in PCC.



#### 11.3.5.8 Open Elective(OE):

- Classes will be conducted in lab same as PCI
- CIA & SEA same as PCC

Similar Patterns may be used for M.Tech.

#### Assessment pattern for MBA

##### 11.3.5.9 Course Assessment using AAT

Course Evaluation is based on Continuous Internal **Assessment** (CIA) and Semester End **Assessment** (SEA) for each course. CIA and SEA to carry 50% and 50% respectively, to enable each course to be evaluated for 100 marks.

**Continuous Internal Assessment (CIA):** Refers to evaluation of student's achievement in the learning process. CIA shall be given by the course faculty and includes Internal Assessment, Assignment, Presentation, Project Viva-voce, Class Participation, Quiz, Group Discussion etc. The CIA component can be calculated as follows:-

Sl.No.	Particulars	Marks
1	Internal Assessment (IA)	25
2	Open Book examination/assessment	5
3	Assignment and Presentation	10
4	Project report evaluation/ Project viva –voce/ self learning initiatives or any other innovative assessment	10
<b>TOTAL</b>		<b>50</b>

- Each Internal Assessment/examination (IA) will be for 50 marks.
- Questions can be for 2/3/5/10/20 marks
- There will be no choice, all questions of IA are compulsory.
- Average of three assessments will be considered for the calculation of CIA.
- Two open book examination/assessment will be conducted for 10 marks each. Average of two will be reduced to 5 marks

**Semester End Assessment (SEA):** Refers to examination/assessment conducted at the Institution level covering the entire course syllabus.

- The examination/assessment will be conducted for 100 marks and later reduced to 50 marks.
- The question paper will be divided into 2 sections: -
- Part A will have 6 questions of 20 marks each. The student will have to attempt 4 full questions out of 6 questions.
- Part B of the question paper will have compulsory component of case study for 20 marks.

#### ASSESSMENT PATTERNS WITH DIFFERENT WEIGHTAGE USING AAT

CIA assessment pattern using AAT other than the patterns mentioned above.

A faculty who wishes to design AAT with different pattern and weightage, shall create a new pattern for assessment indicating weightages for all the sub components. The assessment pattern shown above need not be used. It is mandated that a faculty shall submit a detailed assessment pattern and obtain prior approval (preferably one week before the commencement of classes), from the concerned Departmental Academic Committee (DAC) to be ratified by the Academic Council in the subsequent meeting.



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In case of core, integrated and comprehensive courses, a student must maintain a minimum of 85% attendance.

**\* All the above assessment guidelines are indicative. The exact guidelines for both CIA and SEA shall be decided by the Academic Council based on the recommendations of BOS approved by Governing Body from time to time, which has to be mentioned in the approved scheme and syllabus.**

**11.4. Semester End Assessment (SEA):** The SEA shall be conducted jointly by the course instructor/faculty and an external examiner appointed for this purpose by the College. The external examiner is associated with the work of question paper setting/evaluation/moderation/lab assessment /project evaluation and others.

**11.4.11 SEA Answer Scripts:** The answer scripts of SEA are evaluated by the course instructor/faculty and may be moderated/evaluated by the internal / external examiner. A committee of the College may oversee and ensure the quality and standard of evaluation and of the grades awarded in all the cases.

**11.4.12 External Review of SEA:** An external review shall be conducted under the aegis of the Board of Examiners (BOE) of the College by appointing a panel of subject experts from outside the College for this purpose and aiming at totality in the review of SEA operation and covering such steps as, question paper review, checking random samples of answer scripts, analysis of results/grades awarded, etc. This step is necessary for gaining the confidence of the University and also of the society at large, on the fairness and transparency in the system.

**11.5 Passing Standards:** High standards are maintained in all aspects of the examination/assessment. The absolute grading method is followed. The minimum standard of passing in respect of CIA and SEA for each course is shown in Table-10.

