First Academic Regulations for Under Graduate and Post Graduate programs for Students admitted from Academic year 2024 – 2025

Preamble

0.1. Maulana Abul Kalam Azad University of Technology, West Bengal will be herein after referred as affiliating university
0.2. Controller of Examination will be herein after referred as COE
0.3. Head of the Department will be herein after referred as HOD
0.4. West Bengal Joint Entrance Examination Board will be herein after referred as WBJEEB
0.5. Higher Education Department, Government of West Bengal will be herein after referred as HED
0.6. All India Council for Technical Education will be herein after referred as AICTE
0.7. Board of Studies herein after referred as BOS

Section 1: Programs

1.1. Under Graduate Programs (Academic session: 2024 – 2025): (4 years/ 8 semesters)

Institute is currently offering following **six** under graduate programs
 (a) B. Tech. in Computer Science and Engineering (B. Tech. in CSE)
 (b) B. Tech. in Computer Science and Engineering (Artificial Intelligence and Machine Learning) (B. Tech. in CSE (AI & ML))
 (c) B. Tech. in Electronics and Communication Engineering (B. Tech. in ECE)
 (d) B. Tech. in Electrical Engineering (B. Tech. in EE)
 (e) B. Tech. in Information Technology (B. Tech. in IT)
 (f) Bachelor of Computer Applications (BCA)
- Any under graduate programs can be modified/ added in future by the approval of competent authority and shall be published through amendment of Academic Council's regulation

### 1.2. Post Graduate Programs (Academic session: 2024 – 2025): (2 years/ 4 semesters)

Institute is currently offering following **four** post graduate programs
 (a) M. Tech. in Computer Science and Engineering (M. Tech. in CSE)
 (b) M. Tech. in Computer Science and Engineering (Artificial Intelligence) (M. Tech. in CSE (AI))
 (c) M. Tech. in VLSI and Microelectronics (M. Tech. in VLSI & Micro-Electronics)
 (d) Master of Computer Applications (MCA)
- Any post graduate programs can be modified/ added in future by the approval of competent authority and shall be published through amendment of Academic Council's regulation

1.3. Admission Process

1.3.1. B. Tech.

1.3.1.1. **First year:** Admission of West Bengal Joint Entrance Examination (WBJEE), JEE (Main) rank holders securing allotment through counselling conducted by WBJEEB and through decentralized counselling based on the notification and guidelines of HED, after central counselling is over.

1.3.1.2. **Second year:** Lateral entry admission through common admission test (JELET) conducted by WBJEEB. Candidates having 60% or above marks in Diploma in
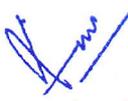
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Engineering/ Technology from any AICTE recognized Diploma/ Polytechnic Institute are eligible for admission or any other degrees which may be considered as relevant by statutory bodies. Some seats are filled through Decentralized counselling.

1.3.1.3. Through any other entrance examinations and/or minimum eligibility condition that may be introduced in future by any statutory/ regulatory body.

1.3.2.   M. Tech.

1.3.2.1. First year admission of All India GATE examination rank holders securing allotment through PGET Counselling conducted by affiliating university.

1.3.2.2. First year admission of PGET rank holders securing allotment through PGET Counselling conducted by affiliating university.

1.3.2.3. First year admission through decentralized counselling for vacant seats after PGET counselling based on the guidelines published by affiliating university/ HED.

1.3.2.4. Through any other entrance examinations and/or minimum eligibility condition that may be introduced in future by any statutory/ regulatory body.

1.3.3.   BCA

1.3.3.1. First year admission of Common Entrance test (CET) rank holders securing allotment through CET counselling conducted by affiliating university.

1.3.3.2. First year admission through decentralized counselling for vacant seats after CET counselling based on the guidelines published by affiliating university/ HED.

1.3.3.3. Through any other entrance examinations/ minimum eligibility condition that may be introduced in future by any statutory/ regulatory body.

1.3.4.   MCA

1.3.4.1. First year admission for JECA [conducted by WBJEEB] rank holders securing allotment through JECA counselling conducted by WBJEEB.

1.3.4.2. First year admission through decentralized counselling for vacant seats after JECA counselling based on the guidelines published by affiliating university/ HED.

1.3.4.3. Through any other entrance examinations/ minimum eligibility condition that may be introduced in future by any statutory/ regulatory body.

**1.3.5.   ** All the above criterion may change as per notification of WBJEEB/ HED/ affiliating university, time to time.

