ACADEMIC POLICY

1. Policy Statement

Sree Narayana Gurukulam College of Engineering (SNGCE) strives to achieve academic excellence, by providing quality education through excellent teaching learning methods and research activities with the continuous assessment of the academic activities, so as to empower students to achieve economic and social freedom to evolve as self-reliant citizens who are useful to the society.

2. Introduction

At SNGCE, we are committed to providing high-quality education to our students, preparing them to become knowledgeable, skilled, and ethical professionals in their chosen fields. Our academic policies are designed to support this mission, promote academic integrity, and ensure fairness and equity for all students.

SNGCE is affiliated to APJ Abdul Kalam Technological University (KTU) and is functioning under Directorate of Technical Education (DTE). Hence the policies are prepared based on the outlines given by the University and the DTE.

The academic policies of SNGCE cover a wide range of topics, including Admissions, Assessments, Attendance, Promotion to higher semesters, Student conduct and Graduation requirements. All students are expected to familiarize themselves with these policies and to abide by them throughout their academics at SNGCE.

In particular, the students are expected to:

2.1 Attend classes regularly and participate actively in the learning process.

2.2 Meet all course requirements and deadlines, including assignments, exams, and projects.

2.3 Maintain academic honesty and integrity in all aspects of their academic work, including citing sources properly and avoiding plagiarism.

2.4 Respect the rights and dignity of all members of the academic community and behave in a professional and ethical manner.

2.5 Seek help and support when needed, including academic advising, tutoring, and counseling services.

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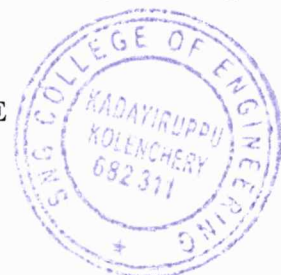
At SNGCE, we are committed to providing a safe, supportive, and inclusive learning environment for all students. We recognize that academic success requires more than just academic skills and knowledge, and we encourage our students to engage in extracurricular activities, community service, and leadership opportunities to enhance their personal and professional development.

We believe that our academic policies reflect our commitment to excellence in education and provide a framework for our students to achieve their full potential.

3. Contents

3.1 Assessment Policy

3.1.a. Continuous Internal Evaluation (CIE) policy

3.1.b. End semester examination policy

3.2 Compensation of Lost Days Policy

3.3 Promotion policy

3.1. Assessment Policy

B. Tech

There shall be End Semester Examinations (ESE) in every semester for all courses as prescribed under the respective curriculum, except the Lab / workshops courses for 1 & 2 semesters. The End Semester Examinations shall be conducted by the University.

Candidates in each semester shall be evaluated both by Continuous Internal Evaluation (CIE) and End Semester Examinations (ESE). The ratio of Continuous Internal Evaluation (CIE) to End Semester Examinations (ESE) shall be as below:

Sl. No	Course	Ratio of CIE: ESE
1	Theory courses	1:2
2	Laboratory courses	1:1
3	Project	CIE only
4	Seminar	CIE only

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3.1.a Continuous Internal Evaluation (CIE)

The Continuous Internal Evaluation is on the basis of the day-to-day work, periodic tests (minimum two in a semester) and assignments (minimum two). The CIE marks for individual subjects shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum.

Course	Attendance	Tests	Assignment/ Class work/ Course project
Theory	20%	50%	30%
Drawing/ Practical	20%	40%	40%

- There shall be minimum two internal evaluation tests, each of 2hrs duration. Each test shall cover 50% of the syllabus and shall be for 50marks.
- The dates for the internal evaluation will be given in the academic calendar and detailed time table will be given 10 days prior to the exam.
- Retest shall be permitted to the students who could not appear for the internal tests due to genuine grounds. The students will have to submit a request letter to the Head of the Department duly signed by the Parent/Guardian and Faculty Advisor.
- The valuation of internal tests has to be completed and feedback given to students within 5 days after the exam.
- If any student is unsatisfied with his/her scores, he/she can approach the subject teacher first. If the student is still unsatisfied he/she can approach Faculty advisor and then Head of the department.
- Schedule of assignments is made known to students in the beginning of the semester with date of submission notified in the academic calendar
- Assignments evaluated and feedback given to students within 15 days of submission.

Project work

    a. Work assessed by the project guide – 30%

    b. Three-member Continuous Internal Evaluation Committee – 40% (Guide shall be one member in the CIE committee).

c. Final Evaluation by a three-member Committee comprising of the department project coordinator, guide and an external expert. The external expert shall be an academician or from industry.: 30%

d. One third of the project credit shall be completed in VII semester and two third in VIII semester.

Seminar

The report and the presentation shall be evaluated by a team of internal members comprising three senior faculty members based on the style of presentation, technical content, adequacy of reference, depth of knowledge and overall quality of the report.

a) Attendance: 10%

b) Guide: 20%

c) Technical content: 30%

d) Presentation: 40%

- The CIE marks for the attendance (20%) for each theory, practical and drawing shall be awarded in full, only if the candidate has secured 90% attendance or above in the subject. If a student has attendance for a subject below 90%, reduction in the marks for the attendance shall be made proportionally.

- The CIE marks obtained by the student for all subjects in a semester are to be published at least 5 days before the commencement of the University examinations. Duty leave shall be accounted for awarding the internal marks for attendance.

- The details of marks awarded for each students for the CIE have to be marked in attendance register.

- All the marks will be informed to the parents immediately after each evaluation

3.1.b. End Semester Examination Policy (ESE)

- The main eligibility criteria for registering to the End Semester Examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the End Semester Examination is 75% in each course.

- Students can apply for revaluation and answer script copy, if they are unsatisfied with the score they got when the results are published.

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- If any malpractice is reported during the examination, the same is reported to the University immediately and also to the Disciplinary Action committee (DAC).
- The DAC conducts an enquiry and the report is submitted to the University for further Action within a week.

MCA Two Year

Candidates in each semester shall be evaluated both by Continuous Internal Evaluation (CIE) and End Semester Examinations (ESE). The ratio of CIE to ESE shall be as below:

1. Theory Courses: 1 : 1.5
2. Laboratory Courses: 1 : 1
3. Mini Projects: CIE only
4. Seminar: CIE only
5. Comprehensive Viva: ESE only
6. Main Project: CIE by Supervisors (30 marks) and a Committee (40 marks) separately and ESE by External Expert (30 marks).

Continuous Internal Evaluation

The Continuous Internal Evaluation shall be on the basis of the day-to-day work, periodic tests (minimum 2 in a semester) and assignments (minimum 2). The faculty member (s) concerned shall carry out the CIE for the course allotted to him/her.

The CIE marks for individual subjects shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum.

Course	Attendance	Tests	Assignment/ Class work/ Course project
Theory	20%	50%	30%
Drawing/ Practical	20%	40%	40%
Mini Projects	10%	50%	40%
Main Project	Project evaluation by the supervisor(s) : 30 Marks Presentation & evaluation by the Committee : 40 Marks		

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Seminar	Scope and relevance of topic – 20% Attendance – 10% Presentation – 30% Technical content – 20% Report – 20%

- There shall be minimum two internal evaluation tests, each of 2hrs duration. Each test shall cover 50% of the syllabus and shall be for 50marks.

- The dates for the internal evaluation will be given in the academic calendar and detailed time table will be given 10 days prior to the exam.

- Retest shall be permitted to the students who could not appear for the internal tests due to genuine grounds. The students will have to submit a request letter to the Head of the Department duly signed by the Parent/Guardian and Faculty Advisor.

- The valuation of internal tests has to be completed and feedback given to students within 5 days after the exam.

- Schedule of assignments is made known to students in the beginning of the semester with date of submission notified in the academic calendar

- Assignments evaluated and feedback given to students within 15 days of submission.

- The details of marks awarded for each students for the CIE have to be marked in attendance register.

- All the marks will be informed to the parents immediately after each evaluation

End Semester Examination Policy

- The main eligibility criteria for registering to the End Semester Examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the End Semester Examination is 75% in each course.

- If any malpractice is reported during the examination, the same is reported to the University immediately and also to the Disciplinary Action committee (DAC).

- The DAC conducts an enquiry and the report is submitted to the University for further Action within a week.

