



**BVVS**

# **BASAVESHWAR ENGINEERING COLLEGE**

(Govt. Aided college, An Autonomous institution permanently affiliated to Visvesvaraya Technological University, Belagavi, Approved by AICTE, Accredited by NAAC with "A" grade, NIRF Ranking: 251-300 band at National Level)

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**BAGALKOTE - 587 102**

## **BEC REGULATIONS 2022-2023**

### **MBA Programme**



#### **Vision**

To be recognized as a premier technical institute committed to developing exemplary professionals, offering research based innovative solutions and inspiring inventions for holistic socio-economic development.

#### **Mission**

- To pursue excellence through student centric dynamic teaching-learning processes, encouraging freedom of inquiry and openness to change.
- To carry out innovative cutting edge research and transfer technology for industrial and societal needs.
- To imbibe moral and ethical values and develop compassionate, humane professionals.

## **A. ABBREVIATIONS AND CODES**

This section enlists the codes and abbreviations used in these regulations.

### **Abbreviations used in the Regulations**

Commission	University Grants Commission (UGC), New Delhi
Council	All India Council for Technical Education (AICTE), New Delhi
University	Visvesvaraya Technological University (VTU) Belagavi
Statute	VTU Autonomous College statute 2007, amended in 2018
GoK	Government of Karnataka
DTE	Directorate of Technical Education in Karnataka
CET	Common Entrance Test of Karnataka conducted by Karnataka Examination Authority (KEA)
COMEDK	Consortium of Medical, Engineering and Dental Colleges of Karnataka
PGCET	PG Common Entrance Test of Karnataka conducted by Karnataka Examination Authority (KEA) for admission to M. Tech/MBA
KMAT	Karnataka Management Aptitude Test-Common Entrance test conducted for admission to MCA/MBA under management quota
BEC	Basaveshwar Engineering College, Bagalkote
BoG	Board of Governors
AC	Academic Council
Principal	Principal, Basaveshwar Engineering College, Bagalkote
CoE	Controller of Examinations
HoD	Head of the Department
BoS	Board of Studies
USN	University Seat Number
CSN	College Serial Number
UG	Undergraduate programme
PG	Postgraduate programme
BE	Bachelor of Engineering
M.Tech	Master of Technology
MCA	Master of Computer Applications
MBA	Master of Business Administration
CIE	Continuous Internal Evaluation
SEE	Semester End Examinations
GPA	Grade Point Average
SGPA	Semester Grade Point Average
CGPA	Cumulative Grade Point Average
MPCC	Malpractice Case Consideration Committee

## B. DEPARTMENT CODES

The academic departments of the college are encoded as in Table B. These codes are used while providing codes for courses.

**Table B: Department Codes**

<b>Code</b>	<b>Name of the Department/section</b>
<b>Undergraduate Programmes</b>	
CV	Civil Engineering
ME	Mechanical Engineering
EE	Electrical and Electronics Engineering
CS	Computer Science and Engineering
EC	Electronics and Communication Engineering
IP	Industrial and Production Engineering
IS	Information Science and Engineering
BT	Biotechnology
AI	Artificial Intelligence and Machine Learning
<b>Basic Sciences</b>	
PH	Physics
CH	Chemistry
MA	Mathematics
HS	Humanities and Social Sciences
<b>Postgraduate Programmes</b>	
EV	Environmental Engineering(Civil)
SE	Structural Engineering(Civil)
GT	Geo-Technical Engineering(Civil)
ET	Energy Science and Technology (Electrical)
MD	Machine Design (Mechanical)
CS	Computer Science and Engineering (CSE)
FB	Food Biotechnology (BT)
BA	Master of Business Administration (MBA)
DT	Defence Technology (DT)

### C. CODES FOR NATURE OF THE COURSES

The Choice Based Credit System (CBCS) mandates a student to study different categories of courses. The codes employed to indicate the course category are listed in Table C.

**Table C: Codes indicating the category of the courses**

<b>Code Employed</b>	<b>Category of Courses</b>	<b>Description</b>
C	Core	To be passed compulsorily by a student and are core courses to the respective programme
H	Humanities and Social Science	The core courses of Humanities and Social Science department
E	Elective	Elective courses offered by departments
N	Open Elective	Interdisciplinary courses offered by departments, which can be opted by students of other departments
L	Laboratory	Mandatory for a student to pass the laboratory courses offered by departments
M	Mandatory	Courses not assigned with any credits, but mandatory for students to pass and the grade assigned is PP
P	Project Work	Project work related to his/her discipline to be mandatorily completed by a student and can be interdisciplinary in nature
O	Online Course	Online courses that can be opted by a student, offered by MOOCs/NPTEL/Swayam etc. approved by respective BoS
S	Seminar	A course of study on an advanced relevant topic presented and discussed in groups
T	Term Paper	A technical research paper to be articulated and presented/published in the conference/journal over an academic term on relevant advanced topic/technology
I	Industrial Training	A short duration work/training/ Internship in association with industries under supervision of faculty and Industrial personnel
A	Audit	A student can register for a course to audit and the performance of the course is reflected in the grade card but not considered in calculation of SGPA/CGPA.

#### D. COURSES NUMBERING SCHEME

Every course is given a code using a string of seven alpha numerical symbols. The character in each position has significance and is shown below:

Position	1	2	3	4	5	6	7
Typical Subject Code	P	B	A	2	0	1	C
Description	Level of programme P: Postgraduate U: Undergraduate	Academic Department/ Section		Semester of the programme	Unique number of the Course		Category of the course

#### E. UNIVERSITY SEAT NUMBER (USN)

It is unique number assigned to each student who registers for a programme, during first year by the university. This number is valid for communication/transaction in the college and valid till the award of degree.

The format of USN for MBA programme is as follows.

1	2	3	4	5	6	7	8	9	10
2	B	A	2	2	B	A	0	0	1
Region Code	College Code		Year of admission		Programme Code		Serial Number of the Student		

#### F. COLLEGE SERIAL NUMBER (CSN)

It is an eight-digit number assigned to each student by the college at the time of admission. This number is used for tracking the information about individual students at any time. The student shall communicate this number for all his future correspondence to the college.

1	2	3	4	5	6	7	8
2	0	2	2	X	X	X	X
Indicates the year of admission				Indicates the serial number of admissions			

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## **1. PREAMBLE**

- 1.1 The regulations contained herein are related to MBA Programme offered by Department of Management Studies, Basaveshwar Engineering College, Bagalkote, and shall be called "BEC Regulations-MBA Programme" and are binding on all the stakeholders.
- 1.2 These regulations are approved by the Academic Council and Board of Governors of the college and shall supersede all the earlier regulations.
- 1.3 The regulations may evolve and get modified or changed through appropriate approvals from the Academic Council and Board of Governors from time to time. The decision of the BoG on all matters shall be final and binding on all stakeholders.
- 1.4 In order to guarantee fairness and justice to the parties concerned in view of the periodic evolutionary refinements, any specific issues or matters of concern shall be addressed separately, by the appropriate authorities, as and when found necessary, which shall be later approved by AC and BoG.
- 1.5 The AC and BoG may consider any issues or matters of concern relating to any or all the academic activities of BEC and suggest appropriate action, irrespective of whether a reference is made here in this set of regulations or otherwise.
- 1.6 The abbreviations and codes listed in sections A, B and C are used in BEC regulations.

## 2. PROGRAMMES OFFERED

This section presents various UG, PG, Diploma, Certification courses offered in this autonomous institute and list of research programmes in different disciplines offered by VTU, Belagavi.

### 2.1 Programmes under Autonomous Scheme

The following programmes are offered in the college under autonomous scheme:

#### A. Bachelor of Engineering

The UG programmes offered are listed in Table 2.1.

