



**VINAYAKA MISSION'S  
RESEARCH FOUNDATION**  
(Deemed to be University under section 3 of the UGC Act 1956)



**VINAYAKA MISSION'S RESEARCH FOUNDATION**  
*(Deemed to be University under Section 3 of UGC Act, 1956), SALEM, INDIA*

## **REGULATIONS 2025**

**CHOICE BASED CREDIT SYSTEM (CBCS)**

**(FOR THE STUDENTS ADMITTED FROM 2025 – 26 ONWARDS)**

**BACHELOR OF ENGINEERING (B.E.)**  
**Regular Degree Programme for Working Professionals**

**Under**  
**FACULTY OF ENGINEERING AND TECHNOLOGY**

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# **VINAYAKA MISSION'S RESEARCH FOUNDATION**

**(Deemed to be University under Section 3 of UGC Act, 1956)**

**SALEM, INDIA**

## **VISION**

To impart knowledge to nurture leaders driven by research, innovation and excellence and to foster a diverse community committed to the well-being of humanity.

## **MISSION**

To empower learners through world-class, multidisciplinary education to become competent individuals who contribute to the society.

## **QUALITY POLICY**

VMRF (DU) commits to: A culture of Excellence through integrity, diversity, and empathy and to empower our community by integrating care, accountability and respect into our core operations.

VMRF (DU) commits to: An inclusive environment of learning, research and innovation by placing strong emphasis on ethical practices, social responsibility and continuous improvement in shaping future leaders who can contribute positively to the society.

**BACHELOR OF ENGINEERING (B.E.)**  
**REGULAR DEGREE PROGRAMME FOR WORKING**  
**PROFESSIONALS**  
**UNDER**  
**FACULTY OF ENGINEERING AND TECHNOLOGY**  
**REGULATIONS 2025**

**(FOR THE STUDENTS ADMITTED FROM 2025-26 ONWARDS)**

In exercise of the powers conferred by the Revised Memorandum of Association rules of the Vinayaka Mission's Research Foundation, Deemed to be University Salem, the Executive Council of the University hereby issues the following Regulations pertaining to the Regular Undergraduate Programme and the award of the Degree of Bachelor of Engineering (B.E) for the working professionals.

### **1. TITLE AND COMMENCEMENT**

These regulations shall be called "**Bachelor of Engineering (B.E.) – Regular Degree Programme for the Working Professionals – Regulations 2025**". These Regulations **come into force with effect from the Academic year 2025-26** and modifications if any may be approved by the Apex bodies of the University from time to time.

### **2. PREAMBLE**

The Degree of Bachelor of Engineering (B.E.) in Faculty of Engineering and Technology shall be awarded to a Candidate who, as per these regulations, has successfully undergone the Programme, passed the prescribed Examinations and thereby qualified to receive the Degree.

### **3. DEFINITIONS AND NOMENCLATURE**

In the Regulations, unless the context otherwise requires, certain terms used in the form of abbreviation and their meanings are as under.

3.1	AC	Academic Council, the highest academic body of the University, Headed by the Vice - Chancellor
3.2	AB	Absent
3.3	AICTE	All India Council for Technical Education, New Delhi.
3.4	B.E.	Bachelor of Engineering
3.5	EC	Executive Council -the highest governing body of the University.
3.6	BoS	Board of Studies of the University under the Faculty of Engineering and Technology.
3.7	Specialization	Discipline of B.E. Degree Programme, such as Mechanical Engineering, Civil Engineering, Electronics and Communication Engineering etc.
3.8	CBCS	Choice Based Credit System
3.9	CO	Course Outcomes
3.1	CoE	Controller of Examinations of the University.
3.11	Course	Subject of study offered by various departments.
3.12	Credit	Course work measured in units, based on hours conducted/week and content of course. 01 hour lecture/tutorial and 02 hour practical per week is equivalent to 01 credit.
3.13	Curriculum and Syllabus	Courses studied in each Programme that provides appropriate knowledge in the chosen branch. The curriculum and syllabus for study is as prescribed by the Board of Studies (BoS) with the approval of the concerned Academic Council (AC) based on the UGC / AICTE regulations.
3.14	Dean	Dean for the Faculty of Engineering and Technology of the University.
3.15	EA	External Assessment
3.16	HoD	Head of the Department of the Institution.
3.17	HoI	Head of the Institution or Principal of the Constituent Engineering College of the University.

3.18	Institution	Constituent Engineering College of the University
3.19	IA	Internal Assessment
3.20	MoE	Ministry of Education
3.21	MOOCs	Massive Open Online Courses
3.22	NEP 2020	National Education Policy 2020
3.23	NPTEL	National Programme on Technology Enhanced Learning
3.24	NSS	National Service Scheme
3.25	OBE	Outcome Based Education
3.26	PO	Programme Outcomes
3.27	Programme	Under Graduate Programme leading to the award of Degree  B.E. Approved by UGC, AICTE and the University
3.28	PSO	Programme Specific Outcomes
3.29	RRC	Red Ribbon Club of the Institution
3.30	RA	Re-Appear
3.31	SWAYAM	Study Webs of Active Learning for Young Aspiring Minds is a programme of the MHRD, Government of India.
3.32	Teacher	Professors, Associate Professors, Assistant Professors, Pro-term Lecturers and other persons engaged in teaching of the students and assisting the students in the conduct of studies and Research in the College / University
3.33	ToC	Transfer of Credit
3.33	UG	Under Graduate
3.34	UGC	University Grants Commission
3.35	VMRF	Vinayaka Mission's Research Foundation, Deemed to be University, Salem, Tamil Nadu, India
3.36	VC	Vice-Chancellor of the University
3.37	YRC	Youth Red Cross of the Institution

## **4. DURATION OF THE PROGRAMME**

### **4.1. B.E-REGULAR DEGREE PROGRAMME FOR WORKING PROFESSIONALS**

The duration for the Bachelor of Engineering (B.E.) REGULAR DEGREE PROGRAMME for working professionals is for a period of **3 years (6 semesters) and not more than 6 years (12 semesters)**.

**4.2.** The Total duration for completion of the Programme starts from the commencement of the First Semester to which the student was admitted and shall not exceed the maximum duration specified. In compliance with the UGC norms, no Student will be allowed to complete B.E. in less than 6 Semesters. The above-mentioned time duration is counted excluding the Semesters withdrawn on medical grounds etc.

**4.3.** The academic year is divided into Two Semesters; Odd Semester normally starts from July to December and the Even Semester from January to June.

## **5. MEDIUM OF INSTRUCTION**

The Medium of instruction for all academic activities is English, except for Language courses other than English.

