

ACADEMIC RULES AND REGULATIONS

FOR

UNDERGRADUATE PROGRAM

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

&

UNDERGRADUATE PROGRAM

BACHELOR OF COMPUTER APPLICATIONS (BCA)

(NEP based Curriculum- Version 1)

(Effective From Academic Year 2024-25)

AR-MIT-BBA-BCA-24



MIT
Quest for Excellence

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G. S. Mandal's

MAHARASHTRA INSTITUTE OF TECHNOLOGY,

Chhatrapati Sambhajinagar

(An Autonomous Institute)

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
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1. Preamble:

Gramaudyogik Shikshan Mandal (GSM), Chhatrapati Sambhajinagar, Maharashtra, India is the Parent trust (organization) established in 1975. MIT offers wide range of programs at graduation and post-graduation level in faculty of Science & Technology, Management and Architecture. The Institute is permanently affiliated to Dr. Babasaheb Ambedkar Marathwada University (DBAMU), Chhatrapati Sambhajinagar (Aurangabad). University Grants Commission (UGC) has conferred “**Autonomous**” status to the Institute w.e.f. AY 2021-22. Dr. Babasaheb Ambedkar Marathwada University communicated the autonomous status vide Notification Ref. No. ACAD.AFFI/2021-22/30267-72 dated 30/03/2021.

MIT is approved by All India Council for Technical Education (AICTE), New Delhi, Council of Architecture (CoA), New Delhi and Directorate of Technical Education (DTE), Maharashtra State. National Assessment and Accreditation Council (NAAC) has accredited the Institute with Grade ‘A’. MIT has received recognition under Section 2(f) and 12 (B) of the UGC Act, 1956. MIT has got accreditation from Department of Science and Industrial Research (DSIR), Ministry of Science and Technology, Government of India as a Science and Industrial Research Organization (SIRO). MIT has been empaneled under Unnat Maharashtra Abhiyan (UMA), a project by Ministry of Higher and Technical Education, Government of Maharashtra. MIT is also selected under Unnat Bharat Abhiyan (UBA), a flagship program of Ministry of Human Resource Development (HRD), Government of India. MIT is an Approved ESCO (Empaneled as Energy Service Company) approved by Bureau of Energy Efficiency (BEE), Ministry of Power, Government of India.

The teaching-learning process adapted at Institute is student centric and governed by the concept of outcome-based education. Institute is well connected with various companies/organizations for In-Plant Training /Internship of students. Institute has recognized Ph.D. Research Centers in Mechanical Engineering, Computer Science and Engineering and Electronics and Telecommunications affiliated to Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar (Aurangabad).


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Institute implemented NEP 2020 based curriculum for all B. Tech programs from AY 2023-24. Also, NEP Compliant curriculum for newly started programs i.e. Bachelor of Business Administration (BBA), Bachelor of Computer Applications (BCA), and M. Tech in Polymer Science and Technology, have been designed with effect from AY 2024-25. From AY 2025-26, the Institute has decided implementation of NEP for the remaining and new Undergraduate and Post-graduate programs.

All BBA/BCA undergraduate degree programs where NEP compliant curriculum are under implementation will be governed by these rules and regulations. These academic rules and regulations are approved in the Academic Council meeting dated **04/01/2025**. All departments will adhere to these rules and regulations approved by the Academic Council from time to time. The stakeholders particularly the students, and parents/guardians, are advised to be fully familiar with the academic system of the Institute. Students should know the rules and regulations governing academic requirements, evaluation system and grading system.

This booklet provides information on the academic rules and regulations for all UG BBA/BCA programs w.e.f. AY 2024-25 considering the NEP 2020 Compliant Curriculum applicable to MIT (An Autonomous Institute). The regulations prescribed herein have been made to facilitate the smooth, transparent and orderly conduct of its academic programs. MIT is committed to provide the multiple learning opportunities to students for their academic progression and holistic development. MIT has implemented the Outcome Based Education (OBE) system. It is expected that these regulations will enable the students to take advantage of the various academic opportunities at the Institute and prepare themselves to face the challenges in their professional careers ahead. Every possible opportunity is provided to progress academically and overall development of the students is ensured.



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2. Vision and Mission of the Institute:

VISION:

To be a globally recognized educational institute fostering technically proficient and ethically integrated personalities adept at solving technological and societal challenges through excellence in teaching-learning, research, innovation, and practicing sustainability.

MISSION:

To serve the society with an equitable and holistic education system, shaping students into professionally valued global citizens committed to contributing locally and globally by providing:

- High quality teaching learning and conducive environment for research & innovation
- State-of-the-art infrastructural facilities and an inspiring learning environment
- Multi-disciplinary education, skill enhancement trainings, and value education
- Collaborations with national and international organizations to enrich the educational and research experience


National Education Policy (NEP) 2020 Framework:

The vision of NEP 2020 is to develop the curriculum and pedagogy of institutions, to reflect the true sense of knowledge, skills, values, and disposition among the students/learners to develop them as global citizen. NEP provides benefits such as-

- **Holistic Education:** Integration of multidisciplinary and interdisciplinary approaches in the curriculum, promoting overall development of students.
- **Focus on Skill Development:** Emphasis on skill-based education, internships, and industry-linked projects, leading to better employability.
- **Credits for Co-curricular and Extra-curricular Learning:** encouraging the students to learn through co-curricular and extra-curricular activities while earning the credits.
- **Flexibility in Learning:** Implementation of flexible learning pathways, including multiple entry-exit options and credit transfer systems.


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- **Integration of Honours and Honours with Research in Study:** Adoption of Honour, and Honour with research as additional degree programs for bright students.
- **Value-Based Education:** Inclusion of Indian knowledge systems, ethics, and values to promote cultural heritage and sustainability.
- **Outcome-Based Education:** Focus on outcome-based education to ensure that learning outcomes align with industry and societal needs.

The NEP 2020 based Multidisciplinary Science & Technology Curriculum Framework offers:

- The opportunity for learners to choose the courses of their interest in all disciplines.
- Horizontal and Vertical mobility with multiple entry and exit options at each level. with the award of UG certificate/ UG diploma/ or three-year degree depending upon the number of credits secured.
- Provision of NSQF compliant Skill-based Courses and internships at the exit.
- The flexibility for learners to move from one institution to another to enable them to have multi and/or interdisciplinary learning.
- One Semester Internship/ On Job Training (OJT).
- Provision of Vocational and Skill Enhancement Courses (VSEC), Indian Knowledge System (IKS), Community Engagement Project (CEP)/Field Project (FP) in Major Discipline Degree.
- Credits for Co-curricular and Extra-Curricular Activities as Curricular activities besides provision of credits for the Ability Enhancement Courses (AEC) and Value Education Courses (VEC).
- Interdisciplinary or Multidisciplinary education through Single and Double Minors and Open Electives (OE).
- The flexibility to switch to alternative modes of learning (offline, Online learning, and hybrid modes of learning).

Maharashtra Institute of Technology, as an autonomous institution, proactively started implementation of curriculum and various reforms in line with NEP 2020.


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3. [AR-MIT-BBA-BCA-24-03]- Short Title, Application and Commencement:

- 3.1 These regulations listed herein shall be called as "Academic Rules and Regulations of MIT (Autonomous), for Bachelor of Business Administration and Bachelor of Computer Applications program in line with NEP wef Academic Year (AY) 2024-25 (AR-MIT-BBA-BCA-24), run by the G. S. Mandal's Maharashtra Institute of Technology (MIT), Chhatrapati Sambhajinagar, permanently affiliated to Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar.
- 3.2 These academic rules and regulations are in force for students taking admission for BBA/BCA programs from AY 2024-2025 and onwards for a full-time UG program.
- 3.3 Specific aspects of the regulations pertaining to a particular degree programs are given separately along with the corresponding curriculum. This set of regulations shall be binding on all students undergoing the said degree program(s) at MIT.
- 3.4 The provisions contained in this set of regulations govern the policies and procedures, on the admission, imparting instructions of courses, conducting of the examinations, and evaluation, etc., leading to the said UG degree program(s).
- 3.5 This set of regulations may evolve and get revised/refined or updated or amended or modified or changed through appropriate approvals from the Academic Council (AC), from time to time, and shall be binding on all parties concerned, including the Students, Faculty, Parents, Staff, Departments, and Institute Authorities.
- 3.6 In order to guarantee fairness and justice to all the parties concerned, in view of the periodic evolutionary refinements, any specific issues or matters of concern shall be addressed to AC, as and when found necessary through appropriate authorities.
- 3.7 The Academic Council may consider any issues or matters of concern relating to any or all the academic activities of the Institute, for appropriate action, irrespective of whether a reference is made (or the nature and extent of any reference if so present) herein this set of regulations or otherwise.
- 3.8 All disputes arising from this set of regulations must be addressed to the Academic Council. The decision of the AC is final and binding on all parties concerned. Further, any legal disputes arising from this set of regulations shall be limited to the legal jurisdiction of Chhatrapati Sambhajinagar and not that of any other parties.


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4. Abbreviations and Definitions:

In these regulations, unless the context otherwise requires -

- (i) "ABC" means Academic Bank of Credit.
- (ii) "Academic Council" or "AC" shall mean the Academic Council of the Institute constituted as per the guidelines of UGC for autonomous colleges.
- (iii) "ACOE" shall mean the Assistant Controller of Examination.
- (iv) "AICTE" shall mean the All India Council for Technical Education, New Delhi.
- (v) "Applicant" means an individual who applies for admission to any undergraduate and postgraduate programs at Institute.
- (vi) "BBA" shall mean Bachelor of Business Administration.
- (vii) "BCA" shall mean Bachelor of Computer Applications.
- (viii) "Board of Studies" or "BoS" means the Board of Studies of a specific department of Institute, constituted as per the guidelines of UGC for autonomous colleges.
- (ix) "Class Teacher/Coordinator" means a faculty who coordinates the academic and administrative activities and facilitates/advises students on routine basis for a particular class of students as per directives of the Head of Department.
- (x) "Candidate" means an individual who applies for admission or examination conducted by the Institute.
- (xi) "CET" means, Common Entrance Test conducted by competent authority.
- (xii) "Choice Based Credit System (CBCS)" means the curriculum structure / framework which provides choices for students to select from the prescribed courses (core, elective, honour, or exit).
- (xiii) "Competent Authority" shall mean the Governing Body/Academic Council of the Institute/ University/Government/UGC/AICTE/COA/Regulating Authority as the case may be.
- (xiv) "Course" means a specific *subject* usually identified by its *course-code* and *course-title*, with a specified *syllabus/course* description, taught by faculty member(s) /course-Coordinator(s) to a specific *class* (group of students) during a specific *academic-session/semester*. The courses should define learning objectives


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

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and course outcomes. A course may be designed to comprise of lectures/ tutorials /laboratory work/field work/project work/vocational training/viva/seminar/term papers /assignments/self-study etc. or a combination of some of these.

- (xv) “Course Coordinator” shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including Internal Assessment, etc.
- (xvi) “Credit” means a numerical weightage given to a particular course depending the instruction types and delivery.
- (xvii) “Credit Point” shall mean a product of grade point and number of credits for a course.
- (xviii) “Curriculum” means the set of academic regulations, course structure, and course contents offered during a specific academic-session/semester.
- (xix) “Cumulative Grade Point Average (CGPA)” means a measure of overall cumulative performance of a student till the end of current semester (till date of declaration of result). CGPA is the ratio of total earned grade points secured by a student in various courses in all semesters (till the end of current semester) and the sum of the total credits of all courses in all the semesters (till the end of current semester). It is expressed up to two decimal places.
- (xx) “Dean” shall mean the authority designated for specific administrative position, as per the Governance policy document of the Institute.
- (xxi) “Degree” shall mean the Bachelor of Computer Applications (BCA) or Bachelor of Business Administration (BBA) and other degrees of the Institute as may be approved by the Regulating Authority, as per the context.
- (xxii) “Director” means the Head of the Institute.
- (xxiii) “DTE” shall mean Directorate of Technical Education, Government of Maharashtra.
- (xxiv) “Equivalence Committee” shall mean the Equivalence Committee appointed by the Academic Council for the specific purpose like course equivalence, credit equivalence, etc.
- (xxv) “ESE” means End-Semester Examination.


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- (xxvi) “Examinee” means a person who presents himself for an examination to which he/she has been admitted.
- (xxvii) “Examination” means an examination prescribed by the Institute under Ordinances /Regulations.
- (xxviii) “Examination Fee” means the fee prescribed by the concerned rules and includes the fee for entire process of conduct of examination and statement of grades but does not include any other fee.
- (xxix) “EXC” shall mean Examination committee constituted as per guidelines of competent authority.
- (xxx) An “Ex-student” is a person, who, having once been admitted to an program of this Institute is again required to take the admission in the same program due to his/her failure or absence in the Academic semester/year.
- (xxxi) “Finance Committee” shall mean the Finance committee of the Institute constituted as per the guidelines of UGC for autonomous colleges.
- (xxxii) “GATE” means Graduate Aptitude Test in Engineering.
- (xxxiii) “Government ” means Government of India / Maharashtra as may be applicable.
- (xxxiv) "Governing Body" shall mean the Governing Body of the Institute constituted as per the guidelines of UGC for autonomous colleges.
- (xxxv) “Guide” shall mean a person who is qualified to supervise an Undergraduate (BCA / BBA) Major Project, seminar, and Dissertation work of students and is approved by the Academic Council.
- (xxxvi) “Grade Moderation Committee” shall mean the committee appointed by the Chairperson, Academic Council to moderate grades awarded by the examiner, if required.
- (xxxvii) “Grade Point” means a numerical weight allotted to each letter grade on a 10-pointscale. Also “Earned Grade Point” means a product of grade point and the number of credits for a course.
- (xxxviii) “GRC” shall mean Grievance Redressal Committee of the Institute.
- (xxxix) “HoD” means the Head of the Department.
- (xl) “Honours degree” is a degree program for eligible students of the same


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department (offering department /UG program).

- (xli) “ISE” means In-Semester Examination.
- (xlii) “IAE” shall mean In-charge of Answer-book Evaluation of Theory End Semester Examination, appointed by the Director.
- (xliii) “Institute” shall mean the Maharashtra Institute of Technology, Chhatrapati Sambhajinagar, an Autonomous Institute.
- (xliv) “Letter Grade” means grade denoted by letters (O, A+, A, B+, B, C+, P & F) which is an index of the performance of students in a said course.
- (xlv) “Make-up Examination” means an examination conducted by the Institute in accordance with the provisions made in rules and regulations.
- (xlvi) “MEME” shall mean the Multiple-Exit Multiple-Entry.
- (xlvii) “MIT” shall mean the Maharashtra Institute of Technology, Chhatrapati Sambhajinagar, an Autonomous Institute.
- (xlviii) “NCrF” shall mean the National Credit Framework.
- (xlix) “NEP” means National Education Policy, 2020.
- (l) “NHEQF” means the National Higher Education Qualifications Framework.
- (li) “NSQF” means the National Skills Qualifications Framework, which is a competency-based framework that organizes all qualifications according to a series of levels of knowledge, skills and aptitude.
- (lii) “OIC” shall mean Officer In-charge of the End Semester Examination conduction.
- (liii) “Open House” means a result discussion process conducted by the Institute in accordance with the provisions made in Rules, Regulations/Ordinances.
- (liv) “Parent Department” means the department that offers the degree program that a student undergoes.
- (lv) “PG” means Postgraduate.
- (lvi) “Program” shall mean a stream of study affiliated to the University for award of degree, or a specific branch of study opted by the student, as case may be.
- (lvii) “Program Coordinator” means a faculty In-Charge of an academic program.
- (lviii) “Registrar” shall mean the authority designated for specific administrative


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position, as per the Governance policy of the Institute.

