Global Academy of Technology

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OFFICE OF CONTROLLER OF EXAMINATION

Examination Rules and Regulations

1.0 Examination and Evaluation

The regulations given below enable the college to achieve the goals of achievementtesting, gain confidence and respect of the stakeholders, particularly students. Typically, achievement testing is done in two parts as follows, both of them being important in assessing a student's achievement.

1.1 Continuous Internal Evaluation (CIE):

Continuous Internal Evaluation (CIE) to be conducted by the course coordinator all through the semester. This include compulsory tests, and alternate assessment tools (AAT) namely assignments, group discussions, quizzes, mini projects, integrated laboratory sessions etc., as recommended by the respective board of studies.

1.1.1 Compulsory Tests

Three internal assessment tests are conducted by the course coordinator, and the average score of three tests along with the scores obtained in the AAT shall be considered for computing the final CIE score of astudent in a given course. The internal assessment tests are planned by the Dean Academics in the beginning of the semester and notified to all the students. The syllabus for each of the internal assessment test will be around 30 to 40% of the entire syllabus and the duration of each test is one hour and fifteen minutes. The internal assessment tests are conducted as per the academic calendar with a maximum of two subjects per day.

1.1.2 Compensatory Test:

A compensatory test in a course shall be provided to those students whohave satisfactory attendance in the corresponding course but remained absent for the test due to valid reason. One compensatory test will be conducted after the completion of the all the three internal assessment tests. However, the committee constituted by the college will determine the validity of the circumstance. Hence, the compensatory test is conducted purely to address genuine cases.

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1.1.3 CIE for Laboratory Courses

The laboratory session is held every week as per the time table and the performance of the student is evaluated every session. The average of marks over number of the sessions is considered for 20 marks. An internal test is conducted at the end of the 14th week for a maximum of 20 marks. The students are tested for their exposure on practical aspects of the course by means of a viva voce at the end of the semester for 10 marks.

Table 1: CIE Evaluation of Lab courses

Particulars	Marks
Regular Lab conduction, Observation Books, Lab Record	20
One Lab test at the end of 14 week	20
Viva Voce	10
Total	**50**

Projects consisting of mini, major, internship shall be evaluated by Department Project/Internship Committee nominated by the Head of the Department, the breakup is as indicated in the table below. The project committee would evaluate the project status in three stages throughout the semester (First Presentation at the end of 4 weeks, Second Presentation at the end of 10 weeks and the final internal presentation at the end of the 14th week).

Table 2: Project Evaluation (CIE)

Particulars	Marks
Relevance of topic	05
Presentation, Demonstration and Quality of work	10
Report, Presentation and viva voce	10
Technical Publication in Conference/Journal	05
Evaluation by Guide	20
Total	**50**

To maintain transparency, the students are provided access to the valued Test answer booklets. It is mandatory for the students to check the CIE answer papers after evaluation

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and affix their signature. The department shall announce the CIE marks in the Department notice board prior to the commencement of semester end examination (SEE). Any discrepancy in CIE marks shall be brought to the notice of the concerned faculty immediately by the students for redressal before the commencement of SEE. The department shall submit the CIE marks duly signed by the faculty in-charge and HOD to COE on or before the last academic working day of the semester.

1.2 Semester End Examination (SEE):

SEE is based on Examination for theory courses (both integrated and non-integrated) and practical session for laboratory courses. The schedule (time table) for semester end examination would be released by the Office of COE at least fifteen days before the commencement of examination. The allocation of rooms and also allotment of deputy chief superintendent, invigilators, relieving superintendents, squad members and non-teaching staff would be carried out by the Office of COE.

1.2.1 SEE for Theory Courses:

SEE for theory courses are conducted by means of a written examination. There would be two types of question papers i) Descriptive type question paper and ii) Multiple choice question paper.

Descriptive Type Question Paper:

a. Semester End Examination Question Papers for UG and MTech. will have ten question of 20 marks each with two questions from each Module. Each main question can have maximum of four sub questions. Students have to answer at least one full question from each module. The duration of examination is for three or fours hours as recommended by the BOS.

b. Semester End Examination Question Papers for MBA will have seven question of 20 marks each covering all modules and one mandatory question. Each main question can have maximum of four sub questions. Students have to answer four questions from first seven questions and eight question is compulsory. The duration of examination is for three hours.

Multiple Choice Question paper:

a. One credit theory course will have MCQ based examination.

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b. The question paper will have 50 questions with four multiple choice answers.

c. The duration of examination for MCQ based examination is one hour.

1.2.2 Guidelines for Question Paper Setting:

For an effective achievement testing of students in a course, a good question paper needs to be used as the primary tool. This makes it necessary for the question papers used to:

- Cover all modules of the course syllabus uniformly.

- Assess the specified course outcomes appropriately

- Comply with revised Blooms taxonomy levels

- 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.

1.2.3 Roles and Responsibilities of Deputy Chief Superintended (DCS)of Examinations

1. The Deputy Chief Superintendent (DCS) is appointed by the Controller of Examination with the approval from the Principal.

2. The appointment of DCS would be on need basis and is not a mandatory requirement. The controller of examination can act as DCS whenever a separate DCS is not appointed.

3. The Deputy Chief Superintendent (DCS) shall assist the Chief Superintendent/COE for the smooth conduct of Examination.

4. The DCS shall arrange to assign seat numbers to different rooms under the guidance of the Chief Superintendent / COE.

5. The DCS shall on the days of examination arrange to supply the blank answer books, additional books and other stationary required for each room and deliver the packets of question papers to the rooms concerned under the instructions of Chief Superintendent/COE. The Deputy Chief Superintendent shall ensure that the Room Superintendents are supplied with all necessary requirements for the smooth and fair conduct of examination.

6. The DCS shall allot rooms to Room Superintendents at the time of examination. As far as possible, the room superintendents are not to be posted to the same room successively.

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7. The DCS shall remain at the centre during the entire period of examination. In case of any emergency he / she shall take the permission of the Chief Superintendent/COE requesting him to make alternate arrangements.

8. The DCS shall see that the candidates with valid admission ticket and identity card only are allowed to take the examination. If any candidate has lost admission ticket, after ascertaining bonafied, he/she will request Chief Superintendent to issue a duplicate admission ticket on payment of required fee.

