ACADEMIC REGULATIONS (AUTONOMOUS)

GOVERNING THE DEGREE OF

PG PROGRAMME

1) MASTER OF BUSINESS ADMINISTRATION (MBA)
2) MASTER OF COMPUTER APPLICATIONS (MCA)
3) MASTER OF TECHNOLOGY (M.Tech.)

(2023-24)

SJBIT AUTONOMOUS REGULATIONS

In exercise of powers conferred by the Visvesvaraya Technological University, hereafter referred to as VTU under its GUIDELINES FOR IMPLEMENTATION OF ACADEMIC AUTONOMY IN INSTITUTIONS (2018) AMMENDMENTS IN 2022 (Framed under Section 20(w) of VTU Act, 1994), the Academic Council of Sri Jagadguru Balagangadharanatha Mahaswamiji Institute of Technology, hereafter referred to as SJB Institute of Technology (SJBIT), makes the following regulations:

Title and Commencement:

These Regulations shall be called "The SJBIT Autonomous Institute for Master of Business Administration (MBA), Master of Computer Applications (MCA) and Master of Technology (M.Tech.) Degree and Post Graduate Diploma and Certificate Programme Regulations 2023". The regulations are in specific to the PG degree programme offered at the institution and are part and extension of the general academic regulations. Any clauses in general as mentioned in both the general academic regulations and PG academic regulations are appropriately applicable.

These Regulations shall govern all the students seeking admission to the various Programme from the Academic year 2023-24.

Regulations (General)

1.0 Introduction

All the degree programs follow Choice Based Credit System (CBCS) and Outcome Based Education (OBE) in Teaching, Learning and Assessment.

1.1. The General Regulations that are common to all Undergraduate and Postgraduate Degree, Diploma and Certificate Programme (Credit Based Semester System) of SJBIT, are presented here. Specific regulations relating to a particular Degree Programme are given separately along with the corresponding curriculum.

1.2. These Regulations govern the policies and procedures on the admission of students, teaching, conducting of examinations, evaluation, announcement of results and Graduation ceremony.

1.3. These Regulations are approved by the Governing body of SJBIT on recommendation of the Academic Council of SJBIT and shall supersede all corresponding earlier Regulations of the Institute, if any, along with the amendments thereto, and shall be binding on all concerned undergoing the said Programme.

1.4. These Regulations may evolve, get refined, revised, updated, amended, modified, or changed through appropriate approvals from the Governing body on the recommendation of the Academic Council from time to time, and shall be binding on all parties concerned.

1.5. Periodic refinements in the Academic Regulations and Curriculum on the students admitted in the earlier years, shall be dealt with appropriately and carefully, so as to ensure that such students are not subjected to any injustice whatsoever, although they are required to conform to these revised Regulations and Curriculum.

1.6. In order to guarantee fairness and justice to all the parties concerned, in view of the periodic revisions and refinements, specific issues referred to shall be addressed separately by the Academic Council of the Institute.

1.7. The Governing Body shall consider all issues relating to the Academic activities of SJBIT for appropriate action, irrespective of whether a reference is made in these Regulations or otherwise.

1.8. The Principal may co-opt or invite experts from outside or within, to any of the Academic Council meetings.

1.9. Any disputes arising from these Regulations must be addressed to the Governing Body of SJBIT. The decision of the Governing Body shall be final and binding on all parties concerned.

1.10. Any legal disputes arising from these Regulations shall be limited to the legal jurisdiction determined by the location of SJBIT, which is the City of Bengaluru, Karnataka State and not that of any other party.

2.0 Nomenclatures Used:

a. Autonomous Institute: As designated by the Visvesvaraya Technological University (VTU) as per the VTU Guidelines for implementation of academic autonomy in institutions (2018) Amendments in 2022, (framed under section 20(w) of VTU act, 1994).
b. Commission: University Grants Commission (UGC).
c. Council: All India Council for Technical Education (AICTE).
d. University: Visvesvaraya Technological University (VTU).
e. Institute: SJB Institute of Technology (SJBIT), Bengaluru.
f. Governing Body (GB): Governing Body of SJBIT.
g. AC: Academic Council of SJBIT.
h. BOS: Board of Studies of various disciplines of SJBIT.
i. BOE: Board of Examiners of various disciplines of SJBIT.
j. EC: Examination Committee of SJBIT.
k. MPCCC: Malpractice Cases Consideration Committee of SJBIT.

3.0 Programme Offered in the Institute:

a) UG Level: Bachelor of Engineering (B.E.)
b) PG Level: Master of Technology (M. Tech.), Master of Business Administration (MBA), Master of Computer Applications (MCA)
c) Besides, the branch/subject of specialization, if any, shall be indicated in brackets after the abbreviation, e.g., B.E., (Mechanical Engineering), M. Tech. (Structural Engineering).
d) The PG Diploma and Certificate Programme: These shall be indicated in abbreviated form, like PGD, CERT., with the branch/subject specialization given in brackets.

4.0 UG and PG Degree Programme:

4.1 B.E. Degree Programme:
   i. Artificial Intelligence and Machine Learning (AI)
   ii. Civil Engineering (CV)
   iii. Computer Science and Engineering (CS)
   iv. Computer Science and Engineering (Data Science) (CD)
   v. Electronics and Communication Engineering (EC)
   vi. Electrical and Electronics Engineering (EE)
   vii. Information Science and Engineering (IS)
   viii. Mechanical Engineering (ME)

4.2 M.Tech. Degree Programme
   i. Civil Engineering – Structural Engineering (CSE)
   ii. Civil Engineering – Computer Aided Design of Structures (CCS)