1.4. Registration

A student who is selected for enrolment in a particular course offered by the College will have to complete admission procedure as set by the college and get himself/herself registered under affiliating university within the notified time period as may be stipulated by affiliating University.

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Validity: Validity of the Registration of a student will be governed by the norms of affiliating university.

Section 2: Attendance

A student should maintain 75% overall attendance to be eligible to appear for the end semester examination.

2.1. A student who has less than 75% overall attendance will have to write to the HOD to seek certain waiver for involvement in extra-curricular and co-curricular activities, internship/project/training etc. approved by the College.

2.2. Student having medical issues must submit medical certificate from registered medical practitioner. The same should be submitted to the office of concerned HOD within 3 days of availing leave. However, submission of medical application as above may not automatically entitle the student for waiver.

2.3. Any other strong reason for waiver application may be treated as exceptional case subject to approval of competent authority.

2.4. A student who is availing waiver of minimum attendance (overall 75%) should have to pursue additional learning to compensate for the missed classes before availing the waiver. Supplementary learning should be verified by the HOD before recommending the appeal to the competent authority. HOD has to forward performance report along with the recommendation.

2.5. A student who has overall attendance less than 50% will not be eligible to apply for waiver under any mechanism as mentioned above. However, the courses where the student will maintain >= 75% attendance, the student will be allowed to appear the end semester examination of those courses.

2.6. If overall attendance of any student is >50% but <75% and he/she fails to given enough reason for waiver then such case may be treated as disciplinary issue and the competent authority will have the discretion to conditionally allow the student to appear in the exam on case-to-case basis.

Section 3: Course Structure

3.1. Explanation of Courses

3.1.1. Courses categories for B. Tech.

Course categories can be changed following the approval of concerned BOS and guidelines of statutory bodies and the same will be published through Academic Council's amendment of Regulation

Sl. No.	Categories	Definition
1	Humanities and social science including management courses	HSMC
2	Basic science courses	BSC
3	Engineering science courses including workshop, drawing, basics of electronics/ electrical/ mechanical/ computer etc.	ESC
4	Professional core courses	PCC
5	Professional elective courses relevant to chosen specialization/ branch	PEC

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6	Open subjects – Electives from technical and emerging subjects	OEC
7	Project work, seminar and internship at industry/ elsewhere	PROJ
8	Mandatory/ Audit Course	AU

3.1.2.   Courses categories for M. Tech.

Course categories can be changed following the approval of concerned BOS and guidelines of statutory bodies and the same will be published through Academic Council's amendment of Regulation

Sl. No.	Categories	Definition
1	Program core theory	PCT
2	Program core lab	PCL
3	Program elective theory	PET
4	Program elective lab	PEL
5	Open elective theory	OET
6	Project/ Dissertation/ Mini project	PROJ
7	Audit course	AU

3.1.3.   Course categories for BCA

Course categories can be changed following the approval of concerned BOS and guidelines of statutory bodies and the same will be published through Academic Council's amendment of Regulation

Sl. No.	Categories	Definition
1	Bachelor of computer application	BCA
2	Master in management	MIM
3	Multi-disciplinary mathematics	MDM
4	Ability enhancement course	AEC
5	Sectional elective course	SEC
6	Value addition course	VAC

3.1.4.   Course categories for MCA

Course categories can be changed following the approval of concerned BOS and guidelines of statutory bodies and the same will be published through Academic Council's amendment of Regulation

Sl. No.	Categories	Definition
1	Compulsory courses	C
2	Elective courses	E
3	Open elective courses	O
4	Sessional courses	S

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3.2. Credit Structure

3.2.1. Definition of credit

Class type	Credit	Weekly Class Duration
Lecture (L)	1	1 period/ 1 hour
Tutorial (T)	1	1 period/ 1 hour
Practical (P)	2	1 period / 4 hour

Standard framework to be maintained in detailed syllabus

a. 12 hours teaching/ credit (i.e. for a 3 credit theory course (Lecture/+ Tutorial) will have around 36 hours duration). However, it can be 10 – 15% additional based on the recommendation of respective Board of Studies.
b. 4 to 6 experiments per credit for practical courses (i.e. for a 2 credit practical course, it will have around 8-12 laboratory experiments). However, it can be 10 – 15% additional based on the recommendation of respective Board of Studies.

3.2.2. Credit distribution

Initial credit distribution for each available program is given below. However, this credit distribution can be changed following the approval of concerned BOS or any relevant guidelines of AICTE/ affiliating university. The change can be implemented post approval of BOS following necessary provision for amendment from affiliating University.

Any modification in credit distribution has to be ratified in subsequent Academic Council meeting with relevant notes for modification and resolution of BOG. HoD of concerned department should place the matter in next academic council meeting for amendment. Amendment on such revision will be issued in due course.

a. **Bachelors/ Under – Graduate Programs**

Program Name	Credit Distribution								Total
	Sem – I	Sem - II	Sem – III	Sem – IV	Sem – V	Sem – VI	Sem – VII	Sem - VIII	
B. Tech. (CSE)	20	18	23	23	24	22	17	15	162
B. Tech. (CSE – AI & ML)	20	18	22	22	22	20	18	18	160
B. Tech. (ECE)	18	20	22	22	23	22	15	18	160
B. Tech. (IT)	18	20	22	23	22	20	18	18	161
B. Tech. (EE)	18	20	25	23	19	22	22	18	167
BCA	22	22	21	20	22	22	22	17	168

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b. Masters/ Post – Graduate Programs

Program Name	Credit Distribution				Total
	Sem – I	Sem - II	Sem – III	Sem – IV	
M. Tech. (CSE)	18	18	16	16	68
M. Tech. (CSE – AI)	18	18	16	16	68
M. Tech. (VLSI)	18	18	16	16	68
MCA	27	26	22	25	100

Section 4: Examination Process

4.1. Types of Course and Division of Marks

Sl. No.	Course Category	Continuous Internal Assessment (CIA)	End Semester	Total	Qualifying marks
1	Theory	40	60	100	40% for theory and 50% for other courses out of 100 marks
2	Practical	60	40	100	
3	Sessional	70	30	100	
4	Audit Course	70	30	100	

4.1.1. End semester examination is mandatory for all types of courses

4.1.2. Faculty member should prepare Course files throughout the semester and the file should be ready before publication of end semester result.

4.1.3. Primary rules for examination of different categories of courses

4.1.2.1. These rules can be amended at the beginning of any academic year with the approval of Academic Council.

4.1.2.2. **Theory courses**

4.1.2.2.1. First CIA (20 marks) – Written [(3-questions × 4) + (4-questions × 2)] OR [(4-questions × 5)]

4.1.2.2.2. Second CIA (20 marks) – Presentation/ Report writing/ Assignment/ Case study

4.1.2.2.3. Third CIA (20 marks) – Written [(3-questions × 4) + (4-questions × 2)] OR [(4-questions × 5)]

4.1.2.2.4. Final marks for CIA (40 marks) will be calculated by taking 80% weightage from best two CIA scores out of CIA1, CIA2 and CIA3 and remaining 20% weightage from the other CIA.

4.1.2.2.5. End semester – 60 marks [(Section A - F) 6 out of 6 questions, 10 marks each = 60]. Each question at all Sections will have corresponding OR.]

4.1.2.2.6. Scores in CIA and End semester examination are mandatory to pass the course.

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4.1.2.3. Practical courses

4.1.2.3.1. Practical continuous internal assessment (PCIA) 60 marks through day-to-day evaluation based on specified rubrics.

4.1.2.3.2. There will be two submissions of marks (60 marks) as stipulated in the academic calendar. Calculation of 60 marks in each PCIA will be calculated based on assigning adequate weightage to the experimental evaluations performed till the date of submission and considering the set of best performances as may be decided by the concerned faculty members. **80% weightage will be taken from the best and 20% from the other one of the Continuous assessment marks submitted to the office of COE.**

4.1.2.3.3. Final examination 40 marks (including Viva & Experiment/s those will cover all Course Outcomes (COs) in either form)

4.1.2.3.4. Scores in PCIA and End semester examination are mandatory to pass the course.

4.1.2.4. Sessional courses

4.1.2.4.1. Sessional Continuous internal assessment (SCIA) (70 marks): Monthly/ weekly activity based

4.1.2.4.2. End semester (30 marks): Viva/ Presentation etc. on the day of examination

4.1.2.4.3. Sessional marks have to be submitted out of 100 at the end of semester following the academic calendar.

4.1.2.4.4. Scores in SCIA and End semester examination are mandatory to pass the course.

4.1.2.5. Audit courses

4.1.2.5.1. Audit continuous internal assessment (ACIA) (70 marks): Monthly/ weekly activity based

4.1.2.5.2. End semester (30 marks): Viva/ Presentation etc. on the day of examination

4.1.2.5.3. Audit course marks has to be submitted out of 100 at the end of semester following the academic calendar.

4.1.2.5.4. Marks from Audit course will not be added to the total marks of the semester but securing pass marks (50%) in Audit course is a mandatory requirement.

4.1.2.5.5. Scores in ACIA and End semester examination are mandatory to qualify in the course.

4.1.2.5.6. Evaluation and moderation

In CIA-1 and CIA-3, question papers will be prepared by faculty members and evaluation (e.g., answer script checking) will be conducted by faculty members. For the end-semester theory examination, multiple question papers or a question bank will be collected from faculty members and moderated by external experts. For practical, sessional and audit courses question papers will be prepared by and examination will be conducted by faculty members. The COE office will fix competent moderators in a most confidential manner for end semester theory papers and will oversee the process of moderation. End-semester evaluation, scrutiny and Head examiner check will be administrated by COE office.
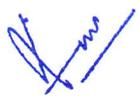
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4.2. Review

4.2.1. Review is permitted for end semester examination of theory courses (regular/ supplementary).
4.2.2. Student has to apply for review through stipulated form to the office of COE following the notification issued by the college.
4.2.3. Review result will be treated as final result in that semester for the reviewed course(s).
4.2.4. A student will be allowed to apply only once to review his/ her answer script(s) of end semester theory course(s).
4.2.5. COE will arrange review of the paper(s) applied for by a neutral examiner chosen from the panel of experts available in-house in the college. If suitable alternative expert isn't available in-house then only Principal/ COE can depute expert examiner from external sources.
4.2.6. Student will not be allowed to see the evaluated answer script(s) of end semester theory examination at any stage. However, competent authority has special discretion to waive such restrictions in cases and the protocol for such process will be defined by the competent authority.
4.2.7. Option of review of Practical/ Sessional/ Audit courses is not available.
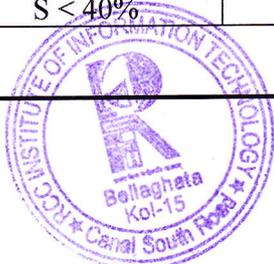
4.3. Results, Promotion and Grading System

4.3.1. Results and Promotion

4.3.1.1. A candidate has to secure pass marks in each theory/practical/ sessional/ audit examination to pass a program
4.3.1.2. Grade card for each semester will be issued by College. Promoted to next semester will be denoted by P. Candidate has to clear all courses by securing pass marks in each course of the semester without backlog. Promoted with backlog (or NQ in audit course) will be denoted by XP. Candidate has to secure pass marks in each course of current and previous semesters. Candidate not fulfilling the stipulated requirement for final certificate after end semester will be marked X in final marksheet. X will denote not eligible for the certificate. Candidate has to pass all pending papers to become eligible for the certificate during the stipulated validity period of University registration.

4.3.2. Grading System

4.3.2.1. Grading system for each course (Theory/ Practical/ Sessional) will be as below based on the marks secure out of 100 (including internal assessment and end semester examination)

Score (S) category	Theory		Other Courses	
	Grade (G)	Point Earned (P)	Grade (G)	Point Earned (P)
S >= 90%	O	10	O	10
80% <= S < 90%	E	9	E	9
70% <= S < 80%	A	8	A	8
60% <= S < 70%	B	7	B	7
50% <= S < 60%	C	6	C	6
40% <= S < 50%	D	5	F	2
S < 40%	F	2	NA	NA

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4.3.2.2. In any course if any marks remain pending/ incomplete due to any reason at the time of publication of results, then that will be assigned Grade **I** and Point will be 2. Issues of Incomplete grade (I) will be resolved by the office of COE in due course and the updated results will be published in due course.

4.3.2.3. Student having Grade F in any theory/ Practical/ Sessional course will be treated as failed in that respective course.

4.3.2.4. Student having >= 50% marks in Audit course will get Grade = **Q** otherwise will be marked as Not Qualified = **NQ.**

4.3.2.5. Student's level of competence will be classified by a Grade Point Average as
> **SGPA** = Semester Grade Point Average
> **YGPA** = Yearly Grade Point Average
> **CGPA** = Cumulative Grade Point Average

4.3.2.6. Definitions/ Calculations of SGPA, YGPA and CGPA will follow the rule specified by affiliating University.

4.3.2.7. CGPA to percentage conversion will be done as per the norms of affiliating University. At any stage percentage conversion from the YGPAs up to that stage will be in-line of the above.

4.4. Managing Backlog

4.4.1. Course with backlog is the course where student fails to secure minimum pass marks (i.e. 40% for theory and 50% for other courses) out of 100 or not able/allowed to attend the examination.

