

Academic Regulations

M. Tech., / PG Diploma Programme



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Academic Regulations for UoPC M. Tech. / PG Diploma Programme

(Applicable for 2014-15 Batches onwards)

P.1 Short Title and Commencement

- a) The regulations listed under this head are common for all User oriented Post Graduate courses leading to M. Tech., degree or PG Diploma offered by the University.
- b) The regulations hereunder are subject to amendments by the Academic Council of the University, from time to time, after obtaining approval of the Board of Management. Such amendments will be effective from such date and apply to such batches of candidates, including those already undergoing the programme, as may be determined by the Academic Council.

P.2 Definitions

- a) "Commission" means University Grants Commission (UGC);
- b) "University" means the M. S. Ramaiah University of Applied Sciences (MSRUAS);
- c) "Course" means a set of modules a student is required to successfully complete to become eligible for the award of M. Tech., degree or PG Diploma;
- d) "Department" means an academic unit, under the Faculty of Engineering and Technology, responsible for delivering a particular M. Tech., degree or PG Diploma;
- e) "Faculty" means the Faculty of Engineering and Technology;
- f) "Full-Time students" means students who are spending their full time on campus for a course;
- g) "Module" means a subject, either theory or practical or both, listed under a course;
- h) "Part-Time students" means students who are employed and are spending a part of their time on campus for a course;
- i) "Programme" means Postgraduate programme in Engineering and Technology leading to M. Tech., degree or PG Diploma
- j) "Statute" means the MSRUAS Statutes;
- k) "Answer scripts" means test, assignment or examination answer sheet or booklet.

P.3 Academic Programme

User-oriented Postgraduate Courses (UoPC)

The Board of Management, after obtaining the consent of the Board of Governors, is empowered to formulate and offer exclusive courses through the University's Faculties to cater to the specific needs of Industry, Businesses and Corporations.

The candidates sponsored by such industry/businesses/corporations shall meet the eligibility requirements for the M.Tech., / PG Diploma course. These students will also follow the University's Academic Regulations, with such exceptions as may be approved by the Academic Council, for the Postgraduate Programme leading to M. Tech., Degree/ PG Diploma

P.3.1 Nomenclature of the Programme

The nomenclature and the abbreviation given below shall be used for this Post Graduate Programme of the University:

- (i) *Master of Technology (M.Tech.,)*
- (ii) *Post Graduate Diploma (PG Diploma)*

In addition, the course title shall be indicated, in brackets, after the abbreviation. The Master of Technology Degree and PG Diploma will be abbreviated as:

"M.Tech., (Engineering Design and Technology Management)"

"PG Diploma. (Engineering Design and Technology Management)"

P.3.2 Medium of Instruction

The Course is conducted in English.

P.3.3 Courses Offered

Please refer to **Annexure - 1**

P.3.4 Study Scheme – Modular Scheme

The course is delivered in modular form and assessed on module basis. In this scheme, the modules are delivered and assessed sequentially in accordance with the Course Time-table.

P.3.5 Academic Calendar

The Academic Calendar is drawn conforming to the mutually acceptable schedule

P.3.6 Course Duration**P.3.6.1 Normal duration of the course**

The normal duration of the M.Tech. Degree and PG Diploma is:

Three years in the Part-Time Route

P.3.6.2 Maximum duration of the programme

The maximum period a student is allowed to complete the course shall be double the normal duration of the programme, i.e., Six years for Part-Time students.

P.3.7 Admission of students**P.3.7.1 Eligibility:**

For M.Tech.,

Students sponsored by the industry/businesses/corporations must have passed BE, B. Tech. and M.Sc. in appropriate discipline or an equivalent examination by a recognized University in the appropriate discipline and secured at least 50% marks in the aggregate or equivalent CGPA.

For PG Diploma.

Students sponsored by the industry/businesses/corporations must have passed Diploma in relevant discipline by a recognized board with a minimum of cumulative of five years' experience in the industry.

P.3.7.2 Admission to Course

Sponsored candidates shall complete the admission procedure within the prescribed date by paying the prescribed fees and completing all other admission formalities notified by the University.