4.3 Master of Business Administration (MBA)
4.4 Master of Computer Applications (MCA)

23PG1.0	Title, Duration, and Credits of the Programme of Study
23PG1.1	**Title:** The Program will be called Master of Business Administration abbreviated as MBA; Master of Technology abbreviated as M.Tech.; Master of Computer Applications abbreviated as MCA and PostGraduate Diploma and Certificate Programme. (subject of specialization as applicable)
23PG1.2	**Minimum Duration:** The PG Programme shall be a full-time program extended over a period of two academic years duration divided into four semesters and each semester shall be of 16 weeks in duration. PG Diploma shall be for 02 semesters or 1 year and certification programme not exceeding 06 months.
23PG1.3	**Maximum Duration for Programme Completion:** A candidate shall be allowed a maximum duration of 4 years from the first semester of admission to become eligible for the award of the Degree, failing which he/she may discontinue the program or register once again through a fresh admission.
23PG1.4	**Semester Scheme:** Each academic year shall be divided into: (a) Two main semesters (ODD & EVEN). (b) One Supplementary Semester (SS): In the supplementary semester the courses are offered by the course coordinator either in offline or blended mode. The supplementary semester will be for 8 weeks duration. The Institute may also use this semester to offer add-on Courses for MBA, M. Tech and MCA students.
23PG1.5	**Supplementary Semester (SS):** (a) The students who are not fulfilling the attendance requirement and or CIE requirement shall register for such courses in supplementary semester and earn the attendance and CIE requirements whenever the courses are offered by the institute. (b) The students who have satisfied CIE and Attendance requirements for the course/s and obtained 'F' grade in SEE are permitted to appear directly in ensuing examination/s. The students need not re-register for such course/s in the supplementary semester. However, if the student wishes to improve CIE has to re-register for supplementary semester as and when offered by the institute. (c) The student who obtains required attendance and CIE in supplementary semester, but obtains 'F' grade in supplementary SEE, is permitted to appear for SEE subsequently the student need not repeat course for Attendance and CIE. (d) The course/s for which the student does not possess satisfactory attendance and/or CIE score are not permitted for SEE and shall be marked as 'NE' in the Grade sheet. The students have to re-register only for course/s marked as 'NE' in supplementary/ subsequent semester whenever that course is offered in a semester and obtain the required CIE and/or attendance. Subsequently, they are eligible to appear for SEE in such course/s. (e) All courses may not be offered in the Supplementary semester. It is the discretion of the institute to offer the courses based on the availability of resources. The Institute shall notify timetable for Supplementary semester well in advance. (f) A student is permitted to register for a maximum of 16 credits in Supplementary semester. (g) NCMC courses with 'NE' grade can be re-registered during the supplementary semester to obtain eligibility, if offered.

23PG1.6	**Definition of Credits:**
	(a) 1 hour Lecture (L) per week per semester =1 Credit.
	(b) 2 hours Tutorial (T) per week per semester = 1 Credit.
	(c) 2 hours Practical/Laboratory (P) per week per semester = 1 Credit.
	(d) 4-credit theory courses shall be designed for 50 hours of the Teaching-Learning process.
	(e) 3-credit theory courses shall be designed for 40 hours of the Teaching-Learning process.
	(f) 2-credit theory courses shall be designed for 25 hours of the Teaching-Learning process.
	(g) 1-credit theory course shall be designed for 15 hours of the Teaching-Learning process.
	Note:
	Other student activities which are not demanding intellectuality, or which do not lend to effective assessment, like practical training, study tours, attending guest lectures, activities, etc. shall not carry any credit.
23PG1.4	**Prescribed Number of Credits for the Programme:**
	The number of credits to be completed for the award of the degree shall be 100 for MBA & MCA Programme and 80 credits for M.Tech. programme.

Total No. of Credits to Qualify for the Award of Degree / PG Diploma / Certificate

Programme		Normal Duration: Years (Semesters)	Min. No. of credits to be earned
PG Degree:	M. Tech.	2.0 (4)	80
	MBA	2.0 (4)	100
	MCA	2.0 (4)	100
Diploma/ Certificate	PG Diploma	1.0 (2)	40
	Certificate	0.5 (1)	20

Typical Breakdown for the MBA Degree Curriculum

Sl. No.	Category	Proposed Breakup of Credits
1	Core Courses (Hard/Soft)	50
2	Electives (Specialization/other)	25
3	Seminar	05
4	Field Work/Internship & Project work	20
	Total	**100**

Typical Breakdown for the MCA Degree Curriculum

Sl. No.	Category	Proposed Breakup of Credits
1	Core Courses (Hard/Soft/labs)	62
2	Electives (Specialization/other)	12
3	Seminar, mini project with Lab	04
4	Industrial Internship & Project work	22
	Total	**100**

Typical Breakdown for the M.Tech. Degree Curriculum		
Sl. No.	Category	Proposed Breakup of Credits
1	Core Courses (Hard/Soft)	22
2	Electives (Specialization/other)	26
3	Project work	26
4	Industrial Internship, Seminar & Field Work	06
	Total	80

23PG1.5

Credit Structure for course work:

Lectures (L) (hrs./wk. /SEM)	Tutorials (T) (hrs./wk. /SEM)	Laboratory/ Practical (P) (hrs./wk. /SEM)	Others (O): PBL/ABL/SL/etc. (hrs./wk. /SEM)	Credits (L:T:P:O)	Total Credits
4	0	0	@	4:0:0:0	4
3	0	2	@	3:0:1:0	4
2	2	2	@	2:1:1:0	4
3	0	0	@	3:0:0:0	3
2	2	0	@	2:1:0:0	3
2	0	2	@	2:0:1:0	3
0	0	6	@	0:0:3:0	3
2	0	0	@	2:0:0:0	2
1	0	0	@	1:0:0:0	1
0	2	0	@	0:1:0:0	1
0	1	1	@	0:0.5:0.5:0	1
0	0	2	@	0:0:1:0	1

NOTE: Activities like practical training, study tour, self-learning, project as an activity and participation in Guest lecturers do not carry Credits.

@ - Part of the Teaching-Learning-Assessment pedagogy and does not carry any credits or specific time hours. **PBL** – Project based learning, **ABL** – Activity Based Learning, **SL** – Self Learning

23PG1.6	**Minimum and maximum Credit load:**
	(a) The course load for a student per semester (EVEN/ODD) as well as its minimum and maximum limits, are based on the guidelines by the University, which is based on the AICTE Model Curricula for UG/PG Programs (issued from time to time).
	(b) Considering the academic strength and capability of an average student, the course load/semester for PG Programme, PG Diploma & certificate programme is defined:
	(i) For each semester, the prescribed average course load per semester is fixed at 20 credits/Semester for M.Tech. programme and 25 credits for MBA & MCA programme. For PG Diploma 20 credits per semester.
	(ii) The minimum and maximum limits being set at 16 and 28 credits for M.Tech. programme and 16 and 32 credits for MBA & MCA programme. This flexibility enables students to cope-up with the course work and helps in improving their academic performance and optimizes the learning outcome.
	(iii) The minimum course load of any semester shall not be less than 16 credits even after dropping of course(s) or withdrawing from the registered course(s).
	(iv) The maximum course load of any semester shall not exceed 28 credits for M.Tech. programme and 32 credits for MBA & MCA programme including re-registering of the courses.
23PG1.6	**Academic Calendar:**
	The duration and timing of the semesters (regular & supplementary), exams (regular, supplementary & make-up), recess, add-on courses, etc. are based on the calendar of events published by the Academic Dean from time to time with the approval of the Principal.

A Typical Breakdown of Academic Year into Semesters				
	Semesters	**Activities**	**Example only**	**Total weeks**
Calendar	Main Semester	ODD Semester/Regular SEE	1st August - 10th December	19 Weeks
	Semester break	Recess / Make up examinations	11th December – 31st December	3 Weeks
	Main Semester	EVEN semester/Regular SEE	1st January – 13th May	19 Weeks
	Semester Break	Recess/ Make up examinations/Add-on courses	14th May – 30th May	2 Weeks
	Supplementary Semester	Supplementary Semester / Supplementary SEE / Add-on courses	1st June – 25th July	8 Weeks
	Semester Break	Recess	26th July – 31st July	1 Week
			Total	52 Weeks

23PG2.0	**Eligibility for Admission (As per the Government orders issued from time to time)**
23PG2.1	Eligibility criteria for MBA, MCA & M.Tech. shall be in conformation with the Karnataka State Government/ University orders in force at the time of admission (a) Admission process will be according to the directions of the appropriate statutory bodies and authorities. (b) Students from other Institutes and Universities shall be admitted to the Institute as per the directions and guidelines issued by the GoK & the university time to time.

23PG3.0	**Courses**
23PG3.1	The curriculum of the Programme shall be any combination of the following type of courses as applicable to different PG programme: (i) **Professional Core Courses (PCC)** - relevant to the chosen specialization/ branch [May be split into Hard (no choice) and Soft (with choice), if required]. The core course is to be compulsorily studied by a student and is mandatory to complete the requirements of a program in said discipline of study. (ii) **Integrated Professional Core Courses (IPCC)** (iii) **Professional Electives Courses (PEC)** - relevant to the chosen specialization/ branch: these are the courses, which can be chosen from the pool of papers. It shall be supportive of the discipline/ providing extended scope/enabling exposure to some other discipline/domain / nurturing student skills. (iv) **Open Electives Courses (OEC)** - from other technical and/ or emerging specialization areas. (v) **Project Work:** Mini-project work and Major Project work. (vi) **Mandatory Audit Courses (MAC):** In addition, a student can register for courses for audit only, with a view to supplement his/her knowledge and/or skill. Here also, the students' grades obtained in such courses will have to be reflected in the Grade Card. But these shall not be considered in determining the students' performance in the semester. However, for such audit courses a separate certificate shall not be issued by the institute. (vii) **Ability Enhancement Courses (AEC):** AEC courses are those which shall enable the students to upskill in the industry perspective. A student shall complete all these courses prescribed for the programme successfully to become eligible for the award of the degree. Such courses together with their grades and the credits earned shall be included in the Grade Card issued at the end of each semester. (viii) **Self-Learning Courses (SLC) – Credit Courses:** SLC courses are those which will create a platform for the students to imbibe self-learning abilities through self-paced learning of core & inter-disciplinary courses. These courses will be listed by the departments from the NPTEL platform or any other course as published by the department with the approval of Academic Council. The guidelines shall be published by the institute from time to time. (ix) **Internship (INT):** Professional training/Internship Preferably at an industry/ R and D Organisation /IT company/ Government Organization /Business Organization of significant repute for a specified period mentioned in Scheme of Teaching and Examination. (x) **Basic Courses (BC).** (xi) **Seminar.**

23PG4.0	**Seminar and Mini Project**
23PG4.1	**Seminar:** Seminar is a mandatory course for partial fulfilment of the degree for MCA programme. (a) Each candidate shall deliver a seminar as per the Scheme of Teaching and Examination on the topics chosen from the relevant fields for about 30 minutes. (b) Students shall submit a report to the Head of the Department with the approval of guide. (c) The department shall check for the correctness. (d) There shall be 100 marks for CIE and shall be evaluated by the internal panel (consist of two to three faculty including guide supervised by HOD). Detailed rubrics for evaluation shall be defined by the departments and shall include the parameters like presentation, report making, viva-voce, communication skills, regularity, etc. The panel headed by the HOD shall award the CIE marks for the seminar after evaluation. (e) The Head of the Department shall make arrangements for conducting seminars through concerned faculty members of the Department. (f) There shall be no Semester End Examination (SEE). {To be read along with **23PG13.3**}
23PG4.2	**Mini Project:** Mini Project is a mandatory course for partial fulfilment of the degree for MCA & M.Tech. programme. (a) Each candidate shall carryout a mini project as per the Scheme of Teaching and Examination on the topics chosen from the relevant fields for about 30 minutes. (b) Students shall submit a report to the Head of the Department with the approval of guide. (c) The department shall check for the correctness. (d) There shall be 100 marks for CIE and shall be evaluated by the internal panel (consist of two to three faculty including guide supervised by HOD). Detailed rubrics for evaluation shall be defined by the departments and shall include the parameters like presentation, report making, viva-voce, communication skills, regularity, etc. The panel headed by the HOD shall award the CIE marks for the mini project after evaluation. (e) The Head of the Department shall make arrangements for conducting mini projects through concerned faculty members of the Department. (f) There shall be no Semester End Examination (SEE). {To be read along with **23PG13.3**}
23PG5.0	**Internship**
23PG5.1	**Internship:** Internship is a mandatory course for partial fulfilment of the degree of MBA, MCA & M.Tech. programme. The student shall undergo mandatory Internship/Organization study as per the Scheme of Teaching and Examination. (a) The internship shall be carried out in any industry/R&D Organization/Research Institute/Institute of national and international repute Business Organization/ recognized national and international Professional Bodies, Societies or Organizations. (b) The Department shall nominate a faculty to facilitate, guide and supervise students under internship. (c) The students shall report the progress of the internship to the internal guide in regular intervals and seek his/her advice. (d) The Internship shall be completed during the period specified in the Scheme of Teaching and Examination.

	(e) The students are permitted to carry out the internship anywhere in India or abroad. The Institution will not provide any kind of Financial Assistance to any student for internship. (f) After completion of the Internship, students shall submit a report to the Head of the Department with the approval of both internal and external guides.
23PG5.2	**Continuous Internal Evaluation:** (a) The department shall check for the correctness and the plagiarism. {**refer 23PG6.3**} (b) There shall be 50 marks for CIE and shall be evaluated by the internal panel (consist of two to three faculty including guide under the supervision of HOD). (c) Detailed rubrics for evaluation shall be defined by the departments and shall include the parameters like presentation, report making, viva-voce, communication skills, regularity, etc. (d) The panel shall award the CIE marks for the presentation and internship reports after evaluation.
23PG5.3	**Semester End Examination:** (a) There shall be 50 marks for CIE and shall be evaluated by both the Internal & External examiner. (b) The external guide/ examiner shall be from the industry/ faculty appointed by the COE, selected by the principal from the approved list of examiners submitted by the respective BOS. (c) Viva-Voce on internship shall be conducted at the institute and the date of Viva-Voce shall be fixed in consultation with the external Guide/examiner. (d) The Examiners shall jointly award the Viva - Voce marks. (e) In case of unavailability of external guide: In case the external Guide/examiner is not available or expresses his inability to conduct viva voce, the COE shall appoint examiner, selected by the principal from the approved list of examiners by BOS to be submitted by the departments. (f) In case the external Guide/ examiner accepts to conduct a viva-voce examination from his/her workplace, it shall be arranged via Video/web conferencing/Webinar. The external Examiner shall send the signed marks list, soon after the examination, via email/any electronic media.
23PG5.4	**Failing to undergo Internship:** (a) Completion of the Internship is mandatory. If any student fails to undergo/complete the Internship, he/she shall be considered as fail in that Course and the prescribed credits shall not be awarded in that Course. The student, however, can submit the project dissertation and appear for viva voce. (b) The student shall be eligible for the internship credits only after satisfying the conditions prescribed for the same during the subsequent academic year. The reappearance shall be considered an attempt.

23PG6.0	**Major Project**
23PG6.1	**Major Project work and Dissertation:** The Major project work and dissertation is a mandatory course for partial fulfilment of the degree of MBA, MCA & M.Tech. programme. (a) Each candidate shall carry out the mandatory project work independently as per the Scheme of Teaching and Examinations under the guidance of one of the faculty members of the Department in the Institution of study. If the project is of interdisciplinary nature, a co-guide shall be taken from the other concerned department. (b) The topic and title of the dissertation shall be chosen by the candidate in consultation with the guide and co-guide, if any, during the III semester itself. (c) The subject and topic of the dissertation shall be from the major field of study of the candidate. Modification of only the title but not the field of work may be permitted at the time of the final submission of the dissertation report during the IV semester. If the dissertation has to be carried out in any industry/R&D labs/business Organizations, outside the campus, approval shall be taken from the Principal to that effect.
23PG6.2	The candidate shall submit a soft copy of the dissertation work to the department. The soft copy should contain the entire Dissertation in monolithic form as a PDF file (not separate chapters).
23PG6.3	**Plagiarism Check:** (a) The department shall check for the correctness and the plagiarism. (b) The allowable plagiarism index shall be as per the VTU norms issued time to time. (c) The plagiarism is applicable to the Project, Internships, and other report submission courses.
23PG6.4	(a) The dissertation shall be sent through e-mail for evaluation to two examiners - One internal examiner (guide/co-guide) and One external examiner (first) appointed by the COE, selected by the principal from the approved list of examiners submitted by the respective BOS. The evaluation of the dissertation shall be made independently by each examiner. (b) The COE shall take the panel of examiners from the respective departments. (c) Examiners shall evaluate the dissertation normally within a period of not more than two weeks from the date of receipt of the dissertation through email.
23PG6.5	The average of the marks awarded by the two Examiners shall be the final evaluation marks for the Dissertation.
23PG6.6	(a) Viva-voce examination of the candidate shall be conducted as per **23PG6.8**, if the dissertation work and the reports are accepted by the external examiner (first). (b) If the external examiner (first) finds that the dissertation work and the report are not up to the expected standard and the minimum passing marks cannot be awarded, the dissertation shall not be accepted for SEE. (c) The external examiner (first) can recommend modifications/suggestions of the dissertation or totally reject the dissertation. The examiner shall offer suggestions for improvement of the dissertation for resubmission or list the reasons for rejection of the dissertation. (d) The resubmitted Dissertation incorporating the modifications/suggestions {as per 23PG6.6 (b)} of the external examiner (first) and satisfying provision **23PG6.3** shall be sent again to the external examiner (first) for evaluation. If the dissertation and the report are accepted

	by the external examiner (first), the Viva-voce examination of the candidate shall be conducted as per **23PG6.8**.
	(e) In case of rejection of the Dissertation by the external examiner (first), the same will be sent to a Second Examiner (external) appointed by the COE, selected by the principal from the approved list of examiners submitted by the respective BOS. The decision of the Second Examiner (external) is final.
	(f) If the dissertation and the report are accepted by the Second Examiner (external), Viva-voce examination of the candidate shall be conducted as per **23PG6.8**.
	(g) If the Second Examiner (external) rejects the dissertation and the report, the candidate shall have to carry out the dissertation work once again and submit the dissertation subject to provisions of **23PG1.3**.
	(h) In such cases of rejection, the candidate shall redo the entire procedure starting from the submission of Dissertation in soft copy.
	(i) In case of rejection of Dissertation, with reasons, by the external examiner (first) as per 23PG6.6 (b), the same will be sent to a Second Examiner (external).
	(j) The decision of the Second Examiner (external) is final. If the dissertation and the report are accepted by the Second Examiner (external), the Viva-voce examination of the candidate shall be conducted as per **23PG6.8**.
	(k) If the Second Examiner (external) rejects the dissertation and the report, the candidate shall have to carry out the dissertation work once again and submit the dissertation subject to provisions of **23PG1.3**.
	(l) In such cases of rejection, the candidate shall redo the entire procedure starting from the submission of the Dissertation in soft copy.
23PG6.7	(a) The candidate, whose Dissertation is rejected, can rework the same topic or choose another topic of the dissertation under the same Guide or a new Guide if necessary, on the approval of the department.
	(b) In such an event, the report shall be submitted within four years from the date of admission to the Programme.
23PG6.8	(a) Viva-voce examination of the candidate shall be conducted by the external examiner and internal examiner/ guide.
	(b) Internal examiner as per the direction of the COE shall have to arrive at a mutually convenient date for the conduct of viva-voce examination of the concerned candidate with an intimation to the COE.
	(c) In case one of the examiners expresses his/her inability to attend the viva-voce, the COE shall appoint a substitute examiner in his/her place with the approval of the principal.
23PG6.9	The relative weights for the evaluation of the dissertation and the performance at the viva voce shall be as per the scheme of teaching & examination.
23PG6.10	The candidates who fail to submit the dissertation work within the stipulated time have to submit the same at the time of the next ensuing examination.
23PG7.0	**Grading system:**
23PG7.1	**(a)** The Institution adopts an absolute grading system wherein the marks are converted to grades, and every semester's results will be declared with semester grade point average (SGPA) and Cumulative Grade Point Average (CGPA). The CGPA will be calculated for every semester, except for the first semester.

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

Letter Grade and corresponding Grade Points on a typical 10 – Point scale							
Letter Grade	O	A+	A	B+	B	C	F
	Outstanding	Excellent	Very Good	Good	Average	Pass	Fail
Grade Point	10	9	8	7	6	5	0
% of Marks secured	90-100	80-89	70-79	60-69	55-59	50-54	0-49

(c) Minimum mark to score for CIE is 50% of the maximum marks of CIE, and the minimum passing mark for SEE is 40% of the maximum marks of SEE. In aggregate, the students have to secure 50% total marks of the course (CIE+SEE marks).

(d) A student obtaining a Grade 'F' in a Course shall be considered a failure and is required to reappear in subsequent SEE, carrying the existing CIE marks. Whatever the letter grade secured by the student during his /her reappearance shall be retained.

23PG7.2	**Transitional Grades:**

The *transitional grades,* such as, **'I', 'W' and 'X'** shall be awarded to a student in the following cases. These *grades* need to be converted into one or the other of the *letter grades* ('O'- 'F') after the student completes the Course requirements, including the examinations.

(a) *Grade 'I':* Awarded to a student having prescribed attendance and meeting the prescribed passing standard at CIE in a Course, but has absented from SEE with prior written permission from principal, for a valid and convincing reason acceptable to the Institute, like:

(i) Illness or accident, which disabled him/her from attending SEE.

(ii) A calamity in the family at the time of SEE, which required the Student to be away from the Institute.

(iii) Student undergoing any competitive examination/any other examination determining the career, which shall be communicated in advance and the prior permission must be sought.

(iv) Student representing the institution in Sports/Cultural/Technical competitions at university/state/national/international levels with prior permissions from the principal.

(v) Any other emergency as ascertained by the competent authority.

In the event of above, it is the responsibility of the student/Parent/Guardian to inform the college authorities [Faculty Advisor / HOD] immediately.

The information shall be in the form of either written communication, telephonic communication, or personal communication by student/Parent/Guardian.

The student needs to submit all the relevant documents (hospital reports, certificate from competent authorities, or any appropriate proof as required by the institute).

The final approval is by the principal on the recommendation of the Academic Dean.

(b) *Grade 'X':* Awarded to a student having the prescribed attendance and CIE of ≥ 90% in a Course but having secured < 40% in SEE.

(c) *Grade 'W':* Awarded to a student having the prescribed attendance but withdrawing from that Course before the prescribed date in a semester under mentor advice with the approval |

	of the Head of the department. The final approval is by the principal on the recommendation of the Academic Dean.
23PG7.3	(a) All the 'T' and 'X' *grades* awarded to the students shall have to be converted into one of the letter grades based on the performance in the makeup examination. (b) In case the student fails to register in the immediate makeup examination or fails to appear for the makeup examination, then 'F' grade shall be awarded to the student in that course. (c) Such students can appear directly for the SEE whenever those courses are offered.
23PG7.4	All the 'W' *grades* awarded to the students shall be eligible for conversion to the appropriate letter *grades* only after the concerned students re-register for these Courses in a main(*Odd/Even*)/Supplementary Semester(SS) and fulfil the passing standards for their class attendance, CIE and SEE as prescribed by the Institute.
23PG7.5	**Grade Card:** (a) Based on the secured letter grades, grade points, SGPA and CGPA, a grade card for each semester and a consolidated grade card indicating the performance in all semesters shall be issued. (b) Each student shall be issued a *Grade Card* (or transcript) at the end of each semester. While this will have a list of all the Courses registered by a student in the semester together with their *credits,* the *letter grades* with *grade points awarded* in each case and those with *grades* '*I*', '*W*' and '*X*', only those Courses registered for *credit* and having *grade points* shall be included in the computation of the student's performance, like *SGPA* and *CGPA*. (c) And, the Courses taken for *audit* will not form part of this computation. The results of *mandatory courses,* which are of the *non-credit* type, shall also be reflected in the *Grade Card as PP (for Passed) or NP (for Not Passed)*. (d) It shall be noted that each PG student shall have to obtain the *grade* PP in each *mandatory course* to qualify for the Degree award by the University.
23PG8.0	**Computation of SGPA and CGPA**
23PG8.1	The *credit index* can be used further for calculating the Semester Grade Point Average *(SGPA)* and the Cumulative Grade Point Average *(CGPA),* both being important academic performance indices of the student. While *SGPA* is equal to the *credit index* for a semester divided by the total number of *credits* registered by the student in that semester, *CGPA* gives the sum total of *credit indices* of all the previous semesters divided by the total number of *credits* registered in all these semesters. Both the equations together facilitate the declaration of academic performance of a student, at the end of a semester and at the end of successive semesters, respectively. Thus, **(i) Semester Grade Point Average (SGPA):** SGPA is equal to the credit index for a semester divided by the total number of credits registered by the student in that semester. $$SGPA = \frac{\sum [(\textbf{\textit{Course Credits}}) \times (\textbf{\textit{Grade points for all registered Courses with letter grades from O to F}})]}{\sum (\textbf{\textit{Course credits for all registered Courses with letter grades from O to F}})}$$ **(ii) Cumulative Grade Point Average (CGPA):** CGPA gives the sum total of credit indices of all the previous semesters divided by the total number of credits registered in all these semesters.

	$$CGPA = \frac{\sum \left[\begin{array}{l} \text{(Course Credits)x(Grade Point/s) for all the courses registered by the} \\ \text{students excluding F grades until that semester.} \end{array} \right]}{\sum \left[\begin{array}{l} \text{(Course Credits) for all the courses registered by the student} \\ \text{excluding F grades, in that semester.} \end{array} \right]}$$ The SGPA AND CGPA shall be rounded off to 2 decimal points and reported in grade cards.
23PG9.0	**Conversions of Grades into Percentage and Class Equivalence**
23PG9.1	**Conversions of Grades into Percentage:** **Conversions of CGPA into Percentage of Marks and Class Equivalence** The following formula for conversion of the CGPA on a 10-point scale into the percentage of marks (M) for employment / higher studies, etc may be used; Percentage of marks secured, M = CGPA Earned x 10 Illustration for a CGPA of 8.20; Percentage of marks secured M = 8.20× 10 = 82.0
23PG9.2	**Class Equivalence:** After the conversion of final CGPA into percentage of marks (P), a graduating student is reckoned to have passed in (i) First Class with Distinction (FCD) if P ≥ 70% (ii) First Class (FC) if P ≥ 60% but <70% and (iii) Second Class (SC) if P < 60%.
23PG10.0	**Continuous Internal Evaluation (CIE)**
23PG10.1	**Continuous Internal Evaluation:** For eligibility to SEE in each course, the student shall secure a minimum of 50% of marks in CIE in each course as per the scheme of teaching and examinations.
23PG10.2	CIE Marks shall be based on (a) For theory course or theory part of integrated course: Average of two Tests (for 50 Marks) and formative assessment as follows: (i) For theory course: One Formative assessment (for 50 Marks): Assignments, Quiz, Simulation, Experimentation, Mini project, oral examinations, field work etc., conducted in respective courses. Course teachers are given autonomy in choosing a few or all of the above yardsticks in testing the students, however the chosen yardstick must be relevant to the subject and a record of all such things is to be kept by the course teachers. (ii) For integrated course, the laboratory test should be conducted and shall be treated as component of formative assessment. (b) For laboratory course, 50 marks shall be based on weekly evaluation (average of all weeks) and one laboratory test for 50 marks. (c) Total CIE marks = 50 marks of test + 50 marks of Formative Assessment. (d) The total 100 marks shall be scaled down to 50 marks.
23PG10.3	The test marks in a theory course, for 50 marks, shall be based on the average of two tests covering the entire syllabus. The test marks in an integrated course, for 50 marks, shall be based on the average of two tests covering the entire syllabus. An additional test may be conducted for deserving students to provide an opportunity to improve their test Marks before the end of the semester. The decision to conduct an additional

	test may be taken by the concerned course teacher and the HOD depending on the merit of the case/s.
23PG10.4	The candidates shall write the Tests in Blue Book/s. The Blue book/s and other documents relating to the award of CIE marks under **23PG10.2(b)** shall be preserved by the Head of the Department until the further orders of the concerned authority of the institution and shall be made available for verification at the directions of the concerned authorities of the institution.
23PG10.5	Every page of the CIE marks list shall bear the signatures with date of the concerned Teacher, Head of the Department and endorsed by the Academic Dean and approved by the principal.
23PG10.6	The CIE marks list shall be displayed on the Notice Board and corrections, if any, shall be incorporated before submitting to the Academic Dean.
23PG10.7	The CIE marks shall be sent to the Academic Dean by the HODs well in advance before the commencement of Semester End Examinations or as per the notification. No corrections of the CIE marks shall be entertained after the submission of marks list to the Academic Dean.
23PG10.8	Candidates obtaining less than 50% of the CIE marks in any course (Theory/Internship/ Project) shall not be eligible to appear for the Semester End Examination in that course/s. In such cases, the Head of the Department shall arrange for the improvement of CIE marks in the course when offered in the subsequent semester subject to the provision of **23PG1.3**.
23PG10.9	(a) The student shall secure a **minimum of 50%** of the total marks prescribed for the CIE in each course to become eligible for SEE. (b) The student failing to secure minimum of 50% in CIE shall be ineligible to appear for the SEE in that course and shall be declared as Not Eligible (NE). (c) In such a case, student has to **Re- Register for the course whenever it is offered (Regular/Supplementary Semester).**
23PG11.0	**Semester-End Examination (SEE)**
23PG11.1	There shall be a Semester End Examination at the end of each semester. Setting Theory Question Papers and Evaluation: Question papers in theory courses shall be set by the Examiners appointed by the COE from the list of examiners approved by BOS submitted by the departments.
23PG11.2	There shall be a double valuation of theory papers. The theory Answer booklets shall be valued independently by two examiners appointed by the COE from the list of examiners approved by BOS submitted by the departments.
23PG11.3	If the difference between the marks awarded by the two Examiners is not more than 15 percent of the maximum marks, the marks awarded to the candidate shall be the average of two evaluations.
23PG11.3	(a) If the difference between the marks awarded by the two Examiners is more than 15 percent of the maximum marks, the answer booklet shall be evaluated by a third Examiner appointed by the COE from the list of examiners approved by BOS submitted by the departments. (b) The average of the marks of nearest two valuations shall be considered as the marks secured by the candidate. In case, if one of the three marks falls exactly midway between the other two, then the highest two.

23PG12.0	**Make-up examinations**
23PG12.1	(a) The *Make-up Examination* facility shall be available to the students who may have missed to attend the SEE of one or more Courses in a semester for valid reasons and given the 'I' grade. (b) Students having 'X' grade shall also be eligible to take the make-up examination. (c) The *Make-up Examination* shall be held as per dates notified by Controller of Examinations, immediately after the announcement of Semester End Examinations (both regular and summer semesters) results. (d) In all these cases, the standard of the *Make-up Examination* shall be the same as that of the regular SEE for the Courses.
23PG13.0	**Eligibility for Passing and Award of Degree**
23PG13.1	(a) A student who obtains any grade 'O' to 'C' shall be considered as pass in any course and if a student secures 'F' grade in any of the heads of passing he/she has to reappear in that head for the SEE. (b) A student shall be declared successful at the end of the Program for the award of a Degree only on obtaining CGPA $\geq$ 5.00, with none of the Courses remaining with an 'F' Grade.
23PG13.2	For a pass in a theory course, the student shall secure a minimum of 40 % of the maximum marks prescribed in the Semester End Examination and 50 % of marks in CIE, and 50 % in the aggregate of CIE and SEE marks. The Minimum Passing Grade in a course is 'C'.
23PG13.3	(a) For a pass in the Internship/ Project/Dissertation/Viva-voce examination, a student shall secure a minimum of 50 % of the maximum marks prescribed for the SEE in Internship/Project/ Dissertation /Viva-voce. (b) The Minimum Passing Grade in a course is 'C'.
23PG13.4	Fourth semester students having backlog courses are permitted to upload the dissertation report and to appear for SEE. The fourth semester grade card shall be released only when the student completes all the backlog courses and become eligible for the award of degree. {To be read along with **23PG16.2**}
23PG13.5	**Rejection of Results:** (a) A candidate may at his/her desire reject his/her latest semester results, except the fourth semester, in respect to all courses of that semester. Rejection shall be permitted only once during the entire Programme. The CIE marks of the rejected semester shall remain the same. (b) If the rejection of the results of the semester happens to be of an odd semester, the candidate can take admission to the immediate next even semester. However, if the rejection of the SEE result is of even semester, the candidate cannot take admission to the next odd semester. (c) Application for rejection shall be submitted to the COE through the Principal of the college, within two weeks from the date of announcement of results. (d) A candidate with a history of rejection of results of a semester shall be eligible for the award of class and distinction but shall not be eligible for the award of rank.
23PG13.6	**Eligibility for Award of Degree:** A student shall be declared to have completed the degree of MBA/MCA/M.Tech., provided the student has undergone the stipulated course work as per the regulations and has earned the prescribed Credits, as per the Scheme of Teaching and Examination, of the program.