**Table-10: Passing Standards using Absolute Grading**

Programme	Courses	Passing standards in CIA	Passing standards in SEA	Overall Passing standard for that course
B.E	All Courses	40% of CIA Marks	40% of SEA Marks	40% of the total marks (CIA+SEA)
	Practical / Integrated	50% of CIA Marks	40% of SEA Marks	40% of the total marks (CIA+SEA)
	Project/ Internship	50% of CIA Marks	50% of SEA Marks	50% of the total marks (CIA+SEA)
M.Tech.	Theory Courses	50% of CIA Marks	40% of SEA Marks	50% of the total marks (CIA+SEA)
	Practical/ Project/ Internship / Integrated	50% of CIA Marks	50% of SEA Marks	50% of the total marks (CIA+SEA)
MBA	Theory Courses	50% of CIA Marks	40% of SEA Marks	50% of the total marks (CIA+SEA)
	Practical/ Project/ Internship / other courses	50% of CIA Marks	50% of SEA Marks	50% of the total marks (CIA+SEA)

\*Courses for which SEA is not there CIA marks would be the Total marks for that course



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Note: Students having required attendance but have failed to obtain minimum required CIA shall re-register for the Course(s) and go through CIA and after getting minimum CIA shall appear for SEA and obtain a Grade equal to or better than P (refer Annexure –I).

**11.6 Project work Evaluation:** The evaluation of CIA of the project work shall be based on the progress of the student in the work assigned by the project supervisor /guide, periodically evaluated by him/her together with a Project Evaluation Committee (PEC) constituted for this purpose at the department to ensure uniform evaluation. The projects are evaluated by a well-defined Rubrics (made known to the students well in advance). PEC ensures minimum three evaluations for CIA: one initial, one mid-semester and one towards the end of semester (before last working day). Project demonstration/presentation, seminar, submission of project report and viva-voce conducted with an external examiner shall form the SEA of the project work.

**11.7** There shall be **NO RE-EXAMINATION/ASSESSMENT** for any Course in the credit system to take care of such students who have:

- a) Absented themselves from attending CIA or SEA; without valid reasons; or,
- b) Failed (Grade F) to meet the minimum passing standards prescribed for CIA and/or SEA; or,
- c) Been detained for shortage of attendance in any coursework; or,
- d) Withdrawn (Grade W) from a Course;

Such students listed above (a to d), shall be required to re-register for the Course(s) and go through CIA and SEA again and obtain a Grade equal to or better than P (refer Section 13) in each case. While such students shall have to re-register for the same / equivalent Course(s) in case of core courses, they can re-register for alternative Course(s) from among the elective courses, as the case may be. The re-registration shall be possible when the particular course is offered in regular semesters or supplementary semester.

Note:

1. If student fails to achieve passing standards in CIA in any course, the student will not be permitted to write the SEA and the student has to re-register in that course and after getting minimum passing marks will be allowed to write SEA.
2. If student fails to achieve passing standards in SEA but has achieved minimum passing standards in CIA in any course, the student can reappear for that course only for (subsequent) SEA retaining his CIA.

**11.8 Successive Failures :** If a student fails to pass a Course(Subject) even after four attempts, that course is deemed to be exempted for him/her. Then, the student may choose a course of his/her choice with the same number of credits from the pool of courses stipulated by the concerned Board of Studies. The course so selected should not have been studied by the student or to be studied in the higher semester/s. The faculty advisor/Proctor shall guide the student in this regard. The college has to make arrangements for the registration, conduct of CIA for the selected course. This provision is given only for two courses(Subjects) one at a time during the entire maximum duration of the programme. However this is optional and student can prefer to repeat the same course in which he/she has failed repeatedly. The college shall follow the university norms in this regard from time to time.