**Table 2.1: B. E. Programmes**

Sl. No.	Programme	Duration
1.	Civil Engineering	4 Years (3 Years for lateral entry)
2.	Mechanical Engineering	
3.	Electrical and Electronics Engineering	
4.	Computer Science and Engineering	
5.	Electronics and Communication Engineering	
6.	Industrial and Production Engineering	
7.	Information Science and Engineering	
8.	Biotechnology	
9.	Artificial Intelligence and Machine Learning	

#### B. Master of Technology

Table 2.2 presents various PG programmes offered in different specializations.

**Table 2.2: M. Tech. Programmes**

Sl. No.	Department	Specialization	Duration
1.	Civil Engineering	Structural Engineering	2 Years
		Geo-Technical Engineering	
		Environmental Engineering	
2.	Mechanical Engineering	Machine Design	
3.	Computer Science and Engineering	Computer Science and Engineering	
4.	Electronics and Communication	Defense Technology	



	Engineering		
5.	Electrical and Electronics Engineering	Energy Science and Technology	2 Years
6.	Biotechnology	Food Biotechnology	

- C. Master Business Administration (MBA) 2 Years**  
**D. Diploma Programme 1 Year**  
**E. Certification Programme 6 months**

**Table 2.3: Postgraduate Diploma Programmes**

Sl. No.	Department	Specialization	Duration
1.	Biotechnology	Nutraceuticals and Food Processing	1 Year

**G. M. Sc (Engineering by Research) and Ph. D. Programmes**

Various research centers in different disciplines recognized by VTU Belagavi are listed in Table 2.4. These research centers offer full-time/part-time Ph.D programmes and M. Sc. (Engg. by Research).

**Table 2.4: List of Research Centers**

Sl. No.	Programmes
1.	Civil Engineering
2.	Mechanical Engineering
3.	Electrical and Electronics Engineering
4.	Computer Science and Engineering
5.	Electronics and Communication Engineering
6.	Industrial and Production Engineering
7.	Biotechnology
8.	Physics
9.	Information Science and Engineering
10.	Master of Business Administration

The first five departments in Table 2.4 also offer Ph.D programme under AICTE Quality Improvement Programme (QIP) to faculty of engineering colleges.

### **3. ADMISSION PROCESS**

- 3.1 Admission to MBA programme will be made in accordance with the guidelines issued by the Department of Higher Education, Government of Karnataka, and VTU Belagavi, from time to time. Seats are reserved for candidates belonging to scheduled castes and scheduled tribes, differently abled persons, children of defence personnel, other backward classes, and categories as per the guidelines issued by Govt. of Karnataka.
- 3.2 Admission to MBA programme will be made in the odd semester of each academic year, at the first-year level. (Refer Eligibility section (Section 4) for details).
- 3.3 Admissions are offered to NRI and other candidates under management quota in accordance with the rules framed by VTU and GoK, from time to time, applicable for such admissions.
- 3.4 At any time after admission, if it is found that a candidate had not fulfilled all the requirements stipulated in the offer of admission, in any form whatsoever, including possible misinformation etc., his/her admission will be revoked.
- 3.5 The college reserves the right to cancel the admission of any student and ask him/ her to discontinue his/her studies at any stage of his/her career on the grounds of unsatisfactory academic performance or indiscipline or any misconduct.
- 3.6 Candidates must fulfill the medical standards required for admission.
- 3.7 Every student of MBA programme shall be associated with parent department offering the degree that the student undergoes throughout his study period.
- 3.8 The decision of the AC and the BoG regarding the admissions is final and binding.

#### **4. ELIGIBILITY CRITERIA FOR ADMISSION**

Admission to MBA programme will be open to graduates of any degree who has secured not less than the prescribed percentage of marks notified by the GoK and University. Further the candidates should have appeared a recognized common entrance test such as PG CET/KMAT/CMAT. Further, for admission under management quota, there shall be an admissions committee for the MBA Programme consisting of the Principal as the Chairman, Head of the Department and one senior staff member of the department. The admission committee conducts the interview and selects the candidates for the admission.

- 4.1 The candidates from universities other than the universities of Karnataka shall have to obtain eligibility certificate from the VTU to seek admission to MBA programme.
- 4.2 The candidates from foreign countries shall have to obtain eligibility certificate from the VTU to seek admission to MBA programme. Further, they have to produce equivalence certificate from the association of Indian universities.
- 4.3 Eligibility for Admission (As per the Government orders issued from time to time)
- 4.4 Admission to MBA Program shall be open to the candidates who have passed recognized Bachelor's Degree of minimum of 3 years duration or equivalent examination and obtained an aggregate minimum of 50 % marks taken together in all the subjects including languages in all the years of the Degree Examination and 45% of marks in case of SC, ST and Category-I of Karnataka candidates. (Reservation is applicable only for Karnataka Candidates).

#### **4.5 Admission to vacant seats:**

Seats remaining vacant (unfilled), after the completion of PG admission process by Karnataka Examination Authority, shall be filled by the Institution by inviting applications through Press notification. The seats shall be filled by Candidates preferably who have PG CET score. In the absence of such Candidates, admission shall be based on merit in the entrance test conducted at the Institution level. An Admissions Committee, consisting of the Principal of the College, Head of the concerned Department and the subject experts, shall be in charge of admissions.

## 5. ACADEMIC CALENDAR

Basaveshwar Engineering College (Autonomous), Bagalkot has adopted the semester scheme to impart education in all its academic programmes, including BE, M.Tech, MCA, MBA, Certificate and Diploma programmes.

A typical breakdown of the academic year for the semester scheme is as follows:

- 5.1 Two semesters are offered every year.
- 5.2 The semesters are odd and even, typically each of 21 weeks duration which includes registration, coursework, examination, and announcement of results.
- 5.3 In the semester there shall be various provisions for the students such as:
  - Registration of the courses at the beginning of the semester.
  - Counseling.
  - Dropping of courses as per the date mentioned in the academic calendar.
  - Withdrawal of courses towards the end of the semester as per the date mentioned in the academic calendar.

These provisions have to be judiciously used under the advice of faculty advisors

- Assessment and evaluation are conducted in each semester for each programme, under two components having equal weightage namely CIE and SEE. (More details in Assessment and Evaluation Section)
- Provision for makeup examinations is provided for students after each semester.

The minimum and maximum credits a student can register in a semester are given in Table 5.1.

**Table 5.1: Range of credits to be registered in a semester for MBA Programme**

Semester	Min (Credits)	Max (Credits)	Maximum Contact Hrs. per week
ODD/EVEN	20	30	35

- The scheme and syllabus of all the semesters in MBA programme is prescribed by the BoS of department with the approval of AC and BoG.

## 6. CHOICE BASED CREDIT SYSTEM (CBCS)

The college follows Choice Based Credit System for teaching and evaluation of its academic programmes. Each programme is associated with a fixed number of credits. The programmes are defined by their credit requirements and duration, as given in Table 6.1.

**Table 6.1: Total number of credits to be earned to qualify for MBA degree**

Programme	Normal Duration in years (Semesters)	Total number of credits to be earned
MBA	2.0 (4)	100

The maximum period which a student can take to complete a fulltime academic programme shall be double the nominal duration of the programme. i.e., 4 years for MBA.

### 6.1 COURSE/CREDIT DISTRIBUTION FOR MBA PROGRAMME

The suggested distribution of total credits for the MBA programme is as shown in the Tables 6.2.

