Choice Based Credit System (CBCS) Regulation -2024 For Undergraduate and Post-Graduate Degree Programs

SWAMI KESHVANAND INSTITUTE
OF TECHNOLOGY, MANAGEMENT & GRAMOTHAN,

(An Autonomous Institute Affiliated to Rajasthan Technical University, Kota)

RAMNAGARIA, JAGATPURA, JAIPUR-302017

Effective from session: 2024 – 2025

Swami Keshvanand Institute of Technology, Management & Gramothan
(An Autonomous Institute Affiliated to Rajasthan Technical University, Kota)
Ramnagaria, Jagatpura, Jaipur-302017, India

Choice Based Credit System (CBCS) Regulations-2024
For Undergraduate and Post-Graduate Degree Programs

1 INTRODUCTION

SKIT M & G has been granted autonomous institute status vide UGC letter No. F. 2-10/2023 (AC-Policy) dt. 24.04.2024. Further, Rajasthan Technical University, Kota also granted autonomous status to the institute via letter no. RTU/Acad./F(17)04/Auto. Sta. /2024/6369-75 dt. 23.05.2024. Following pertains regarding the above.

With an objective to create technocrats, managers and innovators of the highest calibre, the institute provides students with holistic education and opportunities to use their academic learning and analytical skills for the betterment of the world around them. This includes undertaking design, development, construction, production, managerial and entrepreneurial activities, and higher studies in their chosen or allied interdisciplinary field of study.

The CBCS provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. The CBCS provides variety of opportunities to students to take courses of their choice, undergo additional courses and adopt an interdisciplinary approach to learning. Choice Based Credit System has already been implemented in all the UG and PG Programs by the affiliating University and therefore, it is proposed to follow the **Choice Based Credit System (CBCS)** as per AICTE/UGC Guidelines and Model Scheme for the program.

1.1 Commencement/Implementation and Short Title of Regulations

- These regulations shall come into force with effective from the academic year 2024-25.
- These rules and regulations shall be known as the **SKIT Choice Based Credit System Regulations-2024.**
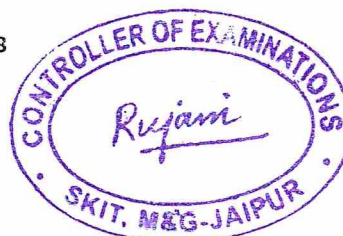
1.2 UG/PG Degree Program in Engineering & Technology and Management

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

1.2.1 The institute may introduce new UG/PG and PhD programs with the approval of the Academic Council (AC) and Statutory Council (s) of the institute and further approval of competent authorities of Rajasthan Technical University, Kota.

1.2.2 The institute may start certificate courses as may be approved by the statutory bodies of the institute and parent university.

1.2.3 The list of currently offered UG and PG Programs is given in Table-1. The course structure and content of the program may be amended/ modified by the Academic Council (AC) on the recommendation of Board of Studies (BOS).

Sr. No.	Academic Program	Code	Duration (Years)	Department
1	B.Tech. (Civil Engineering)	CE	4	Civil Engineering
2	B.Tech. (Computer Science and Engineering)	CS	4	Computer Science and Engineering
3	B.Tech. (Electrical Engineering)	EE	4	Electrical Engineering
4	B.Tech. (Electronics and Communication Engineering)	EC	4	Electronics and Communication Engineering
5	B.Tech. (Information Technology)	IT	4	Information Technology
6	B.Tech. (Mechanical Engineering)	ME	4	Mechanical Engineering
7	B.Tech. (Computer Science and Engineering-Artificial Intelligence)	CA	4	Computer Science and Engineering
8	B.Tech. (Computer Science and Engineering -Data Science)	CD	4	Computer Science and Engineering
9	B.Tech. (Computer Science and Engineering -Internet of Things)	CI	4	Computer Science and Engineering
10	M.Tech. (Transportation Engineering)	TE	2	Civil Engineering
11	M.Tech. (Computer Science)	CS	2	Computer Science and Engineering
12	M.Tech. (Digital Communications)	DC	2	Electronics and Communication Engineering
13	M.Tech. (Power Systems)	PS	2	Electrical Engineering
14	M.Tech. (Renewable Energy)	RE	2	Mechanical Engineering
15	MBA	MS	2	Management Studies

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

1.3 Governance of Academic Autonomy

The institute will have the following committees (in hierarchy) to ensure proper management of academic, financial and general administrative affairs.

The composition and functions of the above committees shall be as per the guidelines of University Grant Commission (UGC), New Delhi and Rajasthan Technical University, Kota.

1.4 Authorities in Autonomy

For smooth functioning of autonomy, the head of the institute i.e. Principal will be assisted by the following offices/cells/committees-

- Office of Dean : headed by Dean
- Office of Student Affairs (OSA): headed by Head, OSA
- Office of Faculty Affairs (OFA): headed by Head, OFA
- Examination Cell: headed by Controller of Examinations (COE)
- Departmental Program Assessment and Quality Improvement Committee (DPAQIC) headed by Head, Department
- Internal Quality Assurance Cell (IQAC)
- Training & Placement Cell: headed by Head, T&P
- Research & Development Cell: headed by Coordinator, R&D Cell
- Consultancy Cell: headed by Coordinator, Consultancy Cell
- Skill Development Cell: headed by Coordinator, SDC
- Universal Human Values & Ethics Committee: headed by Coordinator, UHVEC
- Admission & Counseling Cell: headed by Coordinator, A&C Cell
- Institution's Innovation Council (IIC): headed by Chairman, IIC
- Intellectual Property Rights Cell (IPR) Cell: headed by Coordinator, IPR Cell
- Student Disciplinary Council: headed by Chief Proctor as Chairman, SDC
- Hostel Committee: headed by Chief Warden

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
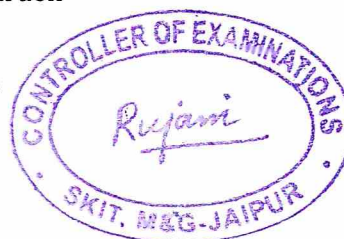
- Library Committee: headed by Chairman Library
- Women Cell/Internal Complaints Committee: headed by Presiding Officer, ICC
- Anti-Ragging Squad: headed by Chairman, ARS
- SC/ST/OBC Cell : headed by Convener, SC/ST/OBC Cell
- Student Grievance Redressal Committee: headed by Head, OSA
- Equal Opportunity Facilitation Cell (EOFC) headed by Coordinator EOFC

1.5 Academic Calendar of the institute and department

1.5.1 All academic activities must adhere strictly to the academic calendar of the institute. Academic Calendar shall be finalized by COE in consultation with Principal, Dean and HoDs. Academic Calendar shall include Midterm/Semester End Examination dates, grade declaration dates, etc. The same will be notified at the beginning of the semester.

1.5.2 All the academic departments shall prepare their own academic calendar in accordance with the institute academic calendar. The same should be shared with all the stakeholders at the beginning of the academic session.

1.5.3 All the student clubs, student chapters, various cells, centre of excellence etc. will plan their activities in accordance with the academic calendar of the institute and respective department.
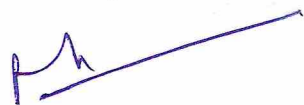
1.6 Departmental Program Assessment and Quality Improvement Committee (DPAQIC):

Departmental Program Assessment and Quality Improvement Committee (DPAQIC) is constituted in each academic department to continuously assess the quality of teaching, operation, management, and to implemented practices required for improvement in quality of every component.

1.6.1 Composition of DPAQIC

a. Head of Department as Convener
b. All Professors
c. Two Associate Professors for a period of two academic years to be rotated.
d. One Assistant Professor for a period of two academic years to be rotated.

DPAQIC will ensure that its decisions/recommendations take care of concerns of all Faculty, students and Staff of the department.

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
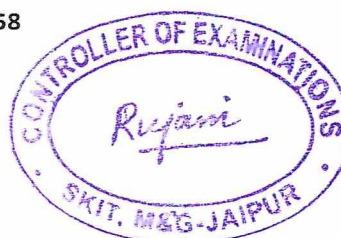
1.7   Internal Quality Assurance Cell (IQAC)

Internal Quality Assurance Cell (IQAC) is constituted for performance evaluation, assessment and accreditation and quality up-gradation of the Institute.

1.7.1 The Primary Aim of IQAC

a. To develop a system to improve the academic and administrative performance of the Institute.

b. To promote measures towards quality enhancement through internalization of quality culture and to promote best practices

1.7.2 Composition of IQAC

a. Chairperson: Head of the Institution

b. Teachers to represent all level (Three to eight)

c. One member from the Management

d. One Senior administrative officers

e. Minimum two academicians (not less than professors) from outside the institute

f. One nominee each from local society, Students and Alumni

g. One nominee each from Employers /Industrialists/Stakeholders

h. One of the senior teachers as the coordinator/Director of the IQAC

1.7.3 Terms of Members

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members.

1.7.4 Functions of IQAC

a. Development of quality culture in the institution.

b. Establishment of quality benchmarks/parameters for various academics and administrative activities of the institution.

c. Creation of a learner centric environment conductive to quality education.

d. Collection and analysis of feedback data and share the outcome with appropriate bodies for corrective action.

e. Documentation of various activities and preparations of annual quality assurance report as per guidelines of NAAC for onward transmission to NAAC.

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

1.8   Examination Cell

The institute shall have an Examination Cell headed by Controller of Examinations. The Controller of Examinations shall be assisted by the Assistant Controller of Examinations along with other office support staff.

1.8.1 Composition of Examination Cell

a. Examination Committee
b. Controller of Examinations
c. Assistant Controller of Examinations (Secrecy)
d. Assistant Controller of Examinations (Conduct & Evaluation)
e. Assistant Registrar (Secrecy)
f. Assistant Registrar (Conduct & Evaluation)

1.9   Phasing out of a Program

The phasing out of any of the academic program may be considered by Governing Body on the recommendations of the Board of Studies (BOS) and Academic Council.

1.10   Semester System

a. The academic programs in the institute shall be based on semester system i.e. Odd and Even semesters in an academic year with semester break/Summer Term in between.

b. A number of courses shall be offered as per the scheme in each semester. Each course shall have a certain number of credits assigned to it, depending upon the academic load of the course assigned on the basis of weekly contact hours, tutorial and laboratory classes, assignments or field study etc.

c. The courses offered in a semester shall be continually assessed and evaluated to judge the performance of a student based on class/tutorial participation, assignment work, lab work, class/unit tests, in semester tests, quizzes and end semester examinations, which contribute to the final grade awarded in the course.

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
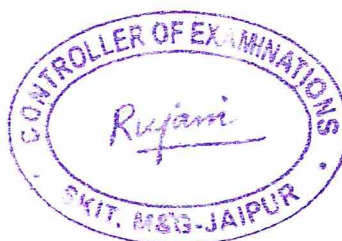
1.11 Definition of the Credit

Credit is a unit by which the course work is measured. It determines the number of hours of instructions required per week. Each course has a certain number of credit(s) assigned to it depending upon its lecture, tutorial and laboratory/practical contact hours in a week. This weightage is also an indicative of the academic expectation that includes in-class contact and self-study outside class hours.

1 Hr. Lecture (L) per week	1 Credit
1 Hr. Tutorial (T) per week	1 Credit
1 Hr. Practical (P) per week	0.5 Credit

Guidelines for Credit Framework (Curriculum and Credit Framework for Undergraduate Program, UGC, New Delhi)

- Semester: A semester comprises 90 working days and an academic year is divided into two semesters.
- Credit hours for different types of courses :
  - A credit is a unit by which the coursework is measured. It determines the number of hours of instruction required per week over the duration of a semester (minimum 15 weeks).
  - Each course may have only a lecture component or a lecture and tutorial component or a lecture and practicum component or a lecture, tutorial, and practicum component, or only practicum component. For example, a three-credit lecture course in a semester means three one-hour lectures per week with each one-hour lecture counted as one credit. In a semester of 15 weeks duration, a three-credit lecture course is equivalent to 45 hours of teaching.
  - One credit for tutorial work means one hour of engagement per week. In a semester of 15 weeks duration, a one-credit tutorial in a course is equivalent to 15 hours of engagement.
  - A one-credit course in practicum or lab work, community engagement and services, and fieldwork in a semester mean two-hour engagement per week. In a semester of 15 weeks duration, a one-credit practicum in a course is equivalent to 30 hours of engagement.
  - A one-credit of Seminar or Internship or Studio activities or Field practice/projects or Community engagement and service means two-hour engagements per week. Accordingly, in a semester of 15 weeks duration, one credit in these courses is equivalent to 30 hours of engagement.
  - A course can have a combination of lecture credits, tutorial credits, and practicum credits. For example, a 4–credit course with three credits assigned for lectures and one credit for practicum shall have three 1-hour lectures per week and one 2-hour duration field-based learning/project or lab work, or

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

workshop activities per week.

➢ In a semester of 15 weeks duration, a 4-credit course is equivalent to 45 hours of lectures and 30 hours of practicum. Similarly, a 4 –credit course with 3-credits assigned for lectures and one credit for tutorial shall have three 1-hour lectures per week and one 1-hour tutorial per week. In a semester of 15 weeks duration, a four-credit course is equivalent to 45 hours of lectures and 15 hours of tutorials.

Example: Course Engineering Physics (3-1-2): 5 Credits

➢ The credits indicated for this course are computed as follows:

➢ 3 hours/week lectures   =   3 Credits ⎤
➢ 1 hour/week tutorial   =   1 Credit ⎥── Total = 3+1+1=5 Credits
➢ 2 hour/week laboratory   =   1 Credit ⎦

1.12 Earning Credit

A student is awarded a letter grade against each registered course at the end of each semester. On obtaining a pass grade, the student accumulates the course credits as earned credits. Audit course grades are not included in the calculation of the grade point average. However, a pass grade is required to obtain non-graded unit for an audit course.