P.3.8 Annual Course Fee

Candidates are responsible for the payment of Course fees

The fees, once paid, will not be refunded under any circumstances.

The continuation of a student's registration in subsequent academic years is subject to payment of the prescribed course and registration fees for each of those years.

P.4 Credit Scheme and Credit Structure

P.4.1 Credit Definition

- a. For theory classes: one credit is equivalent to a total of 15 contact hours.
- b. For laboratory / field work / workshops / project work and allied activities: one credit is equivalent to a total of 30 contact hours.

A student is required to earn a total of 100 credits to become eligible for the award of the M. Tech. degree.

P.5 Curriculum

The curriculum includes the:

1. **Course specifications** document where the course aims, objectives, learning outcomes and detailed course structure are described; and
2. **Module specifications** document which contains the module title, learning outcomes, syllabus, teaching and learning methods and the assessment methodology for each of the modules.

P.5.1 Development of Course Curriculum

The Dean of the Faculty is required to establish a Board of Studies in a department that proposes to offer M. Tech., Degree and PG Diploma course. The Board of Studies (BoS) comprises a team of faculty members under the Chairmanship of a faculty member. The Chair and the members of BoS are nominated by the Dean of the Faculty. The BoS is responsible for formulating the curriculum of various modules for each M. Tech., Degree course offered by that department. The BoS is also required to seek and obtain the opinion of external academic and industry experts on the curriculum so formulated. The curriculum is then presented to the Academic Council for its approval before the course is offered by the University.

The curriculum for every course is reviewed by the BoS once in every 3 years i.e. after one complete delivery cycle, and approval of the Academic Council is sought again. The BoS is also required to review the module notes prepared by the members of the Faculty for every module, in every course, before delivering the module. A member of the faculty who formulates the curriculum of a module, delivers and assesses students undergoing that module is known as "**Module Leader**".

P.5.2 Curriculum Framework

The curriculum framework of the programme is given in **Annexure-2**

P.6 Module Details

P.6.1 Module Delivery

Module delivery includes, but is not limited to, the following:

1. Face-to-Face Lectures using Audio-Visuals
2. Workshops, Group Discussions, Debates, Presentations
3. Demonstrations
4. Guest Lectures
5. Laboratory/Field work/Workshop
6. Industry Visit
7. Seminars
8. Group Exercises
9. Project Exhibitions
10. Technical Festivals

P.6.1.1 Elective and Mandatory Modules

An Elective module maybe any one of the following:

1. Industry Internship
2. Seminar
3. Training
4. Student Competition
5. Visit to Industries and Exhibition
6. Teaching and Training

Mandatory Modules

A mandatory module maybe any one of the following:

1. Conference Publication
2. Journal Publication

P.6.2 Module Registration

Students shall register for the modules (i.e., department common, course specialisation, faculty common and elective module), group project and Dissertation in accordance with the procedure prescribed in M.Tech. / PG Diploma Academic Operations Manual. The student will earn the corresponding credit(s) upon successful completion of each module.

P.6.2.1 Module Delivery Structure

For students in the Part-Time route, the module is delivered from Monday to Friday three days a week according to the following table:

| Week-1 | Week-2 | Week-3 | Week-4 | Week-5 | Week-6 | Week-7 | Week-8 |
|-----------------|-----------------|-----------------|-----------------|------------|------------|-------------|--------------------------------------|
| Module Delivery | Module Delivery | Module Delivery | Module Delivery | Study Work | Study Work | Study Work | Assignment submission & Presentation |
| | | | | | | Examination | |

Prior to the commencement of a module a detailed Module Session Time-Table shall be issued to the students.

P.7 Student Project Details

A student should have earned 46 credits prior to registering for:

1. Group Project
2. Dissertation

P.8 Attendance Requirements

A student is required to have a minimum attendance of 85% to be eligible to write the examination and for assignment submission. Students who fail to achieve the minimum attendance will be declared as "FAIL". A failed student is required to re-register, attend the module and take up all the components of assessment at the next offering.

P.8.1 Condoning of shortfall in attendance

A shortfall in attendance, up to a maximum of 15%, may be condoned by the Dean of the relevant Faculty under special circumstances like medical emergencies, official posting from their industry/businesses/corporations, participation in sports, cultural activities, seminars, workshops and paper presentation etc. at the State, National or International level representing the University / Sponsoring industry and with the prior permission of the concerned Dean.

P.8.2 Examination attendance

Students are compulsorily required to achieve the minimum attendance requirements for all the examination components in each module they have registered. There is no provision for a re-examination or any kind of re-consideration.

P.9 Assessment

The Faculty Dean constitutes a **Board of Examiners (BoE)** for the purpose of assessment of students' performance. The BoE, comprising Internal and External examiners, is headed by a Chairman. Normally, the Head of the Department, offering the course, is the Chairman of BoE or any Professor of the Department nominated by the Dean. The Board of Examiners (BoE) is responsible for:

- Setting and review of question papers and evaluation of answer scripts
- Setting and review of Assignments and evaluation
- Laboratory/Workshop/Studio/Project/Internship assessment
- Supervision of Written Examinations and Conducting Laboratory Examinations

P.9.1 Module Assessment

Performance in every module will be assessed on the following two components:

Component - 1

Assignment (50% weight)

Component -2

Examination (50% weight)

The **Module Specifications (MS)** provide the details of Components-1 and 2.

A student is required to score a minimum of 40% in each of the components and 40% overall for successful completion of a module and for earning the corresponding credit(s).

P.9.1.1 Question Paper

The setting of question papers and assignments is the responsibility of the module teaching team.

Question papers and assignments for each module shall be reviewed and approved by BoE.

P.9.1.2 Second Assessment and External Review

Each student's work is first assessed by the module teaching team. All the answer scripts of a given module are to be assessed by a second examiner. 10% of the evaluated scripts will be further reviewed by an examiner who is external to the University. An External examiner will have

tenure of 3 years which can be renewed for a further period of 3 years. The first assessor or assessing team is required to fill in the evaluation data and write the Post Module Assessment Report (PMAR).

P.9.1.3 Feedback on Assessed work

The awarded marks and distribution pattern will be reviewed by the Dean of the Faculty before scheduling a face-to-face feedback session with the student. After completing assessment of the module, the module teaching team along with the concerned Head of the Department should provide face-to-face feedback to the student regarding his/her performance after handing over the assessed documents on a prescheduled day. After the feedback, the assessed documents are collected and deposited with the Examination and Assessment Unit of the Faculty.

P.9.2 Failure and Re-registration

A minimum of 40 % marks in the assignment and a minimum of 40% marks in the written examination are required for successful completion of a module. A student failing in any one of the components will be declared 'FAILED' in the module. A failed student who has fulfilled the attendance criterion is eligible to re-sit under the fast track scheme (refer P.9.3).

There is no provision for a re-examination or re-submission of any of the assessment components for a failed module.

A maximum of 3 attempts, including the first attempt, are permitted for successful completion of a module.

P.9.3 Fast Track Scheme

P.9.3.1 Background:

The Fast Track Scheme has been devised to provide a re-sit opportunity for failed students who have met the attendance requirement.

P.9.3.2 Details of Fast Track Scheme:

The details of the scheme are as under:

- a. The scheme is available for those students who are carrying out their Dissertation work but have a backlog of module(s).
- b. A schedule for the Fast Track scheme will be notified, well in advance, by the Academic Registrar (Faculty).
- c. A student can register for a maximum of TWO modules excluding the following:
 - i. Elective module

ii. Group project

- d. A student who has failed need not attend the classes and lab sessions but will have to appear for all the components of the module assessment, viz., written test, assignment, laboratory/ field work as the case may be.
- e. The assessment method is the same as that for regular modules. However, the marks awarded in any module that is attempted under the Fast Track scheme will be capped at 40% (pass class).

P.10 Programme Quality Monitoring**P.10.1 Staff Student Consultative Committee**

The Staff-Student Consultative Committee looks into the quality of the courses delivered by each Faculty. The committee comprises the Dean, Academic Registrar (Faculty), Administrative Registrar (Faculty), HODs, Class Representatives and other member(s) invited by the Dean. Committee meetings are scheduled after delivery of 2nd and 7th Module.

During the committee meetings the following issues are discussed and suitable action plans are initiated:

- a. Student Academic issues
 - I. Curriculum
 - II. Course Delivery
 - III. Module examination, Assignment and their Assessment
- b. Student Teaching and Learning Support
 - I. Programme Operations
 - II. Examination and Assignment
 - III. Library
 - IV. Information and Communication Technologies (ICT)
 - V. Laboratories and Workshops
- c. Student Amenities
 - I. Hostel and Cafeteria
 - II. Sports and Recreation
- d. Any other matter with the permission of the Chair

P.10.2 Subject Assessment Board (SAB)

SAB meetings are chaired by the Dean of the concerned Faculty. The Heads of Departments, Internal and External Examiners and an Observer nominated by the Vice Chancellor are the other members of SAB. The Subject Assessment Board meets once in six months during the course. The meetings will be scheduled by the Academic Registrar (Faculty). The Board objectively examines the module delivery, examination and evaluation processes to ensure academic standards based on data compiled for the six month period are met. The most important task is to review the standard of assessment and its comparability across modules. The Subject Assessment Board will confirm module marks after completing its review. Once the marks have been confirmed by SAB they must not subsequently be altered by any other Board, unless an error in transcription or an omission is discovered.

P.10.3 Programme Assessment Board (PAB)

PAB meetings are chaired by the Dean of the concerned Faculty. The Heads of Departments, Internal and External Examiners and an Observer nominated by the Vice Chancellor are the other members of PAB. The Programme Assessment Board meets at the end of the course. The purpose of the Programme Assessment Board is to make decisions on progression and awards for all students registered for the named award for which the Board is responsible. In reaching a decision on progression or an award, the Board must consider the overall performance of the student. The overall performance of the student is made up of subject marks which have been confirmed by the Subject Assessment Board.

P. 11 Award of Class

The final award will include a mention of class based on the average marks scored by the student during the course. The basis for awarding classes is shown in the Table below:

| Marks Range & Class | | |
|---------------------|------------------------------|--------------|
| Sl. no | Range of Marks | Class |
| 1 | 40.00 % to less than 49.50 % | Pass Class |
| 2 | 49.50 % to less than 59.50 % | Second Class |
| 3 | 59.50 % to less than 69.50 % | First Class |
| 4 | 69.50 % and above | Distinction |

The final average marks for the award of the Degree/Diploma will be based on the aggregate average marks scored of all the modules the student has successfully completed for the award of the Degree/ Diploma.

11.1 Announcement of Results

The office of the Academic Registrar (Faculty) will announce the results of the students on the Faculty notice board as well as on the University website.

11.2 Withholding of Results

Students' results may be withheld, if the student:

1. Has been subjected to disciplinary action and a decision is pending;
2. Is in debt to the University;
3. Has failed to meet the academic requirements

All pending results will be announced as soon as the issue in question is resolved to the satisfaction of the University.

P.12 Statement of Learning and Achievement (Transcript/Marks card)

Every student will be issued a Statement of Learning and Achievement (Transcript/Marks Card) at the end of the course containing the module code, module title, marks scored, credits earned and result.

The Statement of Learning and Achievement will bear the signature (facsimile) of Academic Registrar (University). The facsimile will be in the custody of the Academic Registrar (University).

P.12.1 Degree/ Diploma Certificate

The Degree/ Diploma certificate, issued under the University seal, will have the student's name, University roll number, name of the Degree/ Diploma awarded, subject specialization and class.

The Degree/ Diploma certificate will bear the signature (facsimile) of Vice-Chancellor.

P.12.2 Convocation

A Convocation ceremony will be held once every year. Students will be conferred their Degree/ Diploma by the Vice –Chancellor or his / her nominee (normally the Dean of the concerned Faculty) during the convocation ceremony. The Degree/Diploma will be awarded in the presence of the University's Mace.

Graduating students who are unable to attend the convocation, in person, can apply for award

of the Degree/Diploma *in absentia* after paying the prescribed fee.

P.12.3 Awards and Honors for students

P.12.3.1 University Awards

The University may recognise meritorious performance of students by conferring various awards.

These awards will be presented to students during the Convocation.

P.12.3.2 Donor Awards

For the award of prizes and medals instituted by donors the conditions stipulated by the donors will be considered by the Board of Management.

P. 12.3.3 Corrections in Statement of Learning & Achievement Certificates

Students can apply for correction in any transcript/marks card and degree certificate issued by the University within six months from the date of issue.

P. 12.3.4 Duplicate Transcripts and Degree/ Diploma Certificate

In the event of a student losing the original transcripts or Degree/ Diploma certificate, he/she can apply for the issue of re-printed documents. Re-printed transcripts will be issued against payment of the prescribed fee. The reprints will carry the caption "Duplicate".

P. 12.3.5 Inter-University transfer of students

Inter-University transfer of students is not permitted.

P.13 Other Academic Matters

P.13.1 Academic Calendar

The Academic Calendar will notify the important dates to assist students and Faculty members. These include dates for registration of courses/modules, deferral of a module or project(s) and last dates for withdrawal from courses. This will enable students to be well prepared, minimise their chances of missing module assessment and project assessment schedules and allow them to take full advantage of the flexibility provided in the module based system.

P.13.2 Missing a module / failure to complete a module:

If a student is unable to complete a module due to any reason leading to non-assessment, the student is required to re-register for that module in the next offering.

P.13.3 Withdrawal from Course

A student undergoing the course is allowed to withdraw at any point during the course of study

after submitting a request to the Academic Registrar (Faculty).

Permission to withdraw shall be given by the Academic Registrar (Faculty) after obtaining the approval of the Dean of the concerned Faculty.

Any fees and other charges collected for that academic year shall not be refundable.

At the student's request a Certificate will be issued for the modules successfully completed.

P.13.4 Termination from the course

A student will be directed to discontinue the programme and leave the University on the following grounds:

- a. Failure to meet the standards of discipline as prescribed by the University from time to time;
- b. Failure to complete the programme within the prescribed maximum duration permitted by the University's regulations.

P.13.5 Conduct and Discipline

The provision relating to discipline and code of conduct that applies to every member of the University is as described in Chapter 8 of the MSRUAS Statutes.

P.13.6 Intellectual Property

The provision governing Intellectual Property that is generated by a member of the University is as described in Chapter 9 of the MSRUAS Statutes.



Any other issues not covered in this document will be referred to Academic Council. The decision of the Academic Council in such matters shall be final.

These Regulations may be amended from time to time by the Academic Council and approved by Board of Management.

Failure to read and understand the regulations is not an excuse.



Annexure – 1**List of UoPC M.Tech. / PG Diploma. Offered for academic year 2014-15**

| No. | Courses | Faculty |
|-----|--|---------------------------------------|
| 1. | M.Tech. (Engineering Design and Technology Management) | Faculty of Engineering and Technology |
| 2. | PG Diploma. (Engineering Design and Technology Management) | |

Annexure 2
Curriculum Framework

| Modules | Credits | Duration (Weeks) |
|---|---------|---------------------|
| Department- Common Modules | | |
| 1. | 5 | 8 |
| 2. | 5 | 8 |
| 3. | 5 | 8 |
| Course - Specialization Modules | | |
| 1. | 5 | 8 |
| 2. | 5 | 8 |
| 3. | 5 | 8 |
| 4. | 5 | 8 |
| 5. | 5 | 8 |
| 6. | 5 | 8 |
| Faculty-Common Modules | | |
| 1. Principles of Management and Soft Skills | 3 | 4 |
| 2. Research Methodology | 3 | 4 |
| Elective Module (Any One 1) | | |
| 1. Probability and Statistical Methods in Engineering | | |
| 2. Development of UACE 2020 Applications | | |
| Group Work-Project | | |
| | 10 | 10 |
|) | | 2 |
| Mandatory Module (Any One) | | |
| 1. Conference Publication | | |
| 2. Journal Publication | 4 | 8 |
| | 100 | 138 |
| Note: | | |
| 1. Vacations and other activities shall be in accordance with the Time-Table for the corresponding batch. | | |