**Table 6.2: Course/Credit distribution for MBA Programme**

Course Category	% of Total Credits		Suggested No. of Credits
	Minimu m	Maximu m	
Core Courses	45	60	50
Electives	20	35	25
Seminar	02	10	05
Project / Internship and Fieldwork	10	25	20
		<b>Total</b>	<b>100</b>

### 6.2 SUBJECT CONTENT DESCRIPTION

Subject content description consists of Subject Code, Title of the Subject, Credits and Description of the Content. An example is given below:

**PBA127C:** IT for Business, 3 credits, (3-0-0) Information systems and organizations: Meaning of information technology, Information technology in business, Concept of MIS, Definition, Functions, Role. Changing business environment and the emerging digital firms, Organizations, management and IT, Data, information and its attributes, types of decisions and information, the levels of people and their information needs.

### 6.3 CREDIT SYSTEM

The credit system enables continuous evaluation of a students' performance and allows the students to progress at an optimum pace suitable to individual ability and convenience, subjected to fulfilling minimum credit requirement- for continuation of ogramme on semesteror session basis.

## 6.4 CREDIT ASSIGNMENT

Every course has certain number of credits assigned based on the students' contact hours in a week

- One Lecture hour per week is one credit,
- Two hours of Tutorial/Practical per week is one credit.

The following example illustrates the basis of credit assignment.

**PBA221C:** Quantitative Techniques for Management, 4 credits (3-2-0) (3 Hrs. Lectures + 2 Hrs. Tutorial+ 0 Hr. Practical) per Week.

Atypical credit structure based on the above definition is given in Table 6.3.

**Table 6.3: Credit Structure for Coursework**

<b>Lectures</b> (hrs/week/Sem)	<b>Tutorials</b> (hrs/week/Sem)	<b>Laboratory Work</b> (hrs/week/Sem)	<b>Credits (L:T:P)</b> (hrs/week/Sem)	<b>Credits(Total)</b>
4	0	0	4:0:0	4
2	2	2	2:1:1	4
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

## 6.5 GRADING SYSTEM

The grading system is implemented on a 10 points scale with letter grades S, A, B, C, D, E and F as given in Table 6.4. The Grade awarded to the students are basically a qualitative measure (an alphabet) of the performance of a student, such as, Outstanding (S), Excellent (A), Very Good (B), Good (C), Above Average (D), Average (E), and Fail (F). There are different approaches possible for awarding grades like absolute grading, relative grading etc., presently absolute grading is adopted in the evaluation system of BEC. This is usually arrived-at, after the assessment of student's performance in a course. The following method is used for awarding grades in a course. A letter grade, corresponding to specified number of grade points, is awarded in each course registered by a student. On obtaining a minimum pass grade, the student's performance is evaluated by the number of credits that he/she has earned and by the weighted grade point average.

**Table 6.4: Range and Absolute Grading**

<b>Range of Marks (Out of 100)</b>	<b>Grade</b>	<b>Grade Points</b>	<b>Level</b>
90 to 100	S	10	Outstanding
80 to 89	A	9	Excellent
70 to 79	B	8	Very Good
60 to 69	C	7	Good
55 to 59	D	6	Above Average
50 to 54	E	4	Average
0 to 49	F	0	Fail

## **6.6 GRADE POINT AVERAGES**

- 6.6.1 The Grade point averages SGPA and CGPA are computed using the credits index, creditpoints and grade points earned by the student.
- 6.6.2 The grade points awarded to the student is computed from Table 6.4 depending on the grade assigned to the students. The credit points earned by a student are equal to the number of credits assigned to the course multiplied by the grade points awarded to the student. The credit index of a student for a semester is the total of all the credit points earned by the student for all the courses registered in that semester.
- 6.6.3 **Example:** PBA127C (3-0-0) If a student earns a B Grade, the grade points earned in the course is 8 and Credit Points is  $(8 \times 3 =) 24$
- 6.6.4 Semester Grade Points Average (SGPA) and the Cumulative Grade Point Average (CGPA), both are important performance indices of the students.
- 6.6.5 The SGPA reflects the credit index for a semester which is equal to the credit points earned in the semester divided by the number of credits registered by the student in that semester.
- 6.6.6 The CGPA reflects the performance index of a student till the previous semesters which is equal to the total of credit indices of all the previous semesters divided by the number of credits earned in all the previous semesters.

Thus,  
SGPA

$$= \frac{\sum[(\text{Course Credits}) \times (\text{Grade Points})] \text{ (for all the Courses in that semester excluding transitional grades)}}{\sum[(\text{Course Credits})] \text{ (for all the Courses in that semester excluding transitional grades)}}$$

CGPA

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

Sample of calculation of SGPA and CGPA are given in Tables 6.5 and 6.10.

**Table 6.5: Sample Calculation for MBA I Semester**

<b>Subject Code</b>	<b>Subject Credits</b>	<b>Grade Awarded</b>	<b>Earned Credits</b>	<b>Grade Points</b>	<b>Credit Points Earned</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>
PBA1X1C	4	W	0	0	0
PBA1X2C	4	A	4	9	36
PBA1X3C	4	B	4	8	32
PBA1X4C	4	D	4	6	24
PBA1X5C	4	F	0	0	00
PBA1X6C	3	S	3	10	30
PBA1X7S	2	A	2	9	18
<b>Total:</b>	<b>25</b>		<b>17</b>		<b>140</b>

Credits registered in the semester (Total of Column 2) = 25

Credits registered after withdrawal = 25 – 4 = 21

(Total of Column 2 – sum of credits of all withdrawn courses)



Earned credits in the semester (Total of Column 4) = 21 – 4 = 17

(Credits registered after withdrawal – Sum of credits of courses with F Grade)

Credit index secured in this semester (total of column 6) = 140

$$\text{SGPA} = \frac{140}{21} = 6.66$$

$$\text{CGPA} = \frac{140}{17} = 8.23$$

**Table 6.6: Sample Calculation for MBA II Semester**

Subject No	Subject Credits	Grade Awarded	Earned Credits	Grade Points	Credits Points Earned
(1)	(2)	(3)	(4)	(5)	(6)
PBA2X1C	4	B	4	8	32
PBA2X3C	4	D	4	6	24
PBA2X4C	4	S	4	10	40
PBA2X7C	3	F	0	0	00
PBA2X8C	3	B	3	8	24
PBA2X2C	4	E	4	4	16
PBA2X0L	1.5	B	1.5	8	12
PBA2X1L	1.5	B	1.5	8	12
<b>TOTAL</b>	<b>25</b>		<b>22</b>		<b>160</b>

Credits registered in the semester (Total column 2) = 25

Credits registered after withdrawal = 25 – 0 = 25

(Total of column 2- Sum of credits of all withdrawn courses)

Earned Credits in the semester (Total of Column 4) = 25 – 3 = 22

(Credits registered after withdrawal – Sum of credits of courses with F Grade)