1.13 Pre-requisites

A course may have specified pre-requisite(s) which may be of other course(s), or a minimum number of earned credits, or both. A student has to earn a pass grade in the pre-requisite(s) or has to earn requisite number of credits specified to be eligible to register for the course.

1.14 Course Coordinator

In a particular semester, each course will be coordinated by a faculty member of the department. This faculty member will be designated as **Course Coordinator** and will be appointed by the DPAQIC.

1.14.1 The Course Coordinator shall be responsible for conducting and managing the course which includes the coordination with other faculty members involved in teaching that course, administering assignments, and collaborating with the examination cell for award of grading.

1.14.2 The Course Coordinator will ensure the coverage of all the contents of a course

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

to be taught during the semester.

1.14.3 The Course Coordinator shall prepare course outcomes (COs) and mapping matrix of COs and POs. The same should be approved by DPAQIC. The Course Coordinator will ensure the dissemination of COs among all the stakeholders through institute website, labs, lecture halls, course files, teacher diary, lab manuals, laboratory journals, etc.

1.14.4 The Course Coordinator will coordinate with all other faculty members involved in that course to prepare Mid-Term question paper(s) and to submit them in a sealed envelope to the Examination Cell along with solutions and marking scheme as specified.

1.14.5 The Course coordinator will ensure the preparation of course file as per the instructions issued by the head of the institute. He/ She will also assist Office of Faculty Affairs (OFA) during academic audit.

1.15 Enrolment of the students

The enrolment of the students shall be provided by Rajasthan Technical University, Kota.

1.16 Examination Scheme and Evaluation

1.16.1 Student performance shall be continuously assessed in all courses based on tutorials, practical, assignments, term papers, field work, industrial training, seminars, quizzes, group activities, Class Work Sessional (CWS), Practical Sessional (PS), In-Semester Examinations (ISE), Semester End Examinations (SEE) and Project Work as applicable according to the teaching & examination scheme.

1.16.2 Answer sheets of the test(s) and examination(s) cannot be written in Pencil except graph and diagram/figure. Also, evaluation of answer sheets shall not be done using pencil. Evaluation of answer sheets must be carried out using 'Red' color ball point pen.

1.16.3 In-Semester Examinations (ISE), Semester End Examinations (SEE) will be conducted centrally by Examination Cell of the institute.

1.16.4 In-Semester Examination (ISE) answer sheets shall be evaluated by respective

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
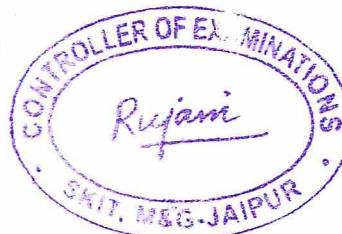
course instructor.

1.16.5 The HoD shall submit the course (theory and laboratory) wise examiners panel duly approved by AC and BOS for question paper setting and for conduct of practical examinations to the COE in the beginning of each academic session.

1.16.6 The COE will select the examiner out of the approved list for the evaluation of end-term answer sheets. Complete transparency shall be observed in the evaluation process.

1.16.7 The evaluation of Semester End Practical Examination (SEE) shall be done by the joint panel of External and Internal Examiners.

1.16.8 The evaluated answer sheets of In-Semester Examinations (ISE) will be shown to the students within seven days and discrepancies, if any as may be pointed out by any student shall be rectified by the Course Instructor/Course Coordinator/HoD and thereafter the result of the course shall be finalized.

1.16.9 Any discrepancy in question paper shall be reported to the Examination Grievance Redressal Committee. The recommendation received shall be incorporated in evaluation as per rules. Once grievance is received, the committee will ensure to resolve the issue within three days excluding the day of grievance filing.

The composition of the Examination Grievance Redressal Committee shall be as below:

S. No.	Particular	Role
1	Dean	Chairperson
2	Controller of Examination	Member
3	Head of the Department (Concerned)	Member
4	Subject Expert	Member
5	Assistant COE (Conduct & Evaluation)	Member
6	Assistant COE (Secrecy)	Member Secretary

The recommendations of the committee shall be subject to the approval of the Principal of the institute.

1.16.10 The evaluation and award of grades for field work/practical training/seminar shall be done by the panel of two senior faculty members from the department to be nominated by the DPAQIC/HoD for every thirty (+/-5) students in addition to the Course Coordinator(s). HoD will submit the details of such nominated faculty members to the COE along with the award lists.

1.16.11 The evaluation and award of final grades for project shall be done by the

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

committee consisting of the followings:

- ✓ Project Coordinator(s)
- ✓ An External and/or Internal Examiner(s) nominated by DPAQIC/ HoD
- ✓ Supervisor(s)

1.16.12 Scrutiny of Grades: The Examination Cell will display the final grades in accordance with the academic calendar of the institute. A student may apply for scrutiny of grades to the COE, within three days from the scheduled date of display of grades. A committee consisting of the Principal (as the Chairman of the committee), COE, respective HoD and the Course Coordinator may verify the associated details. The results of scrutiny may lead to either a change in grade due to mistake(s) in any of the aspects scrutinized by the committee or the grade may remain unchanged. The results shall be finalized within three days from the last date of receiving application as per the academic calendar.

1.17   Grade Moderation

1.17.1 The academic council of the institute shall constitute the Grade Moderation Committee. The composition of the grade moderation committee of a course shall be as below:

| S. No.	Particular	Role
1	Dean	Chairman
2	Head of the Department	Member
3	Two Subject Experts (Nominated by Principal) (Professor/Associate Professor)	Member
4	Controller of Examination (COE)	Member-Secretary

1.17.2 The Grade Moderation Committee shall be responsible for adherence to guidelines for the award of grades.

1.17.3 The COE shall retain the record-copies of the marks and the grades along with the statistical parameters for all the courses moderated. One copy of distribution of marks and the question paper will be sent to the examination cell along with grades by the department.

1.17.4 **The recommendations of the committee shall be subject to the approval of the Principal of the institute.**

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
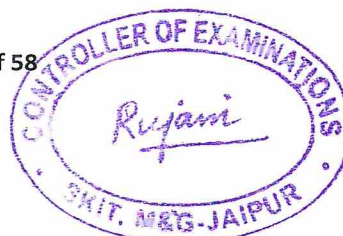
1.18   Semester End (Main/Back) Examination (SEE)/ Make-Up Examination

1.18.1 The Semester End Examination (Main/Back) will be conducted only for the courses offered in the current semester. That is, at the end of the odd semester, examinations of the courses of the odd semester will be conducted. Similarly, at the end of the even semester, examinations will be conducted only for the courses of the even semester.

1.18.2 Make-up examinations (for courses offered in odd/even semester) may be conducted at the end of Summer Term (if offered).

1.19   Result Declaration Committee

1.19.1 Composition of the Committee:

Academic Council shall constitute Result Declaration Committee for each academic year. The committee shall comprise the followings:

Sr. No.	Particular	Role in Committee
1	Dean	Chairman
2	Two Senior Faculty Members (Not Less than Professors	Member
3	Controller of Examination (COE)	Member-Secretary

1.19.2   Role of the Committee

a. The Committee shall ensure the fairness, accuracy, and transparency in the process of announcing results.

b. The committee shall ensure that the evaluation process adheres to established standards and guidelines to maintain quality and integrity.

c. The committee shall verify the accuracy of the assessment, tabulating scores, and resolving any discrepancies or errors.

d. The committee may evaluate the effectiveness of the assessment process and identify areas for improvement. The committee may also recommend changes to enhance the efficiency, fairness, and reliability of future assessments.

The recommendations of the committee shall be subject to the approval of Principal of the institute.

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
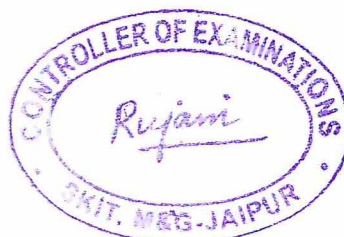
1.20   Unfair Means Redressal Committee

1.20.1 Composition of the Committee:

Principal shall constitute Unfair Means Committee for one academic year. The committee shall comprise the followings:

Sr. No.	Particular	Role in Committee
1	Dean	Chairman
2	Head, Office of Faculty Affairs (OFA)	Member
3	Head, Office of Student Affairs (OSA)	Member
4	Two Senior Faculty Members (Professor/Associate Professor)	Member
5	Controller of Examination (COE)	Member-Secretary

1.20.2 Unfair Means Committee may after considering the matter reported to it and after giving an opportunity to the concerned student (s) to explain his /her conduct, impose appropriate penalty, including the cancellation of award of grade in the concerned course (s) of student (s).
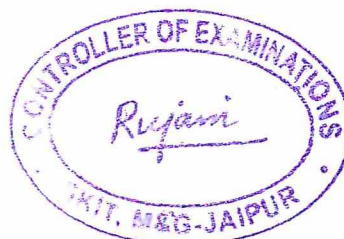
1.20.3 The Unfair Means Rules shall be as per RTU Examination Regulations.

1.20.4 The recommendations of the committee shall be subject to the approval of Principal of the institute.

1.21   Remuneration

All remuneration related to examination activities would be as per the institute policy.

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

Swami Keshvanand Institute of Technology, Management & Gramothan
(An Autonomous Institute Affiliated to Rajasthan Technical University, Kota)
Ramnagaria, Jagatpura, Jaipur-302017, India

2. **TEACHING & EXAMINATION SCHEME FOR UNDERGRADUATE DEGREE (B.TECH.) PROGRAM**

2.1 Structure of Undergraduate Engineering & Technology (B.Tech.)Program

Sr. No.	Category	Abbreviation	Credits
	Institute Core		
1	Humanities and Social Sciences including Management courses	HSMC	9
2	Basic Science courses	BSC	24
3	Engineering Science courses including workshop, drawing, basics of electrical / mechanical / computer etc.	ESC	24
	Departmental Core		
4	Program Core courses	PCC	65
5	Project Work / Seminar	PSIT	12
	Departmental Electives		
6	Program Elective courses relevant to chosen specialization / branch	PEC	15
7	Open Elective courses – Electives from other technical and /or emerging subjects *(Interdisciplinary Subject)*	OEC	9
8	Industrial Trainings: Internship in industry or elsewhere	PSIT	05
9	Social Outreach, Discipline & Extra Curriculur Activities	SODECA	3
10	Mandatory Courses *(Non-Graded units)*	MC	11#
	Total Credits required for the award of B.Tech. Degree		166+11#

#A student must earn these 11 Non-graded units over the complete duration of the program.

2.2 Credits Required for Awarding Degree

Sr. No.	Degree	Required Credits	Non-Graded Units#
1	B.Tech.	166	11
2	B.Tech. (Honours)	166+20*	11
3	B.Tech with Minor Degree	166+20**	11

 # A student must earn 11 Non-graded units over the complete duration of the program.
*20 credits which could be acquired through MOOCs out of which not less than 10 credits should be related to Departmental Specialization. (Annexure-1)
**20 credits related to minor degree offered by the host department in the institute as well as from the MOOCs platform. (Annexure-2)

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
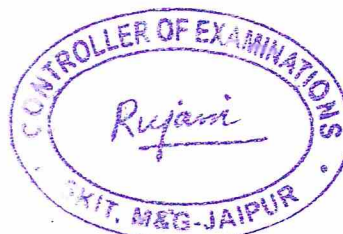
2.3   General Rules for Credits:-

2.3.1 Total **125 Credits** will be required for a student to be eligible to get Undergraduate Degree in Engineering & Technology admitted through Lateral Entry.

2.3.2 A student will be eligible to get B. Tech. (Honours) Degree, if he/she completes an additional 20 credits. These 20 credits could be acquired through MOOCs.

2.3.3 A Student will be eligible to get B.Tech. degree with minor engineering, if he/she completes an additional 20 credits. These 20 credits related to minor degree are to be earned from the courses offered by the host department in the institute as well as from the MOOCs platform. *(Annexure-2)*

2.3.4 In addition to the above mentioned credits student must earn 11 Non-graded units over the complete duration of the program.

2.4   Definition of the Course Code
Every course is assigned with a code apart from title and scheme. The course code would contain four letters followed by three digits.

$$< XX > < Y > < Z > < N_1 > < N_2 N_3 >$$

➤ **XX**: "Department offering the course" in two-digit alphabets as per the following:

Sr. No.	Department Offering the Course	Code
1	Chemistry	CH
2	Civil Engineering	CE
3	Computer Science and Engineering	CS
4	Computer Science and Engineering (Artificial Intelligence)	CA
5	Computer Science and Engineering(Data Science)	CD
6	Computer Science and Engineering (Internet of Things)	CI
7	Electrical Engineering	EE
8	Electronics and Communication Engineering	EC
9	Humanities & Social Sciences	HS
10	Information Technology	IT
11	Mathematics	MA
12	Management Studies	MS
13	Mechanical Engineering	ME
14	Physics	PH

➤ **Y**: "Level of Course" (U-undergraduate or P-post graduate)

➤ **Z**: "Nature of Course" as per the following

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
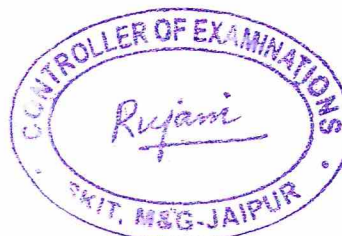
Swami Keshvanand Institute of Technology, Management & Gramothan
(An Autonomous Institute Affiliated to Rajasthan Technical University, Kota)
Ramnagaria, Jagatpura, Jaipur-302017, India

Nature of the course	Code
Social Outreach, Discipline & Extra Curriculum Activities (SODECA)	A
Project based courses (e.g. Major, Minor, Mini Projects)	D
Lecture courses (It also includes all theory courses)	L
Non-graded courses (Mandatory courses)	N
Practical / Practice based courses	P
Seminar Courses	Q
Professional Practices (for MBA)	R
Independent Study (For MBA)	S
Industrial Training/Internship	T

> N_1 : Semester under which the course is running

> N_2N_3: Two digit numeric as per the course details.