9. The DCS shall prepare the packets, semester wise / subject wise / paper wise in serial orders enclosing the relevant proformas.

10. The DCS shall handover answer book bundles as per the A forms to Controller of Examinations.

11. The DCS shall in addition to the above duties attends to any other work entrusted to him by the Chief Superintendent/COE in connection with the Examination and function under the control of the Chief Superintendent/COE.

1.2.4 Roles and Responsibilities of Room Superintendent/ Invigilator

1. The Room Superintendent shall report to the Deputy Chief Superintendent at least forty-five minutes before the commencement of the examination and ascertain the examination block assigned to him / her and the number of candidates in the block.

2. The room Superintendent shall go to the block allotted to him at least 30 minutes before the commencement of the examination.

3. The candidates shall be admitted into the examination hall 20 minutes before the commencement of the examination.

4. The Room Superintendent shall announce to the students to leave the books, papers and other reference materials etc., outside the examination hall and instruct the candidates to search desks, tables, their pockets, wallets, instrument box before the issue of question paper and hand over to the room superintendent if any papers / notes / manuscripts / books or any material. The students are expected to ensure that they are not in possession of any written material on hand/s, palm, writing pads, inner and outer covers of calculator / geometry box, hand kerchief, . . .etc.

5. Ten minutes before the commencement of examination, the answer papers shall be distributed to those candidates who are seated in the examination hall and are not to be placed on the vacant seat.

6. The Room Superintendent shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.

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7. The Room Superintendent shall ensure that candidates take their seats before 30 minutes of the commencement of examination. No candidate shall be permitted to enter the examination hall after the commencement of examinations.

8. Candidates shall be allowed to leave the examination hall after 45 minutes have elapsed after the commencement of the paper.

9. The Room Superintendent shall affix signature at the place marked as Room Superintendent's Signature only after ensuring that, the candidates have taken their proper seats and have entered the correct seat number and other particulars required on the facing sheet of the answer paper, check the identity of the candidate with photo on admission ticket and obtain signature of the candidates on attendance report (FORM B).

10. The Room Superintendent shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the additional answer sheets, graph sheets, which are permissible.

11. If any student has not brought his / her admission card, the matter shall be brought to the notice of the Deputy Chief Superintendent.

12. If any candidate is absent, the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet (FORM B), preferably in red ink. A consolidated statement showing the subject-wise, candidates present and absent be submitted in form A.

13. After the commencement of the examination, the spare answer books and question papers shall be returned to the Deputy Chief Superintendent when he / she visits the examination hall or return it to the office of Chief Superintendent.

14. The Room Superintendent shall not accept the answer paper of any candidate without ensuring that, it bears his / her correct University seat number and other information asked on the title page of the answer paper.

15. The Room Superintendent shall not allow the candidate to use unfair means in the examination hall.

16. No candidate shall be allowed to go out for toilet, excluding medical reasons.

17. The Room Superintendents are expected to take rounds in the hall and shall not engage themselves in conversation with other Room Superintendent, while the examination is going on and also shall not read magazine or newspaper.

18. The Room Superintendent should ensure that, there is no communication among the candidates in the examination hall.

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19. The violations of instructions by any candidate shall be brought to the notice of the Deputy Chief Superintendent immediately and a written report is to be made regarding such cases to the COE by the Deputy Chief Superintendent.

20. Smoking and taking Tea / Coffee or any other refreshment in the hall where the examination is in progress is strictly prohibited.

21. Whenever, the candidate wishes to change the pen/ink, the room invigilator SHALL AFFIX THE SIGNATURE ON THE TOP OF THE FACING SHEET OF THE ANSWER SCRIPT to this effect.

22. After the expiry of the time of the examination, when the final bell is given, the Room Superintendent shall collect the answer papers and shall arrange seat number wise and hand over to the Deputy Chief Superintendent along with other reports.

23. The Room Superintendent shall be personally held responsible for loss, misplacement of any answer book.

24. While taking rounds of the examination hall, if the Room Superintendent notices that, any candidate is indulging Malpractice by possessing a manuscript or any written material on calculator / geometry box / scale, he/she shall immediately take in his/her possession the candidate's answer book, question paper, and the materials which he / she has used for copying and immediately report to the Deputy Chief Superintendent. The Room Superintendent should not allow the candidate to leave the examination hall till the Deputy Chief Superintendent comes to the examination hall and takes over the charge.

25. Any dereliction of duty on the part of the Room Superintendent is seriously noted and the Chief Superintendent shall take necessary action.

26. Whenever a flying squad makes a surprise visit, the Room Superintendent shall ensure their identity and allow entering the examination hall for surprise check.

27. The Room Superintendent shall not leave the College premises until, he / she personally hands over the answer books to the Deputy Chief Superintendent and return the diary and other stationery materials given.

1.2.5 Roles and Responsibilities of Relieving Superintendent

1. The Chief Superintendent/COE appoints the Relieving Superintendent. Generally, senior staff members are appointed as relieving superintendents.

2. There shall be one Relieving Superintendent for every five or six rooms.

3. The Relieving Superintendent shall report for duty half an hour earlier to the time scheduled for the commencement of examination.

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4. The Relieving Superintendent shall collect the question paper packets from the Office of COE and distribute them to their respective rooms.

5. He / She shall be active and shall be moving from block to block during the examination.

6. The Relieving Superintendent shall not permit Room Superintendent to leave the examination hall during the first and last half an hour of the examination. During the intervening period, he/she shall relieve the Room Superintendent to attend nature calls.

7. The Relieving Superintendent shall assist the Office of COE for smooth conduct of examination at the centre.

8. The Relieving Superintendent shall collect the USN of students who are absent for the SEE and submit the same to the Office of COE at the end of first half an hour of examination.

9. The Relieving Superintendent shall give relief to the Room Superintendent for maximum of 10 minutes & be in-charge of the duties of Room Superintendent during that period and discharge all the duties & Responsibilities of the Room Superintendent. He shall return the Relieving Superintendent's diary duly filled to the Office of COE at the end of day's examination.

10. The Relieving Superintendent shall collect the booklets from the invigilators after the completion of examination, arrange as per the A-form and handover the same to the Office of COE after the verification.