Credit index secured in this semester (total of column 6) = 160

Sum of credit indices of all previous semesters = **140 + 160** = **300**

Total credits earned = **17 + 22 = 39**

$$\text{SGPA} = \frac{160}{25} = 6.40$$

$$\text{CGPA} = \frac{300}{39} = 7.69$$

- 6.6.7. A student will be considered to have completed a course successfully and earned the credits if he/she secures a letter grade other than I, W, X, or F in that course. Letter grade W and F in any course implies failure in that course.
- 6.6.8. The transitional Grades I, W and X, would be awarded in the following cases:
- a. Grade I: It is awarded to a student having satisfactory attendance at classes and meeting the passing standard at CIE, but remained absent from SEE for a valid and convincing reasons acceptable to the college, like:
    - Illness or accident, which disabled him/her from attending SEE
    - A calamity in the family at the time of SEE, which required the student to be away from the college; any other verifiable exigency
  - b. Grade W: It is awarded to a student having satisfactory attendance at classes but withdrawing from that course before the prescribed date in a semester under faculty advice. Further, a student can withdraw from a regular course once and only once, maintaining minimum credits requirements.
  - c. Grade X: It is awarded to a student with high CIE rating (**≥90%**) in a course, but SEE performance is observed to be poor, which results in overall F Grade in course.
  - d. The transitional grades are to be converted into one or the other of the valid letter grades (S to F) after a student completes all the academic requirements of the course.
- 6.6.9. The Grade Card (or transcript) of a student at the end of the semester will have a list of all the courses taken by a student, however, only those grades (S to F) are included in the computation of the student performance. Thus, the courses taken for audit will not form part of the computation.
- 6.6.10. The Makeup examination facility will be available to students who have been awarded **I** Grade or X grade. The makeup examination will be held as per dates notified in the academic calendar. However, it would be possible to hold make up examination at any other time in the semester.
- 6.6.11. The I and X grades awarded to a student should be converted into an appropriate letter grades in the subsequent make up examination. Otherwise, the grade will be automatically converted into F grade.
- 6.6.12. The W grade awarded to a student would be eligible for conversion to the appropriate letter grade only if the concerned student re-registers for these courses in a semester and fulfills the passing standards for the CIE and SEE.

## **6.7 RESEARCH PROGRAMMES**

For Ph.D. programmes, the VTU Belagavi regulations are to be followed for the course work.

## **7 REGISTRATION PROCESS**

### **7.1 REGISTRATION**

Registration is a very important procedural part of the academic system. Every student after consulting his/her faculty advisor in the department has to register for respective courses approved by the BoS of the department. This ensures that a student's name is on the roll for each course he/she wants to study during that academic year.

Each student has to register for the course work at the beginning of the semester. Course load has to be maintained as given in the Section 5 (Academic Calendar).

No credit is given if a student attends the course for which he/she has not registered. Registration for the courses in a particular semester will be done in accordance with a specified schedule. The student must ensure that his/her dues are paid before the commencement of each semester/session.

Registration in absentia and registration after the specified date is not permitted. However, in exceptional cases, this may be permitted at the discretion of Principal. In case of illness or absence during registration due to valid reasons, a student must intimate the same to concerned faculty advisor and the HoD. For reasons beyond his/her control, if a student is not able to register or inform the same, he/she may submit an application to the Principal for late registration. The Principal may consider the late registration in genuine cases with penalty.

However, late registration is not permitted beyond one week after the starting of the semester.

Each student will be provided with a registration report sheet, which will be an official record of courses registered. Adding, dropping, withdrawal and auditing will be marked on this report itself. The data contained in this report will be used for resolution of discrepancies, if any, later.

The duly filled registration report is to be submitted to the concerned department on or before the specified date, failing to do so the registration is liable to be cancelled.

### **7.2 COUNSELING**

A student must consult his/her faculty advisor at the time of registration process, to finalize the courses for a given programme, keeping in view minimum/maximum number of total credits, past performance, backlog courses, SGPA/CGPA, prerequisites, workload and student's interest. Special provisions are made available for academically weak students.

### **7.3 LOWER AND UPPER LIMITS FOR CREDITS REGISTERED**

A student must register for the appropriate number of credits, as mentioned in Table 5.1.

### **7.4 MINIMUM STUDENT REGISTRATION IN A COURSE**

A course will be offered, only if a minimum of 10 students register for the course. Under special

circumstances with the prior permission of the Principal and approval of the Head of the Department course may be offered with lesser number of registrations.

## **7.5 CREDIT MONITORING**

The student must keep track of the number of credits earned and plan for completion of the prescribed number of credits for the programme. It is the responsibility of the student to inform the concerned faculty advisor and HoD in case of any discrepancies with regards to the credits earned and must get the necessary corrections done

## **7.6 DROPPING, WITHDRAWAL FROM COURSES**

### **7.6.1 Dropping of courses**

A student can drop a course, without being mentioned in the grade card, on or before the specified date in the calendar of events based on the review of the student's performance in CIE by the faculty advisor. However, the criterion of minimum number of credits specified for the semester is compiled with and such courses are to be completed by re-registering at a later time. The student is not permitted to drop re-registered course(s).

### **7.6.2 Withdrawal from courses**

A student can withdraw from a course provided he/she, has satisfactory attendance in a course at the end of a semester based on the review of the students' performance in CIE by the faculty advisors and has maintained minimum credits specified for the semester. However, the same will be depicted in grade card (Grade W).

A Student is not permitted to withdraw re-registered courses(s). Such course(s) are to be taken-up for study and re-registered later.

### **7.6.3 Add/Drop**

A student has the option to add or drop courses for which he/she has registered. Within one week of commencement of the semester.

## **7.7 REJECTION OF RESULTS**

There shall be a provision for 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 performance of final year project work is not permitted.

## **7.8 TEMPORARY WITHDRAWALS**

A student shall be permitted to withdraw temporarily from the college based on prolonged illness, grave calamity in the family or any other serious event. The withdrawal and re-admission shall be as per the regulations/directions issued by the university.

## **8. ASSESSMENT AND EXAMINATIONS**

The assessment of performance in a course is based on examination that a student appears. In general, examination may have different objectives, like achievement-testing, prediction-

testing, endurance-testing, and creativity-testing and testing for ranking. In technical and management education, the assessment has to be preferably of achievement-testing type, so that a student's knowledge, understanding and competence in the course studied is properly assessed and certified.

Typically, achievement-testing is done in two parts, namely Continuous Internal Evaluation (CIE) and Semester End Examination (SEE). Both of them are important in assessing the achievement of a student.

Each course is assessed for 100 marks with equal weightage for CIE and SEE, i.e., 50 for CIE and 50 for SEE. The standards of passing CIE and SEE for each course registered are as given in Table 8.1 and 8.2.

**Table 8.1: Requirement for passing a theory course**

Criteria	Evaluation Method	Passing Requirement
1	Continuous Internal Evaluation (CIE)	Obtained Marks $\geq$ 50% of maximum marks
2	Semester End Examination (SEE)	Obtained Marks $\geq$ 40% of maximum marks
3	Minimum 50% in aggregate of CIE and SEE marks. Total score $\geq$ 50%.	

For a pass in a theory course, the student shall secure minimum of 40 % of the maximum marks prescribed in the Semester End Examination and 50 % of marks in CIE and 50 % in the aggregate of CIE and SEE marks. The Minimum Passing Grade in a course is E.

**Table 8.2: Requirement for passing Laboratory /Seminar /Internship /Project/ Dissertation/ Viva-voce examination**

Criteria	Evaluation Method	Passing Requirement
1	Continuous Internal Evaluation (CIE)	Obtained Marks $\geq$ 50% of maximum marks
2	Semester End Evaluation (SEE)	Obtained Marks $\geq$ 50% of maximum marks

For a pass in Seminar/ Laboratory/ Internship/ Project/ Dissertation/ Viva-voce examination, a student shall secure a minimum of 50 % of the maximum marks prescribed for the CIE and SEE in Seminar/Internship/Project/ Dissertation /Viva-voce. The Minimum Passing Grade in a course is E.

## **8.1 CONTINUOUS INTERNAL EVALUATION (CIE)**

### **8.1.1 Theory Courses**

CIE comprises of two tests, each of 1.5-hour duration and 40 marks and, totaling to 80 marks, further scaled down to 40 marks. The two CIEs will be conducted on specified dates mentioned in the academic calendar.

The other 10 marks are awarded based on assignments/quizzes/course projects/case studies/out-reach activities/seminars etc., as specified by the course instructor.

### **8.1.2 Laboratory Courses**

The laboratory CIE for a course will be of 50 marks based on the laboratory exercises/experiments along with submission of journal/report and internal test, as per the recommendation of respective BoS, with approval from AC and BoG.

