

Cambridge Institute of Technology, Bengaluru

An Autonomous Institution

Approved by UGC & AICTE, New Delhi, Approved with 2(f) status by UGC

Affiliated to VTU, accredited by NAAC with A+ Grade, UG programs, ECE, EEE, ISE and CSE, accredited by NBA,

Certified by ISO 9001:2015



ACADEMIC RULES AND REGULATIONS
GOVERNING THE DEGREE IN BACHELOR OF ENGINEERING
AND MASTER OF TECHNOLOGY, MASTER OF BUSINESS
ADMINISTRATION AND MASTER OF COMPUTER
APPLICATIONS
(Registration, Attendance, Examinations, Evaluation and Award of Grades)
(With effect from the Academic Year 2023-24)


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CAMBRIDGE INSTITUTE OF TECHNOLOGY
K.R. PURAM BANGALORE-560 036

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1. SHORT TITLE AND COMMENCEMENT:

- 1.1. The regulations listed herewith govern the degrees in Bachelor Engineering, Master of Technology, Master of Business Administration and Master of Computer Applications offered by the college. These regulations are framed based on; ***University Grants Commission (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023*** and ***Visvesvaraya Technological University Statutes on Autonomous Colleges (Amended) 2018 vide Ref. No.: VTU/PS/2021-22/554 Dated 4th May 2021.*** These regulations shall be effective from the academic year 2023-24.
- 1.2. The regulations are subject to amendments with the approval by the Academic Council and the Governing Body of the college from time to time, on the recommendations of the Board of Studies (BoS).

2. DEFINITIONS:

- 2.1. **University** means Visvesvaraya Technological University (VTU).
- 2.2. **College** means Cambridge Institute of Technology, K.R.Puram, Bengaluru (CIT).
- 2.3. **Commission** means University Grants Commission (UGC).
- 2.4. **Council** means All India Council for Technical Education (AICTE).
- 2.5. **Statute** means VTU Autonomous College Statute (Amended) 2018.
- 2.6. **Academic Autonomy** means freedom granted by the affiliating University to the College in all aspects of conducting its academic programs for promoting academic excellence.
- 2.7. **Autonomous College** means a college notified as an autonomous college by the affiliating University as per its statutes i.e. VTU statutes on Autonomous Colleges (Amended) 2018 and further amended from time to time as per UGC regulations and guidelines.
- 2.8. **Program** means an educational program in a particular stream/ branch of Engineering/branch of specialization leading to award of the Degree.
- 2.9. **Branch** means Specialization or discipline of B.E. Degree Program, such as Civil Engineering, Mechanical Engineering and Computer Science and Engineering.
- 2.10. **Academic Year** refers to the sessions of two consecutive semesters (odd followed by an even) including periods of vacation as well as a supplementary term following the even semester.
- 2.11. **Semester** refers to one of the two regular sessions of an academic year, each session being of sixteen to eighteen weeks duration (with working days greater than or equal to ninety

days). Also, a supplementary semester of 8 weeks duration inclusive of examination after the even semester.

- 2.12. **Regular Entry** means students who are admitted to the 1st semester of the program.
- 2.13. **Lateral Entry** means students who are admitted to the third semester of Engineering (second year) program after completing Diploma Course/equivalent course in the respective discipline.
- 2.14. **Course** means a ‘paper’ and is a component of a program.
- 2.15. **Credit** means to a unit by which the Course work is measured.
- 2.16. **Audit Courses** means the Knowledge/ Skill enhancing Courses without the benefit of a grade or credit for a Course.
- 2.17. **Choice Based Credit System (CBCS)** means customizing the Course work, through Core, Elective, and Soft Skill Courses, to provide necessary support for the students to achieve their goals.
- 2.18. **Continuous Internal Evaluation (CIE)** means continuous performance evaluation of student’s achievement in the learning process.
- 2.19. **Semester End Examinations (SEE)** means the examinations conducted by the college, at the end of semester, covering the entire Syllabus of Courses prescribed.
- 2.20. **Semester Grade Point Average (SGPA)** means the measure of academic performance of a student in a semester in all courses of study registered including the courses of study with F grade.
- 2.21. **Cumulative Grade Point Average (CGPA)** means the measure of overall cumulative performance of a student over all semesters in all courses of study registered excluding the courses of study with F grade.
- 2.22. **COMEDK** means Consortium of Medical, Engineering and Dental Colleges of Karnataka.
- 2.23. **KEA** means Karnataka Examinations Authority.
- 2.24. **CET** means Common Entrance Test.
- 2.25. **PGCET** means Post Graduation Common Entrance Test.
- 2.26. **GATE** means Graduate Aptitude Test in Engineering.
- 2.27. **KMAT** means Karnataka Management Aptitude Test.
- 2.28. **CMAT** means Common Management Admission Test.
- 2.29. **MAT** means Management Admission Test.
- 2.30. **OBE** means Outcome Based Education.