- (lix) "Regulating Authority" shall mean any regulatory or controlling body for the Technical Education in India.
- (lx) "Semester" means each semester which consist of academic work equivalent to 90 actual teaching/working days.
- (lxi) "Semester Grade Point Average (SGPA)" means a measure of performance of student in a semester. It is ratio of total earned grade points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- (lxii) "Student" shall mean a student registered for UG program for studies leading to any degree offered by the Institute and sought final admission to the degree program.
- (lxiii) "Scheme of Teaching and Examination" shall mean the scheme of teaching and Scheme of Examination (SoE) for a program of study as approved by the Academic Council.
- (lxiv) "Teacher's Assessment" means a formative assessment conducted by a department in accordance with the provisions made in Rules, Regulations/Ordinances.
- (lxv) "Transcript" or "Grade Card" or "Certificate" means a certified document issued to student after every semester or completion of examination based on the grades/credits earned. The grade certificate will display the course details (code, title, No. of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.
- (lxvi) "UG" means undergraduate.
- (lxvii) "University" shall mean Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar.
- (lxviii) "UGC" shall mean University Grants Commission, Government of India, New Delhi
- (lxix) "Vice-Chancellor" shall mean the Vice-Chancellor of the University.


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5. [AR-MIT-BBA-BCA-24-05] Academic Programs at Institute:

Maharashtra Institute of Technology (MIT), Chhatrapati Sambhajnagar, offers various Undergraduate (UG) and Postgraduate (PG) programs such as B. Tech, BCA, BBA, B. Arch, B. Voc, M. Tech, MCA, MBA, and M. Arch, affiliated to Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajnagar.

5.1 Undergraduate (UG) – BBA/BCA:

The program titles in UG **Bachelor of Business Administration** and **Bachelor of Computer Applications program** are mentioned in **Table 1 (a)**. The program titles for other UG and PG programs offered at Institute are mentioned in **Table 1 (b-f)**.

Table 1(a): 4-Years bachelor degree (BBA/BCA) titles

Sr. No.	Department	Program Code	Program Name/Title
1.	Management Science	BBA	Bachelor of Business Administration
2.	Computer Applications	BCA	Bachelor of Computer Applications

Table 1(b): 4-Years bachelor degree (B.Tech.) in Major Engineering discipline titles

Sr. No.	Department	Program Code	Program Name/Title
1.	Agricultural Engineering	AED	B. Tech in Agricultural Engineering
2.	Emerging Science and Technology	AID	B. Tech in Artificial Intelligence (AI) and Data Science
3.		CSD	B. Tech in Computer Science and Design
4.	Civil Engineering	CED	B. Tech in Civil Engineering
5.	Computer Science and Engineering	CSE	B. Tech in Computer Science and Engineering
6.	Electrical Engineering	EED	B. Tech in Electrical Engineering
7.	Electronics and Computer Engineering	ECE	B. Tech in Electronics and Computer Engineering
8.		ETC	B. Tech in Electronics and Telecommunication Engineering
9.	Mechanical Engineering	MED	B. Tech in Mechanical Engineering
10.		MTX	B. Tech in Mechatronics Engineering
11.	Plastic and Polymer Engineering	PPE	B. Tech in Plastic and Polymer Engineering



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Table 1(c): Undergraduate (UG) – Vocational Education

Sr. No.	Program Name
1	B. Voc. in Artificial Intelligence & Robotics
2	B. Voc. in Food Processing
3	B. Voc. in Interior Design
4	B. Voc. in Software Development
5	B. Voc. in Refrigeration and Air Conditioning

Table 1(d): Postgraduate (PG) – Science& Technology

Sr. No.	Program Name
1	M. Tech in Artificial Intelligence and Machine Learning
2	M. Tech in Computer Science & Engineering (Data Science and Analytics)
3	M. Tech in Computer Science & Technology
4	M. Tech in Electrical Drives and Control
5	M. Tech in Electronics Telecommunication
6	M. Tech in Food Processing Technology
7	M. Tech in Mechanical Engineering
8	M. Tech in Polymer Science and Technology
9	M. Tech in Structural Engineering

Table 1(e) :Other Undergraduate Programs:

Sr. No.	Program Name
1	Bachelor of Architecture (B. Arch)

Table 1(e) :Other Postgraduate Programs:

Sr. No.	Program Name
1	Master of Architecture (Urban Design)
2	Master of Computer Applications (MCA)
3	Master of Business Administration (MBA)


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5.2 Qualification Title and Credit Requirements under Four- years UG Program (BBA/BCA) with Multiple Entry and Multiple Exit options:

As per the Model Curriculum published by the All India Council for Technical Education (AICTE) for UG programs called Bachelor of Business Administration (BBA) and Bachelor of Computer Applications (BCA), and National Credit Framework (NCrF), UG (Three/Four-year Bachelor Degree) program offered by Institute allows the students to experience the full range of holistic and multidisciplinary education.

The qualification title and credit requirement for different levels under these degree programs with multiple entry and multiple exit options is given in **Table 2 (A)** and **Table 2 (B)**:

Table 2 (A): 4-year duration BBA degree program credit requirements

NSQF Levels	Qualification Title	Credit Requirements	Semester	Year
4.5	Under Graduate Certificate in Business Administration	40	2	1
5.0	Under Graduate Diploma in Business Administration	80	4	2
5.5	Bachelor of Business Administration (BBA)	120	6	3
6.0	Bachelor of Business Administration (BBA) [Honours or Honours with Research]	160	8	4

Table 2 (B): 4-year duration BCA degree program credit requirements

NSQF Levels	Qualification Title	Credit Requirements	Semester	Year
4.5	Under Graduate Certificate in Computer Applications	40	2	1
5.0	Under Graduate Diploma in Computer Applications	80	4	2
5.5	Bachelor of Computer Applications (BCA)	120	6	3
6.0	Bachelor of Computer Applications (BCA) [Honours or Honours with Research]	160	8	4



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5.3 Multiple Level Exits:

- 5.3.1. Students will have the flexibility to enter a programme in odd semesters and exit a programme after the successful completion of even semesters as per their future career needs.
- 5.3.2. Students exiting the First-Year programme after securing all credits of I and II Semester shall be awarded UG Certificate in the relevant discipline provided they secure 4 additional credits [details provided in **Table 3**] offered during summer vacation.
- 5.3.3. **Exit Criteria after First Year of BBA Programme :** The students shall have an option to exit after 1st year of Business Administration Program and will be awarded with a **UG Certificate in Business Administration**. Students on exit have to compulsorily complete additional 04 Credits either in a Skill based subject or work based Vocational Course offered during summer term or Internship/Apprenticeship / Social Responsibility & Community Engagement – encompassing community engagement with an NGO after the second semester of minimum 08 weeks of duration. The exiting students will clear the subject / submit the report of the same as per the schedule provided by the Institute/academic calendar.
- 5.3.4. **Exit Criteria after First Year of BCA Programme :** Students will have the option to exit the Bachelor of Computer Application (BCA) program after successfully completing the first year. Upon exit, they will be awarded a **UG Certificate in Computer Application**. To be eligible for this certificate, students must complete an additional 04 credits in one of the following areas. The exiting students will clear the subject / submit the report of the same as per the schedule provided by the Institute/academic calendar:
- **Skill-Based Subject:** A course designed to enhance practical and technical skills in the field of computer applications.
 - **Work-Based Vocational Course:** A vocational course offered during the summer term that emphasizes hands-on training and workplace readiness.
 - **Internship/Apprenticeship:** A professional internship or apprenticeship


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program in a relevant field, with a minimum duration of 08 weeks, which will take place after the second semester.

- **Social Responsibility & Community Engagement:** Active engagement with an NGO or community organization for a minimum duration of 08 weeks, focusing on real-world problem-solving, social responsibility, and community service.

5.3.5. Students exiting the Second Year Programme after securing all credits of I, II, III and IV Semester shall be awarded UG Diploma in the relevant discipline provided they secure additional 4 credits [details provided in **Table 3**] offered during summer vacation after the second year.

5.3.6. **Exit Criteria after Second Year of BBA Programme :** The students shall have an option to exit after 2nd year of Business Administration Program and will be awarded with a **UG Diploma in Business Administration**. Students on exit have to compulsorily complete additional 04 Credits either in a Skill based subject or work based Vocational Course offered during summer term or Internship/Apprentice-ship / Social Responsibility & Community Engagement – encompassing community engagement with an NGO / Capstone Project after the fourth semester of minimum 08 weeks of duration. The exiting students will clear the subject / submit the report of the same as per the schedule provided by the Institute/academic calendar.

5.3.7. **Exit Criteria after Second Year of BCA Programme :** Students will have the option to exit the Bachelor of Computer Application (BCA) program after successfully completing the 2nd year. Upon exit, they will be awarded a **UG Diploma in Computer Application**. To be eligible for this diploma, students must complete an additional 04 credits in one of the following areas. The exiting students will clear the subject / submit the report of the same as per the schedule provided by the Institute/academic calendar:

- **Skill-Based Subject:** A specialized course aimed at enhancing technical and practical expertise in computer applications.
- **Work-Based Vocational Course:** A vocational course offered during the


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summer term, focused on building practical, industry-relevant skills.

- **Internship/Apprenticeship:** A professional internship or apprenticeship with a minimum duration of 08 weeks, conducted after the fourth semester, offering hands-on experience in a relevant field.
- **Social Responsibility & Community Engagement:** Involvement with an NGO or community-based organization for a minimum of 08 weeks, contributing to social initiatives and applying computer application knowledge to solve real-world challenges.
- **Capstone Project:** Completion of a capstone project integrating the skills and knowledge gained during the first two years of the program, which can be an independent or group project.

Table 3: Credit requirements for Multiple Exit (after First, Second and Third Year) of degree programme for students admitted in the Institute

NSQF Level	Exit After [Semester]	Qualification Title	Credit Requirements for Exit in the normal duration	Mandatory additional Credits required to earn during
4.5	1 st Year [2 nd Semester]	UG Certificate	All Credits of I and II Semester [40]	Total Credits to earn: 04 , as given in Section 5.3.3 and 5.3.4
5.0	2 nd Year [4 th Semester]	UG Diploma	All Credits of I, II, III and IV Semester [80]	Total Credits to earn: 04 , as given in Section 5.3.6 and 5.3.7
5.5	3 rd Year [6 th Semester]	Bachelor Degree (BBA/ BCA)	All Credits of I, II, III, IV, V and VI Semester [120]	Nil

5.3.8. Students exiting the 3-year UG program will be awarded BBA/BCA degree upon securing all credits of I, II, III, IV, V and VI Semester.

5.3.9. **Exit Criteria after Third Year of BBA Programme:** The students shall have an option to exit after 3rd year of Bachelor of Business Administration Program and will be awarded with a **Bachelor of Business Administration**.


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- 5.3.10. **Exit Criteria after Third Year of BCA Programme:** The students shall have an option to exit after 3rd year of Bachelor of Computer Application Program and will be awarded with a **Bachelor of Computer Application**.
- 5.3.11. Students willing to continue education in the same program after successful completion of Three years BBA/BCA program, can enroll to for a Bachelor degree (BBA/BCA) with Honours or Honours with Research subject to fulfilling the eligibility criteria and earning additional **40** credits, the details of which is provided in the Section 7 of this document.

5.4 Multiple Levels Entry to Students (at different NSQF level) under the BBA/BCA Program:

- 5.4.1. Students have the flexibility to enter a programme in odd semesters as per their aspiration to complete the next level of the degree education.
- 5.4.2. Students, opting for exits at any level, will have the option to re-enter the programme from where they had left off, in the same or in a different higher education institution **within Three years of exit** and complete the degree programme within the stipulated maximum period of Six years (3+3 pattern) from the date of admission to first year UG for getting BBA/BCA Degree.
- 5.4.3. Re-entry at various levels for lateral entrants in academic programmes shall be based on the earned and valid credits as-deposited and accumulated in the Academic Bank of Credits (ABC) through Registered Higher & Technical Education Institutions (RHTEI) and proficiency test records.
- 5.4.4. The instructions issued in this regard from the regulating authorities and approved by the Academic Council shall be applicable.
- 5.4.5. Student who exited after the First-Year programme after earning / awarded UG Certificate in the relevant Discipline from MIT or other Institute/University may enter/take the admission at the ODD semester (3rd Semester) of the Second year provided he/she has earned minimum credits and validity of No. of years to complete the BBA/BCA Degree [details provided in **Table 4**].
- 5.4.6. Student who exited after the Second-Year programme after earning / awarded UG


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Diploma in the relevant Discipline from Institute (MIT) or other Institute/University may enter/take the admission at the ODD semester (5th Semester) of the Third year provided he/she has earned minimum credits and validity of No. of years to complete the BBA/BCA Degree [details provided in Table 4].

Table 4: Credit requirements for Multiple Entry (at Second, Third and Fourth Year) of degree program for students admitted in the Institute or entering from other Institute/University under Multiple Entry-Multiple Exit Scheme

NSQF Level	Entry Year at [odd Semester]	Qualification Title earned*	Credit Requirements before Lateral Entry (Minimum)	Eligibility in terms of maximum no. of years to complete the UG Degree
5.0	2 nd Year [3 rd Semester]	UG Certificate*	All Credits of I and II Semester [40] + 04 Mandatory additional Credits* (as per Table 3)	Student should be eligible as per the maximum no. of years to complete the BBA/BCA Degree i.e. 3+3 years and Additional one year for Honours or Honours with Research Degree.
5.5	3 rd Year [5 th Semester]	UG Diploma*	All Credits of I, II, III and IV Semester [80] + 04 Mandatory additional Credits* (as per Table 3)	
6.0	4 th Year [7 th Semester]	Bachelor Degree* (BBA/ BCA)	All Credits of I, II, III, IV, V and VI Semester [120]	
* Applicable to the students those who opted for exit in earlier year and obtained the discipline specific qualification title. However, for students those who are not opted for exit in earlier year and not obtained the discipline specific qualification title, but wish to enter laterally will be admitted according to the rules 5.4.3 and 5.4.4.				

5.4.7. Student who exited after the Third-Year programme after earning / awarded BBA/BCA Degree from Institute (MIT) will be allowed to complete the Honours or Honours with Research Degree. Such aspirant student has to enroll immediately in the next academic year after the third year in the Seventh Semester.


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5.5 Four Year of BBA/BCA Degree (NSQF Level 5.5 and 6.0) with various options -

The options are as follows: (a) Bachelor Degree in chosen Discipline with mandatory (120 credits), or (b) Bachelor Degree with Honours in chosen Discipline with mandatory (160 credits) or (c) Bachelor Degree with Honours with Research in chosen Discipline with mandatory (160 credits). Details are given in Table 5 (a-d).

Table 5 (a): Proposed Course Structure and distribution of Credits for BBA Degree Program (NSQF Level 5.5)

Semester	I	II	III	IV	V	VI	Total Credits
Programme Core Course (PCC)	12	12	12	16	08	06	66
Ability Enhancement Course (AEC)	04	02	--	--	--	--	06
Multidisciplinary Elective Course (MDE)	02	02	02	--	--	--	06
Value Education Course (VAC)	02	02	02	02	--	--	08
Skill Enhancement Course (SEC)	--	02	04	02	04	06	18
Discipline Specific Elective Course (DSE)	--	--	--	--	08	08	16
Total Credits (for 3 year Degree)	20	20	20	20	20	20	120

Table 5(b): Proposed Course Structure and distribution of Credits for BBA Honours/ Honours with Research Degree Program (NSQF Level 6.0)

Semester	BBA		BBA with Honours		BBA with Honour with Research		
	I to VI	VII	VIII	Total Credits	VII	VIII	Total Credits
Programme Core Course (PCC)	66	04	--	70	12	20	98
Ability Enhancement Course (AEC)	06	--	--	06	--	--	06
Multidisciplinary Elective Course (MDE)	06	04	--	10	--	--	06
Value Education Course (VAC)	08	--	--	08	--	--	08
Skill Enhancement Course (SEC)	18	04	08	30	--	--	18
Discipline Specific Elective Course (DSE)	16	08	12	36	08	--	24
Total Credits (for 4 year Degree)	120	20	20	160	20	20	160


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Table 5 (c): Proposed Course Structure and distribution of Credits for BCA Degree Program (NSQF Level 5.5)

Semester	I	II	III	IV	V	VI	Total Credits
Programme Core Course (PCC)	08	11	12	15	--	04	50
Ability Enhancement Course (AEC)	02	--	--	--	--	01	03
Multidisciplinary Elective Course (MDE)	02	--	--	--	--	01	03
Value Education Course (VAC)	02	02	02	--	--	--	06
Skill Enhancement Course (SEC)	06	07	02	02	06	04	27
Discipline Specific Elective Course (DSE)	--	--	04	03	14	10	31
Total Credits (for 3 year Degree)	20	20	20	20	20	20	120


Table 5(d): Proposed Course Structure and distribution of Credits for BCA Honours/ Honours with Research Degree Program (NSQF Level 6.0)

Semester	BCA	BCA with Honours			BCA with Honour with Research		
	I to VI	VII	VIII	Total Credits	VII	VIII	Total Credits
Programme Core Course (PCC)	50	05	--	55	12	20	82
Ability Enhancement Course (AEC)	03	--	--	03	--	--	03
Multidisciplinary Elective Course (MDE)	03	03	--	06	--	--	03
Value Education Course (VAC)	06	--	--	06	--	--	06
Skill Enhancement Course (SEC)	27	04	08	39	--	--	27
Discipline Specific Elective Course (DSE)	31	08	12	51	08	--	39
Total Credits (for 4 year Degree)	120	20	20	160	20	20	160


5.6 Academic Instructions and Admission Guidelines:

5.6.1 Instructions:

- 5.6.1.1. Instructions about the curriculum in the various courses in each semester of all the four years shall be provided by the Institute.
- 5.6.1.2. The details of instruction period, examination schedule, breaks etc. shall be notified by the Dean (Academics) of the Institute as per the Institute academic calendar approved by Academic Council.
- 5.6.1.3. The medium of instructions and examination shall be English except the courses related to foreign language or any other language.