## **8.2 SEMESTER END EXAMINATION (SEE)**

### **8.2.1 Theory Courses**

The SEE will be of 3 hours duration and evaluated for 100 marks, further scaled down to 50 marks.

### **8.2.2 Laboratory Courses**

The SEE for laboratory courses shall be of three hours duration and evaluated for 50 marks which comprises of solving exercise/conducting experiment/presentation and viva-voce, as per the recommendation of respective BoS, with approval from AC and BoG.

### **8.2.3 Evaluation, Viewing of answer scripts and challenge valuation**

The evaluation of SEE answer scripts is to be carried out centrally. A provision is made for a student to view the answer script. Further, a student can apply for challenge valuation, if he/she is not satisfied with the evaluation on payment of prescribed fees which will be notified separately. The provision of challenge valuation is permitted only to SEE of theory courses for regular (odd/even) semester and not permitted for either make up examination or SEE of supplementary semester.

The evaluation and result of makeup examination is final and binding. A student shall not have any right to question the evaluation nor the result of makeup examination.

Challenge evaluation is only for theory courses. If a student applies for challenge evaluation, then the maximum of marks obtained in either first valuation or challenge valuation will be considered.

### **8.2.4 Evaluation of Laboratory Courses**

The SEE evaluation of Laboratory courses will be conducted with one internal and one external examiner as per the guidelines recommended by BoS subjected to approval from AC and BoG.

There is no provision for photocopying and challenge valuation for laboratory courses.

## **8.3 PROJECT WORK EVALUATION**

The CIE evaluation of the Project Work shall be based on the progress made by a student for the work assigned by a supervisor, periodically evaluated by him/her together with a Departmental Committee constituted for the purpose.

Evaluation of Project Phases I and II shall be made as recommended by the BoS and approved by AC and BoG.

A transitional grade will be awarded for term extension of MBA final semester project work thesis submission. The grade T awarded for project work is not considered for the calculation of SGPA/CGPA in that semester. The students awarded with T grade will not be considered for award of Rank/Gold Medal. The extension is permitted till the end of the semester. In such case a student needs to take extension and such extensions will be allowed on payment of requisite fees, until the maximum duration of the programme. In case the candidate is unable to convert the T grade into other grade, he/she has to re-register for the Project Phases I and II.

- 8.3.1 Each candidate shall carry out the project work independently as per Scheme of Teaching and Examinations under the guidance of one of the faculty members of the department. If the project is of inter-disciplinary nature, a co-guide shall be taken from the other concerned department.
- 8.3.2 The topic and title of the dissertation shall be chosen by the candidate in consultation with the guide and co-guide, if any, during the III semester itself.
- 8.3.3 The subject and topic of the dissertation shall be from the major field of studies of the candidate. Modification of only the title but not the field of work may be permitted at the time of final submission of dissertation report during IV semester.
- 8.3.4 Project is one of the heads of passing. Project Phase-I and Project Phase-II shall be carried out during third and fourth semester respectively. Pass in Project Phase-I is mandatory to carryout Project Phase-II. During Phase-I, one hard copy shall be submitted to the college. During Phase-II, student shall submit three hard copies of the entire project report (including Phases I & II) to the college and a soft copy in PDF file (un-editable monolithic format).
- 8.3.5 Before submission of the final hard bound and soft copies during fourth semester, student has to submit a softcopy of the project thesis to the guide for plagiarism check by paying prescribed fees (for plagiarism/similarity check) by the college. Fourth semester students having backlog courses are also permitted to submit the project thesis for plagiarism check and attend the SEE.
- 8.3.6 **Plagiarism Check:** Students have to compulsorily submit the thesis for plagiarism check before submission of the final project report for evaluation. The plagiarism check shall be carried out as per the guidelines laid down by the college from time to time.
- 8.3.7 Internal evaluation will be carried out by the Internal Department Committee which comprises of internal guide and another expert from the department. External Evaluation will be carried by the SEE Examination Committee which comprises of Guide (from the department) and External examiner (Industry expert or Academician). The two examiners will independently evaluate the dissertation report and average of the marks awarded by the two examiners shall be the final evaluation marks for the dissertation.
- 8.3.8 Viva Voce examination of the candidate shall be conducted by the external examiner and internal examiner/ guide. A student shall obtain not less than 50% of maximum marks prescribed for both CIE and SEE.
- 8.3.9 The examiners can recommend for modifications/suggestions of dissertation or totally reject the dissertation. The examiner shall offer suggestions for improvement of the

dissertation for resubmission or list the reasons for rejection of the dissertation.

8.3.10 In case of modifications/suggestions, student shall resubmit dissertation incorporating the modifications/suggestions. The resubmitted dissertation shall be evaluated by the same committee or a new committee. In case of rejection, the student has to re-register for both Project Phase I and Phase II, in subsequent semesters.

#### **8.4 INTERNSHIP**

The student shall undergo Internship as per the Scheme of Teaching and Examination approved by BoS, AC and BoG.

- 1) The internship shall be carried out in any industry/R&D organizations/institute of national and international repute, business organizations/ recognized national and international professional bodies, societies or organizations.
- 2) The department shall nominate a faculty to facilitate, guide and supervise students under internship. The students shall report the progress of the internship to the internal guide in regular intervals and seek his/her advise.
- 3) The Internship shall be completed during the period specified in Scheme of Teaching and Examination. After completion of Internship, students shall submit a report to the Head of the Department with the approval of the internal guide.
- 4) There will be 50 marks for CIE (Report Evaluation: 30; Presentation: 20) and 50 marks for SEE (Presentation/Viva-voce). Both, the CIE and SEE will be conducted batch wise.
- 5) A student shall obtain not less than 50% of maximum marks prescribed for both CIE and SEE. Internal evaluation will be carried out by the Internal Department Committee which comprises of internal guide and another expert from the department.
- 6) External Evaluation will be carried by the SEE Committee, comprising of internal examiner (from the department), and External examiner (Industry expert or Academician). The students are permitted to carry out the internship anywhere in India or abroad.
- 7) The college will not provide any kind of Financial Assistance to any student for internship. **Failing to undergo Internship:** Internship is one of the heads of passing. Completion of Internship is mandatory. If any student fails to complete the Internship, he/she shall be considered as failed. The student shall be eligible for the internship credits only after satisfying the criteria prescribed for the same.

#### **8.5. SEMINARS**

A student shall undergo Seminar as per the Scheme of Teaching and Examination approved by BoS, AC and BoG.

8.5.1 The department/college shall nominate a faculty to facilitate, guide and supervise students under seminar.



- 8.5.2 The topic and title of the seminar shall be chosen by the student in consultation with the guide during beginning of the first semester. Seminar topic can be domain related/multidisciplinary/ societal/ general issues.
- 8.5.3 The students shall report the progress of the seminar to the guide in regular intervals and seek his/her advise. Students shall follow the presentation schedule as laid down by the college.
- 8.5.4 The seminar shall be completed during the period specified in Scheme of Teaching and Examination.
- 8.5.5 Student shall submit seminar report to the Head of the Department with the approval of guide.
- 8.5.6 There will be 50 marks for CIE (Abstract: 05; Introduction: 05; Body & conclusion: 20; Presentation: 20) and 50 marks for SEE (Knowledge of the topic: 15; Content preparation & flow: 15; Presentation of the work: 10; Interaction: 10). Both, the internal evaluation and external examination will be conducted batch wise. A student shall obtain not less than 50% of maximum marks prescribed for both CIE and SEE.
- 8.5.7 Internal evaluation will be carried out by the respective guide. External Evaluation will be carried by the SEE Examination Committee which comprises of Guide/ Internal examiner (from the department) & External examiner (Industry expert or Academician).
- 8.5.8 Seminar is one of the heads of passing. Completion of Seminar is mandatory. If any student fails to complete the Seminar, he/she shall be considered as failed in that course and the prescribed credits shall not be awarded in that course.