11. The Relieving Superintendent shall in addition to the above duties attend to any other work entrusted to him / her by Chief / Deputy Chief Superintendent/COE.

1.2.6   Roles and Responsibilities of SQUAD Chairman and Members

1. The Chairman and the member of the squad shall be appointed by the Controller of Examinations as per the directions of Principal from among the internal faculty members.

2. The squad team shall conduct themselves at the examination centre with utmost caution, courtesy and respect, without causing any kind of commotion, which shall disturb the students attending the examination.

3. The Squad team shall not cause any kind of harassment either to the students or to any of the official of the examination centre.

4. They shall initiate action to curb malpractice like copying, possession of incriminatory materials related to the examinations.

5. Report the cases of malpractice detected to the Deputy Chief Superintendent immediately for further action (however, the regular report of Malpractice together

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with the documents shall be submitted to the Office of COE as envisaged under the Regulations of Malpractice).

6. Book the candidates under Malpractice, who are found indulging in Malpractice and send such candidates out of examination hall after taking necessary undertaking and signature from the candidate on the prescribed forms.

7. Report simultaneously the instances of grave malpractice such as mass copying etc., to the Office of COE.

8. Flying squad shall not create unnecessary distractions to the examinees by unnecessarily shouting while handling cases in the examination halls. If any case is detected, further investigation can be done by isolating the guilty from the rest, taking to the office of the Principal, the chief superintendent, without further enquiring in the hall disturbing others for a prolonged period.

9. The malpractice case shall be booked with the prior intimation to the chief superintendent. When once a candidate is booked under malpractice, the Squad chairman shall serve a memo to the concerned candidate instructing him/her to attend the MPCC meeting, as fixed by the Office of COE.

1.2.7 Conduction of Laboratory/Project Work/Internship SEE

- Schedule for conduct of Laboratory/project work/internship examinations would be communicated by the Office of COE

- BOE chairman will prepare batch list and the schedule the examination and the same is communicated to the students

- BOE chairman will send the list of examiners (One internal and one external) to the Office of COE at least two days before the commencement of examination.

- Mapping of batches to internal examiner will be done by the Office of COE for entry of marks.

- All the documents related to examinations are to be handed over to the office of COE by the internal examiners on each day of the examination.

1.2.8 Instructions to Candidates taking Examinations

a. Only a single answer book will be issued. No additional Answer books are permitted.

b. The candidate should write his/her seat number and other information like examination, semester, subject, subject code etc., against the space provided on the title page of the answer book.

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c.   The candidate shall not write his/her name / USN or put any identification mark inside any part of the answer book, which may disclose his/her which will be treated as malpractice and liable for penalization.

d.   The question numbers should be mentioned in the margin only.

e.   The candidate shall write answers on the both sides of the pages of the answer book. All the rough work must be done in the space provided at the end of the answer book. Answer must be written using blue ink (ball pen or ink pen). If there is change in ink, the same shall be attested by the Room Superintendent on the facing sheet of the answer scripts at the top.

f.   Answer book should be handed over personally to room superintendent before leaving the examination hall.

g.   No candidate shall be permitted to go toilet during the period of Examination.

h.   The candidate should not take any books /Notes, Log table, Scribbling pads, cell phones, Programmable calculator or any kind of reference material into the examination hall. The candidate should make sure that he/she has no unauthorized book or paper in the examination hall with him/her or in his/her desk. He/she should have only article permitted like Identity card, Hall ticket / Admission Ticket. The candidate should not write anything on the admission ticket or Identity card or calculator or question paper.

i.   A warning bell will be given 10 minutes before the commencement of the examination when all the candidates should take possession of their seats, another bell will be given at the beginning of the examination when question papers will be distributed and the students should start writing the answers. No candidates shall be admitted after 30 minutes of the commencement of the examination and shall be allowed to leave the examination hall after 45 minutes of the commencement of the examination. No candidate should leave his / her seat during the last 10 minutes, warning bell will be given 10 minutes before the closing time and final bell is given at the end of the examination. Then all the candidates should stop writing or revising the answers and should hand over the answer book to the Room-Superintendent.

j.   The candidates should see that, the Room Superintendent has appended his/her signature at the specified space on the answer book as and when he/she received the answer book.

k.   Smoking and taking tea or coffee or cold drink in the examination hall is strictly prohibited. However, drinking water will be supplied on request.

1.2.9   Malpractice in Semester End Examinations

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Malpractice Monitoring Committee shall look into the booked cases of malpractice and conduct proceedings to assess the nature of malpractice and its severity during the Semester End Examinations (SEE). Penalties and Punishments to the students involved in malpractice during the examination shall be as below:

Nature of Malpractice (Grade –I)

a.   Misbehaviour with officials or any kind of rude behaviour in or near the examination hall using obscene or abusive language.

b.   Writing in the question paper/admission ticket & or passing to the other students in the examination hall.

c.   Disclosing identity by writing any words or by making any peculiar marks or by writing the USN on to pages other than the facing sheet in the answer script while answering.

d.   Possession of electronic devices like mobile, programmable calculator, pen drive and any other electronic devices/storage devices in the examination hall.

e.   Communicating with any student or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination. Having any written matter on scribbling pad, calculator, palm, hand, leg, hand kerchiefs, clothes, socks, instrument box, identity card, hall ticket, scales etc.)

f.   Destroying any evidence of malpractice, tearing or mutilating the answer script, or running away along with the answer script from the examination hall or premises.

g.   Copying from the material or matter or answer of another student or similar aid or assistance is rendered to another student within the Examination hall.

h.   Making any request of representation or inducing to bribery to Room superintendent or any other university official for favours in the examination hall or to the examiner in the answer script.

i.   Approaching directly or indirectly the teachers, officers or examiners or bring about undue pressure for favours in the examination.

j.   Receiving material for copying from outside or inside the examination hall.

k.   Bringing into the examination hall or being found in possession of portions of a book or manuscript or such other material or matter to be brought into the examination hall.

Penalty/ Punishment:

a.   Denial of benefit of performance of that particular paper in which the student is booked under malpractice.