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5.6.2 Admissions:

- 5.6.2.1. The minimum entry qualification and procedure for admission to UG programs shall be as per the directives of the Competent Authorities from time to time.
- 5.6.2.2. UG student shall be required to earn minimum number of credits through various academic courses of a curriculum as provided in the ordinance/regulation of the Institute approved by Academic Council.
- 5.6.2.3. UG student shall be required to complete all the requirements for the award of the UG degree within such period as may be specified in the regulations as approved by AC, including those credits earned at such other institutions approved by competent authority for this purpose.
- 5.6.2.4. The date of initial admission for the UG program shall normally be the date on which the student formally takes admission for the first time. This date shall be treated as the date of joining the programs for all intents and purposes.
- 5.6.2.5. The procedure for the direct second year admission shall be as per the directives of the Competent Authorities from time to time.
- 5.6.2.6. There shall also be a merit-based, lateral admission of students for higher classes (falling under the Multiple Entry Multiple Exit (MEME) category) conducted at the Institute in accordance with the rules specified by competent authorities from time to time as applicable for such admissions.
- 5.6.2.7. The Institute reserves the right to revoke the admission made to a student if it is found at any time after admission that he/she does not fulfil all the eligibility requirements for the admission to the UG program as laid down by the Competent Authority.

5.7 Academic Calendar:

- 5.7.1. Each academic year shall be divided into two main semesters, each of 20 weeks.
- 5.7.2. The academic programs in the Institute shall be based on semester system; two semesters - one ODD Semester (July-December) and other EVEN Semester



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(January-June) in a year with winter and summer breaks between the semesters. In case of unprecedented situation, the academic semesters are likely to vary accordingly, with necessary approval from Academic Council.

5.7.3. A typical breakdown of the academic year for the BBA/BCA program at the Institute shall be as suggested in **Table 6**.

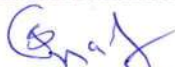
5.7.4. In each semester, there shall be minimum 90 working days.

Table 6: Proposed Breakdown of Academic Year into Semesters


1.	Semesters/ Year	Two Main Semesters (Odd and Even) and One Summer Term/break
2.	Semester Durations	Main Semesters: Approx. 20 Weeks each. Summer Term: Approx. 2/3 Weeks
3.	Academic Activities and Examinations (Weeks):	<p>Main Semester (Odd or Even): Registration of Courses- 2 days; Course work- 90 Working days; Examinations- 3/4 weeks; Declaration of Results 10 days after last day of the Examination; Total: 20 weeks</p> <p>Make-up Examination: (For failed courses in odd and even semesters) Registration of Courses for Make-up Examination- 1 day; Make-up Examination Preparation- 1 Week; Re-Examinations- 1 Week; Declaration of Results- 3 days; Total: 3 weeks</p> <p>Summer Term (For Internship): Course Work- 2/3 weeks</p> <p>Inter-Semester Break: After odd Main Semester- 3 weeks; After even Main Semester – 4 weeks;</p>
4.	Extra-Curricular Activities (Days)	Institute Level Flagship Events and other events; each one spread over weekend and holidays as per academic calendar

5.7.5. The courses offered in a semester shall be continually assessed and evaluated to judge the performance of a student.

5.7.6. The Institute shall arrange regular academic activities for students during two main semesters, makeup courses and training program during the breaks. Students


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- can undergo Summer Internship Program during the summer term/break.
- 5.7.7. The academic activities in a semester shall normally include course registration, teaching-learning process comprising of course work, Continuous Internal Evaluation (CIE), In-Semester Examination (ISE), Teacher's Assessment (TA), End Semester Examination (ESE) and declaration of results, make-up examination and other academic activities, holidays and students' major activities schedule.
- 5.7.8. The Institute shall announce the schedule for all the academic activities for a semester, including the dates of registration, internal evaluations, end-semester examination, make-up examination, inter-semester break, etc.
- 5.7.9. The academic calendar shall be prepared by the Dean (Academics), approved by the Academic Council, and announced at least Two weeks before the commencement of the semester.
- 5.7.10. HOD shall take all the necessary steps to follow the academic calendar.
- 5.7.11. The Institute shall also announce adequate semester breaks for the students and ensure that a minimum of 90 academic working days in each semester.

5.8 Outcome Based Education:

- 5.8.1. The Institute shall implement in true spirit the model of Outcome Based Education (OBE) model that bases each part of an educational system around goals (outcomes). By the end of the program, each student is expected to have achieved the predefined certain level goals.
- 5.8.2. The teaching and assessment process practiced by the Institute shall help in improving student learning, gathering, analysing and discussing information from various sources to know students' understanding, ability to do and can do as a result of their academic and cocurricular experiences at the Institute.
- 5.8.3. The various aspects of OBE viz; Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) will be implemented.
- 5.8.4. Revised Blooms Taxonomy shall be followed for setting of Question papers.
- 5.8.5. CO/PO/PSO Assessment tools and guidelines for CO-PO/PSO evaluation shall be implemented at every program.


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6. [AR-MIT-BBA-BCA-24-06] Academic Course:

6.1 Program Curriculum:

- 6.1.1. The curriculum may consist of credit courses under various categories, mandatory courses and audit courses as recommended by the respective Board of Studies.
- 6.1.2. Each course shall have a certain number of credits assigned to it depending upon the academic load of the course, which would be assessed on the basis of weekly contact hours of theory lectures and laboratory classes, field study. The credits for the project / internship/dissertation shall be assigned depending upon the quantum of work expected.
- 6.1.3. The program will consist of:
- Discipline Specific Program core courses introducing the student to the foundations in his / her branch;
 - Electives enabling the students to take up a group of courses of interest to him/her. Two kinds of electives are offered to the students:
 - Discipline Specific / Programme Elective:** This elective shall be offered to the student by the respective department. There are options given to students to choose from the course baskets.
 - Multi-disciplinary Elective:** These electives are generally from different faculty altogether. These are mostly compulsory courses.
 - Skill Enhancement Courses (SEC): These courses shall provide hands on Training to the students to acquire relevant skills including Internship, Major Projects and Capstone Projects.
 - Ability Enhancement Courses (AEC)
 - Value Added Courses (VAC).
 - Other technical industry oriented, contemporary courses, audit courses/ Liberal Learning Courses / Industrial visits / Case study / Mini Projects / Site visits / Professional skills etc. as recommended by the BOS.
- 6.1.4. Each UG program will have a curriculum and course contents (syllabi) for the courses designed by the BOS and approved by Academic Council.



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6.1.5. The curriculum of any UG program is designed to have minimum credits of 120 for award of the BBA/BCA degree based upon the individual program. In case of Honour or Honours with Research program beginning in Fourth year, the minimum credit requirement (credits from 1st to 8th Semesters) for award of degree shall be 160 based upon the individual program. The credit framework is mentioned in **Table 5**.

6.1.6. The medium of instruction, examination and project reports will be English.

6.1.7. Every UG student will have to earn the credits by passing all the credit courses as specified in curriculum structure and will have to earn 'PP' grade in all the audit courses (Mandatory Non-Credit Courses) to become eligible for award of the degree.

6.2 Course Codes:

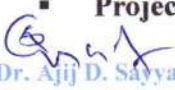
The course offered shall have an alphanumeric course code consisting of a string of Six characters. The first three characters in a course code shall be capital letters identifying the program code. The next three numerical digits give the following information. The first digit specifies the year of study of the UG course. Second and third digit specifies the serial number of the Course. The structure is given in **Table 7**.

6.3 Course Credits:

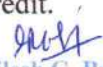
6.3.1. Each credit course shall have an integer number of credits, which reflects its weightage. The student earns credits by passing corresponding courses in minimum 'P' grade in theory and practical course examination.

6.3.2. The number of credits of a course in a semester shall normally be calculated as under (however there may be some exceptions):

- **Lectures & Tutorial:** One lecture or tutorial hour per week shall be assigned one credit.
- **Practical:** One laboratory hour per week shall be assigned half credit. Not more than two credits may be assigned to a practical course having only laboratory component.
- **Project:** One project hour per week will be assigned half credit.


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- **Skill/Workshop-based activities:** Courses involving workshop-based activities require the engagement of students in hands-on activities related to work/vocation or professional practice. Every student is engaged in performing a skill-based activity related to specific learning outcome(s). 26-30 hours of workshop-based activities per credit in a semester is required.
- **Seminar:** 13-15 hours of participation in seminar/ Group Discussion activity per credit in a semester is required.
- **Internship:** Credits for internship shall be one credit per two weeks of internship (or 36-40 hours of engagement).

Table 7: Six Character/Digit Course Code Structure

1	2	3	4	5	6		
Program Code		Year Code		Course No.	Course Category (Abbreviations)		Course Nature
BBA/ BCA	1	Odd Semester					
	2	01-04	Program Core Course (PCC)		Theory +Tutorial		
	3	05-06	Ability Enhancement Course (AEC)				
	4	07	Value Added Course (VAC)				
	08 -10	Multi-Disciplinary Elective (MDE)					
	11-15	Skill Enhancement Course (SEC)					
	16-25	Discipline Specific Elective Course (DSE)					
	26-30	Program Core Course (PCC)		Practical (Lab)			
	31-35	Skill Enhancement Course (SEC)					
	36-45	Discipline Specific Elective Course (DSE)					
	46-48	Project/Internship/Dissertation/LLC*					
	49	Audit Course/ Uncategorized		Th/Pr/ MOOC			
	Even Semester						
	51-54	Program Core Course (PCC)		Theory +Tutorial			
	55-56	Ability Enhancement Course (AEC)					
	57	Value Added Course (VAC)					
	58 -60	Multi-Disciplinary Elective (MDE)					
	61-65	Skill Enhancement Course (SEC)					
	66-75	Discipline Specific Elective Course (DSE)		Practical (Lab)			
	76-80	Program Core Course (PCC)					
81-85	Skill Enhancement Course (SEC)						
86-95	Discipline Specific Elective Course (DSE)						
96-98	Project/Internship/Dissertation/LLC*		Th/Pr/ MOOC				
99	Audit Course/ Uncategorized						

*LLC- Liberal Learning Course like Club, performance activity, yoga, sports, NSS/NCC etc,


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6.4 Courses of Special Nature:


- 6.4.1. **Major Project/ Capstone Project:** A curriculum shall contain a credit for project, offered in the semesters of the UG programme. Not more than three students can carry out the project together. The batch formation norms and allotment of guide shall be carried out by concerned Department.
- 6.4.2. **Discipline Specific /Multi-disciplinary/Open elective** course in a department shall run only if minimum of 15 students register for it in a regular semester. However, under special circumstances, a course may run with fewer students with prior permission of the Chairman, Board of Studies. If additional full time faculty is required, approval of the Director is necessary.
- 6.4.3. **Internship / On Job Training (OJT) /Dissertation:** course shall be completed by individual student. The further guidelines and nature of assessment shall be mentioned in the curriculum in line with the Model Curriculum published by the All India Council for Technical Education (AICTE) for UG Programs called Bachelor of Business Administration (BBA) and Bachelor of Computer Applications (BCA).

Expected Learning Outcomes after the Internship /On Job Training are:

- Knowledge of the company/industry/Institutions/social organizations etc. and its governing operation standards.
- Opportunity to familiarize with the industry of their discipline, experience work culture and discover the organizations within the industry. Also acquire interpersonal skills through meeting with professionals in their field of study.
- Opportunity to correlate theoretical lessons and principles with practical applications.
- Opportunity to discover grass root problems and fundamental issues in industry with a view to take major project and development of innovative solutions.


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7. [AR-MIT-BBA-BCA-24-07] Honours / Honours with Research:

7.1 Credit requirements:


- 7.1.1. In line with the NEP 2020 guidelines and the Model Curriculum published by the All India Council for Technical Education (AICTE) for Bachelor of Business Administration (BBA) and Bachelor of Computer Applications (BCA) programs, MIT has designed the credit framework under Four-Years UG BBA/BCA degree programs, with consideration of **Honours/ /Honours with Research** degree requirements. The credit framework proposed at the Institute level is as given in **Table 2**.
- 7.1.2. Students willing to pursue such Honours/ Honours with Research degree shall earn additional (minimum) 40 credits during fourth Year, after successful completion of 3-year degree program in stipulated six semesters (Semester I, II, III, IV, V, and VI).
- 7.1.3. Section 6 shall be applicable for all the academic courses.

7.2 Enrollment and Eligibility for Honour /Honours with Research Degree Program:

- 7.2.1. Honours/ Honours with Research degree is **Optional**. The students those who fulfill the eligibility norms can enroll for it provided he/she has not opted for exit after 3Years of UG program.
- 7.2.2. Minimum eligibility criteria for opting/continuing the Honours/ Honours with Research degree after completion of 3 years UG BBA/BCA degree in the 4th year shall be as follows:
- 7.2.2.1. **BBA (Honours with Research):** Minimum 7.5 CGPA in BBA Degree up to Sixth Semester.
- 7.2.2.2. **BBA (Honours):** Minimum 7.5 CGPA in BBA Degree up to Sixth Semester.
- 7.2.2.3. **BCA (Honours with Research):** Minimum 7.5 CGPA in BCA Degree up to Sixth Semester.
- 7.2.2.4. **BCA (Honours):** Minimum 7.5 CGPA in BCA Degree up to Sixth Semester.


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- 7.2.3. A student can exercise the option to withdraw from the Honours/ Honours with Research degree programs at any time after entry. In such case, the student shall not be eligible to get the said degree and shall not be eligible to enroll again for said degree continuation.
- 7.2.4. Student may opt for either Honour or Honours with Research degree program at a time and not the both.
- 7.2.5. Registrar office shall notify to the students to submit the written application along with the relevant documents for the purpose of admission to Honours/ Honours with Research Degree program as per the schedule mentioned in the Academic Calendar.

7.3 Degree Nomenclature for Honour or Honours with Research Degree Program:

- 7.3.1. The CGPA will be calculated considering all the semesters till the completion of study to award the BBA/BCA with Honours/Honours with Research.
- 7.3.2. Nomenclature of such degree with Honours is 'XXX (Honours)' or 'XXX (Honours with Research)', where XXX is BBA or BCA in which the student has enrolled.
- 7.3.3. A student is eligible to get the Honours or Honours with Research degree only on completing the program minimum with 'First Class or CGPA of 6.75', calculated at the end of VIII semester.
- 7.3.4. A student is eligible to continue or completing the Honour or Honours with Research degree programme if he successfully earns the additional credits as prescribed in each semester (VII and VIII) in first attempt. In case, a learner who has opted for Honours or Honours with Research degree program and fails in the FIRST ATTEMPT (in regular examination conducted by institute) or becomes a TNG (Term Not Grant) or Attendance defaulter or proved guilty in Unfair-Means case, s/he will not be eligible to continue the Honours or Honours with Research Degree program and the program will then be automatically discontinued for such learners.