## **6. FEE STRUCTURE**

The fee structure for the Programmes shall be fixed by the Committee constituted for this purpose by the University from time to time.

## **7. ADMISSION ELIGIBILITY**

**7.1 B.E.-Working Professionals** -The Candidate seeking Admission to the First Semester of B.E. Regular Degree Programme for Working Professionals should have passed Diploma as per the AICTE Guidelines.

**7.2** The Candidates seeking admission to the First Semester of B.E. Regular Degree Programme for Working Professionals should have a Minimum of **1 Year Full Time Work Experience** in a Registered Firm/Company/Industry/Educational or Government or Autonomous Organization.

## **8. PROGRAMMES OFFERED**

The programmes for working professionals offered by the University in Faculty of Engineering and Technology are subjected to addition or removal depending on the decision taken by BoS and further approval of the University.

## **9. SELECTION OF STUDENTS**

Guidelines issued from time to time for selection of Students for admission in Constituent Colleges of the University are followed for admitting eligible Students in various UG Programmes. Applications received are checked for completeness and a Merit list based on the Marks obtained in Qualifying Examination is prepared. The students are admitted as per the Merit List.

## **10. REGISTRATION**

A Candidate admitted in the UG Programme in the Constituent Engineering Colleges of the University shall register with the University by remitting the prescribed Fees along with the Application form for registration duly filled in and forwarded to the University through the Head of the Institution within the stipulated date.

## **11. REVOKING / CANCELLATION OF ADMISSION**

The students provisionally admitted to any programme shall submit their original mark sheets, provisional certificates, degree certificates, transfer certificate etc., whichever is applicable, of the qualifying examination and any other documents required by the Director of Admission, within the last date specified for the purpose by the University.

The Registrar, on recommendation of the Director of Admission or Dean can cancel the admission of any student who fails to submit the prescribed documents within the specified date or to meet the other stipulated requirement(s). The Registrar may also cancel the admission, at any later time, if it is found that the student had supplied false information or suppressed / misrepresented / forged relevant information while seeking admission or thereafter and report the matter to the Vice Chancellor.

## **12. MODE AND TIMINGS FOR CONDUCT OF CLASSES:**

As per the AICTE guidelines for working professionals with effect from Academic year 2025 – 26 as per **Annexure - I**.

## **13. COMMENCEMENT OF THE PROGRAMME**

The Academic Year for the courses shall commence in the month of July every year except First Year. The First-Year classes shall commence in the month of August or as decided by the regulatory bodies and the University.

## **14. WORKING DAYS IN A SEMESTER**

Each semester normally consists of **90 working days or 450 hours** inclusive of end semester theory & practical examinations and 75 teaching days.

## **15. MIGRATION**

Migration / Transfer of students from any other engineering college or university to the constituent colleges of VMRF (DU) may be admissible on any genuine ground subject to the availability of vacancy in the college where migration is sought and fulfilling the requirements of the University. The eligibility criteria and credit transfer for the completed courses as decided by the course equivalence committee constituted for this purpose shall be applicable for such students

## **16. BREAK OF STUDY**

**Two semesters or One Year break of study may** be allowed in the entire duration of the course for genuine reasons beyond the control of the student like natural calamity, serious health problems etc. For a maximum continuous duration of 2 semester's break of study alone will be admissible. If a student is declared not eligible for appearing in examination for lack of minimum attendance percentage or due to any misconduct, the period spent in that

semester will not be considered as Break of Study. Details about Break of study will be intimated to the CoE office before the registration for end semester examination through HoI.

**During the Break of Study**, a student:

- a. Cannot attend any regular classes.
- b. Can re-appear for the 'End Semester Final Examination' for such courses in which he/she might have obtained 'U' Grade.

## **17. RE-ADMISSION**

A Student who undergoes a break in studies in the current semester (Odd/Even) can get readmitted only in the subsequent corresponding (Odd/Even) semester in the next academic year only. The Candidate who rejoins after the break shall be governed by the rules and regulations in force at the time of re- joining. The Vice – Chancellor is vested with the power to permit the break or discontinuation and re-joining the course for which the candidate must apply in the prescribed form duly recommended by HoD and HoI with mapping of the Courses already passed before discontinuation and to be passed in the forthcoming Semesters along with necessary supporting documents.

## **18. EXIT OPTION**

The institution intends that all students graduate with an undergraduate degree. However, students who join the 3-year B.E. / B. Tech. degree working professionals' program can opt for a Diploma at the end of the 1<sup>st</sup> year after successfully completing the specified number of credits. The students opting for exit option shall submit the application in the prescribed format to the HoD. HoD and HoI shall recommend and forward the application to the Registrar for approval. The detailed guidelines are presented in **Annexure -II**.

## 19. PROGRAMME STRUCTURE

The structure of curriculum related to each Programme complying with the Choice Based Credit System (CBCS) and Outcome Based Education (OBE) framework shall be submitted to the Academic Council for approval based on the recommendation of BoS for different programmes.

Each Programme shall have a Curriculum in accordance with OBE framework comprising of Theory, Theory cum Practical and Practical courses and Syllabus designed as per Blooms' Taxonomy Level for the achievement of POs as stated in **Annexure - III** and PSOs.

### **Definition of Credit:**

1 Hour Lecture (L) per week	1 Credit
1 Hour Tutorial (T) per week	1 Credit
2 Hours Practical (Lab) per week	1 Credit

**19.1 Range of Credits**– A minimum of **125 credits** is required for a student to be eligible to get awarded with B.E Regular Degree Programme for Working Professionals.

**STRUCTURE OF BACHELOR OF ENGINEERING PROGRAMME**  
**FORWORKING PROFESSIONALS**

<b>Sl. No.</b>	<b>Category of Courses and Credits</b>	<b>Types of Courses</b>	<b>Suggested Breakup of Credits (min – max)</b>
1.		Humanities and Social Sciences	3
2.	<b>A. Foundation Courses (9)</b>	Basic Science courses, Engineering Science courses including workshop, drawing, basics of electrical / mechanical /computer etc.,	6
3.	<b>B. Professional Core (62)</b>	Core courses	62
4.	<b>C. Elective Courses (36)</b>	Professional Electives/Specialization Electives <b>Industry Electives:</b> Industry Designed/ Industry Supported/ Industry Sponsored courses / Industry Integrated Vocational Skill Development Courses Open Electives Innovation and Entrepreneurship Interdepartmental Open Electives including Management courses Special Electives (Any one)      Lean Six Sigma Project Management and Team Work University Multidisciplinary Open Electives	12 – 15 3 – 9 2 3 – 9 3 - 9 3 1
5.	<b>D. IKS (2)</b>	Indian Knowledge Systems	2
6.	<b>E. DT (1)</b>	Design Thinking	1
7.	<b>F. Courses for Presentation of technical Skills related to the specialization (11)</b>	Mini Project  Project Work	3  8
8.	<b>**G. Mandatory Courses (4) (to be completed 1<sup>st</sup> to 6<sup>th</sup> semester)</b>	Research Methodology Environmental Sciences Indian Constitution Yoga and Meditation	1 1 1 1
<b>Minimum Credits to be earned</b>			<b>125</b>
<b>** The credits earned in category ‘G’ Courses will not be counted in CGPA calculation.</b>			