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b. Denial of benefit of performance of that particular examination (all the subjects for which the student has registered for the examinations).

c. Debarring the student from appearing for one more subsequent examination.

d. A penalty of minimum ₹ 2000 and maximum of ₹ 5000 can be imposed by the committee.

Nature of Malpractice (Grade –II)

a. Repeated Indulging in Malpractice

Penalty/ Punishment:

a. Denial of benefit of performance of that particular examination (all the subjects for which the student has registered for the examination).

b. Debarring the student from appearing for subsequent examinations extending up to three examinations.

c. A penalty of minimum ₹ 2000 and maximum of ₹ 5000 can be imposed by the committee.

Nature of Malpractice (Grade –III)

a. Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.

b. Threatening with weapons or any other means to the room superintendent.

Penalty/ Punishment:

a. Rusticate the student from the university. In case of impersonation, both the students concerned shall be handed over to the police by the chief superintendent with intimation to the university.

b. A penalty of minimum ₹ 2000 and maximum of ₹ 5000 can be imposed by the committee.

1.2.10 Guidelines for the Appointment of an Amanuensis for the Disabled Candidate Appearing for UG/PG Semester End Examination

Physically handicapped candidate writing the Semester End Examination can take assistance from another person who is normally called as AMANUENSIS. An Amanuensis can be appointed to the candidate who is really disabled to write his/her examination with his/her

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own hand. While appointing an Amanuensis the following guidelines are to be followed strictly.

Guidelines

1. An Amanuensis can be appointed to the candidate who is blind or disabled from writing the examination with his own hand.

2. A candidate seeking the assistance of an Amanuensis shall apply to the Office of COE, with the following documents.

    a. Medical certificate from the Medical Officer of a Government District or higher-grade hospital showing the inability to write the examination with his / her own hand, which shall be attested by the principal.

    b. No relation certificate, which is showing there is no relation between the candidate and the Amanuensis, which shall be attested by Gazetted Officer.

    c. Attested copies of testimonials of an Amanuensis.

    d. Declaration from the candidate and the amanuensis, which are to be attested by the Principal of the college.

    e. One A4 size paper hand written matter, which is written by the Amanuensis.

    f. Three recent Passport size Photos attested by the Principal.

3. An Amanuensis appointed must be of lower grade education than the candidate and should not be studying in engineering field.

4. The Office of COE shall arrange a suitable room for the candidate and the amanuensis and appoint a room superintendent for the candidate and room superintendent are to be changed daily.

5. If the disabled candidate (temporarily disabled) intends to write the examination with his/her own hand he / she shall apply to the Principal through the Controller of Examination seeking grant of extra time (60 minutes for 3 hours examination) to write the examination, with concerned medical certificates and the attested copies of the such permission letters, if any, given earlier by any of the Boards or Universities in India.

6. In addition to the above, the instructions received from the competent authorities like State Government, UGC, AICTE, MHRD, etc., are to be followed.

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1.3 Evaluation of Theory and Laboratory courses:

1.3.1 Evaluation of SEE Theory Answer booklets:

The valuators (preferably one internal and one external evaluator) are appointed by the chairman of board of examination. The minimum teaching experience for valuer is 3 years and should have taught that course at least once. The answer scripts are evaluated by two evaluators with an independent evaluation process.

- If the difference between the marks awarded by two evaluators is less than or equal to 15%, then the average of the two marks awarded by the two evaluators is the final marks.

- If the difference between the marks awarded by two evaluators is greater than 15%, then a third evaluator assess the script. The average marks of the closest two evaluations are taken as the final marks. If one of the three evaluation marks falls exactly midway between the two, then higher two evaluation marks are taken and the average of this is awarded as final marks.

1.3.2 Guidelines for Valuers

- Valuers must report to the valuation centre with a copy of the appointment letter.

- Valuers must register themselves at the valuation centre. This needs to be done only once at any one of the valuation centres. Registration will require you to bring the following documents: I) Photocopy of PAN Card ii) Bank details including Name of bank, Branch, IFSC, account number.

- Valuers must sign an undertaking, once for each subject assigned to them for valuation, in the prescribed format declaring their expertise and experience before allocation of answer books for valuation.

- All Valuers must record their entry and departure times in the attendance register maintained at the valuation centre.

- A Valuer must value answer books of only one subject at a given point of time and at only one valuation centre on a given day. Once a Valuer begins valuation of answer books of an allotted subject, he/she must complete it within a reasonable duration

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and not keeps it pending leading to delay in completion of valuation. In case of emergency, where the Valuer has to leave the valuation centre, he shall report the matter to the coordinator in writing along with the details of the scripts allotted and valued.

- A Valuer can reject an answer script (by specifying the reasons for rejection) and convey the same to the Coordinator if pages are missing, student has revealed his / her identity, Answers are not matching with the question paper (subject being the same, error in subject code).

- Answer books will be allotted to Valuers for valuation by the Coordinator of the valuation centre.

- Senior most Valuers / paper setter shall conduct an initial meeting before starting of valuation by the Valuers to discuss issues related to maintaining uniformity amongst different Valuers. In case a Valuer is unable to attend this initial meeting, he/she shall read the minutes of the meeting and sign it before commencing with the valuation.

- Use of cell phones, listening to music, having snacks and beverages within the valuation hall or any activity that disturbs other Valuers are not permitted.

- Valuers are not allowed to carry pen drives or other electronic devices. Answer books are confidential and no copies can be taken outside the valuation centre.

- On the first day of valuation of a subject, a Valuer must value not more than 30 answer books. This limit can be increased to 40-50 on subsequent days of Valuation. Time taken to value an answer book of a typical subject is around 4 minutes.

- Valuer must assign marks to every sub-question answered by the student. If a student has not attempted a question, corresponding entry for the answer to that question must not be entered. Assign zero marks for a sub-question only if the student has attempted to answer but the answer does not deserve any marks.

- In all matters pertaining to valuation at the valuation centre, decision of Controller of Examination is final and binding on all Valuers.

1.3.3 Laboratory/Project Work/Internship:

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Question Paper covering experiments/programs as mentioned in the syllabus for the respective laboratory shall be set jointly by the examiners for that laboratory course. There will be two examiners - internal and external for SEE of lab courses (including project, internship, mini-projects, etc.)