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3. PREAMBLE:

Cambridge Institute of Technology (CIT), established in 2007 under the aegis of Umesh Education Society founded in 1964, is an autonomous institute affiliated to Visvesvaraya Technological University (VTU) - Belagavi, approved by All India Council for Technical Education (AICTE) - New Delhi and recognized by the Government of Karnataka. The college offers UG, PG as well as PhD programs and is accredited by NAAC with A+ grade. CIT has established labs in association with industries such as Samsung, EOS, Wipro 3D, Synopsys, Trane Technologies, Thales, ChipEdge, Okulo Aerospace, and Avian Aerospace. The Institute Innovation Council under MOE and AICTE has been continuously recognized with 5-star and 4-star awards and figured in 101-150 NIRF 2023 Rank band under Innovation category. The vibrant Intellectual Property Rights (IPR) Cell of the institute has been successful in filing Patents, Design Registrations, Trademarks and Copyrights on a continuous basis.

Academic autonomy has provided a great opportunity for the Institute to design contextually relevant curriculum that meets both the local and global requirements, adopt innovative methods of teaching-learning with hands on experience that makes the graduates creative and entrepreneurial. The college exercises the academic freedom given to it with responsibility and accountability to accrue the confidence and respect of all its stakeholders, especially students, alumni, parents and society.

4. ACADEMICS:

- 4.1. The Academic Autonomy is applicable for all programs offered by the college: B.E. Degree programs at Undergraduate (UG), M.Tech., M.B.A and M.C.A programs at Postgraduate (PG) levels.
- 4.2. The Academic Autonomy provides an opportunity to the college to make schemes of instruction, syllabi, scheme of examinations and other aspects, with approval of its Academic Council and Governing body for fulfilling the minimum academic standards of the University for the award of Degrees.
- 4.3. The college has the freedom to start PG Diploma (Post- Polytechnic Diploma, Post-UG and Post-PG levels) and/or Certificate programs with the approval of its Academic Council and Governing body of the college. The issuance of certificates/diplomas on completion of such programs shall be made under the seal of the college only.


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- 4.4. The college has the freedom to evolve methods for assessing the students' performance, notifying the results, issuing the grade cards/transcripts, migration, provisional degree certificates (PDC) and other certificates except the Degree Certificate.

5. NOMENCLATURE OF ACADEMIC PROGRAMS:

The nomenclature and the corresponding abbreviations for the degree programs as approved by the University, Commission and the Council.

5.1. UG Level:

Bachelor of Engineering (B.E.)

Bachelor of Engineering with Minor

Bachelor of Engineering with Honours (B.E Honours)

5.2. PG Level:

Master of Technology (M.Tech.)

Master of Business Administration (MBA)

Master of Computer Applications (MCA)

5.3. Research Level:

M.Sc. Engineering (by Research)

Doctor of Philosophy (Ph.D.)

- 5.4. The Diploma and Certificate programmes shall be abbreviated as DIP., and CERT with the branch/subject of specialization given in brackets after the abbreviation. For such courses the college shall issue the certificate.

6. DURATION OF THE ACADEMIC PROGRAMS:

6.1. Duration of the programs:

6.1.1. The duration of an academic program shall be four years (Regular entry) for B.E. programs.

6.1.2. The duration of an academic program shall be three years (Lateral entry) for B.E. programs.

6.1.3. The duration of an academic program shall be two years for Post Graduate programs.

6.2. Maximum Duration:

The maximum period which a student can take to complete a full-time academic program shall be twice the normal duration of the respective program.


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7. ADMISSION OF STUDENTS:

- 7.1. The admission of students to various UG, PG and Ph.D. degree programs offered by the college shall be made by following the norms of State Government and regulatory bodies as amended from time to time.
- 7.2. The students admitted to B.E. program under regular entry can migrate from one branch or specialization to another branch or specialization in the same college or to another Autonomous/ Affiliated college under the University at the beginning of the second year (third semester) following the AICTE/VTU/State Government norms as amended from time to time.
- 7.3. The admission of students from a non-Autonomous College, University Scheme and from other Universities shall be as approved by the Academic Council and are recommended to the University for its approval.

8. GOVERNANCE:

The administrative activities of college are governed and monitored by its statutory bodies like,

- I. Governing Body
- II. Academic Council
- III. Board of Studies and
- IV. Finance committee.

The composition, functions and term of these statutory bodies are as per UGC norms issued from time to time.

- 8.1. **Other Statuary Committees:** The other statutory and non-statuary committees like, IQAC, JBOS etc. are as declared by the statutory bodies of the college.
- 8.2. **Statuary Officers:** Statuary officers like Dean Academics, Dean Student Welfare, Controller of Examinations, Registrar etc. and their functions are as declared by the statutory bodies of the college and as per the norms of UGC.

9. ACADEMIC CALENDAR:

The academic calendar of the college includes important academic activities to assist the students and the faculty. These include dates assigned for registration of courses, dropping of courses, withdrawal of courses and examinations (CIE and SEE).

10. INDUCTION PROGRAM:

As per the guidelines of AICTE/VTU the UG students enrolling for 1st year of the program shall mandatorily undergo the induction program. The purpose of the Student Induction Program is to help new students to adjust and feel comfortable in the new environment,


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to inculcate the ethos and culture of the institution, help them to build bonds with other students and faculty members, and to expose them to a sense of larger purpose and self-exploration. During the program, the students learn about the institutional policies, processes, practices, culture etc.

11. SEMESTER SCHEME:

11.1. The college adopts the Semester Scheme for the programs offered.

11.2. Each academic year shall consist of three semesters i.e., two regular semesters (odd and even), and a supplementary semester. The typical breakdown of an academic year for implementing the Semester Scheme shall be,

Regular Semesters (Odd/Even): 19 weeks each.

Inter-Semester Recess:

After each Main Semester– 2 weeks.

After Supplementary Examinations – 1 to 2 weeks

11.3. The academic activities in each semester shall include,

- Courses Registration
- Course Work
- Examinations and etc.

11.4. **Typical Calendar:**

1st Main Semester (Odd Semester): August to December

2nd Main Semester (Even Semester): January to May

Supplementary Examinations: June and July

12. ACADEMIC PLANNING:

The curriculum shall be designed as per OBE standards with the percentage distribution/coverage of syllabus in the courses shall be as per the guidelines issued by UGC under Curriculum and Credit Framework in accordance with NEP 2020.

13. CREDIT SYSTEM:

13.1. The college follows a Choice Based Credit System (CBCS). The CBCS facilitates continuous learning and assessment. The CBCS provides a great opportunity to the students in their preparation to meet challenging opportunities and join their hands in solving industrial and societal problems.

13.2. In the Credit System, the course work of students is unitized, and each unit is assigned one credit after a student completes the teaching-learning process as prescribed for that unit and is successful in its assessment.

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13.3. The Credit Definition shall be as per the norms of regulatory bodies. One unit of course work is assigned one credit in the regular semester.

- a) Theory Course conducted for one hour/week/semester.
- b) Tutorials conducted for two hours/ Week/Semester.
- c) Practical classes (Laboratory Courses) conducted for two hours/ Week/Semester.
- d) Self-Study on a topic/course for Four hours/ Week/ Semester.
- e) In case of Supplementary semester, the course load is multiplied by two.
- f) Other activities like study tours, industrial visits, guest lecturers shall not carry any credits.

13.4. **Credits to be earned for award of degree:** The total number of credits to be earned by a student to qualify for the award of degree shall be,

Level	Program	Normal Duration		Total number of Credits to be Earned
		Years	Semesters	
UG Degree	B.E.	4	8	160
	B.E. (Lateral entry)	3	6	120
PG Degree	M.Tech.	2	4	80
	M.B.A.	2	4	100
	M.C.A.	3	4	100
Research	Ph.D.	3	8	-

13.5. **Course Load:** The course load for a student in each regular semester, the course shall be in minimum and maximum limits as per the guidelines issued by the University. These limits shall be considering the academic strength and capability of an average student. The progressive learners may be permitted take few courses of higher semesters subject to fulfillment of desired eligibility criteria.

14. COURSE REGISTRATION:

14.1. By meeting the eligibility criteria, in each semester student shall register for courses (core or elective) as per the scheme of study to earn credits to meet the requirements for award of a Degree/ Diploma/Certificate programme. Such courses together with their grades and the credits earned shall be included in the Grade Card issued by the college at the end of each semester, like odd, even, supplementary and which determines the student's academic performance in that semester.

14.2. The registration shall be on the dates as specified in the academic calendar of the college.

14.3. Students who are meeting the eligibility criteria, may register for Research and Internships in lieu of open elective course/s.

- 14.4. **Mandatory Non-Credit Courses (Audit Courses):** In addition to credit courses, a student can register for courses for audit only with a view to supplement his/her knowledge and/or skills. Such courses shall not carry any credit for the award of the Degree, but reflected in the Grade Card.

15. PROCTORING/MENTORING SYSTEM:

- 15.1. The college has a well-organized Proctoring/Mentoring System to help the students to complete their studies successfully and comfortably. A faculty is called Proctor and the student as Proctee. Each Faculty Advisor/Proctor is assigned a group of students.
- 15.2. Expected Outcome of the proctor system is to reduce the failure rate, motivate the students and improve the overall performance and quality of the student.

16. ATTENDANCE REQUIREMENT:

- 16.1. Students shall maintain a minimum attendance of 85% in each registered course.
- 16.2. There shall be provision of condoning 10% of the attendance by the Academic council on the recommendation from the Principal for the reasons such as medical grounds, participation in University level sports, cultural activities, seminars, workshops and paper presentation. However, all the relevant documents pertaining to condonation of attendance shall be maintained by the respective department and produced as and when required by the Institutional authorities.
- 16.3. Any student failing to meet the above standard of attendance in any registered course(s) shall not be allowed to appear for SEE.
- 16.4. In the event of condonation, the students are not eligible for make-up examination in that course during that semester.

17. EXAMINATIONS:

- 17.1. The assessment of students' performance in coursework during and/or at the conclusion of a programme has to be done using examinations. In general, an examination may have different objectives, like achievement-testing, prediction-testing, endurance-testing, creativity-testing and testing for ranking.
- 17.2. Typically, achievement- testing is done in two parts.
- 17.2.1. **Continuous Internal Evaluation (CIE):** Normally CIE will be formative type assessment and to be conducted by the course instructor all through the semester. This may include seasonal tests, assignments, problem solving, group discussions, quizzes, seminars, mini-project, and other means. The tests must be


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written in the official blue books, or any other standard (either digital or hard form) evolved by the college.

17.2.2. **Semester End Examinations (SEE):** to be conducted by the college at the end of the semester as per the academic calendar. The assessment includes a written examination for theory courses and practical/design examination with built-in oral part for laboratory/design courses.

17.3. CIE and SEE shall have 50:50 weightages respectively. Student's performance in each coursework shall be considered by taking CIE and SEE into account and the results of both individually and together.

17.4. **Question Papers:**

17.5. A good question paper is a primary tool for an effective achievement assessment of student in a course/program. It necessary that the question papers used at CIE and SEE to,

- Cover all sections of the course syllabus uniformly.
- Be unambiguous and free from any defects/errors.
- Emphasize knowledge testing, problem solving and quantitative methods.
- Covering the knowledge levels as per Bloom's Taxonomy
- Contain adequate data/ other information on the problems assigned, and
- Have clear and complete instructions to the candidates.

17.6. **Question Paper Planning:**

17.6.1. Question Paper shall cover the entire syllabus. The Question Papers shall have built in choice under each module of the syllabus.

17.6.2. The Integrated theory courses shall have certain percentage of questions related to practical aspects.

17.7. **Typical Question Paper pattern:**

The Question Papers at CIE and SEE shall be of two parts.