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8. [AR-MIT-BBA-BCA-24-08] Credit Transfer through MOOC Courses:

- 8.1. Undergraduate students can register up to 40% of the total courses being offered in a particular program in a semester through the Online Learning Courses offered through the SWAYAM/NPTEL platform and/or other State level common platforms which can be developed in due course with the participation of different Universities/ Higher and Technical Education Institutions, as per the approval of BoS and Academic Council.
- 8.2. Courses which are not covered in 8.1 may be considered with approval of Academic Council as per recommendations from BoS from time to time.
- 8.3. MOOC is allowed for specific Mandatory/ Program Electives / Open Electives and Mandatory Non-Credit Courses with approval of Academic Council as per recommendations from BOS from time to time.
- 8.4. Only those MOOC courses are allowed for Credit Transfer which have credits more than or equal to the credits assigned to the course in the curriculum structure.
- 8.5. The MOOC courses shall be recommended by the respective Board of Studies (BoS) and approved by the Academic Council.
- 8.6. The courses for which credit obtained through MOOC, by students during their study period at MIT may count towards the credit requirements for the award of degree. Such credit transfer will be based upon Academic Bank of Credits (ABC).
- 8.7. Since credits awarded to a student for one program from an institution may be transferred/redeemed by another institution upon the student's consent through ABC, it is essential that a student should get enrolled on ABC (create ABC ID), and share ABC ID with Academic Institutions where he/she is enrolled. Credits earned by student will reflect in the his/her ABC account. The credits transferred will reduce the number of courses to be registered by the student at MIT.
- 8.8. The guidelines for such Credit Transfer shall be provided by the respective HOD as per the instructions received from the Academic Council from time to time.
- 8.9. The faculty mentor shall be allocated by the respective HOD.


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9. [AR-MIT-BBA-BCA-24-09] Admission, Enrollment, Registration & ABC:

9.1 Admission:

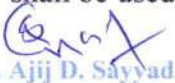
- 9.1.1. The admissions for UG Programs are done strictly on Merit basis in transparent manner in accordance with the rules and regulations of DTE Maharashtra State.
- 9.1.2. The Institute shall follow norms for eligibility of the students for admission and procedure strictly as per Government of Maharashtra, on the basis of Rank/merit scored through CET.
- 9.1.3. The intake of students for the various programs shall as per AICTE and other competent authorities.

9.2 Enrollment:


- 9.2.1. The students admitted to the program offered by the institution will be enrolled with MIT, an Autonomous Institute, affiliated to Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajnagar.
- 9.2.2. For regular higher classes and the re-enrollment at any class, Registrar Office will notify the schedule and procedure for enrollment at the beginning of the semester/academic year. A candidate has to adhere to its due procedures within the time schedule, irrespective of the result declaration of previous academic semester. The candidature of the student will be provisional till his/her enrolment is accepted and fulfills the academic progression/promotion eligibility criteria. Relevant documents should be submitted to the Registrar Office.
- 9.2.3. In case the provisional admitted student fails to get the promotion in next class, the tuition fees (partial/full) paid by the candidate will be refunded, as per the norms of the Institute.

9.3 Registration:

- 9.3.1. At the beginning of the first semester of the UG Programme, every student shall be required to register his/her profile on the Institute ERP portal and every student shall be allocated with a unique Permanent Registration Number (PRN), which shall be used to identify a student at any time.


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Also, student admitted shall have his/ her unique Student ID. The ID format shall be as **MITYY-A-03-PP-BBB-SSSSS** (For Example - MIT24-A-03-UG-BCA-45123). Where, YY: Indicates last two digits of year of Admission, A: Indicates the Autonomous, PP: Indicates program level (UG/ PG), BBB: Indicates branch name or major discipline of study, SSSSS: Indicates student serial number.

9.3.2. Registration at the beginning of each academic year, on the prescribed dates announced from time to time, by payment of the stipulated fees along with duly filled in admission form is compulsory for every student till he/she completes the Program.

9.3.3. A student shall be permitted to register in the next semester/year only if he/she fulfills the following conditions:

- Satisfies all the Academic requirements to continue with the program.
- Cleared all Institute, Hostel and Library dues and fines (if any) of the previous semesters.
- Paid all required advance payments of the Institute and hostel for the current semester/academic year.
- Not been debarred/rusticated/detained/suspended from the Institute on any specific grounds, based on the duration and conditions mentioned by the concerned Institute authority.

9.3.4. Mandatory Pre-Registration for higher Classes (Second to Final Classes): In order to facilitate proper planning of the academic activities of a semester, it is mandatory for a student to declare his/her intend to register for an Elective /Audit Course(s) well in advance, before the actual start of the academic session, which has to be carried out in the allotted duration.

9.3.5. Students who fail to register for Course work, Electives and Audit courses on the notified date may be permitted by the Department for late registration till the last date of registration announced in the Academic Calendar after payment of additional late registration fees fixed by the Institute.



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9.4 Eligibility for Promotion to Higher class:

- 9.4.1. For being eligible to register for (or take admission in) Semester III, student must have earned at least 60% of the total credits (rounded off to nearest lower integer) in first year (Semester I & II together).
- 9.4.2. For being eligible to register for (or take admission in) Semester V, student must have completed successfully all courses including audit courses & earned all the credits offered in first year and earned at least 60% of the total credits (rounded off to nearest lower integer) in second year (Semester III & IV together).
- 9.4.3. For being eligible to register for (or take admission in) Semester VII, in case of Honour/Honours with Research degree, student must have completed successfully earned BBA/BCA degree and satisfy the eligibility regulations mentioned in Section 7.

9.5 Change of Branch:

Students are not eligible for change of program once registered for specific program.

9.6 Academic Bank of Credits:

- 9.6.1. It is compulsory for all students to get registered and enrolled on Academic Bank of Credits ABC, create ABC ID, and share their ABC ID with the Institute. Credits Earned by the student shall be reflected in the student's ABC account.
- 9.6.2. Dean (Examinations and Evaluation) shall support HOD for ABC portal related issues.
- 9.6.3. The SWAYAM or NPTEL Faculty Coordinator shall ensure the availability of online enrolled courses for credit Transfer.
- 9.6.4. The Credit Transfer as mentioned in Section 8 shall also be referred in this context.



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9.7 Minimum Students Requirement for an Elective Course:

An elective course in a department shall run only if **minimum 15** students from the sanctioned intake register for it in a regular semester. However, under special circumstances, a course may run with fewer students with prior permission of the Director.

9.8 Temporary Withdrawal:

- 9.8.1. A student who wants to withdraw from a semester/year shall apply within one week from the end of the First ISE, to Registrar office through HOD for such withdrawal with stating the valid reason along with relevant documents, No dues certificate, and written consent from parents. It will be recorded in the registration record of the student by Registrar office.
- 9.8.2. In case a student is unable to attend classes (due to his/her other priority or absence on medical grounds) for more than four weeks during the semester, a student may apply for withdrawal from the semester/year, if he/she so desires. But such an application must be made to the Director through HOD, as early as possible and latest before the beginning of ESE.
- 9.8.3. The withdrawal shall be considered for a complete year, from the stage of application for withdrawal in a particular semester/year. A student desirous of re-joining the Institute has to take admission in Institute in the next academic year in the same semester where he/she has applied for the temporary withdrawal.
- 9.8.4. Normally students will be entitled to avail temporary withdrawal facility only once during the program duration. Any additional request for withdrawal shall have to be approved by Academic Council. Registrar Office shall pursue all such cases and put up the case to Academic Council for approval.
- 9.8.5. The validity of completion of program is Six years from the First year enrollment date at first time till getting the BBA/BCA degree (3 years duration program). Temporary withdrawal cases at 4th year for completing the Honours/ Honours with Research degree program will be subject to approval by Academic Council.



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10. [AR-MIT-BBA-BCA-24-10] Examination, Assessment and Evaluation:

10.1 Examination Scheme and Conduct of Examination:

- 10.1.1. In a semester, a student shall be evaluated for his/her academic performance in a theory & practical credit course through In-Sem Examination (ISE), Teacher's Assessment (TA), Continuous Internal Evaluation (CIE) and End Semester Examination (ESE), as per curriculum structure.
- 10.1.2. All the examinations shall be conducted as per the syllabi and Scheme of Examination (SoE) prescribed by the respective BOS and approved by the Academic Council for UG programs.
- 10.1.3. End Semester Examination shall be having weightage of 50 Marks for theory subjects. At the end of the semester, there would be an End Semester Examination based on the complete syllabus scheduled as per the academic calendar approved by Academic Council. For the examination, the minimum percentage for passing for each course code, theory and/or practical examination is **40 %**, failing which he/she will get 'F' grade for that course code.
- 10.1.4. In the case of courses where End Semester Examination is not applicable, student should secure minimum **40 % marks** for passing in that course code including ISE, CIE, and TA (as applicable), till the end of the semester, as per scheme of Examination. Failing to get minimum **40 % marks**, he/she will get 'F' grade for that course code.
- 10.1.5. Rule for combined passing:
- A) To pass the examination a candidate must obtain minimum 40% of Marks in CIE, ISE, and ESE taken together, however the candidate must obtain minimum 40% of Marks in the End Semester Examination.
- B) If the candidate remains absent for the ISE/s, his/her performance should be treated as 'Zero' for the purpose of result.
- 10.1.6. The Curriculum, CO, PO and CO-PO mapping and the Scheme of Examinations (SoE) shall be published on the Institute website by the concerned HOD before the commencement of the academic year in which


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the program commences.

- 10.1.7. End Semester Examination for all programs shall commence as per the academic calendar approved by Academic Council. These examinations will be conducted as per the Date, Time, Venue/center decided by the Dean (Examinations & Evaluation). However, in case of any contingency, the Chairperson, Examination Committee is empowered to reschedule any examination.
- 10.1.8. All changes in the syllabi or SoE shall be notified for general information before the commencement of the programs leading to the examination.
- 10.1.9. All examinations except Practical/Seminar/Project Based Learning/ Problem Based Learning/Continuous Internal Evaluation and viva-voce shall be conducted by means of printed or photocopied question papers.
- 10.1.10. Except as otherwise provided under the rules relating to particular examinations, each paper shall be of two hours / three hours duration as mentioned in the curriculum structure approved by the Academic Council.
- 10.1.11. In order to pass an examination, an examinee must satisfy the conditions laid down in the other Sections in this document.

10.2 General Rules for Eligibility to appear for End Semester Examinations (ESE):

- 10.2.1. A candidate desirous of taking an examination shall be enrolled as a regular and bonafide student enrolled for a course of study in the Institute and shall be eligible as per his/her validity of program.
- 10.2.2. The students not eligible due to deficiency in attendance (at lectures and practical for the course of studies), Term Not Granted due to non-compliances of academic requirements within stipulated time period shall not be eligible to appear for the examination.
- 10.2.3. All candidates who have migrated from other Universities or Boards shall produce a Migration Certificate from the 'Concerned University or Board' with their application for admission to examinations in this Institute.



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10.3 End-Semester Examinations (ESE) for Theory Course:

- 10.3.1. End Semester Examination for all mandatory, elective, audit theory courses as per the curriculum structure and SoE for UG programs shall commence as per the academic calendar approved by Academic Council. These examinations will be conducted as per the Date, Time, Venue/center decided by the Dean (Examinations & Evaluation). However, in case of any contingency, the Chairperson, Examination Committee is empowered to reschedule any examination.
- 10.3.2. Detail time-table of End Semester Examinations shall be prepared and disseminated by the office of Dean (Examinations & Evaluation).
- 10.3.3. Dean (Examinations & Evaluation) shall communicate the schedule to the students minimum one week in advance through the notification in consultation with the Chairperson, Examination Committee.
- 10.3.4. The end semester theory paper format shall be decided by the concerned BOS Chairperson and EXC. It should be submitted to the Dean (Examinations and Evaluation) as per the communications received from time to time. The suggestive format unless communicated separately by the Dean (Examinations and Evaluation) shall be as shown in **Table 8**.
- 10.3.5. The confidential part like mechanism of paper setting and the assessment methodology, etc., is not included here. However, the Dean (Examinations & Evaluation) should prepare the separate guidelines and procedures for the smooth conduct of examination.

Table 8: ESE Question paper pattern and syllabus (Suggestive)


Name of Examination	Syllabus	Question Paper Format	Duration
Regular End Semester Examination (ESE), Make-up Examination and Supplementary ESE	All Units - 100% Syllabus	<ul style="list-style-type: none">Q.1 Objective or Subjective (10 Marks).Q.2, Q.3, Q.4, Q.5, and Q.6 Subjective (Any 1 out of 2) (08 Marks each).Total 50 Marks	120 min.


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
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- 10.3.6. For an effective assessment of learning outcomes of students, the question paper for Regular End Semester Examination (ESE), Make-up Examination and Supplementary ESE shall cover all sections of the course syllabus uniformly.
- 10.3.7. Every ESE paper setter shall set **two** question papers considering the alignment of Course Outcomes (CO), Program Outcomes (PO)/ Program Specific Outcomes (PSO) and Performance Indicators (PI), as approved by the Module Coordinator and Program Coordinator.
- 10.3.8. Also for the course/s where the course Code and Course Name is same, the question paper should be same, irrespective of the department offering the Course for uniform evaluation.
- 10.3.9. Paper setter shall submit the Question papers along with the model answer and marking scheme, to the Dean (Examinations & Evaluation) as per the office order received.
- 10.3.10. Assessment of the ESE shall be completed within next 10 days after the conduction of the ESE (Last theory Paper).
- 10.3.11. Display of assessment results and Open House for showing the answer books shall be scheduled as mentioned in the academic calendar.
- 10.3.12. The details of the student grievance handling procedure and guidelines are mentioned in this document in other Section.
- 10.3.13. For theory course, having the ESE Examinations for more/less marks other than 50 marks. Their question paper format along with their duration shall be as finalized by Dean (Examinations & Evaluation).
- 10.3.14. Evaluation results shall be shared by the Dean (Examinations & Evaluation) for Regular ESE within 1 month for calculation of CO attainment to the concerned HOD through examination coordinator.
- 10.3.15. The CO attainment shall be maintained in the prescribed proforma by the department.
- 10.3.16. In case of the Open-Elective, Multidisciplinary Elective, Specialization type of Course or the other course, where the offering department is


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different than the department from which students are enrolled for the courses and examinations, it is the responsibility of HOD of offering department to calculate the CO Attainment and send it to the concerned department Head/HOD.

- 10.3.17. Rescheduling of the ESE is not permitted in the natural convention. However, the Chairperson, Examination Committee is empowered to take the decision in unforeseen situations.

10.4 End Semester Examinations (ESE) for Laboratory Course:

- 10.4.1. End Semester Examination for laboratory courses shall be conducted as per the examination schedule given in academic calendar at department level. These examinations will be conducted as per the Date and Time decided by the Dean (Examinations & Evaluation). However, in case of any emergency, the examination may be rescheduled with the approval of Chairperson, Examination Committee.
- 10.4.2. In case of performance oriented practical, the evaluation shall be done on the basis of practical performance & viva (oral) examination. Mode of examination for non-performance type of practical, i.e. having only Oral examination shall be declared by the course coordinator in the beginning of the session.
- 10.4.3. Type of practical course i.e. performance type or non performance type shall be decided by the respective Chairperson, BoS.
- 10.4.4. Lab examination shall be conducted in any one of the following manners:
- Oral Examination (viva voce) only (OE): Both internal and external examiners shall assess the knowledge of the course.
 - Practical and Oral Examination (PoE): The students are required to perform the given task as a lab work. The performance of the students shall be assessed jointly both internal and external examiners considering the lab work and knowledge of the course.
- 10.4.5. ESE of Laboratory Courses shall be conducted in a batch. There shall not be more than 15 students for UG in one batch. Maximum three batches shall be


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assessed in one day.