The breakup of the SEE marks for practical/project work/internship is as shown.

Table 3 : SEE Evaluation of Lab Courses

Particulars	Marks
Write up of the experiment/program	20
Experimentation/Program	40
Results, Graphs, Discussions	20
Viva Voce	20
Total	**100**

Table4: SEE Evaluation of Project Work

Particulars	Marks
Relevance of topic	10
Presentation, Demonstration, Originality and Quality of work	40
Report, Presentation and viva voce	40
Technical Publication in Conference/Journal	10
Total	**100**

Table 5: SEE Evaluation of Internship

Particulars	Marks
Relevance of topic	20
Presentation, Demonstration and Quality of work	40
Report, Presentation and viva voce	40
Total	**100**

1.4   Semester End Examination (applicable for 2024 scheme onwards)

For UG Programmes

- After the ODD semester, only the Semester end examinations of the courses of odd semesters (I, III, V and VII) are conducted. Here, students who meet the minimum attendance and CIE requirements for the courses of regular ODD semester can appear for the examinations of such courses and also Backlog courses ('F' Grade/ 'AB' grade courses) of previous ODD Semesters, if any

- After the EVEN semester, only the Semester end examinations of the courses of Even semesters (II, IV, VI and VIII) are conducted. Here, students who meet the minimum attendance and CIE requirements for the courses of regular EVEN semester can appear for the examinations of such courses and also Backlog courses ('F' Grade/ 'AB' grade courses) of previous EVEN Semesters.

- After the summer semester, semester end examinations of the courses offered in the summer semester are conducted. Here, students who meet the minimum attendance and CIE requirements for the courses registered in summer semester can appear for the examinations of such courses. Also, if a student has Backlogs ('F' Grade/ 'AB' grade courses) in any of the previous semester's courses, he/she can appear directly for the examinations of those courses.

For PG Programmes:

- After the ODD/EVEN Semester, the Semester end examinations of all the courses of odd/even semesters are conducted to facilitate students to appear for the Backlog courses ('F' Grade/ 'AB' grade) of previous semesters, if any, and also to facilitate to appear for the examinations of DX' grade/ 'NP' grade courses after meeting the minimum attendance and CIE requirements.

For UG & PG Programmes

- Students who have satisfied the attendance and CIE requirements for the course/s, appears for the SEE, but fail to obtain the overall score for passing in that course/s will be awarded 'F' Grade.

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- Students who have satisfied the attendance and CIE requirements for the course/s, but is absent for the SEE of that course/s will be awarded 'AB' Grade

- Each appearance to SEE or absence from SEE shall be treated as an attempt.

- A student shall not be permitted to avail course substitution option beyond a maximum of two (2) courses during the entire programme. This course substitution option is not permitted for core courses

1.5   Passing Standards and Award of Grades

Both CIE and SEE being equally important in judging the performance of students, they need to be conducted with equal gravity and equal seriousness. This makes it necessary that both of them are assigned equal (50:50) weightage. A student's performance in a course shall be judged by taking into account the results of both CIE and SEE individually and together by giving equal weightage for them. This practice is followed for all courses offered and for all programs.

Evaluation Components	Weightage	Mode of Evaluation
Continuous Internal Evaluation (CIE)	50%	Tests, Assignments, Quizzes, Tutorials, etc.,
Semester End Examination (SEE)	50%	Written, Practical

1.5.1   Passing Standards (UG)

- Minimum CIE marks for appearing for theory/laboratory courses is 40% of the maximum marks. If the student secures CIE marks less than 40% then such students are not allowed to take SEE examination for the respective subjects which would be categorized as Not Satisfying Sessional Requirements (NSSR) status leading to NE grade in that course.

- A student needs to secure a minimum of 35% of the maximum marks in the SEE theory/laboratory course.

- The student needs to secure a minimum mark of 40 (Combined CIE and SEE) out of a total of 100 marks to qualify for a pass grade in the subject.

1.5.2   Passing Standards (PG)

- Minimum CIE marks for appearing for theory/laboratory courses is 50% of the maximum marks. If the student secures CIE marks less than 50% then such students are not allowed to take SEE examination for the respective subjects which would be

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categorized as Not Satisfying Sessional Requirements (NSSR) status leading to F grade in that course.

- A student needs to secure a minimum of 40% of the maximum marks in the SEE theory/laboratory course.

- The student needs to secure a minimum mark of 50 (Combined CIE and SEE) out of a total of 100 marks to qualify for a pass grade in the subject.

Programme	Courses	Passing Standard in a Course: Total Course Marks = Aggregate of CIE + SEE marks*	
		Percentage	Marks
B.E.	All Courses	Min. 40% of Total Course Marks	Min. 40 out of 100
M. Tech.	All Courses	Min. 50% of Total Course Marks	Min. 50 out of 100
MBA	All Courses	Min. 50% of Total Course Marks	Min. 50 out of 100

*Courses for which SEE is not conducted, CIE marks would be the Total Marks for that course

1.5.3 Grades and Grade Points:

Global Academy of technology follows Absolute grading system in line with the guidelines published by VTU for implementation of Autonomy with effective from 2021-22.

Table a: Grade and Grade Points (For UG Program)

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

Table b: Grade and Grade Points (For MBA / MTech Program)

Level	Outstanding	Excellent	Very Good	Good	Average	Pass	Fail
Letter Grade	O	A+	A	B+	B	C	F
Marks Range	90-100	80-89	70-79	60-69	55-59	50-54	0-49
Grade Points	10	09	08	07	06	05	00

1.5.4 Additional letter grades

- **DX:** Attendance below 85% or not having minimum CIE (2024 batch onwards)

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- **NE:** Attendance below 85% or not having minimum CIE (prior to 2024 batch)

- **AB:** Absent for a course in SEE (2024 batch onwards)

- **AU:** Satisfactory performance in an audit course

- **PP:** Passed in Non-credit mandatory course

- **NP:** Fail in Non-credit mandatory course

1.5.5 Transitional Grades:

Transitional grades **'I'**, **'W'** and **'X'** are awarded to eligible students as per the following guidelines.

'I' Grade:

- 'I' Grade is temporarily awarded to a student having attendance ≥85% and meeting the minimum requirements in CCE in a Course, but remained absent from SEE for valid and convincing reasons acceptable to the College, like:

- Accident or severe illness leading to hospitalization.

