

## ACADEMIC REGULATIONS

This document supplements the KLEF rules and regulations to provide assistance to all students. It is required that every individual has to abide by these regulations.

**Note:** The regulations stated in this document are subject to change or can be relaxed / modified without prior notice at the discretion of the Hon'ble Vice Chancellor.

### Terminology

**Academic Council:** The Academic Council is the highest academic body of the University and is responsible for the maintenance of standards of instruction, education and examination within the University. Academic Council is an authority as per UGC regulations and it has the right to take decisions on all academic matters including academic research.

**Academic Year:** It is the period necessary to complete an actual course of study within a year. It comprises of two consecutive semesters i.e., Even and Odd semester.

**Audited Course:** It is a course of study which has zero credits and has a “Satisfactory” or an “Unsatisfactory” grade.

**Backlog Course:** A course is considered to be a backlog course if the student has obtained a failure grade (F).

**Basic Sciences:** The courses of foundational nature in the areas of Mathematics, Physics, Chemistry, Biology etc., are offered in this category.

**Betterment:** Betterment is a way that contributes towards improving the students' grade in any course(s). It can be done by either (a) re-appearing or (b) re-registering for the course.

**Board of Studies:** Board of Studies (BOS) is an authority as defined in UGC regulations, constituted by Vice Chancellor for each of the department separately. They are responsible for curriculum design and update in respect of all the programs offered by a department.

**Branch of Study:** It is a branch of knowledge, an area of study or a specific program (like Civil Engineering, Mechanical Engineering, Electrical and Electronics Engineering etc.)

**Certificate course:** It is a course that makes a student gain hands-on expertise and skills required for holistic development. It is a mandatory, non-credited course for the award of degree.

**Change of Branch:** Change of branch means transfer from one's branch of study to other.

**Compulsory course:** Course required to be undertaken for the award of the degree as per the program.

**Course:** A course is a subject offered by the University for learning in a particular semester.

**Course Handout:** Course Handout is a document, which gives complete plan of the course. It contains the details of the course viz. Course title, Course code, Pre-requisite, Credit structure, team of instructors, Course objectives, Course rationale, Course Outcomes and the relevant syllabus, textbook(s) and reference books, Course delivery plan and session plan, evaluation method, chamber consultation hour, course notices and other course related aspects. In essence, course handout is an agreement between students (learners) and the instructor.

**Course Outcomes:** The essential skills that need to be acquired by every student through a course.

**Credit:** A credit is a unit that gives weight to the value, level or time requirements of an academic course. The number of 'Contact Hours' in a week of a particular course determines its credit value. One credit is equivalent to one lecture hour per week or two hours per week of tutorials/ self-learning/ practical/ field work during a semester.

**Credit point:** It is the product of grade point and number of credits for a course.

**Credit Transfer:** The procedure of granting credit(s) to a student for course(s) undertaken at another institution.

**Cumulative Grade Point Average (CGPA):** It is a measure of cumulative performance of a student over all the completed semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

**Curriculum:** Curriculum incorporates the planned interaction of students with instructional content, materials, resources, and processes for evaluating the attainment of Program Educational Objectives.

**Degree:** A student who fulfills all the Program requirements is eligible to receive a degree.

**Degree with Specialization:** A student who fulfills all the Program requirements of her/his discipline and successfully completes a specified set of Professional elective courses in a specialized area is eligible to receive a degree with specialization.

**Department:** An academic entity that conducts relevant curricular and co-curricular activities, involving both teaching and non-teaching staff and other resources.

**Detention in a course:** Student who does not obtain minimum prescribed marks in continuous in-semester evaluation and /or minimum prescribed attendance in a course shall be detained in that particular course.

**Dropping from the Semester:** A student who doesn't want to register for the semester should do so in writing in a prescribed format before commencement of the semester.

**Elective Course:** A course that can be chosen from a set of courses. An elective can be Professional Elective, Open Elective, Management Elective and Humanities Elective.

**Engineering Sciences:** The courses belonging to basic evolutionary aspects of engineering from Mechanical Sciences, Electrical Sciences and Computing like Engineering Mechanics, Data structures, Network Theory, Signal Analysis etc...

**Evaluation:** Evaluation is the process of judging the academic work done by the student in her/his courses. It is done through a combination of continuous in-semester assessment and semester end examinations.

**Grade:** It is an index of the performance of the students in a said course. Grades are denoted by alphabets.

**Grade Point:** It is a numerical weight allotted to each letter grade on a 10 - point scale.

**Honors Degree:** A student who fulfills all the Program requirements of her/his discipline and successfully completes a specified set of additional courses within the same program is eligible to receive an Honors degree.

**Humanities Elective:** A course offered in the area of Liberal Arts.

**Industrial Training:** Training program undergone by the student as per the academic requirement in any company/firm. It is a credited course.

**Industrial Visit:** Visit to accompany/firm as per the academic requirement.

**In-Semester Evaluation:** Summative assessments used to evaluate student learning, acquired skills, and academic attainment during a course.

**Make-up Test:** An additional test scheduled on a date other than the originally scheduled date. (Describe elaborately)

**Management elective:** A course that develops managerial skills and inculcates entrepreneurial skills.

**Mini project:** Mini Project is a credit-based course that a student has to undergo during his/her academic term, which involves the student to explore in a discipline belonging to their research interest within their program area.

**Minor Degree:** A student who fulfills all the Program requirements of her/his discipline and successfully completes a specified set of courses from another discipline is eligible to receive a minor degree in that discipline.

**Multi- Section Course:** Course taught for more than one section.

**Open Elective:** This is a course of interdisciplinary nature. It is offered across the University for All Programs.

**Over loading:** Registering for more number of credits than normally prescribed by the Program in a semester.

**Practice School:** It is a part of the total program and takes one full semester in a professional location, where the students and the faculty get involved in finding solutions to real-world problems. A student can choose Project/Practice School during his/her 7<sup>th</sup> or 8<sup>th</sup> semester of his/her Academic Year to meet the final requirements for a degree.

**Pre-requisite:** A course, the knowledge of which is required for registration into higher level course.

**Professional Core:** The courses that are essential constituents of each engineering discipline are categorized as Professional Core courses for that discipline.

**Professional Elective:** A course that is discipline centric. An appropriate choice of minimum number of such electives as specified in the program will lead to a degree with specialization.

**Program:** A set of courses offered by the Department. A student can opt and complete the stipulated minimum credits to qualify for the award of a degree in that Program.

**Program Educational Objectives:** The broad career, professional, personal goals that every student will achieve through a strategic and sequential action plan.

**Project:** Course that a student has to undergo during his/her final year which involves the student to undertake a research or design, which is carefully planned to achieve a particular aim. It is a credit based course.

**Project based laboratory:** Project Based Laboratory is a student-centric learning methodology that involve students in design, problem-solving, decision making, and investigative activities; gives students the opportunity to work in teams, over extended periods of time; and culminate in realistic products or presentations

**Re-Appearing:** A student can reappear only in the semester end examination for the

Theory component of a course, subject to the regulations contained herein.

**Registration:** Process of enrolling into a set of courses in a semester/ term of the Program.

**Re-Registering:** A student desiring to repeat a course is permitted to do so, subject to the regulations contained herein.

**Semester:** It is a period of study consisting of 15 to 18 weeks of academic work equivalent to normally 90 working days including examination and preparation holidays. The odd Semester starts normally in July and even semester in December.

**Semester End Examinations:** It is an examination conducted at the end of a course of study.

**Single Section Course:** Course taught for a single section.

**Social Service:** An activity designed to promote social awareness and generate well-being; to improve the life and living conditions of the society.

**Student Outcomes:** The essential skill sets that need to be acquired by every student during her/his program of study. These skill sets are in the areas of employability, entrepreneurial, social and behavioral.

**Substitution of Elective course:** Replacing an elective course with another elective course as opted by the student.

**Summer term:** The term during which courses are offered from May to July. Summer term is not a student right and will be offered at the discretion of the University.

**Term Paper:** A 'term paper' is a research report written by students that evolves their course based knowledge, accounting for a grade. Term paper is a written original research work discussing a topic in detail. It is a credit based course.

**Under-loading:** Registering for lesser number of credits than normally prescribed by the Program in a semester.

**Withdraw from a Course:** Withdrawing from a Course means that a student can drop from a course within the first two weeks of the odd or even Semester (deadlines are different for summer sessions). However s/he can choose a substitute course in place of it by exercising the option within 5 working days from the date of withdrawal.

## ACADEMIC INSTRUCTIONS

### General Behavior

- a. Students should speak in English only while on campus with the faculty or among themselves.
- b. Students are expected to wish/greet all senior officials of the KLEF with due respect.
- c. Students should be courteous and polite in dealing with all Faculty & staff.
- d. Students should maintain silence and/or speak in a soft voice in and around the classrooms, library, laboratories, and offices of the Deans, Program Chairs, Senior Officials, faculty rooms and corridors of academic buildings. It must be noted that shouting, talking in loud voice or in chorus, using indecent, abusive and discourteous language anywhere within the institution premises are considered serious acts of indiscipline and are punishable.
- e. Students should not loiter during the free time in the university campus.
- f. Students should not issue any public or press statement, send letters to editors, government, public servants or notaries without prior permission and approval of the Registrar of KLEF in writing.
- g. Students should keep the status, dignity, prestige and reputation of KLEF high and not engage in anything that might directly or indirectly undermine the standing of the institution.
- h. Students must always adhere to a prescribed/decent dress code befitting the dignity of a technical/professional student within the campus.
- i. Ragging of any student is a serious act of indiscipline and has been totally banned by the Hon'ble Supreme Court of India. A student found involved in any form of ragging, verbal or physical, inside or outside the institutional campus, hostels, or buses shall be treated as per the anti-ragging rules of the KLEF.
- j. Students must not be involved in quarreling or fighting or any indecent verbal or physical activity among themselves, or with staff and faculty or visitors. Direct or indirect involvement in any such activity will be considered as serious breach of discipline and strict disciplinary action will be taken against the students that engage in such activities.
- k. Students are not allowed to sit on the steps, boundary walls on the higher floors

of any building, or engage in gossiping, making noise or any other such activity.

### **KLEF Working Hours**

KLEF operates between 7:20 AM to 5.00 PM on all week days.

#### **Lecture Class Environment**

The institute is a community of learners. Students have a responsibility of creating and maintaining an environment that supports effective learning to receive effective instructions in classrooms, laboratories. KLEF expects students to conduct themselves in an orderly and cooperative manner by adhering to University Rules & Regulations.

#### **Laboratory Environment**

A conducive learning environment in the laboratory is essential and the students are advised to follow the guidelines mentioned below:

- l. Always listen carefully to the faculty especially for the safety precautions to take in the laboratories. Accidents resulting in injuries may occur if precautions are not taken.
- m. Eating in laboratories is strictly prohibited.
- n. Proper dress code is to be followed as prescribed by faculty in each lab.
- o. Students should familiarize themselves with the location of all safety equipment which may be available.
- p. Follow evacuation procedures quickly and quietly, if needed.
- q. Students should always conduct themselves in a responsible and cautious manner. Risky behaviors such as pushing, running, jumping etc., are unwarranted.
- r. Only materials required to complete and record the experiment instructions, (e.g. pencils or graph paper, etc.) should be brought into the laboratory.
- s. Equipment must be carefully handled to prevent breakage or damage, otherwise appropriate penalties/disciplinary-action may be believed/imposed.
- t. Lab station must be cleaned prior to leaving a lab.
- u. Any accident, no matter how small or big, must be reported to the concerned faculty immediately.

### **Registration Process**

For every course, the student must undertake the registration process prior to commencement of the course-work, based on the following conditions;

- l. Registration into a course will be permitted only for such courses, which are offered by KLEF in that semester.
- m. A student must clear the pre-requisite(s) if any, to register in to a course.
- n. KLEF reserves the right to register.
- o. Registration for add/drop/change of a course will be permitted only within one week from the scheduled date of commencement of classes.
- p. Students can register up to a maximum of 32 credits of their choice in a semester to meet their program requirements.
- q. Students, who wish to register for additional credits through Overloading or less credits through Under loading, must seek prior permission from Dean- Academics.
- r. Students who have opted for minor degree, Honors degree, can register for more number of credits in a semester through Overloading.
- s. KLEF reserves the right to withdraw within one week of the commencement of the semester any elective course offered, if adequate number of students have not registered or for any other administrative reasons. In such cases, the students are permitted to register for any other elective course of their choice provided they have fulfilled the eligibility conditions.  
KLEF reserves the right to cancel the registration of a student from a course or a semester or debar from the degree on disciplinary / plagiarism grounds.
- t. A student is solely responsible to ensure that all conditions for proper registration are satisfied. If, there is any clash in the timetable, it should be immediately brought to the notice of the Academic coordinator for necessary corrective action. The registration may be cancelled for a course or the entire semester either by KLEF if any irregularity is found at a later stage.