17.7.1. The **Part-A** may include certain percentage questions of MCQ or short answer or case study-based questions covering entire syllabus.

17.7.2. **Part-B:** Shall contain descriptive type questions with built choices having 80% weightage covering module wise questions and certain percentage of practical oriented questions (normally open ended) in case of integrated courses.

17.8. For UG programs, SEE answer scripts are evaluated by the internal examiners normally the Course Instructor appointed by the Controller of Examinations and to maintain transparency a minimum 20% of the scripts are moderated by the external examiners


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appointed by the Controller of Examinations in consultation with respective BoEs.

17.9. For PG programs, there will be double evaluations. SEE answer scripts are evaluated by both the internal and external examiners appointed by the Controller of Examinations in consultation with respective BoEs.

17.10. If the difference between the marks awarded by two evaluators is less than 10%, then the average of the marks awarded by the two evaluators is taken for further processing.

17.11. If the difference between the marks awarded by two evaluators is more than 10%, then a third evaluator shall assess the answer script. The average marks of the nearest two evaluations are taken for further processing. If one of the three evaluation marks falls exactly midway between the other two, then higher two evaluation marks are taken for averaging.

17.12. Passing Standards:

High standards shall be maintained in all aspects of the examinations. The minimum standard of passing in respect of CIE and SEE for each course shall be followed as per university norms issued from time to time.

17.13. Gracing policy:

17.13.1 Grace marks shall be awarded to students if a student passes the whole examination by such gracing.

17.13.2 A maximum of 2% (5/100) of grace marks shall be awarded to a Head of passing if, after gracing the candidate gets minimum prescribed marks in the course and passes in the course.

17.13.3 Grace Marks shall be awarded for declaration of classes also.

18. GRADING:

The grading system has replaced the evaluation of student's performance in a Course based on absolute marks. This ensures uniformity in the grading practice at different autonomous colleges to facilitate the migration of students or transfer of credits among Autonomous Colleges under the University.

18.1. **Letter Grades:** A letter grade is basically a qualitative measure (an alphabet/letter) giving the performance of a student, such as,

- Outstanding (O),
- Excellent (A+),
- Very Good (A),
- Good (B+),



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- Above Average (B),
- Average (C),
- Pass (P) and
- Fail (F),

based on the marks obtained by the student. This is usually arrived at after considering the student's performance in both CIE and SEE put together for each Course.

- 18.2. **Grading Approach:** The grading approach i.e., relative/absolute grading shall be as per university guidelines.
- 18.3. **Grade Points:** Depending on the letter grades assigned, a student earns certain grade points. As per the university guidelines the college shall follow the 10-point scale grading system.
- 18.4. Grade points helps in the evaluation of credit points earned by the student in a Course as the credit point is equal to the number of credits assigned to the Course multiplied by the grade point awarded to the student in that Course. This shall be used in arriving at the credit index of the student for that semester, as it is the total of all the credit points earned by the student for all the registered courses in that semester.
- 18.5. **Earning of Credits:** A student shall be considered to have completed a Course successfully and earned the allotted credits if he/she secures an acceptable letter grade other than “F”. In any Course the letter grade “F” implies failure of the student in that Course and no credit shall be earned.
- 18.6. **Transitional Grades:** The transitional grades, such as, 'I', 'W' and 'X' shall be awarded to a student in the specific cases. These grades need to be converted into one or the other letter grades (O-F) after the student completes his/her course requirements, including the examinations.
- 18.7. **Make-up Examination:** The Make-up Examination facility shall be available to the students who may have missed attending the SEE of one or more courses in a semester for valid reasons and awarded with 'I' grade and to those who are awarded with 'X' grade. The makeup examination shall be held as per dates notified in the academic calendar or can be held any other time in the semester with the permission of its Academic Council. In all these cases, the standard of the makeup examination shall be the same as that of the regular SEE for the courses.
- 18.8. **Grade Card:** Each student shall be issued a Grade Card at the end of each semester. The grade card shall contain a list of all registered courses in the semester along with the

credits earned. The grade card shall also reflect student's performance in the current semester and cumulative semester i.e., SGPA and CGPA. Even though the mandatory non-credit courses which are not taken into consideration for computation of SGPA and CGPA are reflected in the Grade Card as 'PP' (for Pass) or 'NP' (for Not Pass). The student shall have to obtain the grade 'PP' in each mandatory non-credit courses for award of the Degree.