4.4.2. This will be indicated in the semester marks sheet as well as in the consolidated marks sheet

4.4.3. There is no maximum limit of backlog in **theory** courses that a student can carry in a particular semester or collectively in multiple semesters

4.4.4. **Backlog in any audit course** (below 50% marks) can be cleared in subsequent academic year within the validity of Registration

4.4.5. **Backlog in any practical/ sessional course** (below 50% marks) can be cleared in subsequent academic year within the validity of Registration

4.4.6. Supplementary examination for backlog course will be conducted in the next academic year along with regular students.

4.4.7. Student has to repeat classes/ special classes across the semester and appear for Internal Assessments to qualify for appearing in end semester supplementary examination.

4.4.8. Overall, 75% attendance has to be maintained in the supplementary classes of the backlog course(s) otherwise regulations of Section 2 will be followed.

4.4.9. Students having backlog in the final year of study will be eligible to appear for special supplementary examination within 6 weeks of publication of Review result of final semester.

4.5. Invigilation and Examination Code of Conduct

4.5.1. Invigilation during End Semester and CIA Examination

4.5.1.1. Office of the COE will publish invigilation roaster according to which faculty and non-teaching staffs have to render their services for smooth conduct of the examination.

4.5.1.2. Office of the COE will take support from examination Officer in Charge (OIC) to conduct the examinations.
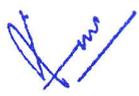
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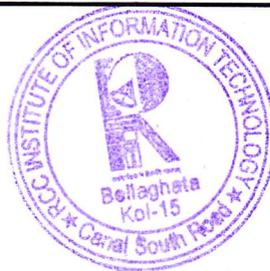
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4.5.1.3. OIC will be appointed (from the inhouse faculty) by the competent authority every year.

4.5.1.4. Any misconduct by any examinee identified inside examination hall should immediately be brought under the notice of OIC/ COE. OIC/ COE will recommend appropriate action to address the misconduct.

4.5.2. Examination Code of Conduct

4.5.2.1. COE will publish standard code of conduct to be observed for students and invigilators during examination

4.5.2.2. Code of conduct will be available in the Institute website.

Section 5: Eligibility Criteria for Appearing End Semester Examination

5.1. A student must secure overall 75% attendance to appear in end semester examination. Otherwise, regulations of Section 2 will be followed.

5.2. A student must pay regular/ defaulter fee as may be stipulated by college before filling up examination form.

5.3. Admit card will be issued to eligible students only upon successful filling up of form payment of stipulated examination fee.

5.4. No student will be allowed to appear end semester examination without a valid Admit card.

5.5. A student may not be allowed to appear for the examination if found guilty of disciplinary issues.

Section 6: Mandatory additional requirement (MAR)

6.1. Mandatory additional requirement (MAR) is applicable for undergraduate degree program only.

6.2. Each undergraduate student has to pursue some stipulated extracurricular/co-curricular activities during 1st and 2nd year and earn points.

6.3. Each student must secure a minimum of 100 MAR points by the end of the second year. For lateral entry students, 100 MAR points must be secured by the end of the third year. A student's final examination results will be withheld until they achieve the required activity points by the completion of their degree program.

6.4. List of activities will be published by office of COE along with the protocol for earning the points.

Section 7: Honours with Degree

7.1. Students of B. Tech. program after completion of all semesters is eligible to earn Honours in the degree by earning additional **20 credit**s through certification done by MOOCs. This credential is subject to *availability of appropriate academic regulations of affiliating University.*

7.2. MOOCs courses should have credit mentioned in the respective platforms.

7.3. Courses enrolled by the students should be done with prior approval from HOD/ Competent authority

7.4. Required 20 credit can be earned throughout the tenure of studies.

Section 8: Award and Degree

8.1. Degree will be awarded by the affiliating university after successful completion of all stipulated semesters following the relevant academic norms of the affiliating university to earn degree.

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Section 9: Academic Calendar

9.1   Office of the Controller of Examination will publish an Academic calendar and the same will be followed to perform all relevant activities.

Section 10: Managing Grievances

10.1   Examination or result related grievances can be submitted in written or by mail with necessary supportive enclosures to Principal who will constitute a three or five-member examination grievance redressal committee to rev w the grievances in most appropriate manner. Principal will take a final call based on the reco mendation of that committee. Depending on the level of grievance, Principal may form such (mmittee through external experts.

10.2   Any grievances from faculty/ studen guardian will be addressed through the process mentioned in 10.1