Illustrate:

For undergraduate program (B.Tech.) table for N_2N_3 is given below:

Sr. No.	Course Detail	Code
1	Social Outreach, Discipline & Extra Curricular Activities (SODECA)	00
2	Program Core Course (Theory) in a semester (PCC)	01-10
3	Program Elective Course (PEC)	11-19
4	Program Core Course (Lab/Practical/Design) in a semester(PCC)	20-29
5	PSIT (Training)	30
6	PSIT (Seminar)	40
7	PSIT (Project)	50
8	Open Elective (OE)	60
9	MOOCs	70
10	Mandatory Courses/Audit Course/Bridge Course (Non Credit)	99

Department Offering the Course: **Electronics & Communication Engineering**
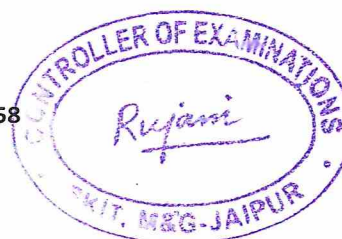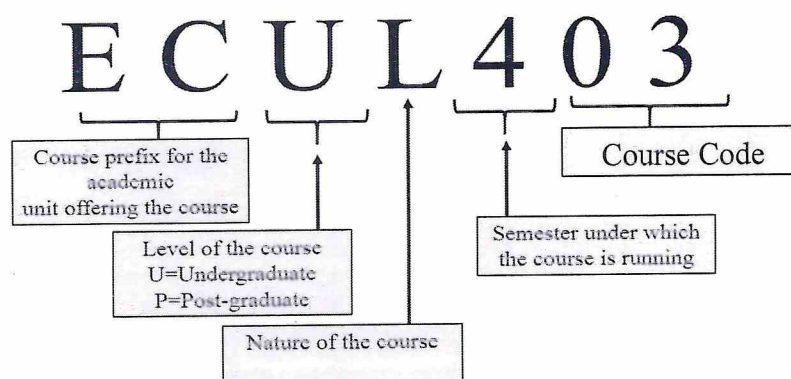Level of Course: **Undergraduate**
Nature of Course: **Lecture**
Semester under which the course is running: **4th**
Two digit numeric as per the course detail: **03**

Hence the Course Code will be ECUL403

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

Swami Keshvanand Institute of Technology, Management & Gramothan
(An Autonomous Institute Affiliated to Rajasthan Technical University, Kota)
Ramnagaria, Jagatpura, Jaipur-302017, India

2.5   B.Tech. Mandatory/Audit Courses (Non-Credit Course)

Sr. No.	Course Title	Course Code	Completion Year	Non-Graded Units
1	Induction Training	NU99.1	1st Semester	1
2	Environmental Sciences	NU99.2	1st Year	2
3	Essence of Indian Traditional Knowledge	NU99.3	1st Year	2
4	Technical Training	NU99.4	2nd Year	1
5	Skill Development Courses	NU99.5	2nd Year	1
6	Campus Recruitment Training (CRT)	NU99.6	3rd Year	2
7	Indian Constitution	NU99.7	3rd Year	2
Total				11#

A student must earn these 11 Non-graded units over the complete duration of the program.

2.6   Bridge Course

2.6.1 It will be an audit course for all branches of UG engineering & Technology admitted into second year through Lateral Entry in Engineering Program (through Diploma, B.Sc., and D.Voc.)

2.6.2 No marks/grades will be awarded for such courses. But student has to pass these courses in order to bridge subjects such as Programming for Problem

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

Solving, Engineering Graphics/Engineering Drawing and Fundamentals of Engineering Mathematics.

S. No.	Course Code	Course Title	Applicable for the LEEP entry students admitted through
1	MABC99.1	Fundamentals of Engineering Mathematics	Diploma and D. Voc. Stream
2	CSBC99.1	Programming for Problem Solving	All (Diploma, B. Sc. Stream and D. Voc. Stream)
3	MEBC99.1	Engineering Graphics/Drawing	Only for B. Sc. Stream

2.7 Semester wise Credit distribution

Semester	Credit								
	Theory Course(s)	Lab Course(s)	Training	Seminar	Project	SODECA	PEC	Open Elective	Total
I	14	5.5	-	-	-	0.5	-	-	20
II	15	5.5	-	-	-	0.5	-	-	21
III	17	6	1	-	-	0.5	-	-	24.5
IV	17	6	-	-	-	0.5	-	-	23.5
V	11	4	2	-	-	0.5	3	3	23.5
VI	8	6	-	-	-	0.5	6	3	23.5
VII	3	4	2	2	2	-	6	3	22
VIII	-	-	-	-	8	-	-	-	8
Total	85	37	5	2	10	3	15	9	166

2.7.1 Industrial Trainings *(Mandatory)*

S. No.	Duration of Training	Mode of Training	After	Exam Semester	Credit
1	15 Days	In-house/Outside campus$	I Year (II Semester)	III	1*
2	45 Days	In-house/ Industry	II Year (IV Semester)	V	2
3	45 Days	Industry only	III Year (VI Semester)	VII	2
			Total		5

$Institutes of National Importance (IISc, IITs, NITs, National Labs, TIFR, BARC, DRDO, IIITs, BITS, IISER, ISRO)
*The Lateral Entry students may complete their training, during B.Tech. III Semester.
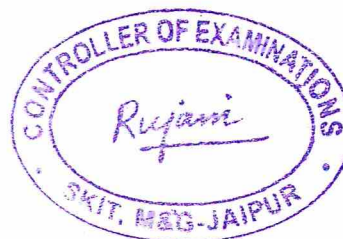
2.7.2 Distribution of Project/Seminar/Industrial Training (PSIT)

	Credits			Total Credit
	Project	Seminar	Training	
PSIT	10	2	5	17

2.8 Continuous Assessment:

Student performance will be continuously assessed in all courses, based on

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

class/tutorial participation, assignment work, lab work, class tests, quizzes, in semester and end semester examinations, which contribute to the final grade awarded in the course.

2.8.1 Performance in each theory course of B.Tech will be evaluated out of a given maximum marks, of which 40 % marks are for Continuous In-term Examination (CIE) and 60 % marks for the Semester End Examinations (SEE). The Continuous In-term Examination (CIE) in a theory course is based on In-Semester Examination (ISE) consisting of two mid-terms and Class Work Sessional (CWS). The division of marks will be done as per the following table:

Nature of Examination			Individual weightage	Relative weightage
Semester End Examinations (SEE)			60	60
Continuous In-term Examination (CIE)	ISE	In-Semester Examinations (Two)	20	40
	Class Work Sessional (CWS)	Online Quiz/Class Test (Two)	10	
		Assignments/ Seminar/ Case presentations	10	
Total Marks				100

2.8.2 Performance in practical courses will be evaluated out of a given maximum marks of which 60 % marks are based on Continuous In-term Examination (CIE) consisting of two mid-terms and 40 % marks are based on the Semester End Examinations (SEE). The division of marks will be as per the following table:

Nature of Examination			Individual Weightage
Semester End Examinations (SEE) (40%)			40
Continuous In-term Examination (CIE) (60%)	IPE (36%)	In-Semester Practical Examination (IPE) (Two)	36
	Practical Sessional (PRS) (24%)	Performance in Conduct of Lab Experiment During Semester	12
		Quality of Lab Records	6
		Attendance and Punctuality in submission of lab records	6
Total			100

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

2.9   Question Paper Pattern

2.9.1   Course outcome (s) (COs) and Bloom's level (BL) should be mentioned against each question in the paper.

2.9.2   Question paper will consists of three parts namely Part-A, Part-B and Part-C.

2.9.3   Questions of Part-B and Part-C may have subdivisions.

2.9.4   No internal choice should be given in Part-A and Part-B of question paper. There may be an internal choice in Part-C provided both questions address the same CO and same BL of the respective course.

2.9.5   The recommended marks distribution for questions of different difficulty level in order to test all levels of cognitive skills should be as mentioned below:

Recommended marks distribution	Remembrance and understanding level	Application and analysis level	Evaluation and creation level
	25-30%	35-45%	15-20%

2.10   In-Semester Examination (ISE): Theory Paper Pattern

Exam Duration	Part	Marks Distribution (40)	
2 Hours	A	4/4	4x2=8
	B	2/2	2x6=12
	C	2/3	2x10=20
Total Marks (Question Paper)			40
In Semester Examination (ISE) Max. Marks			20

2.11   Semester End Examinations (SEE): Theory Paper Pattern

Exam Duration	Part	Marks Distribution (60)	
3 Hours	A	6/6	6x2=12
	B	3/3	3x6 =18
	C	3/4	3x10=30
Total Marks (Question Paper)			60
Semester End Examination (ISE) Max. Marks			60

PART A: Short answer questions (up to 25 words).

PART B: Analytical/Problem Solving questions.

PART C: Descriptive/ Analytical/Problem solving/Design questions.

2.12   Duration of Program:-

The maximum time allowed for a student to complete the degree requirement

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
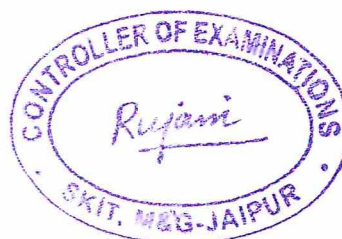
in any program will be twice the actual duration of the program. (i.e. for B.Tech, the maximum duration will be 4x2=8 years).

2.13   Registration

Each student has to register for the Professional Core Courses (PCC), Professional Elective Courses (PEC) of his/her program with the parent department along with Open Elective Courses (OEC) as per the teaching scheme at the commencement of the semester.

2.14   Promotion to Higher Semesters:

Promotion from an even semester to the next higher odd semester is subject to the minimum academic performance requirements as stated below.

2.14.1 To be eligible for promotion to the third semester, a student should have earned minimum 50% of the total credits cumulative up to 2nd semester.

2.14.2 To be eligible for promotion to the fifth semester, a student should have earned a minimum 50% of the total credits cumulative up to 4th semester.

2.14.3 To be eligible for promotion to seventh semester of a four year program, a student should have earned minimum 50% of the total credits cumulative up to 6th semester.

2.14.4 If 50% of the total credit is not a whole number, the integer portion before the decimal point will be considered.

2.15   Tentative Schedule for the Conduction of SEE:

a.   SEE (Main/Back) at the end of the ODD semester –tentatively during Nov / Dec.

b.   Make –Up Examination (ODD).

c.   SEE (Main/Back) at the end of the EVEN semester – tentatively during April - June.

d.   Make –Up Examination (EVEN) – conducted after the Summer Term.

2.16   Appointment of Examiners for SEE:

2.16.1   Examiners and/or moderators for SEE shall be appointed by the COE on the recommendation of the Head of the concerned department/ DPAQIC concerned

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

for the selection of examiners.

2.16.2 For each question paper of a course of study three paper setters preferably 50% of the total examiners from outside of the institute shall be appointed on terms, conditions and instructions determined by the controller of Examination of the institute in prescribed format.

2.17 Grading & Pass rules for B.Tech degree.

2.17.1 The Relative grading system will be followed when the number of students in a course is more than 30 and absolute grading otherwise. Grades are calculated based on the mean $(\bar{x})$ and standard deviation (σ) of the total marks (m) secured by the student in each course. Marks obtained in the in-semester and end-semester examinations are added together and a 10-point grading system is used to award the student with an overall letter grade for the course.

2.17.2 Structure for Grading of Academic Performance:

Letter Grade	Numerical Grade	Formula	Computation of Grade Cut Off
O (Outstanding)	10	$m \geq \bar{x} + 1.5\sigma$	The value of $\bar{x}+1.5\sigma$ to be taken into account for grade computation. The grade cut off will be $\bar{x}+1.5\sigma$ or 91% whichever is lower.
A+ (Excellent)	9	$\bar{x} + 1.0\sigma \leq m < \bar{x} + 1.5\sigma$	The value of $\bar{x}+1.0\sigma$ to be taken into account for grade computation. The grade cut off will be $\bar{x}+1.0\sigma$ or 82% whichever is lower.
A (Very Good)	8	$\bar{x} + 0.5\sigma \leq m < \bar{x} + 1.0\sigma$	The value of $\bar{x}+0.5\sigma$ to be taken into account for grade computation. The grade cut off will be $\bar{x}+0.5\sigma$ or 73% whichever is lower.
B+ (Good)	7	$\bar{x} + 0.0\sigma \leq m < \bar{x} + 0.5\sigma$	The value of $\bar{x}+0.0\sigma$ to be taken into account for grade computation. The grade cut off will be $\bar{x}+0.0\sigma$ or 64% whichever is lower.
B (Above Average)	6	$\bar{x} - 0.5\sigma \leq m < \bar{x} + 0.0\sigma$	The value of $\bar{x}-0.5\sigma$ to be taken into account for grade computation. The grade cut off will be $\bar{x}-0.5\sigma$ or 55% whichever is lower.
C (Average)	5	$\bar{x} - 1.0\sigma \leq m < \bar{x} - 0.5\sigma$	The value of $\bar{x}-1.0\sigma$ to be taken into account for grade computation. The grade cut off will be $\bar{x}-1.0\sigma$ or 46% whichever is lower
P (Pass)	4	$\bar{x} - 1.5\sigma \leq m < \bar{x} - 1.0\sigma$	The value of $\bar{x}-1.5\sigma$ to be taken into account for grade computation. The grade cut off will be $\bar{x}-1.5\sigma$ subject to the condition of being minimum 35%.

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

F (Fail)	0	$m < \bar{x} - 1.5\sigma$	Less than $\bar{x}$-1.5σ or 35% whichever is lower
I	-	Incomplete	-
NA	-	Not Allowed	-
NP	-	Audit Pass	-
NF	-	Audit Fail	-

2.17.3 In those subjects, where the total number of students is up to 30, the results in Grades shall be prepared on the basis of the actual performance of the students in the percentage scale and not on the basis of the formula approved for computational of grades i.e. absolute grading system shall be implemented.