**8.6 RE-EXAMINATION:** There shall be no-re-examination for any course in the credit system to account for such students:

- Who have remained absent from attending CIE or SEE, without a valid reason
- Who have failed (Grade F in case of credit courses or NP in case of mandatory courses) to meet the minimum passing standards prescribed for CIE and/or SEE
- Who have been detained for shortage of attendance
- Who have withdrawn (Grade W) from a course
- Who have dropped a course

Such students shall be required to re-register for the course(s), attend the classes regularly and go through CIE and SEE again and thus secure a grade equal to or better than E in each case for credit courses. The re-registration shall be possible when the particular course is offered again either in a semester (odd/even).

### **8.7 SUPPLEMENTARY SEMESTER**

A student of MBA program will have an opportunity to register for a Supplementary Semester, which is offered after 4th semester for the courses from 1st to 4th semester only with the permission of Principal.

Offering the course in a Supplementary Semester is not mandatory and shall depend on the availability of human resources in respective department.

- i. Registration to course(s) offered during Supplementary Semester is not mandatory but purely voluntary.
- ii. A student must not wait for challenge/make up valuation results, while registering any course in Supplementary Semester.
- iii. There shall be no dropping and withdrawal of any course registered in Supplementary Semester.
- iv. The teaching/learning in Supplementary Semester will be at twice the speed of regular semester.
- v. The valuation/result is final and binding. The candidate shall not be entertained for queries on the Supplementary Semester valuation/results.
- vi. There shall be no makeup examination and challenge valuation in Supplementary Semester.
- vii. No such claims can be entertained since the Supplementary Semester is an extra opportunity given to students.
- viii. The students agreeing to the above-mentioned rules and regulations can only register for courses offered during Supplementary Semester.

Range of credits to be registered in a Supplementary Semester for MBA Programme

Semester	Min. (Credits)	Max. (Credits)	Maximum Contact Hrs./week
SUPPLEMENTARY	-	16	40

## 8.8 STUDENTS' FEEDBACK

AICTE 360 degree feedback system is implemented in the college and the feedback from stake holders is collected based on which the action plan is prepared. In 360 degree feedback, a student has to provide feedback for each course(s) he/she has registered, in the online format provided, as and when, which will be used for analysis and betterment of the academic programmes.

## 9. AWARD OF CLASS

A student will be awarded the percentage/class by converting the grade point averages viz.SGPA and CGPA, for comparison with conventional marks system followed by Universities.

Table 9.1 shows equivalent of grade points against Percentage of Marks.

**Table 9.1: Percentage Equivalence of Grade Points (On a 10-Point Scale)**

Grade Point	Percentage of Marks
5.75	50
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

The following formula for conversion of CGPA to percentage of marks to be used only after a student has successfully completed the programme, as shown below:

$$\text{Percentage of marks (P)} = (\text{CGPA} - 0.75) \times 10$$

**Class Designation:**

$P \geq 70\%$  (*First class with Distinction*)

$P \geq 60\%$  and  $< 70\%$  (*First Class*)

$P < 60\%$  (*Second Class*)

## 10. VERTICAL PROGRESSION

Students are permitted to seek admission to 3<sup>rd</sup> semester, if they have satisfied attendance requirements as per applicable regulations up to 2<sup>nd</sup> semester and having not more than two backlogs (F and grade) and two withdrawals (W grade).

Any modification in vertical progression is subject to change as per VTU Belagavi norms / directions from time to time.

## 11. ATTENDANCE REQUIREMENTS

The attendance is a mandatory requirement for the students registered to different programmes offered in the college.

### 11.1 ATTENDANCE RULES

- (a) Each semester is considered as a unit and the candidate shall maintain a minimum attendance of 85% in each course with a provision of condoning up to 10% of the attendance for special cases, by the Principal, for reasons such as medical grounds, participation in University level sports, cultural activities, seminars, workshops, and paper presentations etc.
- (b) The basis for the calculation of the attendance shall be the period of term prescribed by the college in its calendar of events. For the first semester students, the same is reckoned from the date of confirmed admission to the programme/commencement of classes, whichever is later.
- (c) The students are informed their attendance status in the first week of every month by the Department and the students are cautioned to make up the shortage, if any.
- (d) A candidate having shortage of attendance in one or more courses is not permitted to appear for SEE of such courses and has to re-register that course in the subsequent semesters whenever offered.

### 11.2 ABSENCE DURING THE SEMESTER

- (a) A student must inform the HoD/Principal, immediately for any instance of continuous absence from classes.
- (b) A student who is absent due to illness or any other emergency, up to a maximum of two weeks, should approach the course teacher.

- (c) A student who remains absent from a CIE due to illness or any other genuine reason should inform the course teacher and HoD immediately prior to conduction of exam and produce relevant documents from Taluka/District Health Officer(or endorsed),for the provision of compensatory test.

## **12. TERMINATION FROM THE PROGRAMME**

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

- (a) Absence from classes for more than six weeks at a time in a semester without leave of absence being granted by the competent authorities.
- (b) Failure to meet the standards of discipline as prescribed by the college from time to time.

### **12.1 MAXIMUM DURATION FOR THE PROGRAMME COMPLETION**

The candidate shall complete the programme within a period of four academic years in case of MBA, from the date of his/her first admission, failing which he/she has to discontinue from the programme.

## **13. AWARD OF DEGREE**

A student shall be eligible for the award of degree if he/she has:

- i. The number of credits to be completed for the award of degree shall be 100 and CGPA should be  $\geq 5.00$ .
- ii. No dues to the department, hostels, library and any other functional part of the college.
- iii. No disciplinary action is pending against the candidate.

The award of the degree must be recommended by the Academic Council and BoG.

### **13.1 NON-COMPLIANCE OF CGPA $\geq 5.00$ AT THE END OF THE PROGRAMME**

- a. Students, who have completed all the courses of the programme but not having a CGPA  $\geq 5.00$  at the end of the programme, shall not be eligible for the award of the degree.
- b. In the cases of 13.1 (a) students shall be permitted to re-register passed credit course (s) (other than Internship, Seminar, Project, and Laboratories) subject to provision of maximum duration of the programme to make up the CGPA  $\geq 5.00$  for the award of the Degree.
- c. In case, the students earn 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 follow the procedure laid down in 13.1 (b).

- 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 students shall become eligible for the award of the degree. If  $CGPA < 5.00$ , the students shall follow the procedure laid in 13.1 (b)
- e. In case, the students earn improved grade(s) in some course(s) and fail 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 students have failed. If it is  $\geq 5.00$ , the students shall be eligible for the award of the degree. If  $CGPA < 5.00$ , the students shall follow the procedure laid in 13.1 (b).
- f. In case of students fail (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 follow the procedure laid in 13.1 (b)
- g. Students shall obtain written permission from the Principal, recommended by Faculty advisor and HoD, to re-register to make up the  $CGPA \geq 5.00$ .

### **13.2 AWARD OF GOLD MEDALS AND RANKS**

A student shall be eligible for the award of Gold medal or Rank if he/she has:

- a. Passed all courses in First Attempt (No X, I, T, W, F Grades, and should not have dropped a course)
- b. Secured Highest CGPA
- c. For PG student, in addition to (a) and (b) above, he/she has submitted PG project thesis on or before the date as specified in the academic calendar.

The Gold medals and ranks are decided by Rank Awarding Committee based on the approved norms and the committee decisions are final and binding on all stakeholders.