- A calamity in the family at the time of SEE, which requires the student to be away from the College.

- In the event of (a) or (b) of above clause, it is the responsibility of the student/ parent/ guardian to inform the Office of COE immediately through mentor and HOD and apply for the award of 'I' Grade.

- Applications requesting for the award of 'I' Grade received after the conduction of examination shall not be considered.

- The candidate needs to submit all the relevant evidence (hospital reports, police reports, certificates from competent authorities, etc.) in support of his claim.

- Controller of Examination in consultation with Principal will decide about awarding 'I' Grade taking into consideration all the documentary evidence produced by the candidate.

- If permission for 'I' Grade is not accorded by the committee then 'F' Grade is awarded for the course and the student has to re-register for the course in its entirety when it is offered.

- The student who is awarded 'I' Grade in a course is permitted to attend the make-up examinations in that academic year. After completion of the make- up examinations, 'I' Grade shall be converted to one of the other letter grades (O to P) based on the performance.

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- If the student does not appear for the make-up examinations, the 'I' Grade shall be converted to an 'F' Grade.

- 'I' Grade is awarded to eligible students only for regular courses and not for backlog courses.

- 'I' Grade is not awarded in Make-up examinations or supplementary SEE.

'X' Grade:

- 'X' Grade is temporarily awarded to a student having attendance ≥85% and CIE marks (≥90%) in a course but has obtained less than 40% marks in SEE of main semester (odd/even).

- The student who is awarded 'X' Grade in a course is permitted to attend the make-up examinations in that academic year. After completion of the make- up examinations, 'X' Grade shall be converted to one of the other letter grades (O to P) based on the performance.

- If the student does not appear for the make-up examinations, the 'X' Grade shall be converted to an 'F' Grade.

- 'X' Grade is not awarded in Make-up examinations or supplementary SEE and also for backlog courses.

'W' Grade:

- 'W' Grade is temporarily awarded to a student who has withdrawn from a course.

- 'W' Grade for credit courses shall be recorded in the grade card. A student may withdraw from an audit course in which case there shall be no mention of the course in the grade card

- A student with "W" grade must re-register for the course during the Supplementary semester or in the subsequent semester of that academic year and the "W" grade shall be converted to one of the other letter grades (O to F) after the completion of semester end examination.

- If the student does not register or appear for the SEE of supplementary semester or in subsequent semester, the "W" grade shall be converted to an "NE" grade (For B.E. Programme) or "F" grade (For M. Tech. and MBA Programmes).

- "W" grade is not awarded in supplementary semester.

2.0 Make-up Examination / Supplementary Examination

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The Make-up Examination facility shall be available to the students who have been awarded the transitional Grades (I-Grade or the X- Grade). The Make- up Examination will be scheduled by COE after the announcement of Odd/Even semester results. The standard of the Make-up Examination shall be the same as that of the regular SEE for the Courses. There shall be no makeup examination for any course in the credit system for following students:

- Who have absented themselves from attending CIE or SEE without valid reasons
- Who have failed (secured 'F' grade) to meet the minimum passing standards prescribed for CIE and/or SEE
- Who have been detained for want of attendance (NSAR students)
- Who have withdrawn from the course (W grade)

Students having temporary grades (I/X) who do not make use of the makeup examination, their temporary grades shall automatically convert into F grade.

Supplementary Examination is applicable for 2022 and 2023 scheme. Supplementary examination is given to the eligible students of UG in the following categories.

- **After their 2nd semester for "F" grade subjects of 1st and 2nd semester.**
- **After their 4th semester for "F" grade subjects of 3rd and 4th semester only.**
- **After their 6th semester for "F" grade subjects of 5th and 6th semester only.**

Temporary grades (I/X) are not awarded in supplementary examination.

3.0 Summer Semester and NE Grade Registration

- The students' of 2020 scheme UG/PG with "F" grade and 2021 and 2022 batch PG students with NSSR/NSAR can register for such courses once during odd and once during even semester.
- There will be no summer term for the regular students admitted in 2021 scheme onwards.
- The regular students with "NE" grade UG and NSSR, NSAR students of PG need to register for such courses in the subsequent semester whenever it is offered next.
- The regular students can register for Odd semester courses in subsequent odd semester and even semester courses in subsequent even semester.

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- Students need to register for "NE" grade courses not exceeding total of 28 credits including regular subjects.

4.0 Summer Semester (2024 scheme onwards) – UG Only

The purpose of conducting summer semester:

- To enable students to complete courses having 'DX'/'NP' grades or to complete dropped/withdrawn courses or to do additional courses or to do higher semester courses for extraordinary learners or to help slow learners to pace their studies/learning based on their individual abilities.

- To enable students who wish to undertake a one-year research/industry internship (leading to a project/startup)/ placement training (leading to job assurance) at the final year level, to complete higher semester courses by registering in summer semester

- To enable readmitted/ change of branch/ scheme/ college students to progress to higher semesters by offering backlog/ equivalent courses during summer semester.

- To offer Internship/ apprenticeship/ work-based vocational education and training especially by students who wish to exit after 4 or 6 semesters of study

Conduction of Summer Semester

- The summer semester, held annually after the EVEN semester, shall comprise of 8 weeks of classes followed by 2 weeks of examinations called SEE.

- A limited number of courses are offered depending on the student's requirement and the faculty availability. Selected regular courses, including audit/ mandatory courses, are offered during the summer semester.

- A student is permitted to register not more than 14 credits in UG programmes, except for the Architecture programme where a student is permitted to register up to 18 credits in the summer semester for coursework, excluding audit/Mandatory Non-credit courses. However, there is no limit for a student to register for 'F'/'AB' grade courses for SEE.

- Students are not permitted to register for project work and internship in summer semester

- Since summer semester duration is about half of the main semesters, in order to relate the credits and the hours of course work, multiply the teaching hours per week by 2 such that the total number of hours per semester shall be same as that of Odd/Even semester

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Eligibility to Register for a Course in a Summer Semester

- Students who have 'DX'/ 'NP' grades i.e., either a shortage of attendance or not having the minimum CIE or both in a course. Such students shall register for the summer semester to satisfy the minimum attendance and CIE requirements to appear for the Summer Semester End Examination (SEE).