18.9. Grade Point Averages:

18.9.1. **SGPA and CGPA:** The credit index can be used further for the calculation of the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA), both being important academic performance indices of the student.

18.9.2. The SGPA is equal to the credit index for a semester divided by the total number of credits registered by the student in that semester, Both the equations together facilitate the declaration of academic performance of a student, at the end of each semester and at the end of successive semesters respectively. Thus, SGPA is an indication of the performance of the student in the current semester. SGPA is calculated below.

$$SGPA = \frac{\sum [Course Credits \times Grade Points] \text{ for all the courses of the current semester}}{\sum [Course Credits] \text{ for all the courses registered in the current semester}}$$

CGPA is an indication of the cumulative performance of the student from the first semester up to the current semester.

$$CGPA = \frac{\sum [Course Credits \times Grade Points] \text{ for all the courses with from first to current semester}}{\sum [Course Credits] \text{ earned for all the courses with P grade \& above from first to current semester}}$$

18.9.3. The SGPA and CGPA are calculated to the second decimal position.

18.10. Appeal for Review of Grades:

If a student is not satisfied with the awarded grade shall apply for review of grade/s within the dates prescribed in the academic calendar. After the review, if the higher among the earlier awarded and the grade awarded in the review is considered for the final award of grade.

18.11. There is no provision for grade review for make-up examination.

18.12. Conversion of CGPA into percentage (On 10 Point Scale):

The CGPA shall be converted into equivalent percentage of marks as,

Conversion of CGPA into equivalent % of Marks = CGPA x 10

18.13. Rejection of Results:

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18.13.1 A student may reject the results of all the registered courses in a semester of an academic year if he/she is not satisfied with the result of any semester, subject to the condition that the maximum duration.

18.13.2 Rejection is permitted only once during the entire program of study.

18.13.3 A student who desires to reject the SEE results of a semester may reject the total performance in all the registered courses of semester including CIE marks or retaining the CIE marks.

18.13.4 Rejection of the performance in project work and internship are not permitted.

18.13.5 Students who opt for rejection of results shall not be eligible for award of ranks and to apply for Honours Degree.

19. MALPRACTICE IN EXAMINATIONS:

The Malpractice Enquiry committee shall review the alleged malpractice cases and impose penalties and punishments as deem fit.

20. VERTICAL PROGRESSION:

The criterion for Vertical Progression shall be based on the guidelines issued by the University from time to time.

21. AWARD OF CLASS AT DEGREE LEVEL:

Award of class at degree level shall be based on the CGPA earned after the final semester who have passed all the courses (including credit and mandatory non-credit courses) and fulfilled all requirement for the award of degree.

Class Declaration

Range of Cumulative Grade Point Average (CGPA)	Percentage of Marks	Class
≥ 5.00 and < 6.00	< 60	Second Class
≥ 6.00 and < 7.00	≥ 60 and < 70	First Class
≥ 7.00	≥ 70	First Class with Distinction

22. RECOMMENDATIONS FOR AWARD OF DEGREE:

The college shall forward list of qualified students for the award of degree to the University after the due approval from its statutory bodies.

23. AWARD OF DEGREE FOR AN EXTRAORDINARY STUDENT:

The college can offer a special fast-track degree for an extraordinary student by offering courses of his / her choice to fulfill the requirement of the program in three and half years. However, the degree will be awarded on completion of 04 years.