2.17.4 A Student will be declared 'Pass' in a course only if he/she has secured at least 35% marks in Semester End Examination (SEE) separately and 35% marks in aggregate of Continuous In-term Examination (CIE) and Semester End Examination (SEE). Less than 35% marks in Semester End Examination (SEE) shall not be considered for above mentioned computation.

2.17.5 Student must obtain at least grade P in each theory and practical in order to declared 'Pass' in the respective course.

2.17.6 The Student will be given a grade "F" if he/she fails to obtain minimum 35% marks in the Semester End Examinations (SEE) separately and 35% marks in aggregate of Continuous In-term Examination (CIE) and Semester End Examination (SEE) in any of the theory or practical courses. He/she will be required to appear in the subsequent back examinations. In such a case Student may opt either of the following options:-

a. Wish to carry forward the previous marks of internal assessment.

b. Wish to appear in the internal assessment for improvement.

2.17.7 Rules for Grace Marks: If there is no grade moderation, Grace Marks may be awarded as per the Institute rules.

2.17.8 Evaluated answer sheets may be shared with students to address grievances if any. Departmental Program Assessment and Quality Improvement Cell (DPAQIC) shall be authorized to recommend correction in the evaluated answer sheet. This exercise should be completed within seven days after the results are announced.

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
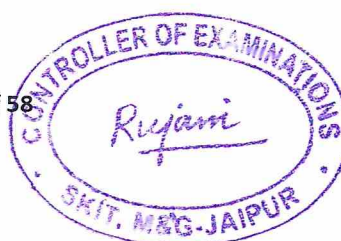
2.17.9 The mark-sheet will contain the Grade, SGPA and CGPA along with the important rules related to CBCS system.

2.17.10 **Description of Grades**

A. Incomplete Grade: 'I'

The guidelines for the award of **'I'** grade are as follows:

a. In case of absence on medical grounds or other special circumstances, before or during the Semester End Examination (SEE), the student can apply for **'I'** grade provided that he/she has not been disqualified due to shortage of attendance. An application requesting 'I' grade should be made at the earliest but not later than the last day of Semester End Examination (SEE). OSA, Course Coordinator and Head of respective department will verify the attendance requirement and the genuineness of the medical emergency or special circumstances. Finally on the recommendation of the OSA, Course Coordinator and Head of respective department, 'I' grade will be awarded. In such course(s), student must appear in the very next Make-up Examination to convert 'I' grade into regular grade otherwise 'I' grade will automatically converted into 'F' grade.

b. The Head of respective department will forward his/her recommendation for awarding **'I'** grade to the COE.

c. The 'I' grade shall be converted into a proper letter grade after makeup examination is over and the requirements of the course are completed. Any **'I'** grade still outstanding two days after the last scheduled date, shall be automatically converted into **'F'** grade.

d. If a student is unable to take a make-up examination, the **'I'** grade shall be automatically converted into **'F'** grade.

e. An 'I' grade may be given for project in case of medical emergency only. The 'I' grade for incomplete project work will be converted into a regular grade on the completion of the project work and its evaluation within 4 weeks.

PRINCIPAL
Swami Keshvanand Intitute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
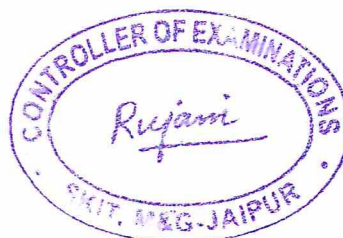
B. Not Allowed grade: 'NA'

The not allowed grade (**NA**) shall be awarded if the student is not permitted to appear in examination due to poor attendance.

C. Audit Pass/Audit Fail grade : 'NP' / 'NF'

a. The audit pass (**NP**) grade is awarded if he/she has obtained at least '**P**' grade or obtained NPTEL certificate or equivalent in that particular audit course. If the stipulated requirements are not fulfilled, the audit fail (**NF**) grade is awarded. The grades obtained in an audit course are not considered in the calculation of SGPA/CGPA.

b. Auditing a course is allowed till last date as stipulated in the semester schedule.

2.18   Course Re-Registration

2.18.1 A student who does not satisfy the minimum criteria for passing the course is allowed to improve either or both ISE, SEE components. Such students can register for BACK Examination in the failed courses (odd semester subjects during the odd semester and even semester courses during the even semester) to satisfy the minimum criterion for passing the course. However such students can also register FOR BACK Examination along with Make-Up examination.

2.18.2 A student may register for Back (Improvement) Mid Term Examination(s), along with Semester End Examination (SEE) of that theory course again and if failed in earlier examination. In such a case the marks secured by him/her in that theory paper in previous term test shall automatically stand cancelled. The marks of the latest examinations shall only be considered for working out the result. If such a student remains absent from the Examination after registration then he/she shall be treated as absent.

2.18.3 **Sessional Improvement:** If the student is failing in any practical and sessional course, he/she can make improvement in the sessional component, if the earlier marks in the sessional component are less than 40%. The student will be required to register in both practical and sessional components of the course and his/her earlier marks will automatically stand cancelled. The marks of the latest examinations shall be considered for working out the result. If such a

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
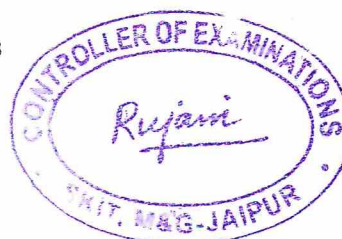
student remains absent from the Examination after registration then he/she shall be treated as absent.

2.18.4 Students shall be permitted to appear only once in midterm/practical & sessional improvement in subsequent year and thereafter there will be no change in his/her midterm/practical & sessional marks.

2.18.5 The applicable fee for back paper examination will have to be paid by the student for each attempt.
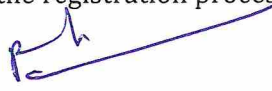
2.19 Summer Term**

The Summer Term is compressed semester wherein all the regulations for the normal semester shall apply. It provides an opportunity to the **students** –

a. who have been prevented from appearing in SEE because of their poor attendance due to medical reason or extraordinary circumstances (or)

b. who have absented themselves from attending SEE (or)

c. who have been awarded 'I' grade (or)

d. who have been unsuccessful ('*F grade*) in attaining the minimum passing standards

**It is entirely up to the institute whether or not to offer the Summer Term.

2.19.1 Guideline for Summer Term

a. The duration of summer semester shall range from 30 to 45 days, depending on the required contact hours. A separate academic calendar for the summer term will be issued by the institute.

b. Students have to pay registration cum examination fee per course as decided by the institute to allow them to register for the summer term course.

c. The attendance requirement for the Summer Term is the same as for a regular semester. A student does not satisfy the norms will not be allowed to appear for the Summer Term End examinations.

d. The classes for the course running in Summer Term may be held online/Offline as per the convenience of the respective HoD & Course Coordinator.

e. The registration shall be possible only when the particular course is offered in Summer Term. The final list of eligible courses for summer term will be notified after the registration process.

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
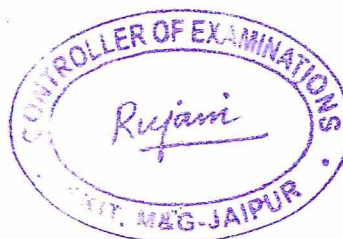
f. A student is allowed to register a maximum of 16 credits inclusive of odd and even semester courses in a Summer Term.

g. Regular class room teaching will be conducted for those courses where minimum number of registered students is 5% of approved intake or 5 whichever is less. If this criterion is not met, a faculty mentor may be assigned to guide the students enrolled in the course.

h. Each course will be given contact hours as prescribed in syllabus for that course. The weekly load of a course being offered in the summer term shall be adjusted to meet the requirement of contact hours prescribed in the syllabus for that course. However, the credit allotted to it shall remain the same. Problem solving classes (tutorials) may be conducted online if required.

i. A student shall be evaluated for his/her academic performance in a course through practicals, assignments, field work/industrial training, seminars, quizzes, ISE, SEE as specified in the teaching & examination scheme.

j. *Those students who have been prevented to appear in SEE in any or all the courses of the regular semester due to poor attendance are required to enroll in Summer Term following the conditions mentioned above.*

2.20 Semester Grade Point Average (SGPA) & Cumulative Grade Point Average (CGPA)

a. The overall performance of a student will be indicated by two indices: Semester Grade Point Average (SGPA) & Cumulative Grade Point Average (CGPA).

b. SGPA is the weighted average of the grades obtained in a semester while CGPA is the weighted average of the grades upto and including any semester.

c. After the results are declared, grade cards will be issued to each student, which will contain the list of courses for that semester and grades obtained by the student, SGPA of that semester.

d. Semester wise SGPA :

The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student. While calculating SGPA, the grade point, lower than 'P' in a course shall not be taken

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

into account.

$$SGPA = \frac{\sum_{i=1}^{n} c_i \times g_i}{\sum_{i=1}^{n} c_i}$$

Where,

c_i =Number of credits of the ith course

g_i =Grade point scored by the student in the ith course.

i= 1, 2,..............n represents the number of courses in which a student is registered.

D.   Semester wise CGPA :

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a program, i.e.

$$CGPA = \frac{\sum_{i=1}^{m} C_i \times S_i}{\sum_{i=1}^{m} C_i}$$

Where,

S_i=SGPA of the ith semester
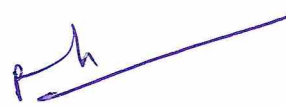
C_i =Total number of credits in i^{th} semester

i= 1, 2,..............m represents the number of semesters.

e.   The SGPA/CGPA shall be awarded in each semester.

f.   SGPA/CGPA shall be rounded off to two decimal digits on higher side.

g.   Final course merit will be decided on the basis of the absolute marks obtained by an individual student

h.   Conversion of percentage to CGPA

Equivalent Percentage = 10 x CGPA

Award of Division: the division of the student shall be awarded in the following manner (subject to the passing of all the semester courses):

1	CGPA≥7	1st Division with Distinction
2	6≤CGPA<7	1st Division
3	5≤CGPA<6	2nd Division
4	4≤CGPA<5	Pass

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
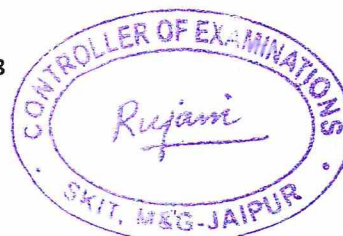
Illustration of computation of SGPA and CGPA

a. Computation of SGPA

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade Point)
Course -1	3	A+	9	3 x 9=27
Course -2	4	B+	7	4 x 7=28
Course -3	3	B	6	3 x 6=18
Course -4	3	O	10	3 x 10=30
Course -5	3	A	8	3 x 8=24
Course -6	4	O	10	4 x 10=40
Total	20			167

Thus, SGPA=167/20=8.35

b. Computation of CGPA

Semester	I	II	III	IV	V	VI
Credit	20.5	20.5	23.5	23.5	23.5	23.5
SGPA	8.35	7.80	5.60	6.00	6.30	8.00

Thus CGPA up to VI Semester:

$$= \frac{(20.5 * 8.35) + (20.5 * 7.80) + (23.5 * 5.6) + (23.5 * 6.00) + (23.5 * 6.30) + (23.5 * 8.00)}{135}$$

$$= 6.96$$

2.21 Change of Branch

2.21.1 A student would be able to change his/her branch of study in UG program in the third semester based on the result of the first and second semester. His / her registration in third semester would be in the changed branch under changed enrolment number and his/her earned credits would be accounted in the database under the new enrolment.

2.21.2 The change in branch would be performed subject to availability of vacant seats in the destination branch as per the guidelines of Parent University.

2.22 Extra Mid-Term Examination

2.22.1 A student who has not been allowed due to shortage of attendance to appear in first midterm examination but attains a minimum required attendance from the

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

beginning of the semester to the end of the semester may be allowed to appear in the extra midterm examination.

2.22.2 A student who has been permitted in Mid-Term Examination but could not write the examination (one or more papers) due to medical reasons may be allowed to appear in extra midterm examination provided he/she has submitted medical certificate to the principal at the time of medical contingency. The request should be supported with a medical certificate from a registered medical practitioner.

2.22.3 Extra Mid-Term Examinations may be conducted along with Semester End Examinations (SEE) or Make-Up Examination.

2.22.4 Extra Mid-Term Examination shall be conducted against first Mid-Term Examination only.

2.22.5 The Institute may charge fee from the students who are permitted to appear in Extra Mid-Term Examination

2.23   Attendance

2.23.1 Students are expected to attend every lecture, tutorial and practical class scheduled for them. Attendance will be recorded for every class in every course they attend and displayed in the ERP during the semester.

2.23.2 A student with less than 75% attendance in individual courses shall not be permitted to write the examination in that course. Such students are required to register themselves for Summer Term.

2.23.3 Any relaxation in the minimum percentage of attendance shall be as per RTU exam regulation.

2.23.4 The Office of Student Affairs (OSA) will monitor student attendance and provide regular updates to students and their parents. All Student Batch Counselors and Chief Counselors will provide assistance to OSA.

2.23.5 The names of the students whose attendance is less than 75% in the classes held in a course will be intimated by the respective batch counselor to OSA on specified date. These students shall not be allowed to appear in examination of that course and shall be awarded the grade 'NA' irrespective of their performance in Class Work Sessional (CWS) /In-Semester Examination (ISE).

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
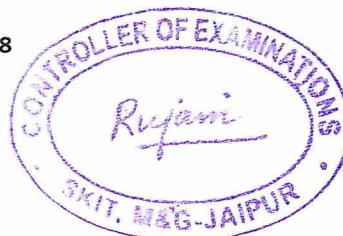
The list of such students shall be forwarded by Head, OSA and HoD to examination cell before the commencement of exams.