- Students with 'F'/ 'AB' grade having requisite attendance and CIE in a course, but, wish to re-register to that course for better learning, can do so in the summer semester by letting go the previous CIE marks and acquiring the required attendance and CIE marks afresh, However, they are eligible to register directly for SEE of summer semester by carrying forward their previous CIE marks.

- Students in the extraordinary category (with a CGPA of ≥ 9.0) who wish to complete the programme in 3.5 years, may register for additional subjects from higher semester's regular courses during the SEE, if offered by the Institute.

- Slow learners may opt not to register/Drop a few courses in the regular Odd/Even semesters and register those courses in the summer semester. This shall be done under the guidance of the Faculty Mentors subject to the condition that the course load in every semester shall not fall below the minimum limit.

- No change in elective courses are permitted during the Summer Term.

- All the rules for taking-up normal semester SEE holds well for summer Term SEE.

- Temporary grades (I/X/W) are not awarded in Summer Term.

5.0 Paper Viewing of answer booklets:

- A student could apply for viewing of his/her answer script after the declaration of the result. An application form for the same with detail of subjects whose answer scripts are to be viewed is duly filled by the candidate and submitted to the office of COE with the fees duly paid. The date and time of the paper viewing would be announced by the Office of COE. The answer script along with the scheme and solution would be shown to the student during the paper viewing process.

6.0 Vertical Progression (Promotion to next academic year)

- Vertical progression is as per the regulations stipulated by the affiliating University.

- There shall be no restriction for vertical movement from odd semester to even semester

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- The vertical movement of students from a year of study (even semester) to the next year of study (odd semester) is as per the below mentioned criteria.

Table 6: Vertical Progression Criteria for UG and PG

Year of Study	Eligibility Criteria
II Year (UG)	Students having "F" grades for the courses totaling to more than 16 credits in the 1st and 2nd semesters of the first year of the program shall not be permitted to move to the 3rd semester (2nd year) of the program. These courses include courses marked as NE. The students who fail to satisfy CIE and attendance requirements shall repeat the courses whenever offered next and become eligible for the 2nd year.
II Year (PG)	Students having more than four backlog courses of first year shall not be eligible for taking admission to II year (III Semester). Mandatory Non-credit courses shall not be considered for the promotion. Students having "F" grades for the courses totaling to more than 16 credits in the 1st and 2nd semesters of the first year of the program shall not be permitted to move to the 3rd semester (2nd year) of the program (Applicable to 2024 batch onwards)
III Year (UG)	A student is permitted to move to 5th semester (III year) irrespective of number of F and / NE grades in the previous year.
IV Year (UG)	A student shall be given admission to the 7th semester (IV year) provided he/she passes all courses of 1st and 2nd semesters.

7.0 Grade Card, Transcript and Provisional Degree Certificates

- **Grade Cards:** These are official records issued to students detailing their grades in individual subjects for a specific semester.

- **Transcripts:** A transcript provides a detailed summary of a student's academic history, including courses taken, grades obtained, and overall performance across all terms or years.

- **PDC (Provisional Degree Certificate):** This is a temporary certificate issued to students after they have completed their program, typically before the official degree certificate is issued. It serves as proof of completion of the program.

7.1 Correction in Grade Card

- The grade cards are issued at the Office of COE after the completion of every examination.

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- Students are required to check the grade card for name corrections and any other discrepancy.
- A request by the student to rectify the mistake in the grade card should be submitted in a prescribed format along with prescribed fee to the Office of COE. Such request must be supported by original grade card and supporting (10th or SSLC marks card for name correction) documents.

7.2 Issue of Duplicate Grade Card

There is provision of issue of duplicate grade card in cases where the grade card is lost or mutilated. The duplicate grade cards are issued based on the receipt of following documents by the students.

- Application form along with the prescribed fees
- The FIR copy/acknowledgement of complaint lodged at the local police station of the area where it was lost

8.0 Calculation of SGPA and CGPA

The Semester Grade Point Average (SGPA) is calculated based on the following formula by considering all the courses in that semester.

$$SGPA = \frac{\sum[(Course\ Credits) \times (Grade\ Point\ s)]for\ all\ courses\ in\ that\ semester}{\sum[(Course\ Credits)]for\ all\ courses\ in\ that\ semester}$$

The Cumulative Grade Point Average (SGPA) is calculated based on the following formula by considering all the courses until that semester but excluding F and transitional grades..

$$CGPA = \frac{\sum[(Course\ Credits) \times (Grade\ Point\ s)]for\ all\ courses\ excluding\ those\ with\ F\ and\ transitional\ grades\ until\ that\ semester}{\sum[(Course\ Credits)]for\ all\ courses\ exculding\ F\ until\ that\ semester}$$

9.0 Percentage Equivalence of grade points and award of class

The following formula for conversion of CGPA to percentage of marks to be used only after a student has successfully completed the program.

Percentage of Marks = (CGPA-0.75)*10 (Applicable for 2020 scheme)

Percentage of Marks = (CGPA)*10 (Applicable for 2021 scheme onwards)

Class Designations:

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- ≥ 70% (First Class with Distinction)

- ≥ 60% and < 70% (First Class)

- < 60 % (Second Class)

10.0 Award of degree

Degree is awarded to the students satisfying the following conditions:

- Securing credits as stipulated

- Should not have any transitional grades (I, X, W) for any course.

- Secured CGPA ≥ 5.0 UG/PG (Prior to 2024 batch)

- Obtaining CGPA ≥4.00 for UG Programmes & CGPA ≥5.00 for PG Programmes

- Should have passed in all mandatory courses.

- Should not have any dues to the institute

- Should not have any pending disciplinary proceedings.

- Should have acquired the prescribed AICTE Activity Points

10.1 Declaration of Ranks

- Based on CGPA earned from 1st to 8th semesters (3rd to 8th for Lateral entry) for UG students and semesters 1 to 4 for the PG students.

- Should have completed entire course in the college itself.

- Passed all subjects (Including Mandatory Courses) in first attempt with CGPA 7.75 and above in the prescribed semester as per syllabus.