- 10.4.6. Marks shall be entered in examination module by both the examiners and sealed envelope shall be handed over to examination coordinator.

10.5 End Semester Examinations (ESE) for Seminar/ Project/ Internship/ Dissertation:

- 10.5.1. For assessment of seminar, student shall be asked to give presentation in the presence of both internal and external examiners followed by question and answer session. Examiners shall judge the student on the basis of presentation/communication skill, depth of understanding, selection of seminar topic, literature survey, seminar report etc.
- 10.5.2. For assessment of Project/Dissertation (P/D) the students/s shall be asked to give presentation and demonstration followed by question and answer session. Both internal and external examiners shall judge the student on the basis of model/prototype prepared, depth of understanding concepts/principles used, selection of topic and literature survey, contribution in the execution, P/D report, presentation/communication skill, etc.
- 10.5.3. There should not be more than 30 students for seminar or 10 project groups or 6 dissertations for UG in one day.
- 10.5.4. Marks shall be entered in examination module by both the examiners and signed hard copy of marks shall be submitted in sealed envelope to examination coordinator/HoD.
- 10.5.5. Rules regarding the Assessment and Examination for the Dissertation in the Honour with research degree program shall be referred by the concerned faculty/examiner from Handbook published by AICTE.

10.6 In-Semester Examinations (ISE) for Theory Course:

- 10.6.1. ISE of every theory (credit) course shall be conducted by the department as per the schedule mentioned in the academic calendar in coordination with departmental examination coordinator.



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- 10.6.2. For theory course, during the semester, there shall be **Three** In-Semester Examinations i.e. ISE-I, ISE-II and ISE-II, each for 15 marks. **However, the final submission of marks shall be based on two best of three considerations.** The suggestive question paper format along with their duration is mentioned in the **Table 9**.

Table 9: ISE Question paper pattern and syllabus (Suggestive)

Name of Examination	Syllabus	Question Paper Format	Duration
ISE-I	Unit I and II or initial 1/3 rd Syllabus of the Course	• Q.1 Objective or Subjective (4 Marks).	60 min.
ISE-II	Unit III and IV or Next 1/3 rd Syllabus of the Course after ISE-I	• Q.2 Subjective (Any 1 out of 2) (5 Marks).	
ISE-III	Unit IV and V or Next 1/3 rd Syllabus of the Course after ISE-II	• Q.3 Subjective (Any 1 out of 2) (6 Marks).	

- 10.6.3. The schedule of these examinations should be communicated to concerned students and faculty well in advance through a separate notification.
- 10.6.4. Every Department has to submit the panel of question paper setters for both ISE, at the beginning of the semester (within 15 days from commencement of the Semester), to the Dean (Academics).
- 10.6.5. Every ISE paper setter shall set **one** question paper considering the alignment of Course Outcomes (CO), Program Outcomes (PO)/ Program Specific Outcomes (PSO) and Performance Indicators (PI), as approved by the Module Coordinator and Program Coordinator.
- 10.6.6. Paper setter shall submit the Question papers (Student Copy as well as Office Copy) along with the model answer and marking scheme, to the examination coordinator well in advance before the commencement of the examination.
- 10.6.7. Assessment of the ISE shall be completed within next Six days after the conduction of the ISE.


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- 10.6.8. Display of assessment results and Open House for showing the answer books shall be scheduled as mentioned in the academic calendar.
- 10.6.9. The details of the student grievance handling procedure and guidelines are mentioned in this document in other Section.
- 10.6.10. For theory course, having the ISE Examinations i.e. ISE-I and/or ISE-II, for more/less marks other than 15 marks. Their syllabus, question paper format along with their duration shall be as finalized by program coordinator.
- 10.6.11. Performance in ISEs, as well as CO attainment shall be maintained in the prescribed proforma and marks shall be entered in examination module of Examination cell by course coordinator in consultation with Examination Coordinator of the department.
- 10.6.12. In case of the Open –Elective course, Multidisciplinary Elective, Specialization type of Course or the other course, where the offering department is different than the department from which students are enrolled for the courses and examinations, it is the responsibility of HOD of offering department to enter the marks in examination module. Also, answer sheets, attendance records, mark lists (Duplicate copy) along with the CO attainment based on the ISE shall be handover to the concerned department Head/HOD.
- 10.6.13. Rescheduling of the ISE is permitted in the following cases only after recommendations of the program coordinator submitted to the approval of the Director:
- Death of Immediate Family Members** like biological, adoptive, or step-parents, Siblings, Children, legal guardian, Spouse on submission of the death certificate.
 - Unforeseen Disruptions** and situations like floods, earthquakes, or storms that disrupt academic activities.
 - Technical Issues:** Online test platforms failing or widespread technological issues like internet outages.
 - Public Disturbances:** Strikes, protests, or curfews that hinder students or faculty from reaching the Institute.


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10.7 Continuous Assessment (CIE/TA) of Theory Courses:

- 10.7.1. The course teacher shall assess the student's performance based on the understanding the principles, skills to be developed, punctuality, regular submission and learning/Course Outcomes.
- 10.7.2. Assessment Tools (AT) shall be selected as per the recommendations of Module coordinator of the offering department. mentioned in **Annexure-I**.
- 10.7.3. In general for theory course, Teacher's Assessment (TA) is for 10 marks, which should be assessed through (minimum) 2 Assessments Tools (AT), each for 5 marks. The appropriate AT should be selected.
- 10.7.4. In general for theory course, Continuous Internal Evaluation (CIE) is for 10 marks, which should be assessed through (minimum) 2 Assessments Tools (AT), each for 5 marks. The appropriate AT should be selected.
- 10.7.5. Theory courses where the Marks are varying for TA/CIE, the appropriate more or less Assessment Tools can be selected as per the recommendations of Module coordinator of the offering department.
- 10.7.6. Every Course Coordinator has to prepare the mapping of the Internal Assessment tools with the Course Outcomes and get approved by the Module Coordinator and Program Coordinator.
- 10.7.7. Every Course teacher has the flexibility to assess the TA/CIE out of 5 Marks each based on the nature of the tools selected and the parameters like level of participation, knowledge demonstrated, communication skills, critical thinking, and value proposition. Rubrics should be prepared on the scale of three groups (5-4, 3-2, and 1-0).
- 10.7.8. The Assessment marks should be displayed on common platform or communicated to the individual student, as per the decision of the program coordinator, within one week of conduct of that assessment.
- 10.7.9. Performance shall be regularly monitored and record of assessment shall be maintained in the prescribed proforma and marks shall be entered in examination module of Examination cell by course coordinator.


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10.8 Continuous Assessment (CIE/TA) of Laboratory/ Practical Courses:

10.8.1 In general, for Laboratory courses, the Teacher's Assessment (TA) is for 25 marks, which should be assessed using (minimum) 3 Assessments Tools (AT). The appropriate AT should be selected as per the recommendations of Module coordinator of the offering department. Assessment methodology can be as per the **Table 10**, and shall be as per the following:

Table 10: Teacher's Assessment in Laboratory Course

Teacher's Assessment (25 Marks)	Marks
Continuous Performance Evaluation	15
Journal Submission	05
Viva-Voce at the time of submission	05
Total	25

- Continuous Performance Evaluation for 15 marks based on the learning assessments in Cognitive, Affective and Psychometric (C-A-P) domains while doing the experimentation, activities and observations.
- Assessment for 05 marks can be based on the understanding the principles, skills to be developed, punctuality, regular submission and neatness of the journal for each practical / experiment carried out.
- The viva-voce can be conducted at the time of final submission as an additional tool for assessment for 05 marks.

10.8.2 Performance shall be regularly monitored and record of assessment shall be maintained in the prescribed proforma and marks shall be entered in examination module of Examination cell by course coordinator. The rubric of distribution of marks shall be developed at Department.

10.8.3 Laboratory courses where the Marks are varying for TA/CIE, the appropriate more or less Assessment Tools can be selected as per the as per the recommendations of Module coordinator of the offering department.



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- 10.8.4 Every Course Coordinator has to prepare the mapping of the Internal Assessment tools with the Course Outcomes and get approved by the Module Coordinator and Program Coordinator.
- 10.8.5 A student who skips teacher's assessment or a part thereof shall be awarded zero marks under the respective head.
- 10.8.6 For specific group activity, the schedule should be declared for the assessment which will happen during particular date or slot. On the genuine grounds, as per the course teacher's decision, the CIE/TA can be rescheduled for the entire class/group/individual within next one week as mentioned in the Rule 10.6.13.

10.9 Continuous Assessment of Project /Seminar/Internship/Dissertation Courses:

- 10.9.1 In general, for Project/Seminar, etc., courses, the Teacher's Assessment (TA) is for 50/25 marks, which should be assessed through minimum three Assessments Tools (AT). The appropriate AT should be selected as per the recommendations of Module coordinator of the offering department.
- 10.9.2 For such courses there shall be continuous evaluation during the semester as per the curriculum scheme. The continuous evaluation shall be on the basis of regular assessment by the project/Seminar guide/ supervisor and two review seminars conducted by the Departmental Review Committee (DRC).
- 10.9.3 The DRC shall consist of Head of the Department, guide/mentor, Course Coordinator and one Senior Faculty member of the department.
- 10.9.4 Assessment methodology can be as per the **Table 11**, and shall be as per the following:
- Minimum 2 reviews during the semester spanned at 1 month period from the commencement of semester. Each Review shall be evaluated through the presentation and the review report.
 - The quality of report preparation, technical contents and originality in


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the final report submission shall be assessed.

- The regular assessment based on meetings, skills developed, presentation, viva-voce, etc. can be done at a time of final submission.
- In case, the rubrics are mentioned in the curriculum, the same shall be applied for assessment. Otherwise, the rubrics and distribution of marks shall be developed for each type of assessment at Department.

Table 11: Teacher's Assessment in Project/Seminar and similar Course

Teacher's Assessment (50/25 Marks)	For 50 Marks	For 25 Marks
Evaluation through review	30	15
Final report Submission	10	05
Regular Assessment/ Viva-Voce	10	05
Total	50	25

- 10.9.5 Performance shall be regularly monitored and record of assessment shall be maintained in the prescribed proforma and marks shall be entered in examination module of Examination cell by project/seminar coordinator.
- 10.9.6 A student who skips teacher's assessment or a part thereof shall be awarded zero marks under the respective head.
- 10.9.7 Courses where the Marks are varying for TA/CIE, the appropriate more or less Assessment Tools can be selected as per the as per the recommendations of Module coordinator of the offering department.
- 10.9.8 For such course, course coordinator has to prepare the mapping of the Internal Assessment tools with the Course Outcomes and get approved by the Module Coordinator and Program Coordinator.
- 10.9.9 For specific group activity, the schedule should be declared for the assessment which will happen during particular date or slot. On the genuine grounds, as per the course teacher's decision, the CIE/TA can be rescheduled for the entire class/group/individual within next one week.



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10.10 Internal Assessment / ESE of Mandatory Non-Credit (Audit) Courses:

- 10.10.1 For Mandatory Non-Credit (Audit) Course, there shall be an internal evaluation for 60 marks and End Semester Examination (ESE) for 40 marks. A candidate has to secure a minimum of 40% of marks to be declared successful. The course coordinator shall decide and declare the mode of evaluation choosing the for the audit courses within the date prescribed by the Dean (Academics). **Table 12** is a suggestive assessment methodology.
- 10.10.2 For such course 'PP' grade for Pass or "NP' grade for Fail shall be indicated on Grade Card and it will not be counted for the computation of SGPA/CGPA.
- 10.10.3 In case, the rubrics are mentioned in the curriculum, the same shall be applied for assessment. Otherwise, the rubrics and distribution of marks shall be developed for each type of assessment at Department.

Table 12: Suggestive Internal Assessment /ESE in MNCC (Audit) Course


Internal Assessment (60 Marks) at department level	For 60 Marks	For 40 Marks, End Semester Examination -
In-semester Examination (ISE)	20	It shall be conducted as per the schedule declared by the Examination Cell. It shall be subjective type assessments for 40 Marks. Each question shall be asked for 8 Marks. Internal options in the questions shall be given as per the decision of HOD, of offering department.
Assessment through Minimum 4 Assessment tools. (TA/CIE)	40	
Total	60	

10.11 Make up Examination for Theory/Practical Courses:

- 10.11.1 There shall be makeup examination for main end semester examination of that academic semester only, the attempts pattern for makeup examination is as given in the following **Table 13**.
- 10.11.2 Makeup examination shall be conducted as per the schedule dates mentioned in the academic calendar. Make up examination is not applicable for CIE, ISE and TA/TW.


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- 10.11.3 Makeup examination shall not be conducted for the students who is absent in the regular/main conducted ESE as per the schedule.


Table 13: Make-up examination attempt matrix in Regular ESE

Semester	Winter ESE	Make-up	Summer ESE	Make-up
I	Yes	Yes	Yes	Yes
II	Yes	-	Yes	Yes
III	Yes	-	Yes	Yes
IV	Yes	-	Yes	Yes
V	Yes	-	Yes	Yes
VI	Yes	-	Yes	Yes

- 10.11.4 The students with 'F' grade in an odd semester and/or even semester in theory credit course in an academic year shall be allowed to appear for a makeup examination necessary in the same academic year. A student failed in a mandatory (Audit) course shall have to re-appear for the examination in the self-study mode.
- 10.11.5 Students intending to avail this facility shall have to register for the courses by paying the prescribed fees within the stipulated time.
- 10.11.6 The students, who have been detained for any reason in the courses(s), shall not be allowed to take the Make-up examination of the respective course(s).
- 10.11.7 If the student fails to clear the course, even in make-up examination, he/she shall have to re-appear for the course in subsequent ESE. In such cases, only CIE, ISE and TA, etc., marks obtained of the said course during regular semester shall be carried forward.
- 10.11.8 The makeup examination shall be conducted only for 50 marks equivalent to ESE marking scheme given in the curriculum and shall be based on all units in the syllabus with appropriate weightage to each unit.
- 10.11.9 For taking Make-up examinations of a regular course, the students need to attend the lectures in that course once again. For final grading, ISEs scores and grading scheme of the respective semester shall be used.
- 10.11.10 For any Integrated Course (where theory and laboratory are combined into a single course), Make-up Examination shall be conducted only for


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the ESE component of the theory in the respective semester. Existing CIE components of theory and all the components of Laboratory shall be used for final grading.

- 10.11.11 In the case of a failed MOOC course, where the examination is taken by the MOOC platform, the Make-up examination shall be conducted at the Institute. However, the similar grading scheme of course originally conducted in MOOC platform shall be considered for the grade award.
- 10.11.12 A student passing a course in Makeup examination shall be treated as having cleared the course in First Attempt.
- 10.11.13 Make-up Examination facility ensures that the students have one more opportunity to clear a course in the same semester. But, the grading in Make-up examination shall be one grade less compared to what the student would have obtained based on main ESE absolute grading pattern, subject to a minimum grade of P. For example, if a student secures O grade in make-up examination of a particular course, the students' final result after make-up examination will be declared in A+ grade in that course. However, if a student secures P grade in make-up examination of a particular course, the students' final result after make-up examination will be declared and retained in P grade in that course and not downgraded to F.
- 10.11.14 Thereafter, a student shall have to re-register for all the failed courses at any further semester when they are offered again. Whenever the structure of the curriculum changes and in case of non-availability of the failed course(s) for re-registration, the equivalent course(s) in the new structure shall be decided by the respective BoS.

10.12 End Semester Examination Result:

Results will be declared within 10 days from the date of the last examination. The final results will be declared, after all the grievances are addressed.