24. AWARD OF RANKS:

- 24.1. Rank shall be awarded to a maximum of 10% of the approved student intake. However, the maximum number of ranks awarded shall not exceed 10 and not less than 3 in each program provided the minimum number of eligible candidates appearing for the examination is ≥ 10 .
- 24.2. Student shall not be eligible for award of rank if gracing policy has been applied for passing of course or for award of class.
- 24.3. Student appearing for Supplementary and any subsequent examinations in any credit or audit course/courses during the program shall not be eligible for the award of ranks.
- 24.4. Only students who complete the program in consecutive years are eligible for consideration for the award of ranks.
- 24.5. For award of rank in B.E. program, for regular entry students the CGPA shall be calculated from 1st to 8th semesters and for lateral entry students the CGPA shall be calculated from 3rd to 8th semesters.
- 24.6. For the award of rank in PG program, CGPA shall be calculated from 1st to 4th semester.
- 24.7. Students with CGPA of ≥ 6.00 (Equivalent to First Class) or above are eligible for consideration for the award of ranks.
- 24.8. If two students get the same CGPA, the tie shall be resolved by considering the number of times a student has obtained higher SGPA, if it is not resolved even at this stage, the number of times student has obtained higher grades sequentially from O to P till the tie is resolved. If the tie is still unresolved, the students with similar CGPA will be awarded the same rank.

25. GRADUATION CEREMONY:

- 25.1. The college conducts the annual Graduation Day ceremony for the award of provisional degrees to students completing the prescribed academic requirements in each program of study.
- 25.2. The college awards Ranks and Medals to the meritorious students during the Graduation Day Ceremony to encourage the students to strive for excellence.

26. WITHDRAWAL / TERMINATION FROM THE PROGRAM:

- 26.1. A student shall be permitted to withdraw temporarily from college on grounds like prolonged illness, grave calamity in the family or any other serious happening. The withdrawal shall be for periods which are integral multiples of a semester, provided that:
- 26.1.1. The student applies to the college within 6 weeks of the commencement of the semester or from the date he/she last attended the classes, whichever is later.
- 26.1.2. A student availing of temporary withdrawal from the college shall be required to pay fees and/or charges as fixed by the college.
- 26.1.3. A student is entitled to avail the temporary withdrawal facility only once during the program.

26.2. Termination from the Program:

A student shall be terminated from the program on the following grounds:

- 26.2.1. If a student fails to pass a Course and earn the credits prescribed for the Course **even after five attempts**. However, such a student can seek admission to the program afresh.
- 26.2.2. Failure to secure CGPA ≥ 5.00 on three consecutive occasions. However, failure to secure a CGPA ≥ 5.00 at the end of any semester for the first time, to attract warning before approval of the student to continue in the following semester (on probation).
- 26.2.3. Failure to complete the 1st year of the program within 3 consecutive years.
- 26.2.4. Failure to meet the standards of discipline as prescribed by the college from time to time.

27. NON-COMPLIANCE TO EARN CREDITS FOR AWARD OF HONORS AND MINOR DEGREE PROGRAMS:

The student registered for Honors/Minor degree program, if unable to earn the required credits within the maximum duration of the program or at the time of becoming eligible for the award of the regular degree program shall withdraw from the additional degree program/s and request for the award of the regular degree. In such cases the additional credits earned until that may be considered as value added courses and college may issue a certificate for the same.

28. PROFESSIONAL ETHICS:

- 28.1. **Academic Honesty & Integrity:** Cambridge Institute of Technology is committed to upholding honesty, integrity and fairness in both academic and co-curricular activities. A student of CIT shall accept and abide by the academic stipulations of the institution. It is


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the student's responsibility to be aware of policies pertaining to academic conduct.

- 28.2. **Discipline and Conduct:** Every student shall be 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 image of the college in the society.

29. STUDENT'S FEEDBACK:

The college obtains feedback from students on their course work and various academic activities conducted. The feedback is obtained at regular intervals by maintaining confidentiality. The received feedback is reviewed/discussed by a committee constituted for the purpose and necessary corrective measures are taken.

30. MULTIPLE ENTRY AND EXIT SYSTEM (MEES):

The college follows the Multiple Entry and Exit System as per NEP and university guidelines.

31. REPEAL AND SAVINGS:

Notwithstanding anything contained in this handbook, the provisions of any guidelines, orders, rules or regulations in force at the college shall be inapplicable to the extent of their inconsistency with these Regulations. The college shall issue such orders/instructions, and prescribe such format/procedure, as it may deem fit to implement the provisions of these Regulations.

32. INTERPRETATION:

Any question as to the interpretation of these rules and regulations shall be addressed by the Academic Council of the college, whose decision shall be final and binding on the student in the matter. The college shall also have the power to issue clarifications to remove any doubt, difficulty or anomaly which may arise regarding the implementation of these regulations.




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