## 12. ATTENDANCE REQUIREMENT

- 12.1 All students shall maintain a minimum attendance of 85% in each course registered. In case of shortfall, the Principal shall consider and may condone deficiency up to a limit of 10% in special cases and shall submit a list of such candidates to the office of COE. The list of such students to be presented and to be ratified in the subsequent Academic Council meeting. However, all the relevant documents pertaining to condonation of attendance shall be maintained by the respective department and produced as and when required by the Institutional authorities. **Any student failing to meet the above standard of attendance in any course(s) registered, shall not be allowed to appear for SEA of such course(s) and shall be marked NE(Not eligible to appear for SEA).**
- 12.2 Attendance at CIA and SEA: Attendance at all examination/assessment/s, both CIA and SEA of each course registered shall be compulsory for the students and there shall not be any provision for re-examination/assessment /consideration.
- 12.3 Any student against whom any disciplinary action by the College is pending shall not be permitted to attend any SEA in that Semester.
- 12.4 Each Semester is considered as a unit and the candidate has to put in a minimum attendance of 85% in each course with a provision of condonation of 10% attendance for reasons such as medical emergencies and legitimate grounds.
- 12.5 The basis for the calculation of the attendance shall be the period prescribed by the College by its calendar of events. For the first semester students, the same is reckoned from the date of admission to the programme.
- 12.6 The students shall take note of his/her attendance status periodically from the respective faculty and strive to make up the shortage. However, the departments shall periodically announce the attendance status of the students. Non-receipt of such information from the college will not be considered as valid reason for exemption from the attendance requirements.
- 12.7 If a student **does not fulfill the attendance requirements** in any course, he/she is not permitted to attend the Semester End Assessment (SEA) in that course and shall be marked **NE** in that course.
- 12.8 **In respect of Integrated/Comprehensive Courses 85% of attendance shall be maintained both in theory and practical components. Failing to maintain the 85% (With a provision for condonation of 10% as mentioned above) attendance in any one component, the student will not be permitted to take up SEA in that course.**

## 13. GRADING

### 13.1 General

- 13.1.1 As in recent years, the grading system has replaced the evaluation of student's performance in a Course based on absolute marks. This is to ensure uniformity in the grading practice at different autonomous colleges to facilitate the migration of students or transfer of credits among Autonomous Colleges under the University.
- 13.1.2 Letter Grades: A letter grade is basically a qualitative measure (an alphabet/letter) giving the performance of a student, such as, Outstanding (O), Excellent (A+), Very Good (A), Good (B+), Above Average (B), Average (C), Pass(P) and Fail (F),





based on the raw score (marks, as in conventional practice) obtained by the student. This is usually arrived at after the student's performance in a Course, which includes both CIA and SEA, is assessed and raw score (marks) for the total are awarded to begin with, followed by grouping of all the students in a Course under different grading levels, as above. If a student remains absent for SEA of any of the course(subject), the letter grade assigned to that course(subject) shall be F. If a student fails to satisfy Attendance or CIA requirement for course/s (subject/s) then such course/s (subject/s) shall be marked Not Eligible(NE), i.e. Not eligible to appear for SEA in that course/s (subject/s).

13.1.3 There are different approaches possible for the grouping of raw score (marks). But, the most useful one is based on the computation of statistical measures like mean and standard deviation of the raw score (marks) of all the students attending a Course to separate out the letter grade groups. This approach facilitates relative grading of the students, which has many advantages over the conventional absolute grading, like, freedom from the difficulty level of Question Papers used, absence of personal bias and influence of evaluation norms/standards adopted by the examiner. Hence, this approach may be preferably followed at Autonomous Colleges under the University for awarding letter grades against the raw score (marks) obtained by the students.

13.1.4 Relative Grading: In the relative grading approach, statistical quantities, such as, mean ( $\mu$ ) value and standard deviation( $\sigma$ ) for the raw score (marks) in (CIA + SEA) obtained by the students of a Course shall be evaluated first. And then, the range of marks for each letter grade may be assigned as follows:

- F grade:  $< \mu - 1\sigma$  ;
- P grade:  $\geq \mu - 1\sigma$  to  $< \mu$ ;
- C grade:  $\geq \mu$  to  $< \mu + 1\sigma$ ;
- B grade:  $\geq \mu + 1\sigma$  to  $< \mu + 1.5\sigma$ ;
- B+ grade:  $\geq \mu + 1.5\sigma$  to  $< \mu + 2\sigma$ ;
- A grade:  $\geq \mu + 2\sigma$  to  $< \mu + 2.5\sigma$ ; and,
- A+ grade:  $\geq \mu + 2.5\sigma$  to  $< \mu + 3\sigma$
- O grade:  $\geq \mu + 3\sigma$

The above formula used for relative grading is only indicative. The exact formula to be used may be derived after detailed deliberations in the Academic Council.