2.23.6 A student must inform to the respective batch counselor immediately of any instance of continuous absence from classes.

2.23.7 The course coordinator will schedule make-up classes for students having poor attendance due to illness or some extraordinary circumstances.

2.23.8 In case of absence on medical grounds or other special circumstances, before or during the Semester End Examination (SEE), the student can apply for 'I' grade. At least 75% attendance in a course is necessary for being eligible for request of 'I' grade. An application requesting 'I' grade should be made at the earliest but not later than the last day of Semester End Examination (SEE). OSA, Course Coordinator and Head of respective department will verify the attendance requirement and the genuineness of the medical emergency or special circumstances. Finally on the recommendation of the OSA, Course Coordinator and Head of respective department, 'I' grade will be awarded. In such course(s), student must appear in the very next Make-up Examination to convert 'I' grade into regular grade otherwise 'I' grade will automatically converted into 'F' grade.

2.24 Conduction of Examination

The rules & regulations for the conduction of examinations shall be as per the **REGULATIONS, UNIVERSITY EXAMINATIONS, RAJASTHAN TECHNICAL UNIVERSITY KOTA.**

2.25 Registration

The student must register by the last date as specified in the institute's academic calendar. If they do not register by last date for registration, it is presumed that a student has discontinued their studies and their name will be struck-off from the rolls for that semester.

All registered students are considered as full-time students at the institute. They are expected to be present at the institute and devote full time to academics and co-curricular and extra-curricular activities on the campus.

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

2.26   Minimum Number of Students for an Elective Course

Department will float two types of elective courses viz. Program Elective Courses (PEC) and Open Elective Courses (OEC). For a PEC a minimum of 20 or actual number of students admitted in the program and for an OEC a minimum of 60 students must register.

2.27   Withdrawal from Semester

2.27.1 A student who wants to withdraw from a course shall apply through the Head of the Department concerned (Chairman, BOS) to the Principal, on a prescribed form within one week from the end of the 1st Mid Term examination. If his/ her request for withdrawal is granted, it will be recorded in the registration record of the student and the concerned Course Coordinator will be informed about it.

2.27.2 In case a student is unable to attend classes for more than four weeks in a semester he/she may apply to the Principal through Head of the Department concerned (Chairman, BOS), for withdrawal from the semester, which shall mean withdrawal from all the registered courses in the semester. However, such application shall be made, as early as possible and latest before the start of the Semester End Examination. **Partial withdrawal from the semester shall not be allowed.**

2.27.3 In case the period of absence on medical grounds is more than twenty working days during the semester, a student may apply for withdrawal from the semester on Medical Grounds, if he/she desires so. The application must be made to the Principal through Head of the Department concerned (Chairman, BOS), as early as possible and latest before the beginning of Semester End Examination.

2.27.4 Any application on medical grounds shall be accompanied with a medical certificate from a Registered Medical Practitioner containing the registration number.

2.27.5 A student rusticated or suspended or debarred from the classes by the institute due to any reason whatsoever or having withdrawn from a semester/ year on medical grounds, shall have to meet the requirement of 75% attendance in each

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
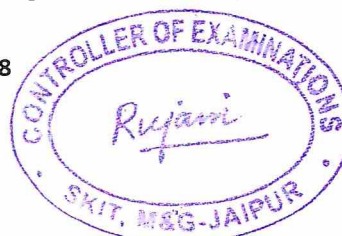
course in a semester and shall have to complete the program within its maximum time limit of eight years for Four Year UG program as specified in Regulations excluding the period of expulsion, if any.

2.28   Termination of Enrolment

2.28.1 If a student registered in the First Year of the Program is continuously absent from the classes for more than four weeks without informing the Course Coordinators, the Coordinator shall immediately bring it to the notice of Head of Department for informing the Principal. The names of such students shall be removed from the institute rolls and such absence during First Year will render the student ineligible for re-admission in current semester.

2.28.2 The duration of the B. Tech. program is 4 years i.e. 8 semesters. The enrolment of a student will stand cancelled at the end of 8 years from the date of initial registration in the first semester.

2.29   Project allotment and Evaluation Guidelines

The process of Project allotment will be completed in the beginning of VI semester and the evaluation will be carried out in VII and VIII Semester as per the teaching and examination scheme.

2.29.1 Guidelines for Project Identification: Two main criteria that must drive a project proposal are:

- Feasibility of the project (time, supervision, cost implication, availability of equipment and literature)
- It should satisfy course outcomes, POs and PSOs of this course. All the projects for B. Tech. should be formulated in such a way that after completion of the project, course outcomes are realized.

2.29.2 Guidelines for Project Allotment:

a. To administer and allocate project to students, Project Coordinators are appointed by Head of the Department.

b. All the faculty members and students are required to submit at least two different projects to the HoD according to their areas of interest.

Page 33 of 58

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
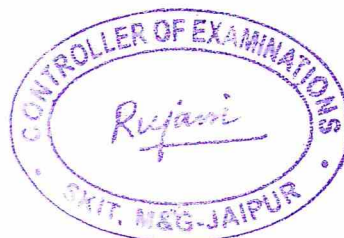
c. Submitted project proposals are checked and approved by the HoD and Project Coordinators.

d. The number of projects allocated to any faculty of the Department shall be limited to two.

e. The students are given choice to list 3 projects in order of priority and to submit their choices to the Project Coordinator in the beginning of VI semester.

f. Based on students" choices, the projects are allocated by the Project Coordinators.

g. If no choice is received, HoD may allocate the available project to the student.

2.29.3 The evaluation will be based upon Continuous In-term Examination (CIE) and Semester End-Examination (SEE).

2.29.4 The End Term Project Examination will be carried out at the end of 7th and 8th semester within 10 days from the last theory paper.

2.29.5 A final project report must be submitted to the Project Coordinator at least three days before the final project examination.

2.29.6 Depending on the project, the final examination may involve a presentation and viva-voce.

2.29.7 A student can opt project work in industry/research lab/any such organization outside or within the institute.

2.30   Evaluation of Industrial Training

2.30.1 Internal Assessment- 60%

- Industrial visit- 20%
- Practical Training report with certificate- 20%
- Practical Training presentation- 10%
- Attendance in class during presentations- 10%

2.30.2 External Assessment- 40%

- Viva- 20%
- Quiz- 20%

2.31   Social Outreach, Discipline & Extra Curriculum Activities (SODECA)

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
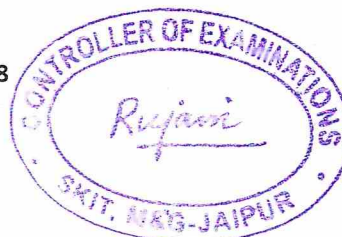
Students will be required to earn 3 credits from **SODECA** activities apart from normal teaching schedule. A student will be awarded 0.5 Credit in a semester for completing the activity successfully.
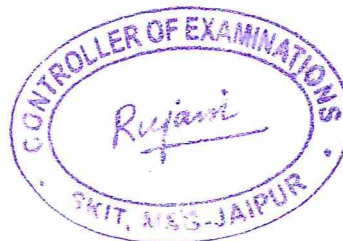
PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

Swami Keshvanand Institute of Technology, Management & Gramothan
(An Autonomous Institute Affiliated to Rajasthan Technical University, Kota)
Ramnagaria, Jagatpura, Jaipur-302017, India

3. TEACHING & EXAMINATION SCHEME FOR POSTGRADUATE DEGREE (M.TECH.) PROGRAM

3.1 Structure of Postgraduate Engineering & Technology (M.Tech.) Program

Sr. No.	Category	Abbreviation	Credits
1	Program Core Courses	PCC	20
2	Program Elective courses relevant to chosen specialization / branch	PEC	15
3	Mandatory Courses: Research Methodology/ Open Elective Courses (generic in nature)	MCC	9
4	Audit Courses (Non-Graded)		4#
5	Research Work: Mini Project With Seminar, Industrial Project/ Pre-Dissertation, Dissertation	REW	34
6	Social Outreach, Discipline & Extra Curriculur Activities	SODECA	2
	Total Credits required for the award of M.Tech. Degree		80+4#

#A student must earn 4 Non-graded units over the complete duration of the program.

3.2 Definition of the Course Code:

Every course is assigned with a code apart from title and scheme. The course code would contain four letters followed by three digits.

$$< XX > < Y > < Z > < N_1 > < N_2 N_3 >$$

➢ **XX**: "Department offering the course" in two digit alphabets as per the following:

S. No.	Department Offering the Course	Code
1	Chemistry	CH
2	Civil Engineering	CE
3	Computer Science and Engineering	CS
4	Electrical Engineering	EE
5	Electronics and Communication Engineering	EC
6	Humanities & Social Sciences	HS
7	Information Technology	IT
8	Mathematics	MA
9	Management Studies	MS
10	Mechanical Engineering	ME
11	Physics	PH

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
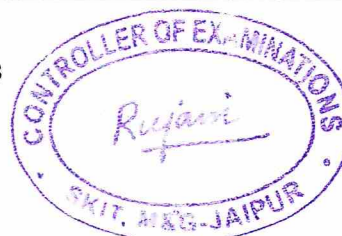
> **Y** : "Level of Course" (U-undergraduate or P-post graduate)
> **Z**: "Nature of Course" as per the following

Nature of the course	Code
Social Outreach, Discipline & Extra Curricular Activities (SODECA)	A
Project based courses (e.g. Major, Minor, Mini Projects, Dissertation)	D
Lecture courses (It also includes all theory courses)	L
Mandatory courses	N
Practical / Practice based courses	P

N₁: Semester under which the course is running

N₂N₃: two digit numeric as per the following table:

Sr. No.	Course Detail	Code
1	Social Outreach, Discipline & Extra Curricular Activities (SODECA)	00
2	All theory courses (in a semester), except elective courses (PCC)	01-10
3	Program Elective Courses(PEC)	11-29
4	Lab/Practical/Design course (in a semester) (PCC)	30-39
5	Mandatory Courses: Research Methodology Courses/ Open Elective Courses	40
6	Mini Project with Seminar	50
7	Industrial Project / Pre dissertation	60
8	Dissertation	70
9	Audit Course (Non-Credit Course)	99

3.3 M.Tech. Mandatory/Audit Courses:

Sr. No.	Course Title	Course Code	Credits	Non-Graded Units
A.	**Audit Courses (Non-Graded Course)***			
1	English for Research Paper Writing	NP99.01	-	2
2	Disaster Management	NP99.02	-	2
3	Sanskrit for Technical Knowledge	NP99.03	-	2
4	Value Education	NP99.04	-	2
5	Constitution of India	NP99.05	-	2
6	Pedagogy Studies	NP99.06	-	2
7	Stress Management by Yoga	NP99.07	-	2
8	Personality Development through Life Enlightenment Skills	NP99.08	-	2

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
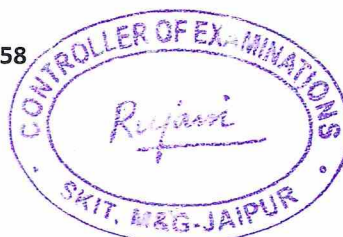
9	IoT and Machine Learning	NP99.09	-	2
10	Data Analytics using Python	NP99.10	-	2
B.	**Mandatory Course**			
1	Optimization Techniques	NP40.01	3	-
2	Research Methodology Courses	NP40.02	3	

**A student must earn minimum 4 Non- Graded units by passing any two of the Audit Courses preferably in 1st Year of M.Tech Program through equivalent MOOCs or through parent department.*

3.4 Credits Required for Awarding Degree:

Sr. No.	Degree	Required Credits
1	M.Tech.	80+4#

#Non-Graded Units

3.5 Semester wise Credit distribution

Semester	Credits					
	Theory Course(s)	Lab Course (s)	Project/ Seminar	Dissertation	SODECA	Total
I	15	4	-	-	1	20
II	12	4	2	-	1	19
III	9			12	-	21
IV	-	-	-	20	-	20
Total	36	8	2	32	2	80

3.5.1 Distribution of Research Work: Mini Project with Seminar, Industrial Project / Pre-Dissertation

Research Work	Credits			
	Mini Project with Seminar	Dissertation-I/Industrial Project	Dissertation-II	Total Credit
	2	12	20	34

Research Work	Continuous In-term Examination (CIE) (60%)	Semester End Examinations (SEE) (40%)	Total
Mini Project	60	40	100
Dissertation-I	240	160	400
Dissertation-II	360	240	600

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

3.6   Examination Scheme:

3.6.1   Continuous Assessment:

a.   Student performance will be continuously assessed in all courses, based on class/tutorial participation, assignment work, lab work, class tests, in semester tests, quizzes and end semester examinations, which contribute to the final grade awarded in the course.

b.   Performance in each theory course of M.Tech. will be evaluated under two components for a given maximum marks, of which 40 % marks are for Continuous In-term Examination (CIE) and 60 % marks for the Semester End Examinations (SEE). The Continuous In-term Examination (CIE) in a theory course is based on In-Semester Examination (ISE) consisting of two mid-terms and Class Work Sessional (CWS). The division of marks will be done as per the following table:

Nature of Examination			Individual weightage	Relative weightage
Semester End Examinations (SEE)			60	60
Continuous In-term Examination (CIE)	ISE	In-Semester Examination (Two)	20	40
		Class Test/Assignments/ /Quiz/ Case analysis	10	
		Seminar/ Paper Presentations	10	
Total Marks				100

c.   Performance in practical courses is evaluated for a given maximum marks of which 60 % marks are based on Continuous In-term Examination (CIE) consisting of two mid-terms and 40 % marks are based on the Semester End Examinations (SEE). The division of marks will be as per the following table:

Nature of Examination			Individual weightage	Relative weightage
Semester End Examinations (SEE)			40	40
Continuous In-term Examination (CIE)	IPE	In-Semester Practical Examination (IPE)	30	60
	Practical Sessional (PRS)	Practical Performance	20	
		Attendance and Laboratory Participation	10	
Total Marks				100

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

3.6.2 Question Paper Pattern

a. Course outcome (s) (COs) and Bloom's level (BL) should be mentioned against each question in the paper.

b. Question paper will consists of three parts namely Part-A, Part-B and Part-C.

c. Questions of Part-B and Part-C may have subdivisions.

d. No internal choice should be given in Part-A and Part-B of question paper. There may be an internal choice in Part-C provided both questions address the same CO and same BL of the respective course.

e. The recommended marks distribution for questions of different difficulty level in order to test all levels of cognitive skills should be as mentioned below:

Recommended marks distribution	Remembrance and understanding level	Application and analysis level	Evaluation and creation level
	25-30%	35-45%	15-20%

3.6.3 In-Semester Examination (ISE): Theory Paper Pattern:

Exam Duration	Part	Marks Distribution (40)	
2 Hours	A	4/4	4x2=8
	B	2/2	2x6=12
	C	2/3	2x10=20
Total Marks (Question Paper)			40
In Semester Examination (ISE) Max. Marks			20

3.6.4 Semester End Examinations (SEE): Theory Paper Pattern:

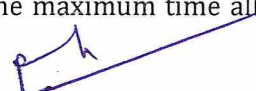| Exam Duration	Part	Marks Distribution (60)	
3 Hours	A	6/6	6x2=12
	B	3/3	3x6 =18
	C	3/4	3x10=30
Total Marks (Question Paper)			60
Semester End Examination (ISE) Max. Marks			60

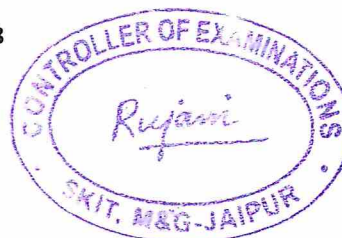PART A: Short answer questions.