| 23PG14.0	**Registration of Courses**
23PG14.1	**Registration and Enrolment:** (a) Except for the first semester, registration for a semester will be done during a specified week before the Semester End Examination of the previous semester. (b) The registration sheet shall have the Candidate details, course name, and code, number of credits, and category (core/elective/audit) for each course of that semester. (c) The Faculty Adviser, assigned by the Head of the Department, will counsel the students in planning their courses of study and provide guidance, motivation, emotional support, and enable the mentees to reach the desired professional and career goals.
23PG14.2	**Dropping of Courses:** a) A specific period shall be fixed in the middle of each semester for this purpose to review the students' performance in CIE by the Faculty Advisor in consultation with the course coordinator to facilitate students to drop the identified course(s) (ensuring that the minimum of 16 credits specified in Regulations **23PG1.6** for the semester is still intact) without being mentioned in the Grade Card. b) Such Courses, if core, are to be re-registered and taken up for study at a later time. However, if the dropped courses are electives, the students have an option to re-register either for the same or different electives later, depending on the availability of the course. c) This shall be with the consent of the concerned mentor and the Head of the Department, recommended by the Academic Dean approved by the principal.
23PG14.3	**Withdrawal from Courses:** a) A specific period shall be identified towards the end of each semester to help review the students' performance in CIE by the Faculty Advisors and Head of the Department. b) The students having poor performance in CIE may withdraw from certain identified course(s) in consultation with the mentor and the course teacher with the approval of the respective Head of the Department (ensuring that the minimum of 16 credits specified in Regulations **23PG1.6** for the semester is still intact), provided he/she has satisfactory attendance. In such cases, a grade 'W' shall be awarded and mentioned in the grade card. c) Such Courses, if core, are to be re-registered by these students and taken up for study at a later time. However, if the withdrawn courses are electives, the students have an option to re-register either for the same or different elective later depending on the availability of the course. d) This shall be with the consent of the concerned mentor and the Head of the Department, recommended by the Academic Dean approved by the principal.
23PG15.0	**Attendance Requirement**
23PG15.1	(a) Courses of each semester shall be treated as a separate unit for calculation of attendance. (b) A candidate has to put in a minimum attendance of 85% in each course with a provision to condone not more than 10 % of the attendance by the principal on the specific recommendation of the Academic Dean submitted by the HOD where the candidate is studying, based on medical grounds, participation in NSS/NCC/Red Cross /Republic Day and Independence Day parades/University/ State/ National/ International level sports and cultural activities, seminars, workshops, paper presentation etc., of significant value. (c) The necessary documents in support are to be submitted along with recommendations to condone the shortage.

	(d) Even in such cases, a minimum of 75% attendance is absolute mandatory.
	(e) The basis for the computation of the attendance shall be the period prescribed by the Institute by its calendar of events. In case of late admission, approved by a competent authority (Karnataka Examination Authority/VTU), to first semester of the program the attendance shall be reckoned from the date of admission to the program.
	(f) The students shall take note of his/her attendance status periodically from the respective faculty and strive to make up for the shortage. The Departments shall periodically announce the attendance status of the students. Non-receipt of such information from the College, the student shall not consider it as a valid reason for exemption from the attendance requirements.
23PG15.2	(a) If a student does not satisfy the attendance requirements in any Course, then he / she shall not be permitted to attend the SEE in that Course and is deemed to have been declared "NE" (Not Eligible) in that Course.
	(b) In such a case, student has to Re-register for the course whenever it is offered (regular/Supplementary semester).
23PG15.3	The list of the candidates falling short of attendance shall be submitted to the Academic Dean at least one week prior to the commencement of the Semester End Examination.
23PG16.0	**Promotion and Eligibility (Vertical Progression)**
23PG16.1	**Promotion:** There shall be no restriction for promotion from an odd semester to the next even semester, provided the student has fulfilled the attendance requirement.
23PG16.2	(a) Candidates, with more than 16 credits of back log courses of first year shall be ineligible for taking admission to the second year (III semester). (b) Each credit course shall be treated as a head of passing.
23PG16.3	The Mandatory non–credit courses, if any, shall not be considered for the Eligibility criterion prescribed for promotion, award of Class, calculation of SGPA and CGPA. However, a pass in the above courses is mandatory before the completion of Degree.
23PG17.0	**Temporary Discontinuation/Break in the Program**
23PG17.1	(a) If a candidate, for any reason, temporarily discontinues the Programme or takes a break from programme during any semester, he/she may be permitted to continue in the programme by registering to the same semester of the prevailing scheme. The Candidate shall complete all the remaining course work subject to the provision **23PG1.3**. Also, the Candidates may have to complete additional course/s, if any, as per the decision of concerned Board of Studies and approval of the principal on the recommendation of the Academic Dean, on establishing equivalence between two schemes. A Grade card shall be issued to that effect. Additional course/s shall not be considered for the eligibility criterion prescribed for promotion. However, based on the individual cases, it is considered to decide the SGPA and CGPA to admit the student for the award of degree. **Such candidate shall not be eligible for the award of rank.** (b) Candidates who take admission to any semester of the existing scheme from another scheme, as a repeater/fresher because of various reasons have to complete additional course/s, if any, as per the decision of concerned Board of Studies and approval

	of the principal on the recommendation of the Academic Dean, on establishing an equivalence between two schemes. (c) A Grade card shall be issued to that effect. Additional course/s shall not be considered for the eligibility criterion prescribed for promotion. However, based on the individual cases, it is considered to decide the SGPA and CGPA to admit the student for the award of degree. **Such candidate shall not be eligible for the award of rank.**
23PG17.2	A student shall be permitted to withdraw temporarily from the programme on grounds like, prolonged illness, calamity in the family or any other serious happening. The withdrawal shall be for periods which are integral multiples of a semester: (a) provided the student applies to the Institute within at least 6 weeks from the date he/she last attended the classes, stating fully the reasons for such a withdrawal, together with supporting documents and endorsement of his/her parent/guardian. (b) provided the Institute is satisfied of the genuineness of the case and that, even by taking into account the expected period of withdrawal, the student has the possibility to complete the programme requirements {e.g., PG: 80(M.Tech.) & 100(MCA & MBA) credits} within the maximum permissible duration (double the prescribed duration of the programme) specified by the University. (c) provided the student does not have any dues or demands at the Institute/University including tuition and other fees as well as library / sports / other material. A student availing temporary withdrawal from the course of study under the above provision **23PG17.1** shall be required to pay such fees and/or charges as may be fixed by the Institute until such time as his/her name appears on the institute rolls. However, it may be noted that the fees/charges once paid shall not be refunded. A student shall be entitled to avail of the temporary withdrawal facility only once during his/her studentship of the programme at the Institute. However, any other concession for the concerned student shall have to be approved by the Academic Council of the Institute. Hence, the students shall be advised by the Principal of the Institute to use this provision only in exceptional cases. The withdrawal and readmission shall be as per the regulations / directions issued time to time by the VTU.
23PG18.0	**Termination from the Programme:**
23PG18.1	A student shall be required to withdraw from the programme and leave the Institute on the following grounds: (a) Failure to secure a CGPA $\geq$ 5.00 for more than once during his/her course of study. (b) Failure to meet the standards of discipline as prescribed by the Institute from time to time. (c) Absence from classes for more than six weeks at a time in a semester without leave of absence being granted by the competent authority. (d) Student not completing all the courses successfully within the prescribed maximum duration for completion of the programme.

23PG19.0	**Award of Degree, Ranks & Medals**
23PG19.1	(a) Students shall be declared to have completed the Programme of PG degree (MBA/M.Tech./MCA) and is eligible for the award of degree provided the students have undergone the stipulated Course work of all the semesters under the Scheme of Teaching and Examinations and have earned the prescribed number of credits within the permitted maximum duration. (b) For the award of degree, completion of bridge/basic courses, if any, as applicable is compulsory.
23PG19.2	**Recommendations for Award of Degree:** (a) The Institute forwards its recommendations to the University in respect of students qualifying for PG degree awards based on their success in the examinations after receiving approval from the Academic Council and Governing Body of the Institute. (b) Only those students recommended for the Degree Award shall be entitled to receive the relevant Provisional Certificates/Transcripts from the Institute at this stage.
23PG19.3	**Graduation Ceremony:** (a) The institute shall have its own annual Graduation Ceremony. During the graduation ceremony Provisional Degree Certificates (PDC) will be issued to the students. (b) The Institute will be able to institute Prizes, medals, and Awards to meritorious students, for being given away annually at the Graduation Ceremony.

23PG19.4	**Award of Ranks:**
	 (a) For award of rank in a Specialization of MBA/MCA/M.Tech., the CGPA secured by the student on completion of the programme is considered.
	 (b) A student shall be eligible for a rank at the time of award of MBA/MCA/M.Tech, provided the student
	    (i) Is not a repeater in any semester.
	    (ii) Has not rejected the results of any semester.
	    (iii) Has passed first to fourth semester in all the courses in first attempt only.
	 (c) The MBA & MCA courses with intake in multiples of 60 shall be awarded maximum of 10 ranks and the M.Tech. courses shall be awarded with maximum of 03 ranks.
	 (d) The number of ranks awarded shall be 10% of the number of students appearing for the final semester examinations.

23PG19.5	Ranks are awarded based on the merit of the students as determined by CGPA. (a) If two or more students get the same CGPA, the tie shall be resolved by considering the number of times a student has obtained a higher SGPA. (b) If it is not resolved even at this stage, the number of times a student has obtained higher grades like O, A+, B+ etc., shall be considered to decide the order of the rank.
23PG20.0	**Transfer of Students:**
23PG20.1	(a) Transfer of SJBIT PG students from non-autonomous to the autonomous Program: (b) Transfer of PG students from other Non-autonomous Institutions to the autonomous program of SJBIT. (c) Transfer of PG students from other autonomous Institutions to the autonomous program of SJBIT. (d) The above cases are implemented as per the directions issued by the VTU time to time and the approval of the academic council on the recommendations of the equivalence committee.

23PG21.0	Students' Feedback:
23PG21.1	(a) The college collects the feedback from students on their course work and various academic activities conducted. The feedback is obtained on-line from the students at regular intervals maintaining confidentiality. (b) The feedback received from the students is reviewed/discussed by a committee constituted for the purpose and necessary corrective measures are taken. (c) The students shall present their feedback with right motive of enhancing the quality of the Teaching Learning Assessment system.
23PG22.0	**Examination Malpractice:**
23PG22.1	Malpractices by the students in examinations shall be viewed seriously and attracts various penalties which include penalties, loss of examination or rustication from the institute. All cases of examination malpractices detected by the staff and the squad shall be referred to the Malpractice Cases Consideration Committee (MPCCC) which will take suitable action, which will be binding on the students.
23PG23.0	**Anti-Ragging, Conduct and Discipline and Malpractice:**
23PG23.1	**Code of conduct & Discipline:** (a) All the students of the Institute shall conduct themselves within and outside the premises of the institute in a manner befitting the great tradition of the institute. (b) The students shall not indulge in any activity which is likely to bring down the prestige of the Institute or to themselves. (c) The students shall show due respect and courtesy to the teachers, administrators, officers, employees, and others associated with the institute and maintain cordial relationships with fellow students. (d) Students should wear ID cards on campus mandatorily and they should follow the dress code and etiquettes of good mannerism. (e) Insubordination and ill-mannered behavior of any kind inside or outside the college bringing down the reputation of the college is not tolerated. (f) Discrimination of any form amongst student community is forbidden. (g) Students must abide by the rules and regulations in force as well as other rules prescribed by the institute from time to time. (h) Ragging in any form is strictly prohibited and is considered a serious offence as per the order of the Honorable Supreme Court of India. (i) The following acts of omissions and commission shall constitute gross violation of the code of conduct and are liable for invoking disciplinary measures: Ragging, Lack of Courtesy, Decorum and indecent behavior within and outside the institute, damage and thieving of institute property and fellow students, possession, consumption and distribution of alcohol and hallucinogenic drugs and narcotics, unruly behavior causing disturbance to fellow students, hacking in other's computers and cyber related crimes, examination malpractices, plagiarism, etc., (j) Commensurate with the gravity of the offence, the punishment includes, reprimand, fine, expulsion from the hostel, debarment from an examination, temporary rustication, suspension from the institute, expulsion from the institute, and handing over the case to the law enforcing authorities of the Government.

23PG24.0	**Faculty Advisor System (Mentor System):**
23PG24.1	Teachers shall be appointed as Mentor / faculty advisors by the respective Head of the Department for groups of students. The functions of such advisors shall include: (a) Counselling the students on general matters, discipline, and conduct. (b) Monitoring the academic and other general progress of the students. (c) Advising them on registration and selection of courses. (d) Assessing their academic performance and monitoring their attendance. (e) Advising the students on Withdrawing / Dropping of course/s based on their progress and capabilities.
23PG25.0	**Applicability and Power to Modify**
23PG25.1	The regulations governing the Degree of MBA/MCA/M.Tech. of SJB Institute of Technology shall be binding on all concerned.
23PG25.2	(a) Notwithstanding anything contained in the foregoing, the Institution shall have the power to issue directions/ orders to address any difficulty. (b) Nothing in the foregoing may be construed as limiting the power of the Institution to amend, modify or repeal any or all of the above.
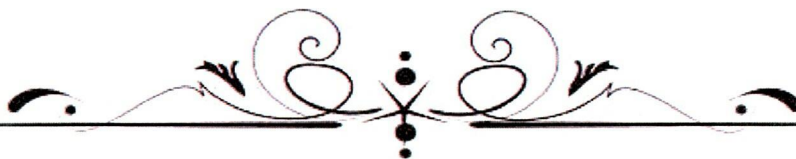
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