13.1.5 Absolute Grading: As it is most desirable to follow the system of relative grading, BNMIT must prepare itself to implement this system. If in case it is not possible to implement immediately then it can adopt to absolute grading system and may prepare proper plans to move to the relative grading system at the earliest. The plans so prepared may be got approved by the Academic Council and has to be implemented as soon as possible. The University may be kept informed of this by the College within a fortnight of the change- over of the grading system.

### 13.2 Grade Points

13.2.1 If college adopts absolute grading initially the following method may be used to arrive at Grade points.

Depending on the letter grades assigned, a student earns certain grade points. As the grading



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system can have different grade points, like 5, 8 and 10, more number of points in the scale, will be necessary to provide a better resolution in the performance assessment. The College follows the 10-point grading system, as given in the Table-11:

**Table-11: Grade Points Scale - UG (Absolute Grading)**

Level	Out-standing	Excellent	Very Good	Good	Above Average	Average	Pass	Fail
Letter Grade	O	A+	A	B+	B	C	P	F
Grade	10	09	08	07	06	05	04	00
% of Marks secured	90-100	80-89	70-79	60-69	55-59	50-54	40-49	0-39

**Table-11A: Grade Points Scale – PG (MBA) (Absolute Grading)**

Level	Out-standing	Excellent	Very Good	Good	Above Average	Average	Pass	Fail
Letter Grade	O	A+	A	B+	B	C	P	F
Grade	10	09	08	07	06	05	04	00
% of Marks secured	90-100	80-89	70-79	65-69	60-64	55-59	50-54	0-49

13.2.2 The grade points given in Table -11 help in the evaluation of credit points earned by the student in a Course as the credit points are equal to the number of credits assigned to the Course multiplied by the grade points awarded to the student in that Course. This shall be used in arriving at the credit index of the student for that semester, as it is the sum total of all the credit points earned by the student for all the Courses registered in that semester.

13.2.3 Earning of Credit: A student shall be considered to have completed a course successfully and earned the credits if he/she secures an acceptable letter grade in the range O to P. Letter grade 'F' in any Course implies failure of the student in that Course and no credits earned.

13.2.4 Transitional Grades: The transitional grades, such as, 'T', 'W' and 'X' shall be awarded to a student in the following cases. These transitional grades shall be converted into any one of the letter grades (O to F) after the student completes his/her Course requirements, including examination/assessment.

13.2.4.1 **Grade 'T':** Awarded to a student having satisfactory attendance at classes and meeting the passing standard at CIA in a Course, but remained absent from SEA for valid and convincing reasons acceptable to the College, like:

- (i) Accident or severe illness leading to hospitalization, which disables the student from attending Semester End Assessment (SEA);
- (ii) A calamity in the family at the time of SEA, which requires the student to be away from the College;
- (iii) Any other Exigency.



(iv) In the event of (i) and (ii) above, it is the responsibility of the student/parent/guardian to inform the college authorities (proctor/HOD) immediately. The information may be in the form of either written communication, personal communication by parent/guardian/peer or an e-mail or mobile message. The candidate needs to submit all the relevant evidences (hospital reports, police reports, certificates from competent authorities, etc.). Intimation is mandatory. Any intimation after the conduct of examination/assessment will not be entertained.

13.2.4.2 **Grade 'X':** Awarded to a student having attendance  $\geq 85\%$  and CIA rating ( $\geq 90\%$ ) in a course, but SEA performance observed to be poor, which could result in an overall 'F' Grade in the Course. No 'F' Grade is awarded in this case but student's performance record is maintained separately. The student will be provided an opportunity in the make-up examination/assessment; **however, the grades ('C' to 'O') will be reduced to the next lower grade and grade 'P' will remain unchanged.**

13.2.5 **Grade 'W':** Awarded to a student having satisfactory attendance at classes, but withdrawing from that Course before the prescribed date in a semester under faculty advice; the student shall re-register for the said course in the regular semesters only. All the 'W' grades awarded to the students shall be eligible for conversion to the appropriate letter grades only after the concerned students re-register for these Courses in regular semesters (Odd/Even, not in fast-track semester) only and fulfill the passing standards.

13.2.6 **Grade Card:** Each student shall be issued a Grade Card at the end of each semester. This will have a list of all courses registered by a student in the semester along with the credits. In addition to the letter grades with grade points, the grade card may also contain transitional grades 'I' and 'X' which do not carry any grade points. Hence, only the courses registered for credit and having grade points shall be included in the computation of student's performance i.e., SGPA and CGPA.

However, the Courses taken for audit will not form part of this computation. The results of mandatory courses, which are of the non-credit type, shall also be reflected in the Grade Card as 'PP' (for Passed) or 'NP' (for Not Passed). It may be noted that each student shall have to obtain the grade 'PP' in each mandatory course to qualify for award of the Degree by the University.

13.2.7 **Make-up Examination/Assessment:** The Make-up Examination/Assessment facility shall be made available to students who have secured 'I' or 'X' grade; The standard of the Make-up Examination/Assessment shall be the same as that of regular SEA for the Courses. The Make-up Examination/Assessment shall be held immediately after announcement of SEA results as per dates notified in the Academic Calendar. However, it will be possible for the institution to modify the Academic Calendar with the permission of the Academic Council.

13.2.8 In the event, a student fails in a Laboratory course and/or in CIA of a course in final



year, the student shall be given 'I' grade. In such a case, the concerned Chairperson of BOE may grant the student extra time not exceeding 12 weeks for completing the course with due concurrence of the faculty and Head of the Department. If no such extra time is sought / granted, the concerned student shall have to re-register for the course(s) in the succeeding regular semester and fulfill the academic requirements for the award of the degree.

- 13.2.9 All the transitional grades ('I' and 'X') awarded to a student shall have to be converted to an appropriate letter grade after the make-up examination/assessment. If a student fails to appear for the make-up examination/assessment, the 'I' and 'X' grades shall be automatically converted to 'F' grade, after the last scheduled Make-up Examination/assessment/s.

### 13.3 Grade Point Averages

- 13.3.1 **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 of which are important 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.

The SGPA and CGPA will be computed as shown below:

#### Semester Grade Point Average (SGPA)

$$\text{SGPA} = \frac{\sum[(\text{Course credits}) \times (\text{Grade points})]}{\sum[(\text{Course credits})]}$$

(for all Courses in that semester excluding transitional grades)

(for all courses in that semester excluding transitional grades)

#### Cumulative Grade Point Average (CGPA)

$$\text{CGPA} = \frac{\sum[(\text{Course credits}) \times (\text{Grade points})]}{\sum[(\text{Course credits})]}$$

(for all Courses excluding those with F & transitional grades until that semester)

(for all Courses excluding those with F & transitional grades until that semester)

Both SGPA and CGPA facilitate the declaration of academic performance of a student, at the end of a semester and at the end of successive semesters respectively. Both SGPA and CGPA shall be normally calculated up to the second decimal position, so that the CGPA, in particular, can be made use of in ranking the students in a class. If two students get the same CGPA, the tie should be resolved by considering the number of times a student has obtained higher SGPA; but, if it is not resolved even at this stage, the number of times a student has obtained higher grades like O, A+, A, B+ etc., shall be taken into account in ranking the students in a class.

- 13.3.2 An illustrative example given in Table-12 below indicates the use of the above two equations in calculating SGPA & CGPA:



**Table-12: Typical example - Calculation of SGPA/CGPA**

Semester (Odd:I) (Even:II)	Course No.	Credits	Grade	Grade Points	Credit Points	SGPA	CGPA
I	AA 101	5 : 0 : 0	A	8	40	5.60 (112/20)	6.22 (112/18)
I	AA 102	3 : 2 : 0	W	-	-		
I	AA 103	3 : 0 : 0	A+	9	27		
I	AA 104	0 : 1 : 1	F	0	00		
I	AA 105	4 : 1 : 0	C	5	25		
I	AA 106	5 : 0 : 0	P	4	20		
<b>Total</b>		20 (18*)			112		
II	AA 107	3 : 1 : 1	B+	7	35	6.16 (154/25)	6.48 (266/41)
II	AA 108	4 : 0 : 0	A	8	32		
II	AA 109	3 : 0 : 0	C	5	15		
II	AA 110	4 : 1 : 0	P	4	20		
II	AA 111	2 : 1 : 1	A+	9	36		
II	AA 112	2 : 0 : 0	F	0	00		
II	AA 113	0 : 2 : 0	A	8	16		
<b>Total</b>		25 (23*)			154		
Fast Track	XX 102	3 : 2 : 0	C	5	25		
Fast Track	XX 104	0 : 1 : 1	B+	7	14		
Fast Track	XX 112	2 : 0 : 0	C	5	10		
<b>Total</b>		9			49	5.44 (49/9)	6.30 (315/50)

\*Total No. of credits excluding those with 'F' and transitional grades; this is particularly important to keep track of the number of credits earned by a student up to any semester.

13.3.3 **Vertical Progression:** For vertical progression the conditions laid down by the University from time to time may be followed.

13.3.4 **Award of Class:** The class will be awarded after students earn a total of 160 credits for regular, 120 credits for lateral entry, 100 for MBA and 88 for M.Tech. students. The Table-13 shows the conversion of CGPA into percentage of marks and the award of class thereon.

**Table-13: Award of Class**

Range of Grade Point Average (SGPA or CGPA)	Percentage of Marks	Class
≥7	≥70	First Class with Distinction (FCD)
≥6 and <7	≥60 and <70	First Class (FC)
≥5 and <6	≥50 and <60	Second Class (SC)
≥4 and <5	≥40 and <50	Pass Class (P)

**Please Note:** The percentage of marks for a given SGPA/CGPA, can be computed using the formula: Percentage of marks scored = CGPA x 10



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## 13.3.5 Minimum CGPA of 5 for award of Degree:

Noncompliance of CGPA  $\geq 5.00$ . at the end of the program

- (A) Students, who have completed all the courses of the Program but do not have a CGPA  $\geq 5.00$  at the end of the Program, shall not be eligible for the award of the degree.
- (B) In such cases, students shall be permitted to appear again for SEA in course/s [other than Internship, Technical seminar, Project (Mini and Main), and Laboratories] of any Semester/s without the rejection of CIA marks for any number of times, subject to the provision of the maximum duration of the Program to make up the CGPA equal to or greater than 5.00 for the award of the Degree.
- (C) In case the student earns improved grade/s in all the reappeared course/s, the CGPA shall be calculated considering the improved grade/s. If it is  $\geq 5.00$ , the students shall become eligible for the award of the degree. If CGPA  $< 5.00$ , the students shall repeat the procedure.
- (D) In case the students earn improved grade/s in some course/s and the same or lesser than the previously earned pass grade/s in the other reappeared course/s, the CGPA shall be calculated considering the improved grade/s and the pass grades earned before the reappearance, If it is  $\geq 5.00$ , the student shall become eligible for the award of the degree. If CGPA  $< 5.00$ , the students shall repeat the procedure.
- (E) In case the student earns improved grade/s in some courses and fails in the other reappeared course/s, the CGPA shall be calculated by considering the improved grade/s and the previously earned pass grade/s of the reappeared course/s in which the student has failed. If it is  $\geq 5.00$ , the student shall become eligible for the award of the degree. If CGPA  $< 5.00$ , the students shall repeat the procedure.
- (F) In case the student fails (i.e., earns F grade) in all the reappeared course/s, pass grade/s of the course/s earned by the students before reappearance shall be retained, In such cases, the students shall repeat the procedure.
- (G) The student shall obtain written permission from the Controller of Examination to reappear in SEA to make up the CGPA equal to or greater than 5.00.