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10.13 Open House (Paper Showing) and Grievance Handling:

- 10.13.1 After ISE-I/ISE-II/ISE-III and marks entry in the prescribed format, the Course Teacher shall prepare the two copies of the mark list duly signed by him/her and respective HoD. One Copy of the mark list shall be submitted to the department and one copy of mark list shall be displayed. HoD shall submit the mark list submitted by every course teacher to the examination cell as per the prescribed schedule. Every course teacher shall show the answer sheets to the students on the scheduled date of Open House, as per academic calendar.
- 10.13.2 After the declaration of results of end semester examination, examination cell shall handover the answer sheets to the departments. HoDs shall distribute the answer sheets to the concerned course teacher. Every course teacher shall show the answer sheets to the students on the scheduled date of Open House, as per academic calendar or dates received from Examination Cell.
- 10.13.3 For ISE and ESE, after the evaluation of answer sheets the students are shown the marks. Students can fill up the verification forms if they have any queries or grievances regarding the evaluation of their answer sheets. A Grievances Redressal Committee will address the queries/grievances. The result of the verification will be intimated to the concerned students and faculty member on the same day of Open House. Grievances Committee Report signed by BoS Chairperson and Dean (Academics) with the changes made shall be submitted to examination cell. All the answers sheets of ISEs shall be maintained with the department and all the ESE answer sheets shall be submitted to the examination cell on the same day by the concerned BoS Chairperson/Examination Coordinator.
- 10.13.4 If student remains absent for the declared date for paper showing he/she is not entitled to file grievance after the date.
- 10.13.5 The verified/ modified marks of ISE and ESE shall be used in the grading process.


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10.14 Scrutiny of Grades:

- 10.14.1. A student may apply for scrutiny of grades to the Dean (Examinations and Evaluation), by paying the specified fees, within seven days from the date of scheduled display of grades. The Faculty Coordinator / Dean (Academics) will communicate the panel of experts to the Dean (Examinations and Evaluations) for checking the entry of the weightage from different components of evaluation and their addition, the addition of marks in the final answer scripts and unchecked questions, etc., if any. Based on recommendations by panel, the Director of evaluation will take appropriate steps for further evaluation of grades/marks. The results of scrutiny may lead to either a change in grade due to error(s) in any of the aspects scrutinized by the committee or the grade may remain unchanged, Dean (Examinations and Evaluations) will display the results. In the event of no change in the grade after revaluation, it shall be declared as “No Change”.
- 10.14.2. A new valuer, other than the first valuer, shall re- evaluate the answer sheets, if needed.

10.15 Unfair Means Inquiry Committee:

- 10.15.1. Unfair Means Inquiry Committee (UMIC) will be constituted by EXC for two years to deal with the cases of alleged misconduct and use of unfair means by the students and faculty/staff in all the examinations conducted by the Institute. This committee will consist of three members; one out of three members will be the Chairperson of the Committee.
- 10.15.2. On receipt of a report regarding use of unfair means by any student/person at examination, including breach of any rules laid down by Institute authorities for proper conduct of examination, the UMIC shall be the competent authority. This committee shall investigate and recommend appropriate disciplinary action against the student/person/s using, attempting to use, aiding, abating, instigating or allowing unfair means at examinations.


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11 [AR-MIT-BBA-BCA-24-11] Grading, Certification and Degree Award:

11.1 Absolute Grading System:

11.1.1. For every course taken by a student he/she shall be assigned a grade based on his/her combined performance in all components of evaluation scheme of that particular course/practical. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a grade point.


11.1.2. **For BBA/BCA degree program absolute grading system shall be used.** The academic performance shall be graded on a ten-point scale. The letter grades and their equivalent grade points are listed in the **Table 14**. For the award of grades in a course, all component-wise evaluation is done in marks. The marks of different components as given in Scheme of Examination viz. ISE, TA and ESE, are added and will be converted to percentage.

Table 14: Absolute Grading System

Range of Marks	Grade	Grade Point	Grade Description
Credit Course Grading			
90-100	O	10.0	Outstanding
80-89	A+	9.0	Excellent
70-79	A	8.0	Very Good
60-69	B+	7.0	Good
50-59	B	6.0	Above Average
45-49	C+	5.0	Average
40-44	P	4.0	Pass
< 40	F		Fail
	Ab		Absent
	Ex		Extension
Audit Course Grading			
40-100	PP	--	Audit Pass
Below 40	NP	--	Audit Fail


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- 11.1.3. The letter Grades (up to F only) awarded to a student in all the courses shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA), to be calculated by Rule 11.3 and 11.4.
- 11.1.4. A student passing a course in Make-up examination shall be treated as having cleared the course in First Attempt.
- 11.1.5. In case, an ex-student appears for examination of the course along with regular students appearing in that course then the cut-off marks of the regular examination shall be applicable.

11.2 Guidelines for Award of Grades:

Following are the general guidelines for the award of grades:

- 11.2.1. In general, absolute grading system will be followed.
- 11.2.2. In case of the students appearing for the Make-up examination, the grade shall not be higher than A+ in that particular course.
- 11.2.3. Grade F to be awarded to student who fail to pass the course securing less than 40% marks or student remaining **ABSENT** in a course of End-Semester Examination/Re-examination.
- 11.2.4. There shall be letter grades with associated grade points as per **Table 14**.
- 11.2.5. The provisional grades shall be awarded by the Examination Committee. The grade shall be finalized within thirty working days after the End Semester Examination including scrutiny of Grades.
- 11.2.6. In case of audit courses, the students would be awarded grades as follows:
- 'PP' for Pass
 - 'NP' for Fail.
- 11.2.7. In case of audit courses, the grades shall be awarded by the course coordinators and communicated to the Dean (Examinations & Evaluation). The course coordinator shall decide and declare the mode of evaluation for the audit courses within the date prescribed by the Dean (Academics).



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11.3 Calculation of SGPA

Calculation of Semester Grade Point Average (SGPA):

The performance of a student in a semester is indicated by a number called SGPA. The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester.

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where,

- C_i = the number of credits for the i^{th} course of a semester for which SGPA is to be calculated.
- P_i = Grade points earned in the i^{th} course.
- $i = 1, 2, \dots, n$ represent the number of courses in which a student is registered in the concerned semester.

SGPA is rounded up to two decimal places only and SGPA shall not exceed 10.

11.4 Calculation of CGPA:

Calculation of Cumulative Grade Point Average (CGPA)

An up to date assessment of the overall performance of a student from the time of his first registration is obtained by calculating a number called CGPA, which is weighted average of the grade points obtained in all the courses registered by the student since he/she entered the Institution.

$$CGPA = \frac{\sum_{j=1}^m C_j P_j}{\sum_{j=1}^m C_j}$$

Where,

- C_j = the number of credits for the j^{th} course up to the semester for which CGPA is to be calculated.
- P_j = Grade points earned in the j^{th} course.
- $j = 1, 2, \dots, m$ represent the number of courses in which a student is registered up to the semester for which the CGPA is to be calculated.

CGPA is rounded up to two decimal places only and shall not exceed 10.

Note: As seen from above formula CGPA is not average of SGPA.



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11.5 Equivalence of CGPA and Class:

The percentage equivalence of grade points for the ten points scale will be as given in **Table 15.**

Table 15: Equivalence of CGPA and Class

Class	Range
First Division with Distinction	$CGPA \geq 7.75$
First Division	$7.75 > CGPA \geq 6.75$
Second Division	$6.75 > CGPA \geq 5.75$
Pass Class	$5.75 > CGPA \geq 5.00$

11.6 Percentage Equivalence of CGPA:

Wherever necessary the Grade Point Average can be converted to percentage of marks.

$$\text{Percentage of Marks} = (CGPA - 0.75) \times 10.$$

11.7 Minimum Requirements for the Award of the Degree:

Following are the rules for the minimum requirements for the award of the degree:

- 11.7.1 A student will be awarded the Bachelor degree (BBA/BCA) or Honours/ Honours with Research degree (BBA/BCA), if he/she earns **120** or **160** credits, respectively and clears all the mandatory, elective, and audit courses specified in the curriculum along with all other requirements specified and approved by the academic council.
- 11.7.2 The student should have satisfactorily fulfilled other academic requirements like visits, seminar, project, dissertation. He/she should have also successfully completed all the components prescribed in the program of study to which he / she is admitted.
- 11.7.3 The student should have no case of indiscipline pending against him/her.
- 11.7.4 The credits for the courses in which a student has obtained “P” grade (minimum passing grade) or higher shall be counted as credits earned by him/her.
- 11.7.5 A student has obtained $CGPA \geq 5.00$ for BBA/BCA degree or $CGPA \geq 6.75$ for Honours/ Honours with Research degree (BBA/BCA).



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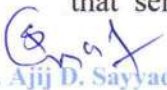
- 11.7.6 A student has paid all the institute dues and satisfied all the requirements prescribed.
- 11.7.7 A student should have obtained the eligibility certificate in the first year from the Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar.
- 11.7.8 The student who has earned minimum requirement of credits but fails to obtain minimum requirement of specified CGPA, he/she shall take additional courses or repeat the courses mentioned in the Programme till the minimum CGPA is attained subject to maximum duration of Programme as specified in these rules and regulations.

11.8 Award of the Degree:


The degrees shall be awarded by the Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar, on recommendations of the Academic Council.

11.9 Grade /CGPA improvement Policy:

- 11.9.1 Students who secure CGPA less than 6.75 after completing the pre-requisite credits for the award of the degree and wish to improve their CGPA shall be permitted for CGPA improvement. Such students shall be permitted to withdraw their grade in a given course with poor grade and permitted to reappear for the examinations for improving the grade and in turn CGPA.
- 11.9.2 A student shall appear for grade improvement examination within one year from the date of passing the UG program with the conditions that the student has not taken i) Leaving Certificate from the Institute and ii) Degree from the Dr. Babasaheb Ambedkar Marathwada University through convocation.
- 11.9.3 A student seeking permission to register for CGPA improvement shall submit a written application within the stipulated time to the Registrar office through the Head of the Department from where the student has graduated. No student shall be admitted once the semester credit registration process of that semester ends.


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- 11.9.4 Additional examination fees will be paid by the student for appearing in the examination for improvement in the grade. The fee payable shall be as prescribed by the Institute.
- 11.9.5 A student shall choose a maximum two/three theory courses from a particular semester (either odd or even) offered for the third year or the final. The student shall be required to register for these courses in a particular semester in which those courses are offered by paying the appropriate fees as laid down by the Institute from time to time.
- 11.9.6 At the time of registration, the student shall be required to surrender all the original Semester Grade Reports given to him/her by the Institute. He/she shall give an affidavit on 100 Rs. judicial stamp course that he/she shall not do any use of surrendered Semester Grade Reports till he/she gets official results of the courses for which he/she wishes to appear for grade improvement. No change of courses or drop of courses shall be permitted after the course registration.
- 11.9.7 A student who wishes to appear for grade improvement shall be exempted from attending the regular classes since the student has already undergone the course instructions. But he/she shall have to appear for all the evaluation tests/ESE conducted for the registered courses. In the case the student misses any of the tests or examinations, no Re-examination or Summer Term shall be permitted. Absentee for End-semester examination shall automatically lead to the award of grade F in that course.
- 11.9.8 The grading process as used for the regular students appearing for that course shall be applicable and no concession of any sort shall be granted on account of absentee for any of the examinations.
- 11.9.9 A student wishing to use the facility of grade improvement shall be required to pass in all the three courses in a single attempt. He/she shall not be entitled to the Re-examination or Summer Term in such cases.
- 11.9.10 If the student fails to secure higher grades resulting in a reduction in overall CGPA then the original result of the student before registering for grade


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improvement shall be retained.

- 11.9.11 A student who succeeds in improving CGPA shall be issued a fresh Semester Grade Report by the Institute. These Semester Grade Reports shall have star against the courses for which the student has appeared for grade improvement and will state “Grade Improvement”. The date on the new Semester Grade Reports shall be that as issued for other students appearing in those courses. Name of the student shall be communicated to University and the student shall be required to apply for a degree certificate from the University thereafter.
- 11.9.12 Student having undertaken Improvement Examination will not be eligible for the award of any medal/merit position.
- 11.9.13 The improvement is possible only in theory papers. No improvement is permissible in ISE/CIE/TA of theory courses as well as all components of evaluation of seminar, practical laboratory, dissertation, Internship, OJT courses.
- 11.9.14 The improvement examination shall be conducted along with the Supplementary Examination or the schedule prepared by the Institute.

11.10 Grade Card:

- 11.10.1 The grade card shall be issued at the end of the semester to each student.
- 11.10.2 Student shall refer earlier Sections for computation of grades from the marks and conversion to the SGPA & CGPA.
- 11.10.3 Wherever required the conversion of CGPA to percentage of marks prevailing guidelines from the affiliating University and Competent Authority shall be followed.
- 11.10.4 Indication of attempt on Grade Card shall be displayed in the Grade Card.
- 11.10.5 The Grade Cards of successive attempts will be separately provided.



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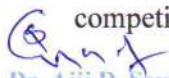
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12. [AR-MIT-BBA-BCA-24-12] Mandatory Schemes:**12.1 Mandatory Activity Event Grade Points Scheme (AEGPS):**

- 12.1.1 Every activity in the professional education plays a significant role in the development of students.
- 12.1.2 Co-curricular activities are meant to bring social skills, intellectual skills, moral values, personality progress, and character appeal to students.
- 12.1.3 In order to nurture the life skill qualities (Employability, Easy transition from student to corporate/work life, Professional Growth and Personal well-being) and make student multidimensional successful engineer, the Institute encourages students to take active part in various cultural, sports and technical activities held on/off campus.
- 12.1.4 In order to make most of the students to take part in the Co-Curricular (Group A) and Extracurricular (Group B) activities of interest, the participation of the students shall get evaluated and get its reflection in final Activity Grade Report.
- 12.1.5 All UG students shall choose at least ONE activity/event from the group of Co-curricular and Extra-curricular activities happening on campus or off campus. The student shall take active part in the activity, take part in competitions and earn grade points. Freedom shall be given to the students to take part in more than one activity under the group. The weightages is mentioned in the **Table 16**.
- 12.1.6 Group A: Co-Curricular activities include activities by chapters of professional societies like SAE, ISHRAE, CSI, IEEE, ISTE, IETE, IEI, IIIE, QCFI, etc. Department Associations, Lab Development, Paper Presentation in National/International Conferences, Paper Publication in National/ International Journal, Model Building, Project competition, Entrepreneurship, Patenting, Participation in Technical clubs.
- 12.1.7 Group B: Extra-Curricular Activities include activities such as NSS, Unnat Bharat Abhiyan, Unnat Maharashtra Abhiyan, Cultural Fest, Spots Event, Community Services, Social work, Activities in Alumni Association, Participation in Sports, Various Clubs of Institute, Intra and Inter Collegiate competitions such as Social gathering, technical events, etc.

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Table 16: Activity/Event participation; Grade points allotment

Activity Head	Sl. No	Activity	Achievement in Levels (*) and Assigned Activity Points					Max. Points	Min. Duration of activity	
			I	II	III	IV	V			
	1	NSS/NCC/Red Cross/Youth Red Cross						50	1 Year	
National Initiatives and Sports and Games Participation	2	Unnat Bharat Abhiyan/ Unnat Maharashtra Abhiyan						50	1 Year	
		Best NSS/NCC Volunteer Awardee (State / National level) / Participation in Republic Day Parade Camp / International Youth Exchange program, supported by certification, additional marks upto 20 can be awarded subjected to maximum limit of 70 points								
	3	Sports	5	10	15	20	25	50	1 Year	
	4	Games	5	10	15	20	25	50	1 Year	
		First Prize	3	5	7	10	15	The maximum limit for activity points is 60. But for winning Level IV and V additional marks upto 20 can be awarded subjected to maximum limit of 70 points		
		Second Prize	2	3	5	7	10			
		Third Prize	1	2	3	4	5			
Extra-Curricular Activities Participation	5	Music	5	10	15	20	25	50	1 Year	
	6	Performing arts	5	10	15	20	25	50	1 Year	
	7	Literary arts	5	10	15	20	25	50	1 Year	
	8	Flagship Events	5	10	15	20	25	50	3 Years	
		First Prize	3					The maximum limit for activity points is 60. But for winning Level IV and V, additional marks upto 20 can be awarded subjected to maximum limit of 70 points		
		Second Prize	2							
	Third Prize	1								
Co-Curricular Activities Participation	9	Tech Fest, Tech Quiz	10	20	30	40	50	100		
	10	Project competitions	10	20	30	40	50	100		
	11	Hackathons	10	20	30	40	50	100		
	12	Competitions conducted by Professional Societies	10	20	30	40	50	100		
		First Prize	20	20	30	40	50			
		Second Prize	10	10	15	20	30			
		Third Prize	5	5	8	10	15			


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Activity Head	Sl. No	Activity	Achievement in Levels (*) and Assigned Activity Points					Max. Points	Min. Duration of activity
			I	II	III	IV	V		
Professional Self Initiative	13	Participation in Conference/Seminars /Exhibitions/Workshop/ STTP conducted by Institute	10		30			30	
	14	Participation in Conference/Seminars /Exhibitions/Workshop/ STTP conducted by IITs/NITS	20		40			40	
	15	Paper Presentation in the reputed National Conference			30			30	
	16	Paper Presentation in the reputed International Conference			50			50	
	17	Poster Presentation in National Conference			20			20	
	18	Poster Presentation in International Conference			30			30	
	19	Paper Publication in Peer Reviewed National Journal			30			30	
	20	Paper Publication in Peer Reviewed International Journal			50			50	
	21	Working on Industry Live Projects (Other than part of academic project)			50			50	
	22	Industrial Training/Internship (at least for 15 Days) Other than Mandatory Internship in curriculum	2 Weeks: 20 marks 3 Weeks: 30 marks 4 Weeks: 50 marks					50	1 Year
Entrepreneurship and Innovation	23	Prototype developed and tested			30			100	1 Year
	24	Development of Virtual Lab			50				1 Year
	25	Awards for Products developed			50				
	26	Innovative technologies developed and used by industries/users			70				
	27	Received funding from Government/ Industry for innovative ideas/ products.			100				
	28	Copyright Approved			20			60	
	29	Patent-Filed			20			100	
	30	Patent - Published			30			60	
	31	Patent- Approved			50			100	
	32	Patent- Licensed			100			200	
	33	Social innovations			50			50	


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Activity Head	Sl. No	Activity	Achievement in Levels (*) and Assigned Activity Points					Max. Points	Min. Duration of activity
			I	II	III	IV	V		
Leadership & Management of clubs/activities	34	Elected student representatives	Club Secretary: 20 Cultural Secretary: 50 General Secretary: 100					100	1 Year
	35	Festival & Technical Events (College Flagship Events/Gathering)	Technical Secretary/Secretary					50	1 Year
	36	Office Bearer of Student Professional Societies	Members: 10 Middle Level Management:20 Top Level Management:30					30	1 Year
Level I : (Institute Events) II : (Zonal/University Events) III : (State Events) IV : (National Events) V : (International Events)									

12.1.8 On registering for a particular activity, the performance of a student shall be continuously monitored by the Faculty-in-charge. Participation in competitions, winning prizes, representing Institute on state, national and international level etc shall get weightage as mentioned in the **Table 16**.

12.1.9 From 2nd to 6th Semester, in each semester, a student shall acquire a maximum 50 grade points from each group making it to a maximum of 100 grade points in a semester.

12.1.9 Respective Head of Department shall be responsible for submission of all the assessment data and evaluated marks to Examination Cell.

12.1.10 Each semester, a grade will be awarded on absolute grading basis as shown in **Table 17** based on the points earned by a student.

Table 17: Absolute Grading Scheme

Grade Range	Grade
91-100	Outstanding
81-90	Excellent
71-80	Very Good
61-70	Good
51-60	Above Average
41-50	Average
40	Pass


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Note:

- At the end of the program the Activity Grade sheet, showing all events participated and grades acquired would be issued to the students. This grade sheet will also show the final qualitative grade as mentioned in the **Table 17**.
- An Activity Grade Certificate, showing the final qualitative grades endorsing qualitative participation would be awarded to every graduating student in addition to the Activity Grade Sheet.

12.2 Mandatory Career Path Grade Points Scheme (CPGPS):

- 12.2.1. Career path track modules (as given in the following **Table 18**) are mandatory for all the students along with their regular academic studies. Student has to attend all the modules as per the given schedule from Dean (Training and Placement).
- 12.2.2. The nature and the assessment methodology may change as per the need and requirements for the professional development of the student.
- 12.2.3. Attendance requirements for the course is same as given in Section 13.
- 12.2.4. Performance assessment will be evaluated as per the guidelines provided by Training and Placement Cell.
- 12.2.5. Respective Head of Department shall be responsible for submission of all the assessment data and evaluated marks to Examination Cell.

Table 18: Career path track modules (CPM)

CPM-I: Semester IV - 24 Hrs (2 Hrs / week)
<ul style="list-style-type: none"> Introduction to Campus Placement Cycle Placement readiness and Career Readiness Aptitude Training-I
CPM-II: Semester V - 24 Hrs (2 Hrs / week)
<ul style="list-style-type: none"> Career Goal setting Aptitude Training-II Time Management Stress Management
CPM-III: Semester VI - 24 Hrs (2 Hrs / week)
<ul style="list-style-type: none"> Soft Skills Training (Personal Effectiveness, Body Language, Interpersonal Skills) Business Communication – Verbal and Written Interview Techniques Mock Placement Cycle


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12.3 Teacher Guardian Scheme:

12.3.1 To help the students in planning their courses of study and for general advice on the academic program, the Head of the Department of the students will attach a certain number of students to a teacher of the Department who shall function as Teacher Guardian (TG) for those students throughout their period of study in the Institute (one advisor for a group of 20 students, in a class). TG shall advise the students in registering and reappearance of courses, authorize the process, monitor their attendance and progress and counsel them periodically. The TG shall also discuss with or inform the parents about the progress / performance of the students concerned.

12.3.2 It is mandatory for students to attend the regular meeting with TG and provide the oral as well as written information asked from time to time.

12.3.3 The responsibilities for the TG shall be:

- To inform the students about the various facilities and activities available to enhance the students' curricular and co-curricular activities.
- To guide students on enrollment and registration of the courses.
- To authorize the final registration of the courses at the beginning of each semester.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.



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13. [AR-MIT-BBA-BCA-24-13] Attendance, Absence, Leave Rules and Dismissals:

- 13.1. All the students are expected to be present in every lecture, tutorial, practical and other allotted hours in the time table. Attendance will be closely monitored during a semester by the concerned department.
- 13.2. An undergraduate student must have a minimum attendance of 75% of the total number of classes including lectures, tutorials and practical for every course of study, before the corresponding examination i.e. End Semester Examination, in order to be eligible to appear for the respective examination in the course, failing which the student will be detained and needs to get himself/herself re- admitted for semester/year as the case may be.
- 13.3. In special cases and for sufficient causes shown, the Director of the Institute may, on the specific recommendation of the Head of the Department and subsequently Dean (Academics), condone the deficiency in attendance to the extent of 10 % on medical ground subject to submission of medical certificate.
- 13.4. However, in respect of women candidates who seek condonation of attendance due to pregnancy, the Director of the Institute may condone the deficiency in attendance to the extent of 25 % (as against 10 % Condonation for other) on medical grounds subject to submission of medical certificate to this effect. Such condonation shall not be availed twice during the course of study.
- 13.5. Active Participation in N.C.C./N.S.S. Camps or Inter collegiate or Inter University or Inter State or International matches or debates or Educational Excursions or such other Inter University activities as approved by the Director with due recommendation from concerned activity In-charge, HoD and Dean (Academics) involving journeys outside the city in which the Institute is situated will not be counted as absence, his/her attendance in that activity will be considered in counting the total attendance. However, such 'absence shall not exceed (4) weeks per year of the total period of instructions.
- 13.6. Students desirous of continuous leave of absence for less than two weeks during a semester shall apply for it in advance to the Head of the Department providing reasons and supporting documents, if any and get it approved.


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- 13.7. Continuous absence due to illness or any other reason for a period less than two weeks in a semester, for which a student could not make a prior application, the absence/leave may be condoned by the Head of the Department after proper verification and appropriate justification by the student.
- 13.8. The Director shall be the authority for sanctioning the leave of students outside clauses 13.6 and 13.7 above, after receiving their applications along with recommendations of the Heads of Departments and Dean (Academics).
- 13.9. The attendance records are to be maintained by the course coordinator and he/she shall show it to students, if and when required.
- 13.10. All the concerned Course coordinators shall submit the attendance records to the concerned class coordinator at the end of Month/term as per academic calendar.
- 13.11. The class coordinator shall prepare the consolidated month-wise attendance records and shall publish on departmental notice board, as per the instructions from the HOD.
- 13.12. The class coordinator shall communicate periodically the attendance of the students and shall publish list of provisionally detained students at least one week before the last day of instruction on departmental notice board.
- 13.13. The student has to confirm his/her attendance and detention status at the end of each month and final status before the term end, from his/her class coordinator. Students having any grievance in this aspect shall meet the Class coordinator and the HOD within one week from date of publishing. Otherwise, thereafter no grievances will be considered and the status will be considered as a final.
- 13.14. If a student is continuously absent from the classes for more than four weeks without informing the Class Coordinator, the Coordinator shall immediately bring it to the notice of the Head of the concerned department as the case may be and they in turn will inform the same to the Office of Dean (Academics).
- 13.15. The names of the students who have remained absent, for more than 25% of the actual classes held from the commencement of semester in First Month shall be intimated by the class Coordinator himself/herself on the last teaching day of each month of the respective semester, to the students in the class with written


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intimation to the HOD, who will arrange to consolidate the list such students for all the courses and display it on the notice board of the department with an intimation to Dean (Academics).

- 13.16. Warning Letters shall be issued to the parents of concerned students by the department and its acknowledgement record shall be well maintained.
- 13.17. In the case of the long absence of a student in a semester with prior approval or otherwise, the Director shall decide whether the student be asked to withdraw from the program for that particular semester.
- 13.18. In case of the candidates who fail to put in the required attendance in a course of study, he/she shall be detained in the same class and will not be recommended to appear for the end semester examination.
- 13.19. A candidate detained in semester I should take readmission in next academic year as a regular student and shall have to complete all the theory and practical as a regular student.
- 13.20. In case a candidate is detained in semester II, he/she should take admission to Semester II of next academic year and complete all the theory and practical as a regular student of semester II.
- 13.21. In case of change of syllabus, the candidate even if detained in semester II should take readmission in next academic year for Semester I and II as a regular student and complete all the theory and practical as a regular student.
- 13.22. If student is found guilty of malpractice in examinations, involvement in ragging and overall misconduct during his/her stay in the Institute, he/she will be punished as per the prevailing rules issued from the competent authorities.
- 13.23. The decision in the regards of further condonation on the genuine ground which is not under the control of students will be taken by the Chairperson of the Academic Council and it will be final.



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14. [AR-MIT-BBA-BCA-24-14] Award of Medals / Scholarships:

14.1 Award of Medals, prizes and Institute level scholarships:

- 14.1.1. All the students those who exhibited excellent performances in Curricular, Co-curricular, sports, cultural, extracurricular, etc., activities shall be awarded medals, prizes and Institute level scholarships as Given in **Table 19 (A-C)**.
- 14.1.2. The award of medals and Institute level scholarship is subject to minimum 10 students admitted in a regular batch for a said degree UG Program till 4th year.
- 14.1.3. Students clearing all courses offered in a program in regular examination in first attempt shall be considered for the award of merit / medal as per their order of merit, as mentioned above.

Table 19: Awards of Medals, prizes and Institute level scholarships

(A) Academics Part:

Sr. No.	Performance level in regular batch/study	Medals /Institute level scholarships to be awarded	Event of Awarding
1.	Securing the Highest CGPA (First 3 students) on completion of study in each program (4 years).	Gold Medal Silver Medal Bronze Medal	Annual Convocation
2.	Securing the Highest CGPA (First 3 Girl students) on completion of study among all UG programs.	TARA Medal	Annual Convocation
3.	Securing the Highest CGPA (First 3 Regular students) (Calculated at the end of regular study in each AY) in each program.	Rs. 1500 (1 st) Rs. 1000 (2 nd) Rs. 500 (3 rd)	Induction program in next AY

(B) Co-curricular Part:

Sr. No.	Performance level in regular batch/study	Institute level scholarships/Prize to be awarded	Event of Awarding
1.	First/ Second/ Third Prize / Winner /Ranker at Inter-National level Paper/ poster/ Project/ Champion/ Hackathon, etc Activities	Rs. 3000 (1 st) Rs. 2000 (2 nd) Rs. 1000 (3 rd)	Annual Gathering
2.	First/ Second/ Third Prize / Winner /Ranker at National level Paper/ poster/ Project/ Avishkar/ Hackathon, etc Activities	Rs. 1500 (1 st) Rs. 1000 (2 nd) Rs. 500 (3 rd)	Annual Gathering
3.	First/ Second/ Third Prize / Winner /Ranker at State level Quiz/ Placement Test/ Paper/ poster/ Project/ Avishkar/ Hackathon, etc Activities	Rs. 1000 (1 st) Rs. 500 (2 nd) Rs. 250 (3 rd)	Annual Gathering


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(C) Extra-curricular Part:

Sr. No.	Performance level in regular batch/study	Institute level scholarships/Prize to be awarded	Event of Awarding
2.	First/ Second/ Third Prize / Winner /Ranker at Inter-National level Sports/ Cultural/ NSS/ NCC/ and any Social Activities	Rs. 3000 (1 st) Rs. 2000 (2 nd) Rs. 1000 (3 rd)	Annual Gathering
3.	First/ Second/ Third Prize / Winner /Ranker at National level Sports/ Cultural/ NSS/ NCC/ and any Social Activities	Rs. 1500 (1 st) Rs. 1000 (2 nd) Rs. 500 (3 rd)	Annual Gathering
4.	First/ Second/ Third Prize / Winner /Ranker at State level Sports/ Cultural/ NSS/ NCC/ and any Social Activities	Rs. 1000 (1 st) Rs. 500 (2 nd) Rs. 250 (3 rd)	Annual Gathering

14.1.4. In case, a student has cleared any course offered in a program in Make-up or Supplementary examination he / she shall not considered for the award of merit / medal.

14.1.5. Concerned authority like Dean (Academics), Dean (Exam and Eval)/ Dean (Student Affairs & Alumni), Registrar and HOD, will submit the records, evidences with recommendations to the Director. The decision of the Director is final in this context.

14.2 Scholarship/Freeship:

14.2.1. The award of scholarships / freeships and other benefits will be in accordance with rules framed by the Government of Maharashtra and Govt. of India.

14.2.2. Every students aspiring/beneficiary has to apply individually on the designated portals of Govt. of Maharashtra and Govt. of India, in time.

14.2.3. Notification and necessary support shall be provided by the Registrar office.

14.2.4. The tuition-fee or other component of Institute fee covered under such Scholarship/Freeship, if not received by the Institute, student is liable to pay the fees as applicable to the Institute.

14.2.5. Institute shall not be responsible for any delay or rejection of such applications, or any other rules and regulations changed from the approving/competent authority.


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15. [AR-MIT-BBA-BCA-24-15] Code of Conduct and Discipline:

15.1 Code of Conduct and Discipline:

- 15.1.1. All the students admitted to the Institute for any UG, PG or certificate program has to follow the Code of conduct of the Institute. Students and faculty shall refer the **separate booklet** circulated in this context.
- 15.1.2. Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which will tend to bring down the prestige of the Institute.
- 15.1.3. The following acts of omission and/ or commission by the students within or outside the college campus shall constitute gross violation of Code of Conduct punishable as indiscipline.
- Lack of courtesy and decorum, as well as indecent behavior;
 - Willful damage of property of Institute/Hostel or of fellow students;
 - Possession/ Consumption/ Distribution of alcoholic drink and banned drugs;
 - Smoking & Chewing of Tobacco and products made from Tobacco.
 - Mutilation or unauthorized possession of library materials;
 - Noisy and Unseemly behavior disturbing peace in Institute and Hostel;
 - Hacking in Computer system, either hardware or software or both;
 - Any other act considered by the Institute as a gross indiscipline.
- 15.1.4. Any act of student's indiscipline will be addressed by Discipline Committee duly constituted and notified by the Director. The Committee will enquire into the charges of indiscipline and recommend appropriate measures/punitive action to the Director. The Discipline committee may inform the recommendations to the students. Decision of the Director would be final.
- 15.1.5. If the student while studying in the Institute is found indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government he/ she will be liable to be expelled from the Institute without any notice.
- 15.1.6. If a student is involved in any kind of ragging, the student shall be liable for strict action as per Maharashtra anti-ragging act.