- Should not have secured I, W, X, F grades in any of the courses in entire course

- Should not have discontinued the program for any period during the course of study

- Has not been awarded any kind of punishment for malpractice or indiscipline

- Minimum 10 candidates should have appeared for 8th semester of that program

- Total number of ranks = 10% of no. of students appeared in examination in that program but not exceeding 10 ranks for each program

- The students with similar CGPA will be awarded the same rank.

11.0 Successive Failures

If a student fails to pass a Course 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

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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 higher semester/s. The faculty advisor shall guide/advise the student in this regard. The college has to make arrangements for the registration, conduction of CIE for the selected course. This provision is given only for two courses (one at a time) during the entire maximum duration of a course. However, this is optional, and the student can prefer to repeat the same course in which he/she has failed repeatedly. This provision is not applicable for Core Courses.

12.0 Audit Courses (Applicable from 2024 scheme UG)

A student desirous of additional exposure to a course, without the rigors of obtaining a good grade, 'audits' a course. The minimum requirement of attendance for an 'Audit Course' is 85%, with any additional requirements as set by the instructor such as submission of assignments and minimum performance in some of the in-semester evaluations and there is no SEE for these courses. Auditing of courses during regular semesters from 3rd semester onwards is permitted under the following conditions:

- Students with CGPA>6.0 will be permitted to 'Audit' a course. A course can be audited provided the course is offered in the semester as a credit course for others, and there is no slot clash. Prior permission of the Instructor is required.

- Audit courses would be restricted to a maximum of four (4) courses per student in the entire period of the programme.

- The Course Teacher would award the 'AU' grade, if the attendance is satisfactory and additional requirements, as set out by the Course Teacher, are met. If the attendance and performance in additional requirements is not satisfactory, the Course Teacher will award 'No Grade'. The grade 'AU' does not carry any grade points and therefore does not figure in SGPA/ CGPA calculations.

The course successfully completed in Audit mode will be reflected in the Semester Grade card and the Transcript as Audit Course.

13.0 Termination from the Program

A student is required to withdraw from the program and leave the institute on the following grounds:

- Failure to secure a CGPA ≥5.0 at the end of any semester for the first time attracts a warning before approval to continue in the following semester. However, a student failing to secure CGPA ≥5.0 in five consecutive semesters has to withdraw from the engineering program. However, the student could take readmission to the I year.

- Failure to meet the standards of discipline as prescribed by the institute from time to time.

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- Absence from classes for more than 6 weeks at a time in a semester without leave of absence being granted by the Competent Authority.

14.0 Maximum Duration of the program

The maximum period which a student can take to complete a full-time academic program shall be the same as prescribed by the University from time to time, eight years for B.E program and four years for MTech/MBA program.

15.0 Exercising the Powers to modify the regulations

1. The examination regulations governing the Degree of Bachelor of Engineering, Degree of Master of Technology and Degree of Master of Business Administration program of Global Academy of Technology, affiliated to Visvesvaraya Technological University, Belgaum shall be binding to all concerned.

2. Notwithstanding anything contained in the foregoing, the Global Academy of Technology and Visvesvaraya Technological University shall have the power to issue directions/ orders to address any difficulty.

3. Nothing in the foregoing may be construed as limiting the power of the Global Academy of Technology and Visvesvaraya Technological University to amend, modify or repeal any or all of the above.

16.0 Force Majeure

Any delay or failure in performance by the Office of the Controller of Examination, Global Academy of Technology due to matters beyond the control of the Office of the Controller of Examination, Global Academy of Technology including but not limited to acts of God, Strikes, fires, floods, explosions, blockages, embargoes, riots, war (declared or undeclared), rebellion, sabotage, civil commotion, epidemic, pandemic, endemic, extraordinary severe weather, technology outage, and criminal acts of third persons shall not constitute default. If the work or deliverables are delayed due to such force majeure, then upon the happening of such delay, the Office of the Controller of Examination, Global Academy of Technology shall notify the resolutions in writing to all the stakeholders concerned within the shortest possible time. No parties, relevant or irrelevant, can make any claim for damages by reasons of any such delays.

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References

1. Guidelines and norms for implementation of academic autonomy in institutions (2018) amendments in 2022. (https://vtu.ac.in/wp-content/uploads/2022/05/Guidelines.pdf)

2. Regulations governing B.E./B.Tech., programs under CBCS from academic year 2021-22 (https://vtu.ac.in/pdf/regulations2021/finalreg2021.pdf)

3. Regulations governing the award of B.E./B.Tech., 2022 scheme (https://vtu.ac.in/wp-content/uploads/2023/05/Regulations-Clr-BE-BTECH-2022-611-02052023.pdf)

4. Regulations governing the degree of Master of Business Administration (MBA) under OBE and CBCS Scheme from academic year 2020-21 (https://vtu.ac.in/wp-content/uploads/2021/04/MBA-2020-Regulation.pdf)

5. Regulations governing the award of MBA (2022 scheme) (https://vtu.ac.in/wp-content/uploads/2023/03/Regulations-Governing-the-award-of-MBA-2022-schem.pdf)

6. Regulations governing the award of MBA from academic year 2024-25 (https://vtu.ac.in/wp-content/uploads/2024/12/4940-2024-MBA-Regulations.pdf)

7. Regulations Governing the Degree of Master of Technology effective from the academic year 2O2O-21 (https://vtu.ac.in/wp-content/uploads/2021/03/M-Tech-wef-2020-21.pdf)

8. Regulations governing the award of M.Tech. degree (2022 scheme) (https://vtu.ac.in/wp-content/uploads/2023/03/Regulations-Governing-the-award-of-M.Tech-2022-schem.pdf)

9. Regulations Governing the Degree of M.Tech. effective from the academic year 2024-25 (https://vtu.ac.in/wp-content/uploads/2024/12/4940-2024-M.Tech-Regulations.pdf)

10. Measures for Maintenance of Standards at Affiliated Autonomous Institutions Guidelines, 2024

Disclaimer:

These regulations may be updated periodically by the Academic Council to ensure they align with the University's regulations and any amendments made. For the most current regulations, please visit the college website at www.gat.ac.in. It is important to note that not reading or understanding these regulations does not exempt you from compliance.

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