## 14. OTHER ACADEMIC MATTERS

### Time Schedules

- 14.1 Academic Schedules:** An Academic Calendar is published before the commencement of every academic year to assist the students and faculty. The calendar includes, dates for registration of courses, dropping of courses and withdrawal from courses. This enables the students to be well prepared, minimize their chances of failure in CIA and / or SEA and take full advantage of the flexibility provided by the credit system.
- 14.2 Registration of Courses:** Each student shall have to register for course work at the beginning of a semester as prescribed in the academic calendar. The student has to compulsorily register for all the stipulated credits in the first year of the programme. In the subsequent years (higher semesters i.e., third semester onwards) the registrations shall be within the limits of minimum ( $\geq 16$ ) and maximum ( $\leq 28$ ) credits. A period of 2-3 days is assigned for this event to facilitate the students to seek faculty advice and discuss with the proctor/faculty prior to registering for courses.
- 14.3 Dropping of Courses:** A specific period in the middle of a semester is fixed for this purpose and to help review the student's performance in CIA by the faculty advisors (proctors). The students having poor performance are facilitated to drop the identified course(s) (up to the minimum credits specified for the semester) in the higher semesters only (i.e., third semester onwards) without being mentioned in the Grade Card. Such Courses to be re-registered by these students in the regular semesters at a later time.





**14.4 Withdrawal from Courses:** A specific period is identified towards the end of a semester to help review the students' performance in CIA by the Proctor who shall advise the students having poor performance to withdraw from identified course(s) (up to the minimum credits specified for the semester) with mention in the Grade Card (Grade 'W'). Such Courses to be re-registered by these students in the main/regular semesters at a later time.

**When to withdraw?:** A student is allowed to withdraw from a Course(s) after one week from the last date of the second internal assessment (CIA) or as mentioned in the Academic Calendar.

Separate circular/notification shall not be issued in this regard. It is the responsibility of the student to withdraw from the courses within the stipulated time failing which student will have to continue with the course and fulfill the academic requirements.

### **14.5 Temporary withdrawal from programme:**

**14.5.1** A student may withdraw temporarily from the programme on grounds like, prolonged illness, grave calamity in the family or any other serious happening. The withdrawal shall be for periods which are integral multiples of a semester, provided that:

- The student applies to the College within 6 weeks of the commencement of the semester or from the date he/she last attended the classes, whichever is later, stating fully the reasons for such a withdrawal, together with supporting documents and endorsement of his/her parent/guardian.
- The College is satisfied of the genuineness of the case and that, even by taking into account the expected period of withdrawal, the student has the possibility to complete the programme requirements within the time limits specified by the University.
- The student does not have any dues or demands at the College /University including tuition and other fees as well as library material.

**14.5.2** A student availing of temporary withdrawal from the College under the above provision shall be required to pay such fees and/or charges as may be fixed by the College until such time as his/her name appears on the Students' Roll List. However, **it may be noted that the fees/charges once paid shall not be refunded.**

**14.5.3** Normally, a student will be entitled to avail **the temporary withdrawal facility only once during his/her studentship of the programme.** However, any other concession for the concerned student shall have to be approved by the Academic Council of the College. Hence, the students shall be advised by the Principal to use this provision only in exceptional cases.

### **14.6 Termination from the Programme and Rejection of Results**

A student shall be required to withdraw from the programme and leave the College on the following grounds:



**14.6.1** Absence from classes for more than six weeks at a time in a semester without leave of absence being granted by competent authorities.

**14.6.2** Failure to meet the standards of discipline as prescribed by the College from time to time;

There shall be a provision for the **rejection of total performance** of a semester and re-registration for the semester. This shall be done only once in the entire course of studies. However, rejection of 8<sup>th</sup> semester project work is not permitted.

### **14.7 Student's Feedback**

**14.7.1** The college shall obtain feedback from students on their course work and various academic activities conducted. The feedback can be obtained online/offline from the students at regular intervals maintaining confidentiality.

**14.7.2** The feedback received from the students shall be reviewed/discussed by a committee constituted for the purpose and necessary corrective measures shall be taken.

### **14.8 Recommendations for Degree Award**

**14.8.1** The College shall upload every SEA result in the University web portal without fail.

**14.8.2** The College shall forward its recommendations to the University in respect of students qualifying for UG/PG/ Research Degree Awards based on their success in the examinations/adjudication of theses as the case may be after receiving approval from the Authorities/ Bodies of the College concerned.