### **13.3 GRADUATION CEREMONY**

Degree will be awarded in person for the students who have graduated during the preceding academic year. Degrees will be awarded in absentia to such students who are unable to attend the Graduation Ceremony. Students are required to apply for the graduation ceremony along with the prescribed fees, after having satisfactorily completed all the degree requirements within the specified date in order to arrange for the award of the degree during graduation ceremony.

The graduation ceremony for the award of degrees to the students completing the prescribed academic requirements in each case in consultation with the university and by following the provisions in the statute of VTU will be conducted at Basaveshwar Engineering College, Bagalkot.

#### **14 DISCIPLINE ON CAMPUS**

- a. Use of mobile phones (Cell Phone) is strictly prohibited in the academic areas. If any student is found using mobile phones in the campus, his/her mobile phone will be confiscated, and the student will be penalized.
- b. The vehicle speed should not exceed 30 km/hr and blowing of horn in the campus is prohibited.
- c. Smoking, chewing, and spitting and use of tobacco in any form are strictly prohibited in the campus and within 100 m from the boundary of the campus. If found guilty will attract punishment/Penalty
- d. Eve teasing by the students is strictly prohibited and will attract severe punishment.
- e. Misbehaving with faculty/staff will be viewed seriously and will lead to punishment/legal action.
- f. Sale of tobacco and derived products within 100 m from the boundary of the campus is strictly prohibited.
- g. Possession, consumption or distribution of alcoholic drinks, narcotic drugs, or any kind of hallucinogenic drugs is punishable as per the prevailing laws.
- h. Hacking into college computer systems (such as entering other person's area without prior permission, manipulation and/or damage of computer/hardware and software or any other cybercrime)/Campus Network/Campus Servers is liable for punishment.
- i. Messaging/sending/possession of objectionable material using IT infrastructure is banned, if found guilty will attract severe punishment.
- j. Noisy and unruly behavior disturbing studies of fellow students is liable for punishment.
- k. Plagiarism of any nature is prohibited.
- l. Unauthorized fund raising and promotion of sales of any kind is prohibited.
- m. Causing damage to college and hostel properties for any reason and any form is considered as an offence and will be punished /penalized according to prevailing rules.

Commensurate with the gravity of offence, the punishment may be reprimand, expulsion from the hostel, debarring from the examination, disallowing the use of certain facilities of the college, rustication for a specified period or even out right expulsion from the college or even handing over the case to appropriate law enforcement authorities or the judiciary as required by the circumstances and decided by the Principal/Committee constituted by Principal.

## 15 EXAMINATION MALPRACTICES

Any student appearing for the examination (CIE and SEE) is liable to be charged with committing malpractice in the following cases:

- i. Being in possession portions of a book manuscript, programmable calculator or any other material or matter, which is not permissible to be brought into the examination hall.
- ii. In case found with any written matter on scribbling pad, question paper, admission ticket, calculator, palm, hand, leg, handkerchief, clothes, socks, instrument box, identity card, scales etc.
- iii. Disclosing identity in SEE answer script by writing any peculiar word/symbol or by writing USN on the pages other than the cover sheet
- iv. Copying any matter or answer of another candidate or similar aid or if assistance is rendered to another candidate.
- v. Communicating with any candidate or any other person inside or outside the examination hall or assist in writing answer.
- vi. Request/represent or offer any threat for inducement of bribery to room superintendent/any other official for favors or to the examiner in the valuation of answer script(s).
- vii. Smuggling out or in or tearing of the answer script, supplementary sheets or inserting papers written outside the examination hall into the answer book or running away along with the answer script from the examination hall or premises.
- viii. Impersonation to answer in his/her place in the examination hall.
- ix. Bringing mobile phone/smart or electronic gadget to the examination hall
- x. Unruly behavior inside or near the examination hall.
- xi. If a student is found copying or communicating with the others during examinations and later identified in the recording captured through surveillance camera placed in the examination hall, will be referred to MPCC committee.

The students booked under malpractice will be referred to Malpractice Case Consideration Committee (MPCC) for suitable disciplinary action. For any of these malpractices mentioned above the disciplinary/punitive action recommended by the MPCC is final and binding.

The guidelines for recommending penalties and punishments to the students involved in Malpractices during college examinations shall be as given in the table below.

Sl. No.	Nature of Malpractice	Penalty / Punishment to be imposed
1.	a. Misbehavior with officials using obscene or abusing language. b. Writing the subject related matter on the question paper, admission ticket, desk, scribbling pad, Calculator, hand kerchiefs, cloths, socks, instrument box, identity card, hall ticket, scales, or any part of the body etc.	i. Fine of not less than Rs.2,500/-. ii. Denial of performance of that Particular Paper in which the student is booked under Malpractice. Denial of benefit of

	<ul style="list-style-type: none"> <li>c. Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts.</li> <li>d. Possession of Electronic gadgets like mobile, programmable calculator, pen drive or any other smart gadget in the examination hall.</li> <li>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.</li> <li>f. Copying from the material or answer of another student or assistance is rendered to another student within the examination hall.</li> <li>g. Making any request of representation or inducting to bribery to Room Superintendent or and any other official or officer of the college for favors in the examination hall or to the Examiner in the answer script.</li> <li>h. Approaching directly or indirectly the teachers, officers, officials, or examiners or bring about undue pressure or influence upon them for favor in the examination.</li> <li>i. Smuggling out or smuggling in or tearing off the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book.</li> <li>j. Receiving material for copying from outside or inside the examination hall</li> <li>k. Bringing into the examination hall or being found in possession of portions of a book, manuscript, or such other material or matter.</li> <li>l. 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. Committing any other act of omission intending to gain an advantage or favor in the examination by misleading, deceiving, or inducing the examiner or officers or authorities of the college.</li> </ul>	<p>performance of that Particular Examination (all the courses for which the students has registered for the examinations)</p> <ul style="list-style-type: none"> <li>iii. Debarring the student from appearing for one more subsequent examination.</li> <li>iv. Debarring the student from appearing for two more subsequent examinations.</li> <li>v. Debarring the student from appearing for three more subsequent examinations.</li> </ul> <p style="text-align: center;">The MPCC shall recommend the punishments based on the severity of the case and the severity of the case shall be recorded.</p>
2.	Repeatedly indulging in malpractice	<ul style="list-style-type: none"> <li>a. Denial of benefit of performance of that examination (all the courses for which the student has registered for the examinations).</li> <li>b. Debarring the student from</li> </ul>



		appearing for subsequent examinations extending up to three more examinations
3.	<p>a. Impersonating or allowing any other person to impersonate to answer in him/her place in the examination hall.</p> <p>b. Threatening with weapons or any other means to the Room Superintendent, Members of the Flying Observers, and officers/officials of the examination centers.</p>	Rusticate the student from college. In case of impersonation, both the students concerned shall be handed over to the police by the Chief Superintendent

In general,

- i. The punishments shall be uniform and commensurate with the gravity of offence for all students committing similar offences.
- ii. Malpractice and punishments imposed on the student shall invariably be intimated to the concerned parents in writing by the Principal.
- iii. Rejection of performance of the examination shall not be permitted for the students who are punished for Malpractice(s).
- iv. The student punished under Malpractice(s) shall not be eligible to take admission to the next higher semester, till the redeeming of the punishments imposed on him/her.
- v. In case a student remains absent for the MPCC meeting along with the parents/guardian the penalty/fine amount will be decided by the committee and is the binding on the student.