## **20. COMPONENTS OF CURRICULUM**

### **20.01 Category A - Foundation Courses (FC)**

The Courses in this Category belong to Humanities and Social Sciences, Basic Science courses, Engineering Science courses including workshop, drawing, basics of electrical / mechanical /computer etc.,

### **20.2 Category B – Professional Core Courses (PCC)**

The courses related to the programme are called core courses and the same has to be selected by the students in every semester in consultation and guidance of their mentor / faculty advisor. A student may also opt for core courses offered through MOOCs (Massive Open Online Courses), SWAYAM, NPTEL etc. and the credits earned after successful completion of the courses will be recommended by HoI for transfer of credits and endorsement in marks statement. The credits earned in this category will be used for overall CGPA calculation.

### **20.3 Category C – Elective Courses (EC)**

#### **20.3.1. Professional Elective courses relevant to chosen specialization**

Programme specific professional electives are courses which are not offered under professional core courses. These courses may not have any prerequisites and can be chosen as and when required by the students. A student may also opt for programme specific professional elective courses offered through MOOC, SWAYAM, NPTEL etc. and the credits earned after successful completion of the courses will be recommended by HoI for transfer of credits and endorsement in marks statement. The credits earned in this category will be used for overall CGPA calculation.

#### **20.3.2 Industry Electives**

##### **20.3.2.1 Designed / Industry Supported / Industry Offered / Industry Sponsored courses**

Courses which are designed / supported / offered / sponsored by the industries and are included in curriculum through Board of Studies are coming under this category. Generally, these

courses are meant to equip the students with necessary theoretical as well as practical skills related to the requirements of industries for placement on completion of degree programme.

#### **20.3.2.2 Industry Integrated courses**

Courses which are designed and offered by the industries, and assessed jointly by the University and industries are included in curriculum as industry integrated courses and may belong to any of the categories mentioned above. The curriculum and syllabus of these courses are designed by the industries and approved by the BoS and Academic Council. The courses are offered by the experts from Academia and Industry. The continuous assessment will be done by the industry. The end semester examinations will be conducted by the University and grades will be awarded. The list of industry integrated courses will be updated time to time.

#### **20.3.2.3 Vocational Skill Development Courses**

Vocational Skill Development Courses (SoP is outlined in **Annexure – IV**) are designed to provide individuals with practical, job-oriented skills. These courses aim to equip learners with the expertise needed for specific trades, professions, and industries, often focusing on hands-on training and real-world application.

### **20.3.3 Open Electives**

#### **20.3.3.1 Courses on Innovation and Entrepreneurship**

The Courses offered in this category include courses related to Innovation, Entrepreneurship, Skill Development, Startups and Intellectual Property Rights (IPR), etc.

#### **20.3.3.2 Interdepartmental Open Electives including Management courses**

The courses offered in this category include courses on emerging areas which are interdisciplinary in nature like 3D Printing, Artificial Intelligence, and Internet of Things etc. including Management courses.

### **20.3.3.3 Special Electives**

The Courses offered in this category include Courses on Lean Six Sigma, Project Management and Team work. These Courses do not have any Prerequisite condition and can be chosen as and when desired by the students.

### **20.3.3.4 University Multidisciplinary Open Electives**

University may also offer multi-disciplinary open elective courses which will be offered to all students of the university irrespective of the discipline he/she belongs. e.g. Students from Faculty of Engineering and Technology can take courses offered by the Faculty of Medicines, Faculty of Allied Health Sciences, Faculty of Pharmacy etc. and vice-versa,

**Open Elective courses do not have any prerequisite condition and can be chosen as and when desired by the students. A student may also opt for open elective courses offered through MOOCs (Massive Open Online Courses), SWAYAM, NPTEL etc. and the credits earned after successful completion of the courses will be recommended by HoI for the credit transfer and endorsement in marks statement. The credits earned in this category will be used for overall CGPA calculation**

## **20.4 Category D - Indian Knowledge Systems**

The Indian Knowledge System (IKS) represents a vast and diverse body of knowledge developed over centuries in India, encompassing various fields like philosophy, science, technology, and the arts. It's characterized by its focus on interconnectedness, holism, and the pursuit of knowledge for the well-being of all.

## **20.5 Category E - Design Thinking**

Design thinking course teaches how to use the design thinking process to solve problems creatively and innovatively. This course focuses on understanding user needs, defining problems, generating ideas, prototyping solutions, and testing them. It also covers the different stages of design thinking, including empathy, define, ideate, prototype, and test.

## **20.6 Category F–Courses for Presentation of Technical Skills related to the specialization**

### **20.6.1 Mini – Project**

The students must involve in a mini-project which will provide sufficient preliminary exposures including industrial applications for developing skills in handling engineering projects and also to build strong foundation on theoretical i.e. literature review and methodology to be adopted to do his/her **final semester** project. The procedure adopted for evaluation of this mini-project will be same as mentioned for **final semester** project. The students should be encouraged to do industry sponsored project.

### **20.6.2 Project Work**

The student must represent his earned Knowledge in the Engineering Programme by doing a quality Project in his/her last Semester of the Programme of Study. This Project Work should be done under the Regular guidance of Faculty Supervisor. In case of an Industry Sponsored Project, a Co-Supervisor from the Industry will also be involved and there should be a regular interaction between the Student and Supervisor and the proceedings should be recorded periodically. Once in a Month the Student must report to the Faculty Supervisor with attendance report from Co- Supervisor and present progress and latest status of his/her Project with the help of a Power Point presentation in the presence of HoD. The progress and presentations in the Semesters will be used for internal evaluation and allocating Internal Assessment Marks and End Semester Examination will be used for External Assessment Marks. The Credits earned in this Category will be used for overall CGPA calculation.

## **20.7 Category G– Mandatory One– Credit Courses**

The courses under this category have one credit each but will not be Included for CGPA calculations. Courses like Research Methodology, Environmental Science, Indian Constitution, Yoga and Meditation are included under this category **FOUR courses** have to be completed by the student in his/her study of the programme.

## **21. BLENDED MODE OF LEARNING & ADOPTION OF SWAYAM COURSES**

Students are allowed to take a **maximum of 40% of the** total number of credits of 120 to be earned as per the curriculum, which are offered through MOOCs like NPTEL/SWAYAM. The credits earned should be transferred in mark sheet on successful completion of the courses and recommendations by the Transfer of Credit (ToC) committee constituted for this purpose. The credits earned for the courses completed through MOOC like NPTEL/SWAYAM will be used for overall CGPA calculation. Scores of the MOOC courses completed by the students on permitted platforms are valid till 1 year. Please refer **Annexure-V** for the Standard operating procedure.

Over and above the maximum limit of 40% of the total number of credits of 120, the students if interested can take any number of courses offered through MOOCs like NPTEL/SWAYAM. Credits earned on successful completion of these courses will be transferred in mark sheet as extra credits earned and will not be used for overall CGPA calculation

## **22. COURSE REGISTRATION IN A SEMESTER**

### **22.1 REGISTRATION OF COURSES**

**22.1.1 Registration Process:** The students will register courses to be studied in a semester (Even/Odd) in their department in first week of commencement of semester or whenever it is asked for. The selection of courses should satisfy the minimum credit requirement for each category of courses. This may also be discussed during first class committee meeting in presence of Mentor and allotted Mentee. Faculty advisor of the class may also assist in planning and selection of the courses for registration in the semester.

**22.1.2 Minimum and maximum credits:** In a semester, a student can register new courses for minimum 14 credits and maximum 30 credits for regular as well as on line classes (in case of blended mode of learning) except in final semester. Registration of courses will not include courses registered in NPTEL/ SWAYAM.

The criteria for registration of courses for minimum 14 credits will not be applicable for those students who are having less than 14 credits to be earned for awarding of degree. In such cases, the students will be allowed to register for the remaining courses for less than 14 credits. The limit of Maximum 30 credits will not include courses of reappearance i.e. courses could not be completed successfully in previous semesters. The students can register any number of courses for reappearance.

#### **22.1.3 Dropping of registered course:**

The students are at liberty to drop the course of reappearance and can choose a new course. The student has to attend the classes of the new course and has to satisfy the requirement of internal as well as external assessment.

**22.1.4 Compensatory Courses:** The system of compensatory courses is meant only for those students who are unable to cope up with the academic vigor and hence fails to secure 75% attendance in 1 or 2 courses in a semester while maintaining an attendance of 75% and above in the remaining courses. Students can register those 1 or 2 courses under Compensatory Courses in the forthcoming semesters subject to the following conditions:

- a) Compensatory courses are conducted only for a student who is ‘Detained from Study’ and/or due to lack of attendance of 75% minimum.
- b) Compensatory courses may be announced after the publication of results, by the respective Department, by the HODs, with the approval of the HoI.
- c) Student has to register for the Compensatory Course and pay the prescribed fee for the Compensatory Courses within the specified time limit. A maximum of two Compensatory Courses alone will be permitted to be registered by a student during the semester next to the semester of detainment.
- d) Withdrawal from Compensatory courses is not permitted.
- e) These Compensatory courses will be held either during weekends or in evenings after the regular class duration.

- f) A student has to obtain a minimum of 75% attendance in each of these courses.
- g) A student has to score the minimum passing criterion to be declared 'Pass' in that course.
- h) Students cannot demand a compensatory course for a course in any semester as a matter of right. Compensatory courses will be conducted subject to availability of faculty, class rooms and logistics.
- i) Students who have done a Compensatory Course will not be considered for rank, medal or distinction.

## **23. ASSESSMENT**

### **23.1 Learning Assessment Procedure**

All Assessments are designed based on Revised Bloom's Taxonomy levels of Thinking and Learning. The Learning of a Student is assessed and evaluated twice in an academic year at the end of Odd /Even Semester respectively, and shall have learning assessments from the following perspectives with respect to all courses:

- (a) Evaluation with respect to knowledge.
- (b) Evaluation with respect to Understanding.
- (c) Evaluation with respect to skill.
- (d) Evaluation with respect to Applications.
- (e) Higher Order Thinking Skills Registration for end-semester final examination for all courses enrolled in that semester is mandatory.

The student's learning in each course, in general, is assessed (Formative) and evaluated (Summative) based on In-Semester continuous learning assessment (Internal assessment) and End-Semester Final Examination.

### **23.2 Internal Assessment (IA)**

60% Weightage of the Total Marks will be used for Internal Assessment of the Students by the Faculty in charge / Course handler in Theory as well as Practical courses. An In- Semester continuous learning

assessment (also known as Internal Assessment Test) is spread through the duration of course and is done by the Faculty Member facilitating the course. The Internal Assessment Marks will be calculated based on the following guidelines.

S.No.	Description	Marks
01	Internal Assessment Test– 01 & 02 and Model Exam (10Marks each)	30
02	Seminar/Technical Quiz	20
03	Assignment/Project	10
<b>Total Marks</b>		<b>60</b>

### **23.3 Improvement of Internal Assessment Marks**

In order to provide a fair academic opportunity and to encourage continuous learning, the institution proposes a policy to allow students to improve their internal assessment marks in subsequent semesters. This policy is framed keeping in view the academic regulations, quality standards, and student welfare, and shall be applicable subject to the approval of the Office of the Controller of Examinations. The guidelines for the improvement of the Internal Assessment Marks are presented in **Annexure – VI**.

### **23.4 External Assessment (EA)**

40% Weightage of the Total Marks will be used for External assessment of the **students and it will be mandatory for the student to appear in the Exam. The Examination** may be conducted Online/Offline depending on the prevailing situation.

### **23.5 Eligibility for End Semester Examinations**

The student maintaining minimum 75% attendance percentage in each course will only be eligible for appearing in end semester examinations. If a student does not have a minimum of 75 % attendance in 3 or more courses in a semester, he will not be allowed to enroll for current semester examinations and has to undergo a year of break in studies. In exceptional emergency cases, HoI will examine the case, based on the documents submitted by the student, facts and circumstances and may permit him/her

with attendance percentage of 65% and above but below 75% to appear in the examinations with condonation fee as decided by the fee fixation committee of the University.

Those students who have not deemed to have completed the semester due to lack of attendance, shall repeat that semester in the next academic year by following the re-admission / re-join procedure.

### **23.6 Supplementary Examinations**

In order to facilitate timely graduation and improve academic progression, supplementary examinations shall be conducted for final year students of Engineering and Technology programs as per the guidelines detailed in **Annexure VII**.

## **24. PASSING REQUIREMENTS – THEORY & PRACTICAL COURSES**

A candidate securing not less than 50% of total marks (Internal Assessment (IA) + External Assessment (EA)) prescribed for the course in both theory and / or practical courses in addition to securing a minimum of 40% each in IA and EA will be declared to have passed the Examination.

For lab embedded theory courses, student should compulsorily appear for both theory and practical Examination. He / She has to secure a minimum of 40% each in IA and EA and a total of 50% (IA+EA) in (Theory and practical) individually to pass in the lab embedded theory courses, failing which he/she needs to reappear for the entire course (both Theory and Practical).

## **25. ELIGIBILITY FOR AWARD OF DEGREE**

A student shall be declared to be eligible for the award of the B.E./B.Tech. Degree if he/she has

- a) Registered and successfully completed the courses and has earned the minimum credit requirements for the respective engineering programme.
- b) Successfully acquired the required learning credits as specified in the curriculum corresponding to the branch of his/her study within the stipulated time duration.
- c) No disciplinary action is pending against him/her.

## **26. SPECIALIZATIONIN B.E. DEGREE PROGRAMME**

If a student earns 15 credits in program specific specialization electives and fulfilling the minimum requirement of credits for the award of the B.E. Degree, he / she shall be awarded with an additional certificate of recognition for SPECIALIZATION. These credits can also be earned through MOOCs. For example, B.E. in parent disciplines Mechanical Engineering with an additional certificate for Specialization in “Renewable Sources of Energy”.

## **27. MICRO-CREDENTIALS**

Micro-credentials are short-term, focused credentials that verify a learner's acquisition of specific skills or knowledge. They are distinct from traditional courses and offer a more concise way to acquire or update skills. These Micro-credentials can be used to demonstrate a specific competency to employers or other stakeholders or help the students to become entrepreneurs. The Micro-credentials may be of 1, 2 or 3 credits. The students can undergo such courses offered by the University, MOOC platforms or by any external agencies approved by the University. The credits earned will be mentioned in the mark sheet as extra credits. This will not be accounted for CGPA calculations. SoP is outlined in **Annexure – VIII.**

## **28. CLASSIFICATION OF PERFORMANCE**

Classification of performance of Students in the Examinations pertaining to the Courses in a Programme is done on the basis of numerical value of Cumulative Grade Point Average (CGPA). The concept of CGPA is based on Marks, Credits, Grade and Grade points assigned.

### **28.1 Mapping of Marks to Grades**

Each Course (Theory/Practical) is to be assigned 100 Marks, irrespective of the number of Credits, and the mapping of Marks to grades may be done as given in the following table.

Assigned Grade	GradePoints(GP)	RangeofMarks
O++	10	95-100
O+	9.5	90-94
O	9	85-89
A++	8.5	80-84
A+	8	70-79
A	7	60-69
B+	6	55-59
B	5.5	51-54
C	5	50
U	ABSENT(Failure due to non-appearance in examination)	
	REAPPEAR (Failure due to insufficient marks in the course)	

## 28.2 Semester Grade Point Average (SGPA)

Each Student is assigned a Semester Grade Point Average (SGPA) on completion and declaration of result of a Semester.

$$SGPA = \frac{\sum(C_i * G_i)}{\sum C_i}$$

Where  $C_i$  is the credit for a course in that Semester and  $G_i$  is the Grade Point earned by the student for that course. The SGPA is rounded off to two decimal numbers and calculated on all courses appeared including courses in which 'RA' grade is obtained.

## 28.3 Cumulative Grade Point Average (CGPA)

The overall performance of a student at any stage of the Degree Programme is evaluated by the Cumulative Grade Point Average (CGPA) up to that point of time and is calculated on the courses which are successfully completed.

$$CGPA = \sum_j \left\{ \frac{\sum_i (C_{ij} * G_{ij})}{\sum_i C_{ij}} \right\}$$

## **29. CLASSIFICATION OF SUCCESSFUL CANDIDATES FOR AWARD OF DEGREE**

### **29.1 First Class with Distinction**

A Student who qualifies for the award of Degree and passed the Examination in all registered courses in his / her first appearance within Three years for Students securing a CGPA of not less than 8.00 shall be declared to have passed in First Class with Distinction.

**29.1.1** A Student who qualifies for the award of Degree and passed the Examination in all registered courses in his / her first appearance within Four years including the authorized Break of Study of One year and securing a CGPA of not less than 8.00 shall be declared to have passed in First Class with Distinction.

### **29.2 First Class**

**29.2.1** A Student who qualifies for the award of Degree and passed the Examination in all registered courses within Three years and securing CGPA of not less than 6.5 shall be declared to have passed in First Class.

**29.2.2** A Student who qualifies for the award of Degree and passed the Examination in all registered courses within Four years including the authorized Break of Study of One year and securing a CGPA of not less than 6.5 shall be declared to have passed in First Class.

### **29.3 Second Class**

All other Students not covered above and who qualifies for the award of B.E. Degree and passed the Examination in all the registered courses shall be declared to have passed in Second Class.

## **30. RANKING**

Student's obtaining Top 3 Positions in CGPA ranking in a Programme at the University level will be considered as a Rank Holder. They should have passed all the prescribed Courses in the First appearance and should have obtained a CGPA of 8.0 and above. The Student should also have clean records of discipline during the period of Study. Special Certificates will be given to Rank Holders.

### **31. MODIFICATIONS OF REGULATIONS**

These Regulations are subject to modifications from time to time as per the decisions of the apex bodies of the University.

**ANNEXURE - I**  
**GUIDELINES FOR WORKING PROFESSIONALS**



**Approval Process 2024-25**  
**Guidelines for Working Professionals**  
**(Engineering & Technology)**

**Guidelines for Working Professionals in AICTE Approved Institutions  
for Diploma, UG and PG Courses in Engineering & Technology  
(w.e.f. A/Y 2024-25)**

AICTE Approved Institutes fulfilling the criteria mentioned below are eligible to run Diploma, UG (B.E/B.Tech) and PG (M.E /M. Tech) Courses from the A/Y 2024-25 for working Professionals ONLY in the approved disciplines/Courses. As per the Provisions of the Approval Process Handbook 2024-25 to 2026-27 following guidelines are applicable to run the courses w.e.f. A/Y 2024-25 ONLY with the Approval of AICTE.

<b>1. Eligibility Criteria for the Institutes for Obtaining AICTE Approval</b>		
Institutions having more than 80% average enrollment in last 3 years (Enrollment of First Year Only shall be considered (Lateral Entry Admission shall not be considered) for calculating Average Enrolment.  (OR) Institutions operating in Aspirational Districts (as per the latest list notified by NITI Aayog).  (OR) Institutions belonging to Jammu, Kashmir and Leh/ Ladakh and NER States.		
<b>2. Courses &amp; Intake</b>		
i	Number of Permitted Courses	Maximum Three Courses per Institute/Level
ii	Permitted Intake per Course	15/30 (PG-Level Course) 30/60 (Diploma/UG Level Course) (Supernumerary in nature)
ii	Minimum Admission Required to Run the Course	1/3 of the Approved Intake in each course
<b>3. Eligibility for Admission</b>		
i	Professionals working in Registered Industry / Organization (Central / State) / Private/ Public Limited Company / MSMEs located within 50 KM radial distance from the Institute.	
ii	Minimum of ONE Year Full time / Regular working Experience	
iii	Qualification Same as candidates eligible for Lateral Entry to Second Year (As Specified in Approval Process Handbook published by AICTE from time to time)	



## Approval Process 2024-25

### Guidelines for Working Professionals

#### (Engineering & Technology)

<b>4. Duration of the Course</b>	
i	<p><b>Diploma Level:</b> Same as Lateral Entry to Second Year with a total course duration NOT less than TWO years and shall fulfill the total contact hours as prescribed by the Affiliating Body/Board/University for completion of duration of the course.</p> <p>(or)</p> <p>Same as Lateral Entry to Second Year with at least minimum of one semester extra to fulfill the total contact hours as prescribed by the Affiliating Body/Board/University for completion of duration of the course.</p>
ii	<p><b>Under Graduate Level:</b> Same as Lateral Entry to Second Year with a total course duration NOT less than THREE years and shall fulfill the total contact hours as prescribed by the Affiliating University for completion of duration of the course.</p> <p>(or)</p> <p>Same as Lateral Entry to Second Year with at least minimum of one semester extra to fulfill the total contact hours as prescribed by the Affiliating University for completion of duration of the course.</p>
iii	<p><b>Post Graduate Level:</b> Total course duration NOT less than TWO years and shall fulfill the total contact hours as prescribed by the Affiliating University for completion of duration of the course.</p>
iv	Timings for conduct of classes normally shall be in the evening hours/any flexible convenient timings in alignment with timings of Industry / Organization.
v	Mode of Conduct of Classes shall be as applicable for Regular Programs as defined in the AICTE Public Notice Vide. No. AICTE/AB/Academic/2020-21, dated 13th August, 2020 (In Regular Face to Face Mode).
<b>05 Academic Requirements</b>	
i	Total Credits as specified in the AICTE Model Curriculum (or) Affiliating University are required to be earned for getting the Degree
ii	Syllabus shall be same as applicable to regular students.
iii	As per the AICTE Regulation up to 40% of credit transfer is permitted through MOOCs / SWAYAM. However for Diploma level institutes, other MOOCs platform similar to NPTEL/SWAYAM recognised by State/Central Government may also be considered.
iv	Examination shall be same as the regular students.



## Approval Process 2024-25

### Guidelines for Working Professionals

#### (Engineering & Technology)

<b>06</b>	<b>Faculty &amp; Staff Requirement</b>
i	As per the prevailing AICTE Norms. Existing Faculty in the Institute / Industry Experts with requisite qualification as per AICTE Norms are permitted with additional remuneration / honorarium as per the Affiliating University / State Government / Institute Norms.
ii	Existing staff (Technical / Supporting) are permitted with additional remuneration / honorarium as per the Affiliating University / State Government Norms.
<b>07</b>	<b>Infrastructure Requirements</b>
	Existing Infrastructure can be used. No additional Infrastructure is Required.
<b>08</b>	<b>Mode of Admission or Admission Policy</b>
i	As per the University /State Admission Policy. In absence of any such Admission Policy, Institute can devise transparent mechanism for short listing the eligible candidates in a highly transparent manner based on Merit of the Qualifying Examination.
ii	Reservation Policy of the respective State/UT is applicable. However, One Seat in Every Institute Shall be Reserved for Candidates working in Central Government Organizations / Industries /Companies / Autonomous Organizations purely on MERIT Basis. In absence of any such Candidates the vacant seat may be transferred to General Category.  Note: If any seats are vacant after the last round, candidates from other States/UTs may also be considered for admission, if they reside within a 50 KM radial distance from the institute.
<b>09</b>	<b>State Government, Board &amp; University Requirements</b>
	State Government, DTE (Board) & University (as applicable) should devise a mechanism to affiliate the Working Professionals admitted in AICTE Approved Institutes for Courses under this Policy of AICTE.
<b>10</b>	<b>Other Requirements</b>
	AICTE Approved Institutes shall fulfill any other requirements as specified / required which are notified from time to time.
<p>NOTE-1: Above Guidelines are also applicable to State Public Universities/State Private Universities, provided, ONLY if they are having Approval of AICTE.</p> <p>NOTE-2: UGC Norms /Guidelines /Rules (If any) are also applicable.</p>	

## **ANNEXURE- II**

### **GUIDELINES FOR MULTIPLE ENTRY & MULTIPLE EXIT OPTIONS**

#### **General Guidelines**

- A student will be allowed to exit a programme upon meeting the minimum requirements for exit at the respective level.
- A student will be allowed to re-enter a programme only at the beginning of an odd semester (or academic year).
- Upon re-entry into a programme, the student must surrender the previously obtained certificate (UG Certificate/ UG Diploma used for re-entry) to the Institute. This certificate will not be returned if the student earns a higher certificate, or diploma, after re-entry.
- Skill Development Programmes:
- Departments shall design the relevant skill development programmes to meet the credit requirement for Diploma in consultation with academia/industry.
- Departments can also identify skill development programmes offered by other institutions, industries or online platforms for meeting the requirements of Diploma.
- The skill development programmes approved by the BoS and the Academic Council only have to be offered.

#### **Course Mapping:**

- The Course Equivalence Committee shall map the credits acquired by the student with the applicable curriculum course category-wise when a student re-enters a programme.
- The student must acquire the deficit credits in each course category as per the applicable curriculum.

#### **NCrF Credit Levels**

1. School Education : Up to Level - 4
2. Higher Education:
  - Undergraduate : Levels- 4.5,5.0,5.5, and 6.0
  - Postgraduate : Levels- 6.0,6.5, and 7.0
  - Ph.D.: Level - 8

**The various entry/exit options for B.E./B.Tech.programmes are detailed in the following Table**

<b>Year of Study</b>	<b>Programme Level</b>	<b>Entry Requirement</b>	<b>Exit Requirements [Credits, (C) +Additional Requirements]</b>	<b>Degree / Certificate Awarded</b>
Beginning of 1 <sup>st</sup> year	5	VMRF Admission Norms	NA	NA
After 1 <sup>st</sup> year of joining the programme	5	NA	40 C + Skill development Programme for 4 C in the relevant area of Engineering	Undergraduate Diploma in Engineering
Beginning of 2 <sup>nd</sup> year	5.5	VMRF Admission Norms	NA	NA
After 2 <sup>nd</sup> years of joining the programme	5.5	NA	No exit option	
During 3 <sup>rd</sup> year	6	NA	NA	NA
After completing 3 years	6	NA	124 Credits as per Regulations 2025	B.E./B.Tech. Degree

**Entry1:** The entry requirement for Level 5 is an undergraduate Diploma obtained. VMRF Admission norms will be followed.

**Exit1:** An undergraduate Diploma in the relevant Engineering discipline shall be awarded if a student exits at the end of Year 1 (Level 5), provided the student earns 40 credits + 4 credits for skills acquired in the engineering discipline. Exit 1 is permitted whenever the student earns the required 44 credits after one year of joining the programme.

**Exit 2:** On successful completion of the third year (Level 6), a student shall be awarded B.E. / B.Tech. Degree, which requires a total of 125 credits, as specified in the Regulations 2025 for working professionals.

### Skill Development Programmes for various exit options (Sample)

<b>Programme</b>	<b>Exit1</b>	<b>Exit2</b>
	<b>Skill development programme (4C)</b>	<b>Skill development programme (4C)</b>
<b>Biotechnology</b>	Molecular biology lab(2C) Bio informatics Lab 2C) Industry / research lab training for 30-45 days (2C)	Analytical techniques in Food, Health, Pharma industries (4C) & Internship in industry Research laboratory for 30-45 days (4C)
<b>Civil Engineering</b>	Plumbing (1C), Masonry(1C)& AutoCAD(2C)	Environmental Engineering lab (1C), Quantity surveying and Estimation (2C), Basic practical design of RCC and steel structural elements (2C), CAD lab (1C) & Mini-project (2C)
<b>Computer Science and Engineering</b>	Programming skill development course in JAVA/Python (4C)	Programming skill development course in JAVA/Python (4C) & Software Development Life Cycle (SDLC) based course (4C)
<b>Electrical and Electronics Engineering</b>	30 days training on wiring & Soldering (including earthling and estimation) (4C)	30 days training on wiring & soldering (including earthling and estimation) (4C) PCB design (2C) Hands on training on Electrical appliances(2C)
<b>Electronics and Communication Engineering</b>	PCB Design (4C)	Product Design (4C) Computer Hardware & Networking (4C)
<b>Mechanical Engineering</b>	CAD(4C)	CAD(4C) CAE(4C)

### **ANNEXURE- III**

### **PROGRAMME OUTCOMES (POs)**

#### **On completion of a Programme of Engineering, Graduates will be able to:**

- PO1: Engineering Knowledge: Apply knowledge of mathematics, natural science, computing, engineering fundamentals and an engineering specialization as specified in WK1 to WK4 respectively to develop to the solution of complex engineering problems.
- PO2: Problem Analysis: Identify, formulate, review research literature and analyze complex engineering problems reaching substantiated conclusions with consideration for sustainable development. (WK1 to WK4)
- PO3: Design/Development of Solutions: Design creative solutions for complex engineering problems and design/develop systems/components/processes to meet identified needs with consideration for the public health and safety, whole-life cost, net zero carbon, culture, society and environment as required. (WK5)
- PO4: Conduct Investigations of Complex Problems: Conduct investigations of complex engineering problems using research-based knowledge including design of experiments, modelling, analysis & interpretation of data to provide valid conclusions. (WK8).
- PO5: Engineering Tool Usage: Create, select and apply appropriate techniques, resources and modern engineering & IT tools, including prediction and modelling recognizing their limitations to solve complex engineering problems. (WK2 and WK6)
- PO6: The Engineer and The World: Analyze and evaluate societal and environmental aspects while solving complex engineering problems for its impact on sustainability with reference to economy, health, safety, legal framework, culture and environment. (WK1, WK5, and WK7).
- PO7: Ethics: Apply ethical principles and commit to professional ethics, human values, diversity and inclusion; adhere to national & international laws. (WK9)
- PO8: Individual and Collaborative Team work: Function effectively as an individual, and as a member or leader in diverse/multi-disciplinary teams.
- PO9: Communication: Communicate effectively and inclusively within the engineering community and society at large, such as being able to comprehend and write effective reports and design documentation, make effective presentations considering cultural, language, and learning differences
- PO10: Project Management and Finance: Apply knowledge and understanding of engineering management principles and economic decision-making and apply these to one's own work, as a member and leader in a team, and to manage projects and in multidisciplinary environments.
- PO11: Life-Long Learning: Recognize the need for, and have the preparation and ability for i) independent and life-long learning ii) adaptability to new and emerging technologies and iii) critical thinking in the broadest context of technological change. (WK8)

Program Specific Outcomes (PSOs) up to 2-3.

## **KNOWLEDGE AND ATTITUDE PROFILE (WK)**

WK1: A systematic, theory-based understanding of the natural sciences applicable to the discipline and awareness of relevant social sciences.

WK2: Conceptually-based mathematics, numerical analysis, data analysis, statistics and formal aspects of computer and information science to support detailed analysis and modelling applicable to the discipline.

WK3: A systematic, theory-based formulation of engineering fundamentals required in the engineering discipline.

WK4: Engineering specialist knowledge that provides theoretical frameworks and bodies of knowledge for the accepted practice areas in the engineering discipline; much is at the forefront of the discipline.

WK5: Knowledge, including efficient resource use, environmental impacts, whole-life cost, re-use of resources, net zero carbon, and similar concepts, that supports engineering design and operations in a practice area.

WK6: Knowledge of engineering practice (technology) in the practice areas in the engineering discipline.

WK7: Knowledge of the role of engineering in society and identified issues in engineering practice in the discipline, such as the professional responsibility of an engineer to public safety and sustainable development.

WK8: Engagement with selected knowledge in the current research literature of the discipline, awareness of the power of critical thinking and creative approaches to evaluate emerging issues.

WK9: Ethics, inclusive behavior and conduct. Knowledge of professional ethics, responsibilities, and norms of engineering practice. Awareness of the need for diversity by reason of ethnicity, gender, age, physical ability etc. with mutual understanding and respect, and of inclusive attitude.

## **ANNEXURE - IV**

# **STANDARD OPERATING PROCEDURE (SOP) FOR VOCATIONAL SKILL DEVELOPMENT COURSES**

### **1. Purpose**

To establish a standardized procedure for students who wish to enroll in vocational skill development courses offered by the university or recognized external agencies, ensuring proper approval, academic alignment, certification and academic credit transfer.