**14.8.3** The College shall also ensure that each such student in (a) has fulfilled all the requirements for the Degree Award.

**14.8.4** Only those students recommended for the Degree award shall be entitled to receive the relevant provisional certificates/transcripts from the college.

**14.8.5** The University reserves the right to withdraw a Degree even though it has been granted should there be a discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case the degree will be withdrawn promptly upon discovery of the falsification.

### **14.9 Graduation Ceremony**

**14.9.1** The College shall have its own annual Graduation Ceremony for the award of Degrees (Provisional Certificates) to the students completing the prescribed academic and other requirements in each case as per the lists recommended to the University, in prior consultation with the University and by following the provisions in the University Statutes.

**14.9.2** The College may institute Prizes and Awards to meritorious students, for being given away annually at the Graduation Ceremony. This will greatly encourage the students to strive for excellence in their academic activities.

## **15 Interpretation**

Any question as to the interpretation of these rules and regulations shall be decided by the College, whose decision shall be final and binding on the student in the matter. The College shall also have the power to issue clarifications to remove any doubt, difficulty or anomaly, which may arise in regard to the implementation of these regulations.





### **Annexure I**

#### **Supplementary / Fast Track semester**

- The students who have satisfied CIA and Attendance requirements for the course / s and obtained an 'F' grade in SEA are permitted to appear directly in ensuring assessment/examination/s as backlog paper/s. The students need not re-register for such course/s in the supplementary/fast track semester. In case the student wishes to improve CIA he/she has to re-register for supplementary/fast track semester as and when offered next.
- The student who obtains required attendance and CIA in the supplementary semester, but obtains an 'F' grade in SEA, is permitted to appear for SEA subsequently as backlog course/s. The student need not repeat course for Attendance and CIA.
- The course/s for which the student does not possess satisfactory attendance and CIA score, shall be marked as NE in the Grade sheet. Such students are not permitted for SEA for the Courses marked as NE in Grade sheet. The students have to re-register only for course/s marked as NE in supplementary/subsequent semester whenever that course is offered and obtain the required CIA and attendance. Subsequently, they are eligible to appear for SEA in such course/s.
- Courses with Transitional Grade Viz "W", "P", and "X" are also eligible to register in the supplementary semester (refer 13.2.4 for the definition of these grades) in case if they wish to improve the score in CIA.
- All courses may not be offered in the Supplementary semester. It is the discretion of the College to offer the courses based on the availability of resources. The Institute shall notify time table for the Supplementary semester well in advance.
- Supplementary Semester is optional; it is for the student to make best use of the opportunity. The supplementary semester is a special semester and the student cannot demand it as a matter of right.
- A student is permitted to register for a maximum of 16 credits in the Supplementary/fast track semester.
- A student has to choose those courses which are offered by the Institution in a given Supplementary Semester.
- In the supplementary semester, each course needs to be offered for the required number of lectures/tutorial/laboratory hours as prescribed in the syllabus.
- Registering to backlog subjects ( not having minimum prescribed CIA/shortage of attendance / withdrawn case (Grade W):

The student is permitted to register for backlog subject/s of the previous semester/s, during current semester (odd/even).

However, the same is subject to the following conditions:

- a) The course/s is being offered in the regular semester (odd/even)
- b) Attending the same will not affect his/her current semester time table and
- c) It should be within the permitted maximum credit limit.

#### **When to offer Supplementary semester:**

A student of UG programme will have the opportunity to register for the supplementary semester which is offered after 4<sup>th</sup> semester for courses from 1<sup>st</sup> to 4<sup>th</sup> semester and after 8<sup>th</sup> semester for courses from 5<sup>th</sup> to 8<sup>th</sup> semester. For registering to the supplementary semester, the student should complete the Internship/s as notified in the Institute/University Regulations/ directions. The students opting for a supplementary semester between 4<sup>th</sup> and 5<sup>th</sup> semester must comply with the missed internship in the subsequent semester in the gap between 5<sup>th</sup> and 6<sup>th</sup> semester.