## 16 RAGGING AND CONSEQUENCES

As per the order of Honorable Supreme Court of India, ragging in any form is considered as a criminal offence and is banned by UGC and AICTE. Any form of ragging will be severely dealt with. Ragging in any forms is strictly prohibited in the college campus and students found involved in ragging activities within and outside the campus will be severely punished. Students shall conduct themselves within and outside the premises of the college, in a manner befitting the students of an Institution of National Importance. The college has implemented the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009” in the letter and spirit. As per the UGC regulations the punishable acts of ragging are as listed below.

Punishable ingredients of Ragging:

- Abetment to ragging
- Criminal conspiracy to ragging
- Unlawful assembly and rioting while ragging
- Public nuisance created during ragging
- Violation of decency and morals through ragging
- Injury to body, causing hurt or grievous hurt
- Use of criminal force
- Extortion
- Criminal trespass
- Offences against property
- Assault as well as sexual offences or unnatural offences
- Criminal intimidation

- Wrongful restraint or confinement
- Attempts to commit any or all the above-mentioned offences against the victim(s)

### **MEASURES OF PROHIBITION AND PREVENTION OF RAGGING**

- Ragging in all its forms shall be completely banned in the entire institution, including its departments, constituent units, all its premises (academic, residential, sports, canteen, etc.) whether located within the campus or outside and in all means of transportation of students whether public or private.
- The institution shall take strict action against those found guilty of ragging and/or of abetting ragging.
- A student seeking admission to the hostel shall have to submit additional undertaking in the form of Annexure I along with his/her application for hostel accommodation.
- At the commencement of the academic session the Head of the Institution shall convene and address a meeting of various functionaries/agencies, like Hostel Wardens, representatives of students, parents/guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging in the Institution and steps to be taken to identify the offenders and punish them suitably.

The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institutions resolve to ban ragging and punish those found guilty without fear or favor.

- The institution shall identify, properly illuminate, and man all vulnerable locations.
- The institution shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic sessions.
- The institution shall also organize joint sensitization programmes of freshers and seniors.
- Freshers shall be encouraged to report incidents of ragging, either as victims, or even as witnesses.
- **Anti-Ragging Committee:** Anti-Ragging Committee shall be headed by the Principal and shall consist of representatives of faculty members, parents, students belonging to the freshers' category as well as seniors and non-teaching staff. It shall monitor the anti- ragging activities in the institution, consider the recommendations of Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.
- **The Anti-Ragging Squad:** The Anti-Ragging Squad shall be nominated by the Head of the institution with such representation as considered necessary and shall consist of members belonging to the various sections of the campus community. The Squad

shall have vigil, oversight, and patrolling functions. It shall be kept mobile, alert, and active always and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the said Committee.

- Freshers who do not report the incidents of ragging either as victims or as witnesses shall also be punished suitably.
- The burden of proof of ragging or otherwise shall lie on the perpetrator of ragging and not on the victim.
- The institution shall file an FIR with the police/local authorities whenever a case of ragging is reported but continue with its own enquiry and other measures without waiting for action on the part of the police/local authorities. Remedial action shall be initiated and completed within the one week of the incident itself.
- The Migration/Transfer Certificate issued to the student by the institution shall have an entry, apart from those relating to general conduct and behavior, whether the student has been punished for the offence of committing or abetting ragging, or not, as also whether the student has displayed persistent violent or aggressive behavior or any inclination to harm others.
- Preventing or acting against ragging shall be the collective responsibility of all levels and sections of authorities or functionaries in the institution, including faculty, and not merely that of the specific body/committee constituted for prevention of ragging.
- The institution shall set up appropriate committees including the course-in-charge, student advisor, Warden, and some senior students to actively monitor, promote and regulate healthy interaction between the fresher's and senior students.

Fresher's welcome parties shall be organized in each department by the senior students and the faculty together soon after admissions, preferably within the first two weeks of the beginning of the academic session, for proper introduction to one another and where the talents of the fresher's are brought out properly in the presence of the faculty, thus helping them to shed their inferiority complex, if any, and remove their inhibitions.

Every student and his/her parent have to submit an undertaking in the prescribed form (given in annexure II) that the student/ward will not involve in ragging as per the UGC / AICTE guidelines. If the student is found involved in ragging activities, commensurate with the gravity of offence, the punishment may be reprimand, expulsion from the hostel, debarment from an examination, disallowing the use of certain facilities of the College, rustication for a specified period or even outright expulsion from the College, or even handing over the case to appropriate law enforcement authorities or the Judiciary, as required by the circumstances.

## **Interpretation**

1. Any question as to the interpretation of these regulations shall be decided by the college, whose decision shall be final and binding on all the stakeholders. 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.
2. These regulations should be read as a whole for the purpose of any interpretation. In case of any doubt or ambiguity in the interpretation of the above guidelines, the decision of the Principal is final.
3. The college may change or amend these regulations at any time and the changes or amendments made shall be applicable with effect from the date notified by the college.

**Annexure - I**  
**UNDERTAKING**

I, \_\_\_\_\_, Student of \_\_\_\_\_ bearing USN \_\_\_\_\_, Boys hostel/Ladies Hostel, Bagalkot, in connection with my stay in the hostel, I hereby give undertaking to the Hostel management of Basaveshwar Engineering College Boys Hostel/Ladies Hostel, Bagalkot

1. I will follow the rules and regulations of the Hostel and maintain hostel discipline.
2. I will not indulge in any unlawful activities like ragging within college and hostel premises. I have been informed by the management about the consequences if I involve in ragging.
3. I will not cause any loss/damage to the hostel properties for any reason.
4. I will not behave within the hostel premises in a way which may cause disturbance to the hostel mates.
5. I will clear my mess bills every month before the due date specified without fail. If I fail to do so I am aware that I will be denied themes facilities.
6. I will not use water Heaters/Heating coils/Gas cylinders/Electrical iron box/any electrical equipment my room without prior permission of the Hostel Warden.
7. I will not allow any student, who is non-resident of my hostel, to stay in my room without prior permission of the Hostel Warden.
8. I will not celebrate or involve in celebration of Birthday parties or any such parties which are not permitted by the management within the hostel premises.
9. I have been informed by the management that I have to be inside the hostel every day before 07:30PM. If I needs to stay beyond 07:30PM outside the hostel I will seek the permission of Hostel Warden for the same.
10. It will be solely my responsibility of any valuables like cash/gold/mobile phones/watch luggage etc., and the hostel management will not be responsible for the loss/theft of any of such valuables.
11. I will conduct myself in a decent manner and behave politely with hostel staff and wardens.
12. I will not consume alcohol, narcotic drugs or any prohibited intoxicating drugs within the hostel premises.
13. I will attend any meetings called by the Warden without fail.
14. I will vacate my room at the end of every even semester.
15. I have paid the hostel fees which will permit me to use the hostel facilities for two regular semesters only. If I want to use hostel facilities for the days other than the two regular semesters specified, I will pay whatever extra fees as fixed by the management.

I agree to the conditions laid down by the Hostel management, and I stick to the undertaking given by me as mentioned above. I accept the decisions taken by the management against me for any violation of the undertaking given by me.

Place: \_\_\_\_\_ Name of Student : \_\_\_\_\_  
Date: \_\_\_\_\_ Signature of Student : \_\_\_\_\_

**ANNEXURE II**

**Part -I**

**UNDERTAKING BY THE CANDIDATE/STUDENT**

I, - ..... S/o. / D/o.  
of Mr./Mrs./Ms. ....

have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard.

I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.

I hereby undertake that,

1. I will not indulge in any behavior or act that may come under the definition of ragging,
2. I will not participate in or abet or propagate ragging in any form,
3. I will not hurt anyone physically or psychologically or cause any other harm.
4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.
5. I hereby affirm that I have not been expelled or debarred from admission by any institution.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ Month of \_\_\_\_\_ year.

Signature

Name:

Address: