

REGULATIONS FOR DIFFERENT PROGRAMMES OF THE FACULTY OF ENGINEERING TECHNOLOGY & MANAGEMENT, UNIVERSITY OF KALYANI

GENERAL

Notwithstanding anything contained anywhere in the Regulation and Rules (otherwise decided by the Executive Council), it is hereby provided that the Master's Programme & Bachelor's Degree Programme in the Faculty of Engineering Technology & Management (Business Administration, Computer Science & Engineering, Engineering & Technological Studies). The Kalyani University Executive Council makes this Regulation in exercise of the power conferred upon it by section 49 of the KALYANI UNIVERSITY ACT, 1981 (amended up to 2012).

A. For Master's Degree Programme:

1.PROGRAMME STRUCTURE AND ADMISSION

- 1.1: Students shall be admitted into the following Master's Programme under the Faculty of Engineering Technology & Management.
 - a) 2-year MBA Programme (Semester System with Course & Credit)
 - b) 2-year M.Tech. Programme (Semester System with Course & Credit) in Computer Science & Engineering (CSE), Communication Engineering (CME), and Information Technology (IT)
 - c) 2-year MCA Programme (Semester System with Course & Credit)
 - d) Any other Master's Programme introduced by the University.
- 1.2: Duration of the Semesters shall normally be as follows:
 - a) I and III Semesters- July to December
 - b) II and IV Semesters - January to June
- 1.3: The admission to the PG programme shall be as per the regulations and rules of the University.
- 1.4: The eligibility criteria for admission shall be announced by the University from time to time in adherence to guideline of the State Government and Executive Council of the University.
- 1.5: The admission to the Master's Programme shall be in the first semester at the beginning of each academic year.
- 1.6: M.Tech./M.B.A./M.C.A. degree shall be awarded to students who complete the entire programme.
- 1.7: Candidates from foreign countries will not be required to appear in any Common Entrance Test and they will be admitted on the basis of their performance in (GD and/or PI)/Entrance test conducted by the Department during the time of admission as prescribed in the advertisement. A super-numeric quota shall be allowed for admission of such students subject to maximum limit prescribed by any Regulatory Authority. Eligibility of the foreign candidates will be judged by an equivalence committee if required. Furthermore, if there is vacancy in the intake capacity of domestic candidates, foreign students may be admitted in the vacant position when possible as per extant regulations as applicable to the concerned department subject to permission from AICTE and Government of India (if applicable).

2. ATTENDANCE

- 2.1: A student is required to attend all classes. Attendance in Theory and Practical classes shall be counted separately as per UGC/AICTE guideline.
- 2.2: Attendance in Theory and Practical classes shall be counted separately as per UGC/AICTE guideline. A candidate shall be allowed to appear at any of the semester examinations if he/she has attended 75% or above of the programme lectures/practical classes held during that semester. Candidate having the attendance below 75% but above 60% may be considered for appearing in the semester examination subject to approval of the appeal of the concerned student with a non-collegiate fee as per the rule of the university. If attendance becomes below 60% but above 50%, he/she may apply to the H.O.D for permission to appear in the examination. H.O.D will take the decision in a D.C. meeting. If the attendance falls short of 50%, he/she shall not be allowed to appear in the examination. He/she shall be allowed to take re-admission in corresponding semester, only in the next year as provided in clause no. 4.1(i) & 4.1(ii).

3. EXAMINATION & EVALUATION

- 3.1: The evaluation scheme for each course shall contain two parts:
- a) Semester end examination and
 - (b) Internal Assessment
- The weightage given to semester end examination and the internal assessment for MCA, and MBA shall be 70:30, for M.Tech.(CSE) shall be 80:20, and for M.Tech.(CME & IT) shall be 70:30. Each Department shall formulate its own method of Internal Assessment, which shall be communicated to the students at the beginning of the Course.
- 3.2: The paper setters, examiners, scrutinizers, reviewers and members of the Board of Moderator for each semester will be appointed by the Controller of Examinations on the recommendation of the respective Post Graduate Board of Studies (PG-BOS) as per University Statute.
- a) Moderation of question papers will be done by the Board of Moderators (consisting of internal and at least one external moderator). Chairperson of the PG-BOS will be the Chairman of Board of Moderators.
 - b) All the theoretical answer scripts of the semester end examinations will be evaluated by the internal examiners only.
 - c) External examiners may be appointed for conducting practical examinations and project viva-voce as per the recommendation of PG-BOS.
 - d) Honorarium will be paid to all paper-setters, examiners, scrutinizers, reviewers and external moderators. In addition, TA will be paid to external moderators/ examiners as per university rules.
 - e) Moderated question papers will be handed over to the Controller of Examinations for printing, preservation and distribution by the respective Chairperson of PG-BOS.
 - f) Distribution of answer scripts to the concerned examiners for evaluation will be done by the Chairperson of PGBOS. After evaluation, the award lists in sealed packet will be sent to the Controller of Examinations for publication of results. Printed award lists will be supplied by Controller of Examinations.
- 3.3: Duration of examination of theoretical papers up to 30 marks shall be one hour, up to 60 marks two hours and above 60 marks three hours. The duration for the practical examinations up to 50 marks/points shall be three hours and up to 100 marks/points five hours.

- 3.4: The internal assessment marks awarded to the students in each programme in a semester shall be informed to the students at the earliest.
- 3.5: In case, internal assessment is conducted by class tests, there shall generally be no retest if a student misses such a class test during an ongoing semester. He/she may be given a second chance only with the permission of the Departmental Committee, provided he/she makes an appeal to the head of the Department. The student has to justify his/her absence by providing an authentic certified document.
- 3.6: A student cannot be allowed to consider his/her appeal for internal assessment second time. Internal Assessment answer scripts (in case of class tests) shall be shown to the students concerned.
- 3.7: Students who have failed in any semester examination may reappear for the same examination only twice in the subsequent period (detailed in clause 4).
- 3.8: In order to qualify in a semester examination, a student (MBA, MCA) shall have to get minimum aggregate 40% marks (D and above on grade point scale) in each paper. However, a M.Tech. student shall have to get minimum aggregate 50% marks (C and above on grade point scale) in each paper.

4. SUPPLEMENTARY EXAMINATION

4.1:

- i. A candidate who fails to qualify or fails to appear in not more than two theoretical subjects but secures 40% marks (MBA and MCA) and 50% marks (M.Tech.) in the remaining papers in a semester, he/she shall be treated as Failed but Supplementary (FS) and shall be allowed to pursue studies in the next semester. He/she shall generally be allowed to appear in supplementary examination(s) for only those papers in which he/she has failed. If a candidate fails in a practical paper, he/she will be treated as failed but repeat in the next year.

For 2-year Master's Programme semesters I & II, first supplementary examination will be held in the next year along with regular semester examinations and if he/she again fails to clear the paper(s) in the first supplementary examination, the second and last supplementary examination will be held within four weeks of the declaration of first supplementary results. But for semester III & IV, the first supplementary examination will be held within four weeks of the declaration of results and he/she will appear in a special supplementary examination which will be held within four-weeks of the declaration of the supplementary results.

A student will be allowed to attempt one regular examination and at most two supplementary examinations to pass any paper of the course.

- ii. If a candidate fails to qualify or fails to appear in more than two theoretical papers or any practical/sessional paper in a semester, he/she shall be treated as Failed but Repeat (FR) and shall have to repeat the semester as a whole in the next year. He/she shall not be allowed to join classes of the next semester.

- 4.2: A candidate eligible for supplementary examination as per 4.1(i) or eligible for repeat semester as per 4.1(ii) shall get a chance to appear at maximum of two consecutive supplementary examinations in the concerned semester.

In case of 2-year Master's Programme, a candidate will have to qualify in all the semesters within a span of four years from the year of admission.

- 4.3: A candidate who has failed in a theoretical paper but has passed the practical, based on that course, need not appear in the practical examination of that course in the supplementary examination, unless the theory and practical courses are integrated.
- 4.4: Where a candidate is eligible to appear again in any semester examination or to appear at supplementary examination as per 4.1(i) or 4.1(ii) of this Regulation, he/she shall be required to apply to the Controller of Examinations, through the HOD, for enrollment as a casual / supplementary candidate within 07 working days from the publication of the results.

5. REVIEW AND SCRUTINY

- 5.1: There shall be re-evaluation (review) of the answer scripts of theoretical papers of semester end examinations but not of Internal Assessment marks. However, for re-evaluation, the candidate has to apply through the concerned Head of the Department, in a prescribed format, to the Controller of Examinations. Re-evaluation shall be permitted not more than 50% of the theoretical papers for any semester, on submission of prescribed fees within 10 working days from the publication of result of concerned semester. No application for revaluation of practical papers shall be entertained. The examiner of a paper shall not be the reviewer of the same paper. In case, if there is no other internal teacher teaching the same paper other than the examiner, an external examiner(s) shall as the reviewer.
- 5.2: Scrutiny of the theoretical answer scripts shall be done by the teachers of the Department before sending the marks to the Controller of Examinations. A teacher who is the examiner of a course paper shall not be the scrutinizer of the same paper.
- 5.3: The written answer scripts of each term end semester examination will be preserved in the concerned department till review, if any, is completed. After that the answer scripts shall be collected by the Controller of Examinations and shall be preserved according to the University Rules. Class test answer scripts or other records of Internal Assessment shall, however, be preserved in the Department for three years from the date of commencement of the concerned Semester. After that period, the scripts will be disposed of as per rules of the University.

6. GRADING

- 6.1: a) Based on Grade & Credit System, the semester end and final grade sheets and transcripts shall have following scale (scores on 100%), letter grades and grade points, SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average):

For MBA and MCA

PERFORMANCE	SCORE ON 100% POINTS	LETTER GRADE	GRADE POINTS
Outstanding	90 & above up to 100	O	10
Excellent	80 & above up to 89	E	9
Very Good	70 & above up to 79	A	8
Good	60 & above up to 69	B	7
Fair	50 & above up to 59	C	6
Below Average	40 & above up to 49	D	5
Failed	Below 40	F	2
Incomplete		I	0

For M.Tech.

PERFORMANCE	SCORE ON 100% POINTS	LETTER GRADE	GRADE POINTS
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Outstanding	90 & above up to 100	O	10
Excellent	80 & above up to 89	E	9
Very Good	70 & above up to 79	A	8
Good	60 & above up to 69	B	7
Fair	50 & above up to 59	C	5
Failed	Below 50	F	2
Incomplete		I	0

$$\text{SGPA}^* = \frac{\text{Sum of [Credits X Grade Point] calculated for each Semester}}{\text{Sum of credits of all papers in that Semester}}$$

CGPA** calculation for 2-year PG Course:

$$\text{CGPA} = (\text{Sem1SGPA} \times 1 + \text{Sem2 SGPA} \times 1 + \text{Sem3 SGPA} \times 1.5 + \text{Sem SGPA 4} \times 1.5) / 5$$

The detailed grade information for MBA and MCA is as follows:

CGPA of 8.0 & above up to 10.0 = 1st Class with Distinction
 CGPA of 6.5 & less than 8.0 = 1st Class
 CGPA of 5.5 & less than 6.5 = 2nd Class
 CGPA of 5.0 & less than 5.5 = Pass Class

The detailed grade information for M.Tech. is as follows:

CGPA of 8.0 & above up to 10.0 = 1st Class with Distinction
 CGPA of 6.5 & less than 8.0 = 1st Class
 CGPA of 5.0 & less than 6.5 = 2nd Class

To complete the Course satisfactorily & qualify for the degree, a student must obtain a minimum CGPA of 5.

*Semester Grade Point Average (SGPA)

**Cumulative Grade Point Average (CGPA)

(b) Full marks, marks obtained, and specialization (if applicable) shall also be shown in the mark sheets. For AICTE-approved courses, the mark sheet and certificate shall mention that the course is approved by AICTE.

- 6.2: The Academic Calendar ratified by the Faculty Council (PG) will be announced by the University Authority before commencement of new academic session and shall be strictly followed for the duration of teaching, preparatory leave for students and examination and publication of results.
- 6.3: Without any contravention of the existing Act/Statute/Ordinance of the University, the Vice- Chancellor of the University shall have the power to settle any issue which is not covered under this regulation including the issue of awarding grace mark of maximum one mark in the cases where a candidate has failed due to shortage of one marks/ has failed to secure 50%, 55% and 60% due to shortage of one mark.

B. For Bachelor's Degree Programme:

(To Be Effective from AY 2022-23)

1. INTRODUCTION

In addition to the general regulation of the Kalyani University for all courses, examinations, attendances etc. following will be treated as the Regulation of the Degree of Bachelor in Technology.

The course for the Degree of Bachelor of Technology (B. Tech.) of Kalyani University shall be of four years duration divided into four parts, viz. Part-I, Part-II, Part-III and Part-IV. Each part shall have two semesters 1st semester and 2nd semester. The normal academic calendar of the 1st semester is from July to December and the 2nd semester is from January to June.

At present 4 years Bachelor of Technology (B. Tech.) degree programme are offered in the following disciplines at the Department of Engineering and Technological Studies with intake from West Bengal Joint Entrance Examination (WBJEE) in the Part-I 1st Semester and with provision for lateral entry from West Bengal Joint Entrance Examination for Lateral Entry in Technology (WBJELET) in the Part-II 1st Semester and/or following any instruction from Department of Higher Education, Government of West Bengal as per the approval of the All India Council of Technical Education, henceforth will be termed as AICTE as follows,

Programme	Course/Discipline	Code
Degree of Bachelor in Technology	Computer Science and Engineering	CSE
	Electronics and Instrumentation Engineering	EIE
	Electronics and Communication Engineering	ECE
	Information Technology	IT

Degree of Bachelor in Technology in any other discipline that may be approved by the University of Kalyani from time to time may also be offered and will come under this regulation.

2. PREREQUISITE TO ADMISSION

The prerequisite of admission to these courses is as stated in the second paragraph as above along with the following criteria,

- 2.1. That the candidate counseled through WBJEE for the admission to Part-I 1st Semester must pass Higher Secondary (Academic course) (10+2) Examination from any recognized Board/University/Institute fulfilling all the criteria as notified by the AICTE/WB JEE Board and the relaxation of the age and marks criteria as notified by the Government of West Bengal from time to time.
- 2.2. That the candidate counseled through WBJELET for the lateral admission to Part-II 1st Semester must pass minimum 3 years Diploma Course in Engineering from AICTE approved institution, with at least 50% overall marks and fulfilling the age criteria and the relaxation of the marks criteria as governed by the Government of West Bengal from time to time. Bachelor of Science degree is not acceptable in place of the above mentioned diploma course. The student satisfying the above criteria should have

passed diploma in the relevant branch of Engineering as notified by the West Bengal Joint Entrance Examinations Board, for which the student is seeking admission in B.Tech.

- 2.3. Candidates from foreign countries will not be required to appear in any Common Entrance Test and they will be admitted on the basis of their performance in (GD and/or PI)/Entrance test conducted by the Department during the time of admission as prescribed in the advertisement. A super-numeric quota shall be allowed for admission of such students subject to maximum limit prescribed by any Regulatory Authority. Eligibility of the foreign candidates will be judged by an equivalence committee if required. Furthermore, if there is vacancy in the intake capacity of domestic candidates, foreign students may be admitted in the vacant position when possible as per extant regulations as applicable to the concerned department subject to permission from AICTE and Government of India (if applicable).

3. COURSE DURATION

- 3.1. The course for the Degree of Bachelor of Technology (henceforth be termed as B. Tech.) of Kalyani University, henceforth will be called as University, shall be of four years duration divided into four parts, viz. Part-I, Part-II, Part-III and Part-IV. Each part shall have two semesters 1st semester and 2nd semester. The normal academic calendar of the 1st semester is from July to December and the 2nd semester is from January to June.
- 3.2. A candidate admitted in the 1st Semester of Part-I through WBJEE must pass in all subjects (both theoretical and sessional) of Part-I, Part-II, Part-III and Part-IV within 8 (eight) consecutive academic years, counted from the date of the student's first enrollment to the 1st Semester of Part-I and a candidate admitted in the 1st Semester of Part-II through WBJEELET must pass in all subjects (both theoretical and sessional) of Part-II, Part-III and Part-IV within 6 (six) consecutive academic years, counted from the date of the student's first enrollment to the 1st Semester of Part-II, failing which the student will be debarred from appearing at any further examination and will not be allowed to prosecute further studies in that course in the department/centre.

4. ATTENDANCE

- 4.1. A student is required to attend all classes. Attendance in Theory and Sessional classes shall be counted separately as per UGC and/or AICTE guideline. A candidate shall be allowed to fill up the form for appearing at any semester examination if the student has attended 75% or above lectures delivered and sessional classes held during that semester. If the attendance of any candidate falls short of 75% but not below 60%, the student will be allowed to fill up the form for appearing at the examination as Non-Collegiate candidate on approval of the student's appeal by the Departmental Committee and on payment of requisite fees as per the University rule. Candidates attending less than 60% classes will be treated as Dis-Collegiated and will be debarred from filling up the form for appearing in the examination. A Dis-Collegiated student may be allowed for the re-admission in the same semester on the next year subject to the approval of the student's application by the University authority on recommendation of the Departmental Committee.

5. EXAMINATION& EVALUATION

- 5.1. There shall be an examination conducted by the Department of Controller of Examinations of the University at the end of each semester (hereinafter will be called End Semester Examination) as per the programme announced by the Department of Controller of Examinations on recommendation of the respective Board of Studies/Academic Expert Committee. These examinations are to be called as 1st Semester and 2nd Semester of Part-I, Part-II, Part-III and Part-IV Examinations respectively.
- 5.2. Each End Semester Examination will comprise of Theoretical and Sessional papers taught in that semester. The number of Theoretical and Sessional Papers will be as per the Curricula and Syllabi prescribed by the respective Board of Studies/Academic Expert Committee, and approved by the Faculty Council and the Executive Council. The Papers Setter, Examiners, Moderators, Coordinators etc. for each End Semester Examination will be appointed by the Department of Controller of Examinations of the University on the recommendation of the concerned Board of Studies/Academic Expert Committee and as approved by the Vice-Chancellor.
- 5.3. The proficiency attained by a student in a Semester of any Part shall be assessed in the manner indicated below:

a) Theoretical Papers:

On the basis of the total marks obtained by the student out of the Full Marks of the subject as mentioned in the Curricula and Syllabi. The total marks of each theoretical paper will be computed as the sum of the Internal Assessment Marks and the End Semester Examination Marks as defined below,

- i) The Internal Assessment Marks is the marks obtained in internal assessments made by the Department/Centre, on the basis of Class Test/Viva-Voce/Assignment tasks/Attendance/Combination thereon in each Semester of Part-I, II, III and IV out of 30% of the Full Marks of each theoretical paper as mentioned in the Curricula and Syllabi and as assessed by the concerned teacher/faculty member. The definition of FS and FR candidates are given below in Clause No 5.5.
- ii) The End Semester Examination Marks is the marks obtained in End Semester Examination of each theoretical paper in each Semester of Part-I, II, III and IV conducted by the Department of Controller of Examinations of the University at the end of each Semester carrying 70% of the Full Marks in each paper as mentioned in the Curricula and Syllabi.

b) Sessional Papers:

On the basis of the marks obtained by the student in the assessment of daily sessional classes conducted by the concerned teacher/faculty member of the Department/Centre, based on Workshop/Laboratory Results/Performance/ Skill Development/Work Records/Viva-Voce/End-semester examinations/ combination thereof, during each Semester of Part-I, II, III, and IV, out of 100% of the full marks in each sessional paper as mentioned in the Curricula and Syllabi. For B.Tech. sessional End-semester examination, external examiners may be appointed subject to the approval of the concerned UG-BoS.

- 5.4. The Total Marks obtained in each theoretical and sessional marks will be converted into point grading system as described in the Clause No. 6.
- 5.5. In any semester of any part if a student failed at most in less than 50% of the total theoretical subjects will be declared Failed but Got Supplementary (FS) and any student in any semester in any part if failed in 50% (next higher integer value for

fractional result) or more of the total theoretical subjects or in any of the sessional subjects or in any non-credit compulsory courses will be declared as Failed and Repeated (FR). A student gets FS can take admission in the subsequent semester and can continue the classes. However, a student gets FR can only take admission in the same semester of the same part in the subsequent year and has to continue the classes. A FS or FR student will retain the Total Marks of the theoretical and sessional subjects that the student didn't fail. Thereby the student has to appear in End Semester Supplementary Examination in those theoretical and/or sessional subjects failed. A student gets FS can be freshly assessed for Internal Assessment marks in the subjects in which the student failed provided that the student attend the class of the subjects failed. However, a student gets FR has to attend the classes and to maintain the stipulated minimum attendance as stated in Clause No. 3 above for fresh Internal Assessment and for filling up the form for appearing in the End Semester Supplementary Examination. Any student not appearing in the End Semester Examination— written for each theoretical subject and viva-voce for each sessional subject or non-credit compulsory course, will be treated as failed in the said theoretical and/or sessional subject and/or non-credit compulsory course.

- 5.6. A student not maintaining the requisite minimum attendance in any non-credit compulsory course will be treated as a FR student. At the end of the semester assessment will be held for each non-credit compulsory courses for which the grading system will be same as that of the sessional subjects mentioned in Clause 6. Any student failed in any non-credit compulsory course will be treated as FR as mentioned in Clause 5.5.
- 5.7. A student will be conferred with the Honours Degree as per the guidelines of the AICTE as described in Clause 10 below.
- 5.8. The End Semester Examination of Theoretical Paper carrying 70 marks shall be normally of 3 (Three) hours duration while a paper carrying 35 marks shall be normally of Two (2) hours duration.
- 5.9. To pass a theoretical or sessional subject a student will get 1 (one) regular End Semester Examination and 2 (two) consecutive End Semester Supplementary Examinations, failing which the student will be treated as a FR student.
- 5.10. For B. Tech. Part I/II 1st and 2nd semesters the End Semester Supplementary Examination for the FS students will be held along with the next year regular End Semester Examination of the corresponding subject(s) in corresponding Part and Semester. For Part III 1st and 2nd semesters the first End Semester Supplementary Examination for the FS students will be held along with the next year regular End Semester Examination of the corresponding subject(s). For Part IV 1st and 2nd Semesters the first End Semester Supplementary Examination will be held within 4 weeks after the publication of the result of the Part IV 2nd semester regular End Semester Examination of that year. For Part III 1st and 2nd semesters the second End Semester Supplementary Examination or End Semester Re-Supplementary Examination for the FS students will be held in the next year along with Part IV first End Semester Supplementary Examination. For Part IV 1st and 2nd semesters the second End Semester Supplementary Examination or End Semester Re-Supplementary Examination for the FS students will be held within 12 weeks of the publication of the result of the Part IV first End Semester Supplementary Examination. For B. Tech. Part I/II/III/IV 1st and 2nd semesters a FR student can give the End Semester Supplementary Examination on those subjects in which the student got supplementary only along with the next year regular End Semester Examination of the corresponding

subjects in corresponding Part and Semester subject to approval of the student's admission by the University authority, the student's admission to the corresponding Part and Semester and the student's requisite minimum attendance as per Clause 3 above in those subjects.

- 5.11. There shall be re-examination or review of answer scripts relating to any examination leading to the Degree of Bachelor of Technology (B. Tech.). The review will be limited to only of the answer script(s) of any theoretical subject in any End Semester Examination or End Semester Supplementary Examination. A student has to apply along with the payment of requisite fee for Review to the Secretary, Faculty Council (UG) within 15 (fifteen) working days after the publication of the result of the said examination. The Review will be carried out by any teacher/faculty member of the subject apart from the Paper Setter and/or Examiner and the Scrutineer of the said theoretical subject as selected by the Departmental Committee. If there remains no other teacher/faculty member of the subject apart from the Paper Setter and/or Examiner external subject expert is to be selected by the Departmental Committee.
- 5.12. The written answer scripts of each semester examination will be preserved up to six months from the date of publication of the result of the said semester. After that period the scripts will either be disposed of or be sent to the Department of Controller of Examinations.

6. GRADING

- 6.1. Seven-point grading system on a base of 10 shall be followed based on the Total Marks obtained by a student in each theoretical subject as described below,

Total Marks obtained on 100% of Full Marks of the theoretical subject	Grade	Qualification	Points
100 to 90	'O'	Outstanding	10
89 to 80	'E'	Excellent	09
79 to 70	'A'	Very Good	08
69 to 60	'B'	Good	07
59 to 50	'C'	Fair	06
49 to 40	'D'	Below average	05
Below 40	'F'	Failed	02

For Sessional subject the grading system will be as follows,

Total Marks obtained on 100% of Full Marks of the sessional subject	Grade	Qualification	Points
100 to 90	'O'	Outstanding	10
89 to 80	'E'	Excellent	09
79 to 70	'A'	Very Good	08
69 to 60	'B'	Good	07
59 to 50	'C'	Fair	06
Below 50	'F'	Failed	02

- 6.2. A transitory letter grade 'I' (carrying point 02) shall be given in any theoretical or sessional subject(s) for cases where the candidate fails to appear in end semester examination(s) of that(those) subjects and where the results are incomplete. For

incomplete results such grade shall automatically be converted to appropriate grade(s) as and when the results will be completed.

- 6.3. (a) A level of competence of a student shall be categorized by GRADE POINT AVERAGE as specified below,

SGPA : Semester Grade Point Average
 YGPA : Yearly Grade Point Average
 DGPA : Degree Grade Point Average

Definition of Terms:

- a) POINT: Integer qualifying each letter grade as obtained by individual student in each theoretical and sessional subjects.
 b) CREDIT: Integer signifying the relative weightage of each theoretical and sessional subject item in a semester as indicated by the course curriculum and syllabus.
 c) \sum CREDITS: Total credits of all theoretical and sessional subjects in a semester as indicated by the course curriculum and syllabus.
 d) CREDIT POINT: (a) \times (b) for each theoretical and sessional subject obtained by an individual student.
 e) CREDIT INDEX: \sum CREDIT POINTs of all theoretical and sessional subjects obtained by an individual student in a semester.
 f) SEMESTER GRADE POINT AVERAGE (SGPA): For a semester

$$SGPA = \frac{\text{CREDIT INDEX}}{\sum \text{CREDITS}}$$

- g) YEARLY GRADE POINT AVERAGE (YGPA): For an academic year or a Part

$$YGPA = \frac{\text{CREDIT INDEX of 1st semester} + \text{CREDIT INDEX of 2nd semester}}{\sum \text{CREDITS of 1st semester and 2nd semester of any Part}}$$

- h) DEGREE GRADE POINT AVERAGE (DGPA): For the final result of all students admitted in the 1st Semester of Part-I through WBJEE

$$DGPA = \frac{1 \times YGPA \text{ of Part I} + 1 \times YGPA \text{ of Part II} + 1.5 \times YGPA \text{ of Part III} + 1.5 \times YGPA \text{ of Part IV}}{5}$$

For the final result of all students admitted in the 1st Semester of Part-II through WBJEELET

$$DGPA = \frac{1 \times YGPA \text{ of Part II} + 1.5 \times YGPA \text{ of Part III} + 1.5 \times YGPA \text{ of Part IV}}{4}$$

A student will be conferred with the Class based on the SGPA as follows,

SGPA equals to 6.5 & above	: 1st Class
SGPA equals to 5.5 & less than 6.5	: 2nd Class
SGPA equals to 5.0 & less than 5.5	: Pass Class
SGPA less than 5.0	: FR

However, a student will be conferred with the Class based on the DGPA as follows,

DGPA equals to 6.5 & above	: 1st Class
DGPA equals to 5.5 & less than 6.5	: 2nd Class
DGPA equals to 5.0 & less than 5.5	: Pass Class

(b) Full marks, marks obtained, and specialization (if applicable) shall also be shown in the mark sheets. For AICTE-approved courses, the mark sheet and certificate shall mention that the course is approved by AICTE.

7. ADMISSION TO A SEMESTER

- 7.1. A candidate will be eligible for admission to a semester examination of a part of B. Tech. Course provided that, the student has been enrolled to that semester of that part of the course with requisite qualification.
- 7.2. A candidate has to take admission in a forthcoming semester within 15(fifteen) working days of publication of result of the previous semester.

8. SUPPLEMENTARY EXAMINATION

- 8.1. To seek permission for appearing in an End Semester Supplementary Examination described in Article 5, a student will be required to apply to the Head of the department for the student's enrollment as a supplementary candidate within 15 (fifteen) working days of the publication of the result of relevant examination. The Head, if need be, may consult the Departmental Committee to take the decision on the application.

9. REVIEW AND SCRUTINY

- 9.1. There shall be re-evaluation (review) of the answer scripts of theoretical papers of semester end examinations but not of Internal Assessment marks. However, for re-evaluation, the candidate has to apply through the concerned Head of the Department, in a prescribed format, to the Controller of Examinations. Re-evaluation shall be permitted not more than 50% of the theoretical papers for any semester, on submission of prescribed fees within 15 (fifteen) working days from the publication of result of concerned semester. No application for revaluation of sessional/practical papers shall be entertained.
- 9.2. The examiner of a paper shall not be the reviewer of the same paper. In case, if there is no other internal teacher teaching the same paper other than the examiner, an external examiner(s) shall as the reviewer.
- 9.3. Scrutiny of the theoretical answer scripts shall be done by the teachers of the Department before sending the marks to the Controller of Examinations. A teacher who is the examiner of a course paper shall not be the scrutinizer of the same paper.
- 9.4. The written answer scripts of each term end semester examination will be preserved in the concerned department till review, if any, is completed. After that the answer scripts shall be collected by the Controller of Examinations and shall be preserved according to the University Rules. Class test answer scripts or other records of Internal Assessment shall, however, be preserved in the Department for three years from the date of commencement of the concerned Semester. After that period, the scripts will be disposed of as per rules of the University.

10. ADDITIONAL SUBJECT CREDIT POINTS EARNED AND HONOURS DEGREE

- 10.1. **Rules for Obtaining Additional Subject Credit Points Earned**

- 10.1.1. All those students who want to earn additional subject credit points may do so through the MOOC/SWAYAM portal of MHRD as notified by UGC/AICTE from time to time.
- 10.1.2. The courses of MOOC/SWAYAM shall be divided into two categories viz., **(1) Engineering & Science Category, (2) Arts, Humanities and Management Category.**
- 10.1.3. The selection of courses from the MOOC/SWAYAM portal and its categorizing shall be done by department concerned. The same is to be approved by the Board of Studies for B. Tech. prior to the beginning of each semester. A student cannot opt for different MOOC/SWAYAM courses that have similar course content or that are similar with the theoretical papers offered by the department. If the similarity of any MOOC/SWAYAM course is found 30% or more with any theoretical papers offered by the department in regular course curricula or with any other MOOC/SWAYAM course, then the course will be considered as similar course or similar paper.
- 10.1.4. The Department and Office of the Controller of Examination shall keep the record of the approved courses of MOOC/SWAYAM along with course syllabus for at least eight years from the date of approval.
- 10.1.5. Depending on the course duration of MOOC/SWAYAM the credit points of the courses are considered as below, provided that only the highest possible credit points will be considered.

Duration of course	Credit P o i n t
At least 4 weeks	02
At least 8 weeks	03
At least 12 weeks	04

- 10.1.6. Maximum six subject courses for credits under MOOC/SWAYAM shall be considered in each semester.
- 10.1.7. The student shall be careful during the tenure of the B. Tech course not to attempt to obtain subject credit from multiple courses of MOOC/SWAYAM which otherwise has similar course content as defined in Clause 10.1.4. In such a case a student is allowed to earn the credit of the highest credit course among the similar courses.
- 10.1.8. The credits of only those subjects shall be considered which the Board of Studies has approved for B. Tech. prior to the beginning of each semester and before registration for the courses by the student.
- 10.1.9. The registration for course at MOOC/SWAYAM portal with correct data, maintaining integrity and appearing for the respective examination conducted by MOOC/SWAYAM shall be the responsibility of the respective student.
- 10.1.10. The additional subject credits in each semester shall be considered only after receipt of authenticated result from the examination conducting body of the MOOC/ SWAYAM portal. The authenticated result received from the MOOC/SWAYAM portal should contain proper identifiable code to uniquely identify the respective student of the University.

- 10.1.11. The additional subject credits in each semester of a student shall be considered only if the student has acquired those extra credits during the regular studentship. The regular studentship doesn't include the time during which the student is debarred from enrollment to any semester for getting FR or for any other cause.
- 10.1.12. In case of cancellation of the student semester examination result of a student, the extra subject credit earned, if any, through MOOC/SWAYAM during that particular semester shall also stand cancelled.
- 10.1.13. The extra subject credit points along with the names of the subject following the clause mentioned in Article 10.1.1. through Article 10.1.13. will remain mentioned in the student's mark-sheet.

10.2. **Awarding the B. Tech. Honours Degree**

- 10.2.1. The students who are otherwise eligible for award of B. Tech degree in relevant stream will have to acquire at least 20 extra subject credits following the rules mentioned in Article 10.1. for being considered for award of B. Tech degree with Honours in relevant stream.
- 10.2.2. Among the extra 20 extra a student will have to acquire at least 14 additional credit points from Category (1) viz. Engineering and Science Category, and at least 4 additional credit points from Category (2) viz. Arts, Humanities and Management Category for being considered for award of B. Tech degree with Honours in relevant stream.
- 10.2.3. A student admitted in Part I 1st Semester of B. Tech. course, should have earned minimum 2 additional subject credit points and maximum 8 additional subject credit points in each Part of study for being considered for Honours degree in B. Tech. in relevant stream.
- 10.2.4. A student admitted in Part II 1st Semester of B. Tech. course, should have earned minimum 2 additional subject credit points and maximum 10 additional subject credit points in each Part of study for being considered for Honours degree in B. Tech. in relevant stream.
- 10.2.5. If any student is found to acquire more than the maximum limit of credits in any of the Part of B. Tech. study, consideration of subjects should be such that the student can earn credit points towards the Honours following the entire clause mentioned above in Article 8.1. and Article 10.2.

10.3. **Procedure for Implementing the Clauses for Awarding the B. Tech. Honours Degree**

- 10.3.1. Before final publication of B. Tech. Part IV 2nd Semester result, the Controller of Examinations shall prepare a Part and Semester wise consolidated list of additional Courses along with the credits of the courses done by each of the Part IV 2nd Semester students through MOOC/SWAYAM during the entire term of the B. Tech. Courses. The same list will be forwarded to the department.
- 10.3.2. The departmental committee shall scrutiny the additional subject credit earned by each student following the clauses mentioned in Article 10.1. and Article 10.2.
- 10.3.3. The scrutiny report of the departmental committee will be forwarded through Head of the Department to the Controller of Examinations for further processing.
- 10.3.4.

11. SPECIAL CLAUSE

- 11.1. If in any case, notwithstanding any contravention of the existing Act/Statute/Ordinance of University of Kalyani, the Vice-Chancellor of the University shall have the power to settle any issue which is not covered under this Regulation.

C. For DHHM Programme:

Department of Business Administration

THE UNIVERSITY REGULATIONS RELATING TO THE CONDUCT OF DIPLOMA IN HEALTHCARE & HOSPITAL MANAGEMENT

1. The course for the Diploma in Healthcare & Hospital Management of Kalyani University shall be of one-year duration divided into two semesters, viz, 1st Semester and 2nd Semester. The First Semester classes shall normally begin in the first week of July and the second semester classes in the first week of January.
2. Any H.S passed candidate shall be eligible to take admission to the course. For selection of candidates, there shall be an objective type entrance examination followed by Group Discussion and Personal Interview.
3. A candidate shall be allowed to appear at any semester examination if he/she has attended 75% or above lectures delivered/practical classes held during that semester. If the attendance of any candidate falls short of 75% but not below 60%, he/she will be allowed to appear at the examination as non-collegiate candidate, on payment of requisite fees. Candidates attending less than 60% classes will be treated as dis-collegiate and will be debarred from appearing at the examination.
4. There shall be an examination conducted by the University at the end of each semester (hereinafter called end-semester examination) as per the programme announced by the Controller of Examinations. These examinations are to be called as 1st Semester and 2nd Semester Examinations respectively.
5.
 - a) Shortage of attendance up to a maximum of 10% shall be condoned Departmental Committee, if
 - i. A Student was away representing the University/ State/ Country in Athletic Sports and Games/ Cultural/ N.C.C or any other important socio-intellectual event.
 - ii. Parents appeal on health or on other serious grounds, dully recommended by the Head concerned (An authentic certificate from appropriate authorities must be produced)
6. Duration of examination for theoretical papers upto 60 marks shall be 2.30 hours and upto 100 marks shall be three hours.
7. The system of evaluation during each semester will be based on marks obtained in Semester assessment and on terminal examination held at the end of a semester.
 - a) The full marks for each theoretical paper shall be distributed in the following manner: -
 - In Semester Assessment - 40%
 - Terminal examination - 60%

b) The Summer Internship paper at the end of 2nd semester shall be examined in two parts; Training Report 60 and Viva 40 marks. Assessment will be made by a Board of Examiners and the Head of the Department shall act as Coordinating Chairman.

c) The in Semester assessment for theoretical papers shall be made on the basis of class test(s), MCQ based quizzes, presentations, seminars, group activities, assignments, attendance records, behavior, group discussions, viva-voce etc. by the concerned faculty member(s).

d) Practical portion of a paper or a practical paper shall be examined in terminal examination including viva.

8. A grading system in the end-semester examination will be followed. The details are as under:

PERFORMANCE	SCORE ON 100% POINTS	LETTER GRADE	GRADE POINTS
Outstanding	90 & above up to 100	O	10
Excellent	80 & above up to 89	E	9
Very Good	70 & above up to 79	A	8
Good	60 & above up to 69	B	7
Fair	50 & above up to 59	C	6
Below Average	40 & above up to 49	D	5
Failed	Below 40	F	0
Incomplete		I	0

$SGPA = \frac{\text{Sum of [Credits X Grade Point]}}{\text{Sum of credits of all papers in that Semester}}$ calculated for each Semester

Sum of credits of all papers in that Semester

CGPA Calculation:

$CGPA = \frac{\text{Sem1 SGPA} \times 1 + \text{Sem 2 SGPA} \times 1}{2}$

The detailed grade information is as follows:

CGPA of 8 & above up to 10.0 = 1st Class with Distinction

CGPA of 6.5 & above up to 7.9 = 1st Class

CGPA of 5.5 & above up to 6.4 = 2nd Class

CGPA of 6 = 2nd Class with 55%

CGPA of 5 & above up to 5.4 = 3rd Class

*Semester Grade Point Average (SGPA)

**Cumulative Grade Point Average (CGPA)

(a) The final mark sheet should indicate full marks of the course and total marks obtained. Similarly, end-semester mark sheets should indicate full marks of the semester and total marks obtained in the semester.

9. In order to qualify in semester examination a candidate must obtain at least 'D' grade in each of the theoretical papers, and at least 'C' grade in each of the sessional papers and a SGPA of 5.0.

In order to pass the Diploma Programme course, a candidate must obtain at least 'D' grade in each of theoretical paper and at least 'C' grade in each of the sessional papers and a CGPA of 5.0

10. A candidate who fails to qualify or fails to appear at not more than three papers will be treated as Failed but supplementary (FS) category and will be allowed to prosecute studies in the next semester. He/she will be allowed to appear at maximum two consecutive supplementary examinations for those papers in which he/she has failed to qualify. His/her marks of other papers of that semester will be retained. If he/she fails to qualify in supplementary examinations mentioned above, he/she will be allowed to join the first semester in the following academic year on payment of prescribed course fee and start studying the course afresh. In such cases the credit obtained by the candidate in previous examinations shall be treated as cancelled.
11. If the candidate fails to obtain qualifying marks SGPA 5.0 in any semester but obtain qualifying grade in individual papers, he/she may appear at maximum two consecutive supplementary examinations of the semester concerned in any three papers of his/her choice and will be treated Failed but Choice (FC) category. His/her marks in other papers of that semester will be retained. He/she will be allowed to prosecute studies in the next semester and will be treated as Failed but Choice (FC) category. He/she will not be allowed to choose any new paper(s) other than those already chosen for previous supplementary examination. If he/she fails to obtain qualifying SGPA appearing at two consecutive supplementary examinations, he/she may be allowed to join the course afresh on payment of prescribed course fees. In such cases the credit obtained by the candidate in previous examinations shall be treated as cancelled.
12. A candidate who fails to qualify or fails to appear at more than three papers in any semester examination will be treated as Failed but Repeat (FR) category and will not be allowed to prosecute studies in next semester. He/she will have to appear at that semester as a whole in the next year. He/she will get maximum two consecutive additional chances to qualify in that semester failing which may be allowed to join the first semester in the following academic year on payment of prescribed course fees and start studying the course afresh. In such cases the credit obtained by the candidate in previous examinations shall be treated as cancelled.
13. Any supplementary examination as per Rule 10, 11 and 12 above will be held along with regular examination of next semester.
14. In semester assessment and sessional marks obtained in regular examination will be carried forward for supplementary examination(s) of the same paper.
15. A candidate eligible for supplementary examinations as per Clauses 10 and 11 or eligible for repeat semester as per Clause 12 shall get a change to appear at maximum of two consecutive supplementary examinations in any course
 - a) In case of 1-Year Diploma Course, a candidate will have to qualify in all the semesters within a span of three years from the year of admission.
16. A candidate who has failed in a theoretical course but has passed the practical, based on that course, need not appear in the practical examination of that course in the supplementary examination, unless the theory/practical courses are integrated.

17. Where a candidate is eligible to appear again in any semester examination or to appear at supplementary examination as per Clauses 10, 11 or 12 of this Regulation, he/she shall be required to apply to the Controller of Examinations, through the Head of the concerned Department, for enrollment as a casual/supplementary candidate within 10 working days of the publication of results.
18. There shall be re-evaluation (review) of the answer scripts of Term-End examination but not of In- Semester Assessment papers. However, for re-evaluation, the candidate has to apply through the concerned Head of the Department in a prescribed format to the Controller of Examination. Re-evaluation can be done for not more than 50% of the theoretical answer scripts for any term end semester examination on submission of prescribed fees within 07 working days from the publication of result of concerned semester. No application for revaluation of practical papers shall be entertained.
19. The Departmental Committee shall prepare and submit the name(s) of internal examiners for each course in the subject to the controller of Examinations for appointment by the Controller of Examinations to act as the Reviewer. The internal examiner of a Course paper shall not be the Reviewer of the same course.
20. In case there is no other internal teacher teaching the same course other than the examiner, the Departmental Committee shall submit the name(s) of external examiner(s) for that course, to the Controller of Examinations for appointment by the Controller of Examinations to act as the Reviewer.
21. Pre-result scrutiny of answer scripts shall be restricted to theoretical papers only and will be done by the teachers of the Department. A teacher who is the examiner of a course paper shall not be the scrutinizer of the same paper.
22. The written answer scripts of each term end semester examination will be preserved in the concerned department till review, if any, is completed. After that the answer scripts shall be collected by the Controller of Examinations and shall be preserved according to the University Rules. Class test answer scripts or other records of Internal Assessment shall however be preserved in the Department for three years from the date of start of the concerned Semester. After that period the scripts will be disposed of.
23. The paper setters, examiners, scrutineers, reviewers and members of the moderator board for each semester will be appointed by the Controller of Examinations on the recommendation of the concerned Board of Studies (PGBOS) as per University Statute. All of the paper setters may be internal teachers.
 - a. Moderation of question papers will be done by the Moderation Board (consisting of internal and at least one external moderator), Head of the Department, being Chairperson of the Board.
 - b. Generally, external examiners will be appointed for practical of end-term examinations. External examiners for viva voce may be decided by the concerned PG-BOS.
 - c. Remuneration will be paid to all paper-setters, examiners, scrutineers, reviewers and external moderators. In addition, TA/DA will be paid to external examiners / moderators as per university rules.
 - d. Moderated question papers will be handed over to the Controller of Examinations for printing, preservation and distribution.

- e. Distribution of answer scripts to the concerned examiners for evaluation will be done by the Head of the Department. After evaluation, the award lists in sealed packet will be sent to the Controller of Examinations for publication of results.
- 24. In matters other than those mentioned above, the rules, practices and principles prevailing in the University shall be applied.
- 25. Without contravention of the existing Act/Statue/Ordinance of University of Kalyani, the Vice-Chancellor of the University shall have the power to settle any issue which is not covered under this Regulation.