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- 15.1.7. If any statement/ information supplied by the student in connection with his/her admission is found to be false/ incorrect at any time, his/her admission shall be cancelled and he/she shall be expelled from the Institute and fees paid shall be forfeited.
- 15.1.8. If a student is found guilty of overall misconduct during his/her stay in the Institute, he/she will be punished as per the recommendations of the Principal. The maximum punishment may be expulsion from the Institute.
- 15.1.9. A student admitted to the Institute shall abide by the “Standing Orders for Students” issued by the Institute as approved by the Director, from time to time. These standing orders shall deal with the discipline of the students in the Hostels, Departments, and the Institute premises and outside. These orders may also deal with such other matters that are considered necessary for the general conduct of the students, co/extra-curricular activities.

15.2 Dress Code:

- 15.2.1. Student once admitted in the Institute has to follow dress code/ Uniform-Dress Code. Student will be required to carry Identity Cards all the time in campus.
- 15.2.2. Uniform is compulsory for all students on all days. No student is allowed in the Class Rooms, Laboratories, Workshop, library etc. without the uniform.
- 15.2.3. The defined dress code is : Sky Blue Shirt, Blue Jean Pants, and Black Shoes,
- 15.2.4. A specified apron (Blue/ White) at workshop/chemistry lab is compulsory for safety.

15.3 Appeal:

The student may appeal to the Chairperson, Academic Council whose decision will be final. The Director will report the action taken at the next Academic Council meeting.


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16. [AR-MIT-BBA-BCA-24-16] Emergent Cases:

Notwithstanding anything contained in the above regulations, the Chairperson of the Academic Council may, in emergent situations, take action on behalf of the Academic Council as he/she thinks necessary and shall at the earliest opportunity; report it in the next meeting of the Academic Council.

17. [AR-MIT-BBA-BCA-24-17] Interpretation of Regulations:

In case of any dispute, difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the Academic Council shall be final and binding.

18. [AR-MIT-BBA-BCA-24-18] Discretionary Powers:

Notwithstanding anything contained in the above regulations or in any extraordinary situations as the program Head and/or Dean (Academics) think necessary, Director of the Institute may take action on behalf of the University as he/she feels appropriate and report it to the Vice-Chancellor of the University.

19. [AR-MIT-BBA-BCA-24-19] Power to Modify:

Notwithstanding all that has been stated in the above regulations, Governing Body has the right to modify any of the above regulations.



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Annexure-I

Assessment Tools for Internal Assessment (CIE/TA)

Assessment Tool	Description	TA / CIE
Index Card Summaries/ Questions	Periodically, distribute index cards and ask students to write on both sides, with these instructions: (Side 1) Based on our study of (unit topic), list a big idea that you understand and word it as a summary statement. (Side 2) Identify something about (unit topic) that you do not yet fully understand and word it as a statement or question.	TA
Hand Signals	Ask students to display a designated hand signal to indicate their understanding of a specific concept, principal, or process: - I understand and can explain it (e.g., thumbs up). - I do not yet understand (e.g., thumbs down). - I'm not completely sure about (e.g., wave hand).	TA
One Minute Essay	A one-minute essay question (or one-minute question) is a focused question with a specific goal that can, in fact, be answered within a minute or two.	TA
Analogy Prompt	Present students with an analogy prompt: (A designated concept, principle, or process) is like because	CIE
Web or Concept Map	Any of several forms of graphical organizers which allow learners to perceive relationships between concepts through diagramming key words representing those concepts.	CIE
Misconception Check	Present students with common or predictable misconceptions about a designated concept, principle, or process. Ask them whether they agree or disagree and explain why. The misconception check can also be presented in the form of a multiple-choice or true-false quiz.	CIE
Student Conference	One on one conversation with students to check their level of understanding.	TA
3-Minute Pause	The Three-Minute Pause provides a chance for students to stop, reflect on the concepts and ideas that have just been introduced, make connections to prior knowledge or experience, and seek clarification. <ul style="list-style-type: none"> • I changed my attitude about... • I became more aware of... • I was surprised about... • I felt... I related to... I empathized with... 	TA


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
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Assessment Tool	Description	TA / CIE						
Observation	Walk around the classroom and observe students as they work to check for learning. Strategies include: <ul style="list-style-type: none"> • Anecdotal Records • Conferences • Checklists 	TA						
Self-Assessment	A process in which students collect information about their own learning, analyze what it reveals about their progress toward the intended learning goals and plan the next steps in their learning.	CIE						
Quiz	Quizzes assess students for factual information, concepts and discrete skill. There is usually a single best answer. Some quiz examples are: <table border="1" style="margin-left: 20px;"> <tbody> <tr> <td>• Multiple Choice</td> <td>• Paper and Pencil</td> </tr> <tr> <td>• True/False</td> <td>• Matching</td> </tr> <tr> <td>• Short Answer</td> <td>• Extended Response</td> </tr> </tbody> </table>	• Multiple Choice	• Paper and Pencil	• True/False	• Matching	• Short Answer	• Extended Response	TA
• Multiple Choice	• Paper and Pencil							
• True/False	• Matching							
• Short Answer	• Extended Response							
Journal Entry	Students record in a journal their understanding of the topic, concept or lesson taught. The teacher reviews the entry to see if the student has gained an understanding of the topic, lesson or concept that was taught.	CIE						
A-B-C Summaries	Each student in the class is assigned a different letter of the alphabet and they must select a word starting with that letter that is related to the topic being studied.	TA						
Idea Spinner	The teacher creates a spinner marked into 4 quadrants and labeled “Predict, Explain, Summarize, Evaluate.” After new material is presented, the teacher spins the spinner and asks students to answer a question based on the location of the spinner. For example, if the spinner lands in the “Summarize” quadrant, the teacher might say, “List the key concepts just presented.”	CIE						
Inside-Outside Circle	Inside and outside circles of students face each other. Within each pair of facing students, students quiz each other with questions they have written. Outside circle moves to create new pairs. Repeat.	TA						
Reader’s Theater	From an assigned text have students create a script and perform it.	TA						
One Sentence Summary	Students are asked to write a summary sentence that answers the “who, what where, when, why, how” questions about the topic.	CIE						


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Assessment Tool	Description	TA / CIE
Summary Frames	Description: A is a kind of that ... Compare/Contrast: and are similar in that they both.... But, while ..., Problem/Solution: wanted...but...so.....Cause/Effect	CIE
One Word Summary	Select (or invent) one word which best summarizes a topic.	TA
Think-Pair-Share/ Turn to Your Partner	Teacher gives direction to students. Students formulate individual response, and then turn to a partner to share their answers. Teacher calls on several random pairs to share their answers with the class.	TA
Think-Write-Pair-Share	Students think individually, write their thinking, pair and discuss with partner, then share with the class.	TA
Talk a Mile a Minute	Partner up – giver and receiver... Kind of like “Password” or “Pyramid.” Both know the category, but the receiver has his back to the board/screen. A set of terms will appear based on the category – giver gives clues, while receiver tries to guess the terms. First group done - stands up.	TA
Tic-Tac-Toe/ Think-Tac-Toe	A collection of activities from which students can choose to do to demonstrate their understanding. It is presented in the form of a nine square grid similar to a tic-tac-toe board and students may be expected to complete from one to “three in a row”. The activities vary in content, process, and product and can be tailored to address DOK levels.	TA
Four Corners	Students choose a corner based on their level of expertise of a given subject. Based on your knowledge of, which corner would you choose? Corner 1: The Dirt Road – (There’s so much dust, I can’t see where I’m going! Help!!), Corner 2: The Paved Road (It’s fairly smooth, but there are many potholes along the way.), Corner 3: The Highway (I feel fairly confident but have an occasional need to slowdown.) Corner 4: The Interstate (I ’m traveling along and could easily give directions to someone else.) Once students are in their chosen corners, allow students to discuss their progress with others. Questions may be prompted by teacher. Corner One will pair with Corner Three; Corner Two will pair with Corner Four for peer tutoring.	CIE


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Assessment Tool	Description	TA / CIE
Muddiest (or Clearest) Point	This is a variation on the one-minute paper, though you may wish to give students a slightly longer time period to answer the question. Here you ask (at the end of a class period, or at a natural break in the presentation), "What was the "muddiest point" in today's lecture?" or, perhaps, you might be more specific, asking, for example: "What (if anything) do you find unclear about the concept of 'personal identity' ('inertia', 'natural selection', etc.)?".	TA
3-2-1	3 things you found out 2 interesting things 1 question you still have	TA
	3 differences between 2 effects of on 1 question you still have about the topic	TA
	3 important facts 2 interesting ideas 1 insight about yourself as a learner	TA
	3 key words 2 new ideas 1 thought to think about	TA
	Write 3 questions about the text (unfamiliar words, confusing passages or ideas) Write 2 predictions based on the text (what will happen next based on the reading) Make one connection based on the text (connect to something you know or have experienced)	TA
Cubing	Display 6 questions from the lesson Have students in groups of 4. Each group has 1 die. Each student rolls the die and answers the question with the corresponding number. If a number is rolled more than once the student may elaborate on the previous response or roll again. Responses may also be written.	TA
Quick Write	The strategy asks learners to respond in 2–10 minutes to an open-ended question or prompt posed by the teacher before, during, or after reading.	TA
Directed Paraphrasing	Students summarize in well-chosen (own) words a key idea presented during the class period or the one just past.	CIE


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Assessment Tool	Description	TA / CIE
RSQC2	In two minutes, students recall and list in rank order the most important ideas from a previous day's class; in two more minutes, they summarize those points in a single sentence, then write one major question they want answered, then identify a thread or theme to connect this to the course's major goal.	TA
Likert Scale	Provide 3-5 statements that aren't clearly true or false, but are somewhat debatable. The purpose is to help students reflect on a text and engage in discussion with their peers afterwards. These scales focus on generalizations about characters, themes, conflicts, or symbolism. There are no clear cut answers in the book. They help students to analyze, synthesize and evaluate information). One question on a Likert Scale might look like this: 1. The character (name) should not have done (action). strongly agree disagree agree strongly agree	TA
I Have the Question, Who Has the Answer?	The teacher makes two sets of cards. One set contains questions related to the unit of study. The second set contains the answers to the questions. Distribute the answer cards to the students and either you or a student will read the question cards to the class. All students check their answer cards to see if they have the correct answer. A variation is to make cards into a chain activity: The student chosen to begin the chain will read the given card aloud and then wait for the next participant to read the only card that would correctly follow the progression. Play continues until all of the cards are read and cycle repeats for a second time.	TA
Whip Around	The teacher poses a question or a task. Students then individually respond on a scrap piece of paper listing at least 3 thoughts/responses/statements. When they have done so, students stand up. The teacher then randomly calls on a student to share one of his or her ideas from the paper. Students check off any items that are said by another student and sit down when all of their ideas have been shared with the group, whether or not they were the one to share them. The teacher continues to call on students until they are all seated. As the teacher listens to the ideas or information shared by the students, he or she can determine if there is a general level of understanding or if there are gaps in students' thinking."	TA


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Assessment Tool	Description	TA / CIE
Word Sort	Given a set of vocabulary terms, students sort in to given categories or create their own categories for sorting	TA
Take and Pass	Cooperative group activity used to share or collect information from each member of the group; students write a response, then pass to the right, add their response to next paper, continue until they get their paper back, then group debriefs.	CIE
Say Something	Students take turns leading discussions in a cooperative group on sections of a reading or video	CIE
ABCD Whisper	Students should get in groups of 4. Each student will be asked to reflect on a concept and draw a visual of his/her interpretation. Then they will share their answer with each other in a zigzag pattern within their group.	CIE
ReQuest/ Reciprocal Questioning	ReQuest, or reciprocal questioning, gives the teacher and students opportunities to ask each other their own questions following the reading of a selection. The ReQuest strategy can be used with most novels or expository material. It is important that the strategy be modeled by the teacher using each genre. A portion of the text is read silently by both the teacher and the students. The students may leave their books open, but the teacher's text is closed. Students then are encouraged to ask the teacher and other student's questions about what has been read. The teacher makes every attempt to help students get answers to their questions. The roles then become reversed. The students close their books, and the teacher asks the students information about the material. This procedure continues until the students have enough information to predict logically.	TA
K-W-L & KWL+	Students respond as whole group, small group, or individually to a topic as to "What they already Know, what they want to learn, what they have learned". PLUS (+) asks students to organize their new learnings using a concept map or graphic organizer that reflects the key information. Then, each student writes a summary paragraph about what they have learned.	TA
Numbered Heads Together	Students sit in groups and each group member is given a number. The teacher poses a problem and all four students discuss. The teacher calls a number and that student is responsible for sharing for the group.	TA


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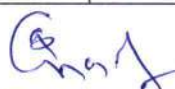
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Assessment Tool	Description	TA / CIE
Gallery Walk	After teams have generated ideas on a topic using a piece of chart paper, they appoint a “docent” to stay with their work. Teams rotate around examining other team’s ideas and ask questions of the docent. Teams then meet together to discuss and add to their information so the docent also can learn from other teams. Graffiti – Groups receive a large piece of paper and felt pens of different colors. Students generate ideas in the form of graffiti. Groups can move to other papers and discuss/add to the ideas.	TA
One Question and One Comment	Students are assigned a chapter or passage to read and create one question and one comment generated from the reading. In class, students will meet in either small or whole class groups for discussion. Each student shares at least one comment or question. As the discussion moves student by student around the room, the next person can answer a previous question posed by another student, respond to a comment, or share their own comments and questions. As the activity builds around the room, the conversation becomes in-depth with opportunity for all students to learn new perspectives on the text.	TA
Home Assignments	Design Statement: Novelty, Originality and concreteness, Understanding of Design, Engineering approach towards design, Communication and presentation skills, Design report, writeup, conclusion of Assignment	CIE
Comprehensive Viva Voce	Comprehensive viva voce is based on verbal interaction between faculty and student, covering the entire course contents.	TA
Survey	Comprehensiveness of the survey, Understanding of topic, Significance and relevance of survey findings, Communication and presentation skills, References, Bibliography, literature survey, report writeup, conclusion	CIE
Case Study	Clarity in definition of case study problem statement, Understanding of Case handled, tools and technology used, Approach of analysis of case, Significance and relevance of findings, References, Bibliography, literature survey	CIE
Crossword Puzzle	Crossword puzzles are a type of word jigsaw puzzle The purpose of these puzzles is to encourage students to form words or phrases which lead to the answers.	TA


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Assessment Tool	Description	TA / CIE
Field Visit	A field trip is a visit to an area outside of the normal classroom where student can try new things, have different experiences. Student should submit visit report comprising findings and observations of field visit	CIE
Open Book Test	An open book assessment aims to assess critical application of the course material. It will test student's understanding of what they have. Questions should be asked on - apply information by comparing, contrasting, analyzing or evaluating what student have been learning about.	TA/CIE
Summaring and paraphrasing	Summaring and paraphrasing in the form of slides, video or handwritten summery on any topic from syllabus. Frequency- Once in semester, Platform Institute ERP	TA
Report writing	Construct a report on a recent major scientific development (i.e. Noble prize awarded experiments, scientific discovery presented in leading international journal like Nature, Elsevier, Springer, Taylor and Francis etc.)	CIE

It is also suggestive to use the following Assessment Tools for Internal Assessment (CIE)

Assessment Tool For Teacher's Assessment	Assessment Tool For Continuous Internal Evaluation	Semester
Punctuality	Home Assignment	I/II/III
Responsiveness	Quiz	I/II/III
Attentiveness	Surprise Test	I/II/III
Attendance	Open Book Test	Common
Notebook Maintaining	Industry Expert Assessment	IV/V
Literature Collection	Creative Assignment	IV/V
Sharing the Knowledge	Technical Poster	IV/V
	Seminar	IV/V/VI
	Research Paper Writing	V/VI/VII
	Essay Writing	V/VI/VII
	Field report	V/VI/VII
	Paper presentation	V/VI/VII
Any other with Approval from Chairperson, BOS	Any other with Approval from Chairperson, BOS	



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