PART B: Analytical/Problem Solving questions.

PART C: Descriptive/ Analytical/Problem solving/Design questions.

3.7 Duration of Program

The maximum time allowed for a student to complete the degree requirement

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Pamnagaria, Jagatpura, JAIPUR-17

in any program will be twice the actual duration of the program. For M.Tech degree the maximum duration will be 2x2=4 years.

3.8   Registration

Each student has to register for the Professional Core Courses (PCC), Professional Elective Courses (PEC) of his/her program with the parent department along with Open Elective Courses (OEC) as per the teaching scheme at the commencement of the semester.

3.9   Promotion to higher semesters:

3.9.1 A student should have earned minimum 50% of the total credits up to 2nd Semester to be eligible for promotion to M.Tech. 3rd Semester.

3.9.2 If 50% of the total credit is not a whole number, the integer portion before the decimal point will be considered.

3.10   Appointment of Examiners for SEE:

3.10.1 Examiners and/or moderators for SEE shall be appointed by the COE on the recommendation of the Head of the concerned department/ DPAQIC concerned for the selection of examiners.

3.10.2 For each question paper of a course of study three paper setters preferably 50% of the total examiners from outside of the institute shall be appointed on terms, conditions and instructions determined by the controller of Examination of the institute in prescribed format.
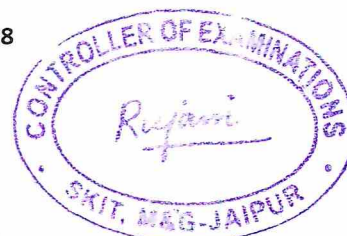
3.11   Tentative schedule for the conduction of SEE:

a.   SEE (Main/Back) at the end of the ODD semester –tentatively during Nov / Dec.

b.   Make –Up Examination (s) (If Offered)

c.   SEE (Main/Back) at the end of the EVEN semester – tentatively during April / May.

3.12   Grading & Pass rules for M.Tech degree

3.12.1 The Relative grading system will be followed if the number of students registered in a course is more than 30 and absolute grading otherwise. Grades are calculated based on the mean ($\bar{x}$) and standard deviation (σ) of the total

marks (m) secured by the student in each course. Marks obtained in the in-semester and end-semester examinations are added together and a 10-point grading system is used to award the student with an overall letter grade for the course.

3.12.2 A Student will be declared 'Pass' in a course only if he/she has secured at least 40% marks in Semester End Examination (SEE) separately and 40% marks in aggregate of Continuous In-term Examination (CIE) and Semester End Examination (SEE). Less than 40% marks in Semester End Examination (SEE) shall not be considered for above mentioned computation.

3.12.3 Student must obtain at least grade P in each theory and practical in order to declare 'Pass' in the respective course.

3.12.4 The Student will be given a grade "F" if he/she fails to obtain minimum 40% marks in the Semester End Examinations (SEE) separately and 40% marks in aggregate of Continuous In-term Examination (CIE) and Semester End Examination (SEE) in any of the theory or practical courses and will be required to appear in the subsequent back examinations. In such a case Student may opt either of the following options:-
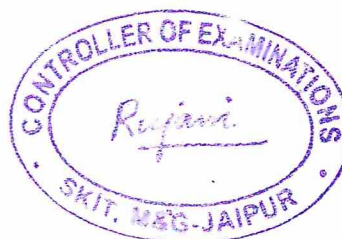
- Wish to carry forward the previous marks of internal assessment.
- Wish to appear in the internal assessment for improvement..

3.12.5 Structure for Grading of Academic Performance:

Letter Grade	Numerical Grade	Formula	Computation of Grade Cut Off
O (Outstanding)	10	$m \geq \bar{x} + 1.5\sigma$	The value of $\bar{x}+1.5\sigma$ to be taken into account for grade computation. The grade cut off will be $\bar{x}+1.5\sigma$ or 91% whichever is lower.
A+ (Excellent)	9	$\bar{x} + 1.0\sigma \leq m < \bar{x} + 1.5\sigma$	The value of $\bar{x}+1.0\sigma$ to be taken into account for grade computation. The grade cut off will be $\bar{x}+1.0\sigma$ or 82% whichever is lower.
A (Very Good)	8	$\bar{x} + 0.5\sigma \leq m < \bar{x} + 1.0\sigma$	The value of $\bar{x}+0.5\sigma$ to be taken into account for grade computation. The grade cut off will be $\bar{x}+0.5\sigma$ or 73% whichever is lower.
B+ (Good)	7	$\bar{x} + 0.0\sigma \leq m < \bar{x} + 0.5\sigma$	The value of $\bar{x}+0.0\sigma$ to be taken into account for grade computation. The grade cut off will be $\bar{x}+0.0\sigma$ or 64% whichever is lower.

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

B (Above Average)	6	$\bar{x} - 0.5\sigma \leq m < \bar{x} + 0.0\,\sigma$	The value of $\bar{x}-0.5\sigma$ to be taken into account for grade computation. The grade cut off will be $\bar{x}- 0.5\sigma$ or 55% whichever is lower.
C (Average)	5	$\bar{x} - 1.0\sigma \leq m < \bar{x} - 0.5\sigma$	The value of $\bar{x}-1.0\sigma$ to be taken into account for grade computation. The grade cut off will be $\bar{x}-1.0\sigma$ or 46% whichever is lower
P (Pass)	4	$\bar{x} - 1.5\sigma \leq m < \bar{x} - 1.0\sigma$	The value of $\bar{x} -1.5\sigma$ to be taken into account for grade computation. The grade cut off will be $\bar{x}-1.5\sigma$ subject to the condition of being minimum 40%.
F (Fail)	0	$m < \bar{x} - 1.5\sigma$	Less than $\bar{x}-1.5\sigma$ or 40% whichever is lower
I	-	Incomplete	-
NP	-	Audit Pass	-
NF	-	Audit Fail	-

3.12.6 In those subjects, where the total number of students is upto 30, the results in Grades shall be prepared on the basis of the actual performance of the students in the percentage scale (absolute grading) and not on the basis of the formula approved for computational of grades i.e. absolute grading system shall be implemented.

3.12.7 Rules for Grace Marks: If there is no grade moderation, Grace Marks may be awarded as per the institute rules.

3.12.8 Evaluated answer sheets may be shared with students to address grievances if any. Departmental Program Assessment and Quality Improvement Cell (DPAQIC) will only be authorized to make correction in the evaluated answer sheet. This exercise should be completed within seven days after the results are announced.

3.12.9 The mark-sheet will contain the Grade, SGPA and CGPA along with the important rules related to CBCS system.

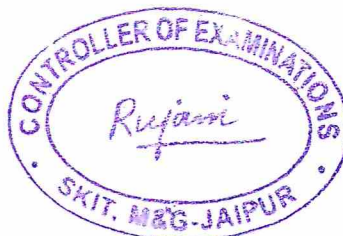### 3.12.10 Description of Grades

- **Incomplete Grade: 'I'**

  The guidelines for the award of 'I' grade are as follows:
  a. In case of absence on medical grounds or other special circumstances, before or during the Semester End Examination (SEE), the student can apply for 'I'

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

grade provided that he/she has not been disqualified to appear in examination. An application requesting 'I' grade should be made at the earliest but not later than the last day of Semester End Examination (SEE). OSA, Course Coordinator and Head of respective department will verify the attendance requirement and the genuineness of the medical emergency or special circumstances. Finally on the recommendation of the OSA, Course Coordinator and Head of respective department, 'I' grade will be awarded. In such course(s), student must appear in the very next Make-up Examination to convert 'I' grade into regular grade otherwise 'I' grade will automatically converted into 'F' grade.

b. The Head of respective department will forward his/her recommendation for awarding 'I' grade to the COE.

c. The 'I' grade shall be converted into a proper letter grade after makeup examination is over and the requirements of the course are completed. Any 'I' grade still outstanding two days after the last scheduled date, shall be automatically converted into **'F'** grade.

d. If a student is unable to take a make-up examination, the **'I'** grade shall be automatically converted into **'F'** grade.

e. An 'I' grade may be given for project in case of medical emergency only. The 'I' grade for incomplete project work will be converted to a regular grade on the completion of the project work and its evaluation latest by 4 weeks.

- **Audit Pass/Audit Fail grade : 'NP' / 'NF'**

  a. The audit pass (**NP**) grade is awarded if he/she has obtained at least 'P' grade or obtained NPTEL certificate or equivalent in that particular audit course. If the stipulated requirements are not fulfilled, the audit fail (**NF**) grade is awarded. The grades obtained in an audit course are not considered in the calculation of SGPA/CGPA.

  b. Auditing a course is allowed till last date as stipulated in the semester schedule.

3.13 Course Re-registration

3.13.1 A student who does not satisfy the minimum criteria for passing the course is allowed to improve either or both ISE, SEE components. Such students can

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

register for BACK Examination in the failed courses (odd semester subjects during the odd semester and even semester courses during the even semester) to satisfy the minimum criterion for passing the course. However such students can also register for BACK Examination along with Make-Up examination.

3.13.2 A student may register for Back (Improvement) Mid Term Examination(s), along with the Semester End Examination (SEE) of that theory course again and if failed in earlier examination. In such a case the marks secured by him/her in that theory paper in previous term test shall stand automatically cancelled. The marks of the latest examinations shall only be considered for working out the result and if such a student remains absent from the examination after registration, then he/she shall be treated as absent.

3.13.3 Sessional Improvement: If the student is failing in any practical and sessional course, he/she can make improvement in the sessional component, if the earlier marks in the sessional component are less than 40%. The student will be required to register in both practical and sessional components of the course and his/her earlier marks will automatically stand cancelled. The marks of the latest examinations shall be considered for working out the result. If such a student remains absent from the examination after registration then he/she shall be treated as absent.

3.13.4 Students shall be permitted to appear only once in midterm/practical & sessional improvement in subsequent year and thereafter there will be no change in his/her midterm/practical & sessional marks.

3.13.5 The applicable fee for back paper examination will have to be paid by the student for each attempt.
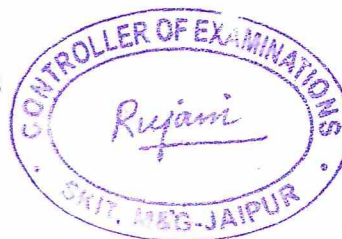
3.14 Social Outreach, Discipline & Extra Curriculum Activities (SODECA)

Students will be required to earn 2 credits from **SODECA** activities apart from normal teaching schedule.