- Students who are in the 'failed' status on declaration of results can apply for review. This facility will be available after obtaining the answer scripts' copy after the

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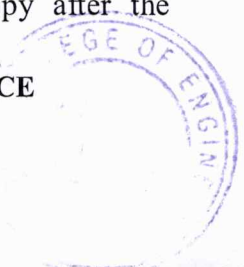
declaration of results. Students have to submit their review request, within fifteen days of the declaration of results, in the prescribed format recommended by a competent/mapped faculty, endorsed by the head of the department/Director routed through the principal.

MBA

Continuous Internal Evaluation

The Continuous Internal Evaluation (CIE) shall be on the basis of the day-to-day work, seminar, periodic tests (minimum two in a semester) and assignments (minimum two). The course instructor (s) concerned shall carry out the CIE for the course allotted to him/her. The CIE marks for individual courses shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum.
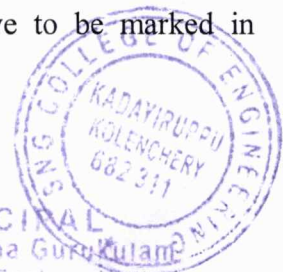
Course	Class Participation and attendance	Test	Seminar and Discussion	Assignment / Class work
Theory	10	40	25	25

- There shall be minimum two internal evaluation tests, each of 2 hrs duration. Each test shall cover 50% of the syllabus and shall be for 40 marks.

- The dates for the internal evaluation will be given in the academic calendar and detailed time table will be given 10 days prior to the exam.

- Students who have missed either the first or second internal test can register with the consent of faculty and the Head of the Department for a re-test which shall be conducted soon after the completion of the second test and before the end semester examination. The retest will cover entire syllabus.

- The valuation of internal tests has to be completed and feedback given to students within 5 days after the exam.

- Schedule of assignments is made known to students in the beginning of the semester with date of submission notified in the academic calendar

- Assignments evaluated and feedback given to students within 15 days of submission.

- The details of marks awarded for each students for the CIE have to be marked in attendance register.

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- All the marks will be informed to the parents immediately after each evaluation

End Semester Examination Policy

- The main eligibility criteria for registering to the End Semester Examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the End Semester Examination is 75% in each course.

- If any malpractice is reported during the examination, the same is reported to the University immediately and also to the Disciplinary Action committee (DAC).

- The DAC conducts an enquiry and the report is submitted to the University for further action within a week.

- Students who are in the 'failed' status on declaration of results can apply for review. This facility will be available after obtaining the answer scripts' copy after the declaration of results. Students have to submit their review request, within fifteen days of the declaration of results, in the prescribed format recommended by a competent / mapped faculty, endorsed by the head of the department / Director routed through the principal.

4. Policy for Compensation of Lost Days

- The minimum attendance required for writing End Semester Examination is 75%

- The students with less attendance can register for the courses during the normal semesters in which the courses are offered.

- On medical ground the Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This provision is applicable only to any two semesters during the entire program period.

- The Principals can grant attendance relaxation (duty leave) to the students in officially sponsored national level competitions/championships/ tournaments when called upon to do so, up to a maximum of 10%. Such students should produce the participation certificate countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extracurricular activities: within ten days of the event. The participation certificate thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances,

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the principal will not consider the certificate if the overall attendance of the candidate is less than 60%.

- In case of prolonged illness, break of study is permitted

5. Promotion Policy

B.Tech

The promotion to higher semesters for B.Tech is based on the cumulative credit earned by the student.

Minimum Cumulative Credit Requirements for Registering to Higher Semesters

Semester Allotted	Credits	Cumulative Credits	Minimum Cumulative Credits required for B. Tech	Minimum Cumulative Credits required for B. Tech Lateral Entry
First	17	17	Not Applicable	Not Applicable
Second	21	38	Not insisted	Not Applicable
Third	22	60	Not insisted	Not Applicable
Fourth	22	82	Not insisted	Not insisted
Fifth	23	105	21 credits from S1 to S4	Not insisted
Sixth	24	129	Not insisted	Not insisted
Seventh	15	144	47 credits from S1 to S4	09 credits from S3 to S4
Eighth	16	160	Not insisted	Not insisted

MBA

The students who have registered for all the subjects in the previous semester is eligible for registering in the higher semesters.

MCA Two Years

The students who have registered for all the subjects in the previous semester is eligible for registering in the higher semesters. The students have to complete two MOOC courses for getting the degree.

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