Swami Keshvanand Institute of Technology, Management & Gramothan
(An Autonomous Institute Affiliated to Rajasthan Technical University, Kota)
Ramnagaria, Jagatpura, Jaipur-302017, India

4.   TEACHING & EXAMINATION SCHEME FOR POSTGRADUATE DEGREE (MBA) PROGRAM

4.1   Structure of the Postgraduate Management (MBA) Program

Sr. No.	Category	Abbreviation	Credits
1	Program Core Courses	PCC	53
2	Program Elective courses relevant to chosen specialization / branch	PEC	41
4	Mandatory Courses/Audit Courses	MCC	8#
5	Research Work: Seminar/Internship/Field Work/Project	REW	08
6	Social Outreach, Discipline & Extra Curricular Activities	SODECA	02
	Total Credits required for the award of MBA Degree		104+8#

#A student must earn 8 Non-graded units over the complete duration of the program.
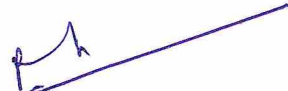
4.2   Definition of the Course Code:

Every course is assigned with a code apart from title and scheme. The course code would contain four letters followed by three digits.

$$MSXX < Y > < Z > < N_1 > < N_2 \, N_3 >$$

➢ **XX**: CC: For all MBA Common Courses in 1st and 2nd Semester

➢ **XX: For** Program Specialization

Sr. No.	MBA Program Specialization	Code
1	Finance Management	FM
2	Marketing Management	MM
3	Operations & Supply Chain management	OM
4	Human Resource Management	HR
5	Information System	IS
6	Business Analytics	BA

➢ **Y** : "Level of Course" (U-undergraduate or P-post graduate)

➢ **Z**: "Nature of Course" as per the following

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
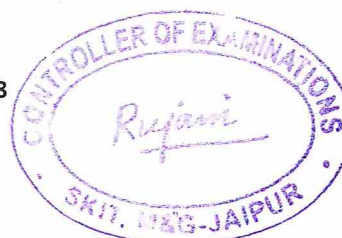
Swami Keshvanand Institute of Technology, Management & Gramothan
(An Autonomous Institute Affiliated to Rajasthan Technical University, Kota)
Ramnagaria, Jagatpura, Jaipur-302017, India

Nature of the course	Code
Social Outreach, Discipline & Extra Curriculur Activities (SODECA)	A
Project Based Courses	D
Lecture Courses (Including all Theory Courses)	L
Mandatory Courses / Audit Course	N
Practical / Practice Based Courses	P
Seminar Courses	Q
Practical /Industrial Training/Internship	T

N_1: Semester under which the course is running

N_2N_3 : Two digit numeric as per the following table:

Sr. No.	Course Detail	Code
1	Social Outreach, Discipline & Extra Curriculum Activities (Sodeca)	00
2	All Theory Courses (In a Semester), Except Elective Courses (PCC)	01-10
3	Program Elective Courses(PEC)	11-19
4	Lab/Practical/Design Course (In a Semester) (PCC)	20-29
5	Summer Training	30
6	Seminar	40
7	Project	50
8	Internship/Field Work	60
9	Audit Course /Non-Graded Course	99

4.3   MBA Mandatory / Audit Courses (Non-Credit Course):

Sr. No.	Course Title	Course Code	Non-Graded Units
1	English for Research Paper Writing	NP99.01	2
2	Disaster Management	NP99.02	2
3	Sanskrit for Technical Knowledgw	NP99.03	2
4	Value Education	NP99.04	2
5	Constitution of India	NP99.05	2
6	Pedagogy Studies	NP99.06	2
7	Stress Management by Yoga	NP99.07	2
8	Personality Development through Life Enlightenment Skills	NP99.08	2
9	Indian Ethos and Business Ethics	NP99.12	2

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
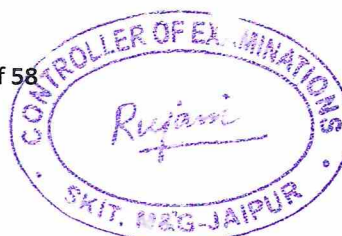
4.4 Credits Required for Awarding Degree:

Sr. No.	Degree	Required Credits
1	MBA	104+8#

#A student must earn minimum 8 Non-graded units over the complete duration of the program

4.5 Semester wise Credit distribution

Semester	Theory Course(s)	Lab Course(s)	Seminar	Internship/Summer Training/Field Work/Project	SODECA	Total
I	24	2	1	-	1	28
II	24	2		1	1	28
III	18	3		3	-	24
IV	18	3	-	3	-	24
Total	84	10	1	7	2	104

4.5.1 Distribution of Research Work: Seminar/ Internship/ Field Work/ Project Work

|	Credits		
Research Work	Seminar	Internship/Summer Training/ Field Work/ Project Work	Total Credit
	1	7	8

Research Work	Semester in which it will be held	Continuous In-term Examination (CIE) (60%)	Semester End Examinations (SEE) (40%)	Credit	Total
Seminar	I	60	40	1	100
Mini Project	II	60	40	1	100
Internship/Summer Training	After II Sem. and evaluate in III Sem.	120	80	3	200
Field Work/Project Work	IV	120	80	3	200
Total		360	240	8	600

PRINCIPAL
Swami Keshvanand Institute cf
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17
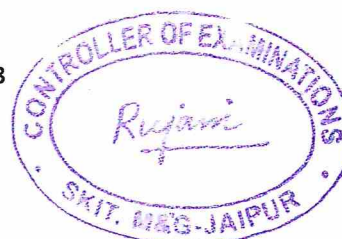
4.6 Examination Scheme:

4.6.1 Continuous Assessment:

a. Student performance will be continuously assessed in all courses, based on class/tutorial participation, assignment work, lab work, class tests, in semester tests, quizzes and end semester examinations, which contribute to the final grade awarded in the course.

b. Performance in each theory course will be evaluated under two components for a given maximum marks, of which 40 % marks are for Continuous In-term Examination (CIE) and 60 % marks for the Semester End Examinations (SEE). The Continuous In-term Examination (CIE) in a theory course is based on In-Semester Examination (ISE) consisting of two mid-terms and Class Work Sessional (CWS). The division of marks is as per the following table:
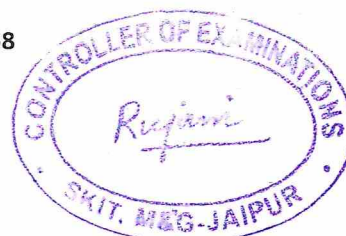
Nature of Examination			Individual weightage	Relative weightage
Semester End Examinations (SEE)			60	60
Continuous In-term Examination (CIE)	ISE	In-Semester Examination (Two)	20	40
	Class Work Sessional (CWS)	Seminar/ Case presentations	10	
		Attendance and Class Participation	5	
		Assignments /Online Quiz/Class Test	5	
		Total Marks	**100**	

c. Performance in practical courses will be evaluated for a given maximum marks of which 60 % marks are based on Continuous In-term Examination (CIE) consisting of two mid-terms and 40 % marks are based on the Semester End Examinations (SEE). The division of marks will be as per the following table:

Nature of Examination			Individual weightage	Relative weightage
Semester End Examinations (SEE)			40	40
Continuous In-term Examination (CIE)	IPE	In-Semester Practical Examination (IPE) (Two)	20	60
	Practical Sessional (PRS)	Lab Report	25	
		Attendance and Participation	5	
		Viva	10	
		Total Marks	**100**	

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

d. The evaluation of seminar & project based courses shall be done as per the following table:

| Nature of Examination			Individual weightage	Relative weightage
Semester End Examinations (SEE)			40	40
Continuous In-term Examination (CIE)	IPE	In-Semester Practical Examination (IPE) (Two)	10	60
		Presentation	10	
	Practical Sessional (PRS)	Report	25	
		Attendance and Participation	5	
		Viva	10	
Total Marks				100

e. The evaluation of industrial summer training/internship shall be done as per the following table:

Internal Marks (120)			External Marks (80)		
S. No.	Internal Evaluation Tools	Marks	S. No.	External Evaluation Tools	Marks
1	Interaction with Mentor/ faculty supervisor	20	1	Understanding of Objectives and relevance with topic	15
2	Project daily-activity record	20	2	Research Methodology	15
3	Understanding of Objectives and relevance with topic	15	3	Data Analysis & Interpretation	15
4	Research Methodology	15	4	Conclusion and Recommendations	15
5	Data Analysis & Interpretation	15	5	Presentation & Query handling	20
6	Conclusion and Recommendations	15	Total Marks		80
7	Presentation & Query handling	20			
Total Marks		120			
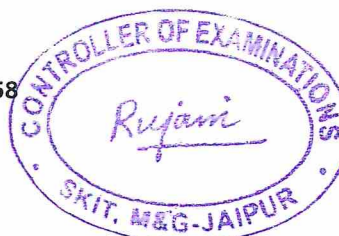
f. The evaluation of major functional lab I & II shall be done as per the following table:

Internal Marks (60)			External Marks (40)		
S. No.	Internal Evaluation Tools	Marks	S. No.	External Evaluation Tools	Marks
1	Attendance & Class Participation	10	1	Comprehensive Viva Voce	40
2	Comprehensive Viva Voce	10	**Total Marks**		**40**
3	Term paper/ Research Paper	15			
4	Hands on practice on any one software	15			
5	Book Review (Any one)	10			
Total Marks		**60**			

g. The evaluation of research project report shall be done as per the following table:

Internal Marks (60)			External Marks (40)		
S. No.	Internal Evaluation Tools	Marks	S. No.	External Evaluation Tools	Marks
1	Interaction with Internal Guide	10	1	Understanding of Objectives and relevance of topic	10
2	Understanding of Objectives and relevance of topic	05	2	Interpretation & Analysis	10
3	Review of Literature	05	3	Presentation & Query handling	10
4	Interpretation & Analysis	10	4	Report writing	10
5	Presentation & Query Handling	15	**Total Marks**		**40**
6	Report writing	15			
Total Marks		**60**			

4.6.2 Question Paper Pattern

a. Course outcome (s) (COs) and Bloom's level (BL) should be mentioned against each question in the paper.

b. Question paper will consists of three parts namely Part-A, Part-B and Part-C.

c. Questions of Part-B and Part-C may have subdivisions.

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

d. No internal choice should be given in Part-A and Part-B of question paper. There may be an internal choice in Part-C provided both questions address the same CO and same BL of the respective course.

e. The recommended marks distribution for questions of different difficulty level in order to test all levels of cognitive skills should be as mentioned below:

Recommended marks distribution	Remembrance and understanding level	Application and analysis level	Evaluation and creation level
	25-30%	35-45%	15-20%

4.6.3 **In-Semester Examination (ISE): Theory Paper Pattern:**

Exam Duration	Part	Marks Distribution (40)	
	A	4/4	4x2=8
2 Hours	B	2/2	2x6=12
	C	2/3	2x10=20
Total Marks (Question Paper)			40
In Semester Examination (ISE) Max. Marks			20

4.6.4 **Semester End Examinations (SEE): Theory Paper Pattern:**

Exam Duration	Part	Marks Distribution (60)	
	A	6/6	6x2=12
3 Hours	B	3/3	3x6 =18
	C	3/4	3x10=30
Total Marks (Question Paper)			60
Semester End Examination (ISE) Max. Marks			60

PART A: Short answer questions.
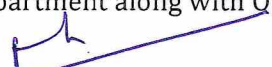PART B: Analytical/Problem Solving questions.
PART C: Descriptive/ Analytical/Problem solving/Design questions.

4.7   Duration of Program

The maximum time allowed for a student to complete the degree requirement in any program will be twice the actual duration of the program. For MBA degree, the maximum duration will be 2x2=4 years

4.8   Registration

Each student has to register for the Professional Core Courses (PCC), Professional Elective Courses (PEC) of his/her program with the parent department along with Open Elective Courses (OEC) as per the teaching scheme

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

CONTROLLER OF EXAMINATIONS
SKIT, M&G-JAIPUR
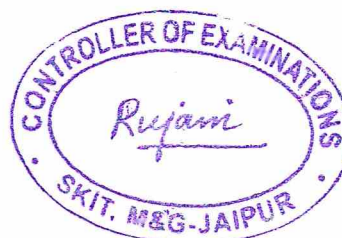
at the commencement of the semester.

4.9   Promotion to higher semesters:

4.9.1   To be eligible for promotion to MBA 3rd Semester, a student should have earned minimum 50% of the total credits up to 2nd Semester.

4.9.2   If 50% of the total credit is not a whole number, the integer portion before the decimal point will be considered.

4.10   Appointment of Examiners for SEE:

4.10.1   Examiners and/or moderators for SEE shall be appointed by the COE on the recommendation of the Head of the concerned department/ DPAQIC concerned for the selection of examiners.

4.10.2   For each question paper of a course of study three paper setters preferably 50% of the total examiners from outside of the institute shall be appointed on terms, conditions and instructions determined by the controller of Examination of the institute in prescribed format.

4.11 Tentative schedule for the conduction of SEE:
   a. SEE (Main/Back) at the end of the ODD semester –tentatively during Nov / Dec.
   b. SEE (Main/Back) at the end of the EVEN semester – tentatively during April / May.
   c. Make –Up Examination (s) (If Offered)

4.12 Grading & Pass rules for MBA degree

4.12.1 The Relative grading system will be followed if the number of students registered in a course is more than 30 and absolute grading otherwise. Grades are calculated based on the mean ($\bar{x}$) and standard deviation (σ) of the total marks (m) secured by the student in each course. Marks obtained in the in-semester and end-semester examinations are added together and a 10-point grading system is used to award the student with an overall letter grade for the course.

4.12.2 A Student will be declared 'Pass' in a course only if he/she has secured at least 40% marks in each individual component of internal and external separately. A
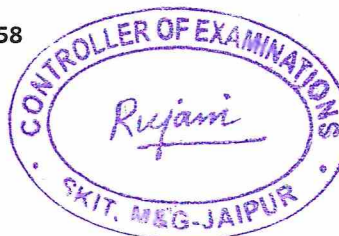
student must obtain 50% marks in aggregate in individual course for qualifying and to obtain pass grade. Less than 40% marks in internal and (or) external separately shall not be considered for above mentioned computation.

4.12.3 A student must obtain at least grade C in each theory and practical in order to declare "Pass" in the respective course.

4.12.4 The student will be given a grade **"F"** if he/she fails to obtain minimum 40% in each individual component of internal and external separately. A student must obtain 50% marks in aggregate in individual course for qualifying and to obtain pass grade. In such a case student may opt either of the following options:-

- Wish to carry forward the previous marks of internal assessment.
- Wish to appear in the internal assessment for improvement.

4.12.5 Structure for Grading of Academic Performance:

Letter Grade	Numerical Grade	Formula	Computation of Grade Cut Off
O (Outstanding)	10	$m \geq \bar{x} + 1.5\sigma$	The value of $\bar{x}+1.5\sigma$ to be taken into account for grade computation. The grade cut off will be $\bar{x}+1.5\sigma$ or 91% whichever is lower.
A+ (Excellent)	9	$\bar{x} + 1.0\sigma \leq m < \bar{x} + 1.5\sigma$	The value of $\bar{x}+1.0\sigma$ to be taken into account for grade computation. The grade cut off will be $\bar{x}+1.0\sigma$ or 82% whichever is lower.
A (Very Good)	8	$\bar{x} + 0.5\sigma \leq m < \bar{x} + 1.0\sigma$	The value of $\bar{x}+0.5\sigma$ to be taken into account for grade computation. The grade cut off will be $\bar{x}+0.5\sigma$ or 73% whichever is lower.
B+ (Good)	7	$\bar{x} - 0.5\sigma \leq m < \bar{x} + 0.5\sigma$	The value of $\bar{x}-0.5\sigma$ to be taken into account for grade computation. The grade cut off will be $\bar{x}-0.5\sigma$ or 64% whichever is lower.
B (Above Average)	6	$\bar{x} - 1.0\sigma \leq m < \bar{x} - 0.5\sigma$	The value of $\bar{x}-1.0\sigma$ to be taken into account for grade computation. The grade cut off will be $\bar{x}-1.0\sigma$ or 55% whichever is lower.
C (Average)	5	$\bar{x} - 1.5\sigma \leq m < \bar{x} - 1.0\sigma$	The grade cut off will be $\bar{x}-1.5\sigma$ subject to the condition of being minimum 50%.
F (Fail)	0	$m < \bar{x} - 1.5\sigma$	The grade cut off will be $\bar{x}-1.5\sigma$ subject to the condition of being minimum 50%.
I	-	Incomplete	-
NP	-	Audit Pass	-
NF	-	Audit Fail	-

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

4.12.6 In those subjects, where the total number of students is upto 30, the results in Grades shall be prepared on the basis of the actual performance of the students in the percentage scale (absolute grading) and not on the basis of the formula approved for computational of grades i.e. absolute grading system shall be implemented.

4.12.7 Revaluation and copy view system will prevail as per existing RTU Examination Regulations.

4.12.8 Rules for Grace Marks: If there is no grade moderation, Grace Marks may be awarded as per the institute rules.

4.12.9 Evaluated answer sheets may be shared with students to address grievances if any. Departmental Program Assessment and Quality Improvement Cell (DPAQIC) will only be authorized to make correction in the evaluated answer sheet. This exercise should be completed within seven days after the results are announced.

4.12.10 The mark-sheet will contain the Grade, SGPA and CGPA along with the important rules related to CBCS system.

4.12.11 Description of Grades

- **Incomplete Grade: 'I'**

  The guidelines for the award of 'I' grade are as follows:

  a. In case of absence on medical grounds or other special circumstances, before or during the Semester End Examination (SEE), the student can apply for 'I' grade provided that he/she has not been disqualified to appear in examination. An application requesting 'I' grade should be made at the earliest but not later than the last day of Semester End Examination (SEE). OSA, Course Coordinator and Head of respective department will verify the attendance requirement and the genuineness of the medical emergency or special circumstances. Finally on the recommendation of the OSA, Course Coordinator and Head of respective department, 'I' grade will be awarded. In such course(s), student must appear in the very next Make-up Examination to convert 'I' grade into regular grade otherwise 'I' grade will automatically converted into 'F' grade.

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

b. The Head of respective department will forward his/her recommendation for awarding 'I' grade to the COE.

c. The 'I' grade shall be converted into a proper letter grade after makeup examination is over and the requirements of the course are completed. Any 'I' grade still outstanding two days after the last scheduled date, shall be automatically converted into 'F' grade.

d. If a student is unable to take a make-up examination, the 'I' grade shall be automatically converted into 'F' grade.

e. An 'I' grade may be given for project in case of medical emergency only. The 'I' grade for incomplete project work will be converted to a regular grade on the completion of the project work and its evaluation latest by 4 weeks.

- **Audit Pass/Audit Fail grade : 'NP' / 'NF'**

a. The audit pass (**NP**) grade is awarded if he/she has obtained at least 'C' grade or obtained NPTEL certificate or equivalent in that particular audit course. If the stipulated requirements are not fulfilled, the audit fail (**NF**) grade is awarded. The grades obtained in an audit course are not considered in the calculation of SGPA/CGPA.

b. Auditing a course is allowed till last date as stipulated in the semester schedule.

4.13   Course Re-Registration

4.13.1 A student who does not satisfy the minimum criteria for passing the course is allowed to improve either or both ISE, SEE components. Such students can register for BACK Examination in the failed courses (odd semester subjects during the odd semester and even semester courses during the even semester) to satisfy the minimum criterion for passing the course. However such students can also register for BACK Examination along with Make-Up examination.

4.13.2 A student may register for Back (Improvement) Mid Term Examination(s), along with the Semester End Examination (SEE) of that theory course again and if failed in earlier examination. In such a case the marks secured by him/her in that theory paper in previous term test shall stand automatically cancelled. The marks of the latest examinations shall only be considered for working out the result and if such a student remains absent from the examination after

registration then he/she shall be treated as absent.

4.13.3 Sessional Improvement: If the student is failing in any practical and sessional course, he/she can make improvement in the sessional component, if the earlier marks in the sessional component are less than 40%. The student will be required to register in both practical and sessional components of the course and his/her earlier marks will automatically stand cancelled. The marks of the latest examinations shall be considered for working out the result. If such a student remains absent from the examination after registration then he/she shall be treated as absent.

4.13.4 Students shall be permitted to appear only once in midterm/practical & sessional improvement in subsequent year and thereafter there will be no change in his/her midterm/practical & sessional marks.

4.13.5 The applicable fee for back paper examination will have to be paid by the student for each attempt.

4.14 Social Outreach, Discipline & Extra Curriculum Activities (SODECA)

Students will be required to earn 2 credits from **SODECA** activities apart from normal teaching schedule.

5.1 Emergent Cases

Not with standing anything contained in these regulations, Principal of the institute may, in emergent situation, take such action including insertion, suspension or modification of any regulation(s)

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

Abbreviation

AC	Academic Council
B.Tech.	Bachelor of Technology
BOS	Board of Studies
BSC	Basic Science Course
CBCS	Choice Based Credit System
CGPA	Cumulative Grade Point Average
CWS	Class Work Sessional
DPAQIC	Departmental Program Assessment and Quality Improvement Committee
FC	Finance Committee
HSMC	Humanities and Social Sciences including Management Course
IQAC	Internal Quality Assurance Cell
ISE	In-Semester Examination
M.B.A.	Master of Business Administration
M.Tech.	Master of Technology
MC	Mandatory Course
MOOCs	Massive Open Online Courses
OE	Open Elective
OFA	Office of Faculty Affairs
OSA	Office of Student Affairs
PCC	Program Core Courses
PEC	Program Elective Courses
PG	Post Graduate
PS	Practical Sessional
SEE	Semester End Examinations
SGPA	Semester Grade Point Average
SODECA	Social Outreach, Discipline & Extra Curriculum Activities
UG	Undergraduate
UGC	University Grant Commission

PRINCIPAL
Swami Keshvanand Institute of
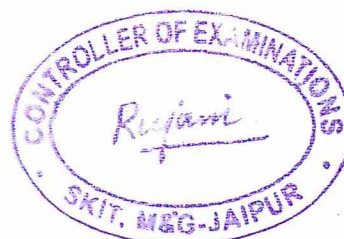Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

Swami Keshvanand Institute of Technology, Management & Gramothan
(An Autonomous Institute Affiliated to Rajasthan Technical University, Kota)
Ramnagaria, Jagatpura, Jaipur-302017, India

Annexure: 1
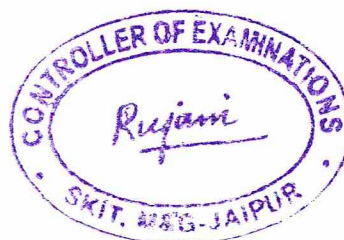
Guidelines for MOOCs Courses

As per the guidelines of AICTE and Parent University, the students are required to earn 20 additional credits to obtain B.Tech (Honors) degree as per the following:

1. The MOOCs courses available on the following site/platform will be recognized.

Initiative	Institution Behind / Platform	Website Link
NPTEL	IIT Madras	nptel.ac.in
mooKIT	IIT Kanpur	www.mookit.co
IITBX	IIT Bombay	Iitbombayx.in
SWAYAM	MHRD and Microsoft	Swayam.gov.in

2. Only those MOOCs courses will be considered, for fulfilling the requirement of the B.Tech. (Honors) Degree, which have certification and adequate examination system with designated credits.

3. Students can opt 50% courses related with their branch/discipline and 50% courses from the other branches/disciplines, preferably.

4. A student can opt MOOCs courses up to 5 credits in a semester.

5. After successfully completion of MOOCs Courses of 20 Credits, the student shall submit the certificate along with the credit earn to the respective department coordinator, who will ensure to submit the information about the credit earn by the student during the semesters (through the MOOCs courses) at the time of submission of internal assessment marks of 7th semester to the COE Office.

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

Swami Keshvanand Institute of Technology, Management & Gramothan
(An Autonomous Institute Affiliated to Rajasthan Technical University, Kota)
Ramnagaria, Jagatpura, Jaipur-302017, India

Annexure: 2

Academic Regulations for
B. Tech. With Minor Specialization Program

1. Introduction

Traditionally, Engineering has been characterized as an academic discipline that pushes its students beyond theoretical boundaries into practical realms. The institute has always focused on educating students about the technologies of tomorrow, multidisciplinary learning, creativity and hence to address NEP-2020. With this philosophy the institute has decided to introduce the Bachelor of Technology in a particular branch with Minor Specialization in a specified program from the AY 2025-26 (for students enrolled in AY 2024-25) onwards.

In the Bachelor of Technology (B. Tech.) with Minor Specialization Program, students learn the fundamental principles of multiple engineering disciplines, how to think critically and analytically, and how to develop a unique approach to interdisciplinary problems.

A Minor indicates that the student has achieved a level of competence in an area. Students can join B.Tech. Minor Specialization Program from the third semester. They shall earn additional 20 credits (Minimum Six Courses out of which one course shall be project based on the chosen area which should not be directly correlated with Major B.Tech. Project) to be eligible for the award of Minor Specialization. It shall be ensured by the respective department.

The name of the Minor Specialization will appear on the degree certificate. A basket of courses shall be defined for each area, and the student has to earn at least 20 credits. Courses that are part of the common core (including HSS), or the discipline core/electives cannot count for a Minor Specialization. The area of the Minor Specialization must be different from the major discipline.

2. Academic Regulations for B. Tech. Degree with Minor Specialization Programs:

1. Students of UG, B. Tech. Programs who have cleared their first year are eligible to register for Minor Engineering Program.
2. A student who opt for Minor Specialization should have 6.5 CGPA and above and no history of Back papers upto 2nd Semester (major discipline).
3. The course of Minor Specialization shall be completed by the end of VIII semester. No separate certificate will be awarded regarding Minor Specialization.
4. There will be common grade sheet/transcript for all the courses registered during any semester including for Minor Specialization program.
5. Grades secured in courses of Minor Specialization will not be counted towards the calculation of CGPA.
6. For B. Tech. with Minor Specialization Program, a student needs to earn additional 20 credits (over and above the required 166 credits for B. Tech degree). All these credits need to be completed in II year to IV year only.
7. After registering for the Minor Specialization Program, if a student is unable to earn

all the required credits in a specified duration, he/she shall not be awarded Minor Specialization. However, if the student earns all the required 166 credits of B.Tech. he/she will be awarded only B. Tech degree in the branch concerned.

8. There is no transfer of credits from Minor Specialization Program to regular B. Tech. degree Program & vice versa.

9. These 20 credits are to be earned from the additional Courses offered by the host department in the institute as well as from the MOOCs platform.

10. For the course selected under MOOCS platform following guidelines may be followed:

   a. Student is required to register for two courses (**Maximum 6 credits**) on any of the approved MOOC platforms. Students must submit their grade sheets, including records of assignments, quizzes, and other assessments, as evidence of their active participation. These documents should be submitted to the course coordinator.

   b. The MOOCs courses available on the following site/platform will be considered:

Initiative	Institution Behind / Platform	Website Link
NPTEL	IIT Madras	nptel.ac.in
mooKIT	IIT Kanpur	www.mookit.co
IITBX	IIT Bombay	Iitbombayx.in
SWAYAM	MHRD and Microsoft	Swayam.gov.in

   c. Prior to registration of MOOCs courses, formal approval of the courses, by the institute is essential.

   d. The evaluation of such course will be done as mentioned below:
      I. Continuous In-term Examinations (CIE)
      II. Semester end examinations (SEE)

   e. Any expenses incurred for the MOOCS courses are to be borne by the students only.

11. The choice to opt/take a Minor Specialization Program is purely on the choice of the students.

12. The student shall be given a choice of withdrawing all the courses registered for Minor Specialization Program at any time; and in that case the student will be awarded only B. Tech. degree in the concerned branch on earning the required credits of 166.

13. The student can choose only one Minor Specialization Program along with his/her basic engineering degree.

14. A student who chooses an Honors program is not eligible to choose a Minor Specialization Program and vice-versa.

15. After successful completion of the requirements of the Minor Specialization in addition to the successful completion of the requirements of the UG program, the student will be awarded a degree in "name of the program" with Minor Specialization in "name of

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17

the Minor Specialization" (e.g. Bachelor of Technology in Mechanical Engineering with Minor Specialization in Artificial Intelligence)

16. The department shall prepare the time-tables for each Minor Engineering Program course offered at their respective department without any overlap/clash with other courses of study in the respective semesters.

3.   Registration for the courses in Minor Specialization Program

1. At the beginning of each semester, just before the commencement of classes, students shall register for the courses which they wish to take in that semester.
2. The students should choose a course from the list against each semester (from Minor Specialization Programs course structure) other than the courses they have studied/registered for regular B.Tech.Program. No course should be identical to that of the regular B.Tech course. The students should take the advice of faculty mentors while registering for a course at the beginning of semester.
3. The maximum No. of courses for the Minor Specialization Program is limited to two in a semester along with regular semester courses.
4. The institute may charge additional registration fee for minor engineering program.

****

PRINCIPAL
Swami Keshvanand Institute of
Technology Management & Gramothan
Ramnagaria, Jagatpura, JAIPUR-17