### **2. Scope**

This SOP applies to all students of the Faculty of Engineering and Technology, Vinayaka Mission's Research Foundation who seek to undergo vocational skill development training for the enhancement of employability, skill acquisition, or personal/professional development.

### **3. Objectives**

- To provide a clear process for registering and obtaining approval.
- To ensure the credibility and recognition of the chosen training agency.
- To facilitate proper documentation, certification and credit transfer after course completion.

### **4. Definitions**

- Vocational Skill Development Courses: Short-term, job-oriented training programs aimed at developing practical and industry-relevant skills.
- Recognized External Agencies: Institutions approved by the University / government bodies (e.g., NSDC, AICTE, MSME, UGC, Naan Mudhalvan) or reputed private organizations.

### **5. Procedure**

#### **Step 1: Course Identification**

- Candidate identifies a relevant vocational course aligned with their academic/professional goals.
- Course may be offered by the university or recognized external agencies.

#### **Step 2: Approval Process**

- Submit request to HoD or designated authority with course details and justification.
- Department reviews and approves/rejects request.

#### **Step 3: Registration and Enrollment**

- Register for the course and submit proof to department.

#### **Step 4: Course Completion**

- Complete the course and assessments as per the provider's norms.

#### **Step 5: Certification and Reporting**

- Submit course certificate and optional report on outcomes.

## Step 6: Academic/Professional Integration

- Course may be considered for academic credit or professional records.

## 6. Roles and Responsibilities

Role	Responsibility
Student	Identify course, seek approval, complete training, submit certificate. Each student should complete 2 vocational skill development courses of 1 credit each
HoD / Faculty Advisor	Review and approve course relevance, Maintain Records
Training & Placement Cell / Skill Development Cell	Maintain list of approved training agencies, support student registration.
University Administration	Facilitate academic credit transfer

## 7. Guidelines

- Only approved/recognized providers accepted.
- Prior approval is mandatory for external courses.
- NOC may be issued if training overlaps with academic schedules.

## 8. Records and Documentation

- Course approval request form
- Approval letter/email
- Registration proof
- Certificate of completion
- Final report (if applicable)

## 9. Review and Updates

This SOP will be reviewed annually or as required based on policy changes or operational needs.

## **ANNEXURE-V**

### **STANDARD OPERATING PROCEDURE FOR TRANSFER OF CREDITS**

**As per clause 19 of regulations 2025** of the Faculty of Engineering and Technology, a

Student may opt for courses offered through **MOOC platform such as SWAYAM NPTEL and IITM CODE** Chapter and the credits earned after successful completion of the courses will be recommended by Transfer of Credit Committee for transfer of credits and endorsement in marks statement. The grades earned in this category will be used for the calculation of CGPA after applying the normalization process.

**As per clause 20 of regulations 2025** of the Faculty of Engineering and Technology, Students are encouraged to take a maximum of 40% of the total number of credits in the curriculum through SWAYAM NPTEL.

Over and above 40% of the credits, the student self-interested can take any number of courses offered through various MOOC platforms like NPTEL / SWAYAM and credits earned on successful completion of these courses will be mentioned in the mark sheet as extra credits earned but will not be used for overall CGPA calculation.

#### **GUIDELINES FOR CREDIT TRANSFER**

1. Students cannot register for the mapped MOOC courses that are being offered in the current semester.
2. The student should secure pass (successful completion) in the MOOC course. This will be the minimum eligibility for credit transfer.
3. Scores of the MOOC courses completed by the students on permitted platforms are valid for 1 year to apply for credit transfer.

#### **PROCEDURE FOR TRANSFER OF CREDITS**

1. Each department should recommend the MOOC courses with at least 60% mapping with VMRF syllabus. The list of courses should be recommended by the department co ordinator and HoD. The list should be submitted to the Transfer of Credit Committee (TOC).
2. TOC committees will approve the list of courses recommended by the department.
3. The student should enroll for the courses only from the approved list.
4. After successful completion of the MOOC course, the student should apply for the credit transfer using **CREDIT TRANSFER APPLICATION FORM** along with the MOOC course completion certificate through proper channel to the Transfer of Credit Committee.
5. Transfer of Credit Committee (TOC) will consolidate all the applications received from the departments and validate them. The committee will submit the list to the Controller of Examination, VMRF for further action.

6. The Grade for the completed MOOC course will be awarded as per VMRF regulations and the scores will be normalized as per the following table.

### **MOOC SCORE NORMALIZATION**

<b>S. No</b>	<b>Obtained Score from MOOC</b>	<b>Normalized Relative Score Recommended</b>	<b>VMRF(DU) Grade</b>	<b>VMRF(DU) Grade Points</b>
1	40	53	B	5.5
2	41	54	B	5.5
3	42	55	B+	6
4	43	56	B+	6
5	44	57	B+	6
6	45	58	B+	6
7	46	59	B+	6
8	47	60	A	7
9	48	61	A	7
10	49	62	A	7
11	50	63	A	7
12	51	62	A	7
13	52	63	A	7
14	53	64	A	7
15	54	65	A	7
16	55	66	A	7
17	56	67	A	7
18	57	68	A	7
19	58	69	A	7
20	59	70	A+	8
21	60	71	A+	8
22	61	72	A+	8
23	62	73	A+	8
24	63	74	A+	8
25	64	75	A+	8
26	65	76	A+	8
27	66	77	A+	8
28	67	78	A+	8
29	68	79	A+	8
30	69	80	A++	8.5
31	70	81	A++	8.5
32	71	80	A++	8.5
33	72	81	A++	8.5
34	73	82	A++	8.5
35	74	83	A++	8.5
36	75	84	A++	8.5
37	76	85	0	9
38	77	86	0	9
39	78	87	0	9
40	79	88	0	9
41	80	89	0	9

S. No	Obtained Score from MOOC	Normalized Relative Score Recommended	VMRF(DU) Grade	VMRF(DU) Grade Points
42	81	90	0+	9.5
43	82	91	0+	9.5
44	83	92	0+	9.5
45	84	93	0+	9.5
46	85	94	0+	9.5
47	86	94	0+	9.5
48	87	95	0++	10
49	88	96	0++	10
50	89	96	0++	10
51	90	97	0++	10
52	91	96	0++	10
53	92	97	0++	10
54	93	98	0++	10
55	94	99	0++	10
56	95	100	0++	10
57	96	100	0++	10
58	97	100	0++	10
59	98	100	0++	10
60	99	100	0++	10
61	100	100	0++	10

Standard Deviation (SD)	17.75293403
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Range	Normalized Relative Score
40-50	Score + 0.75*SD
51-60	Score + 0.6*SD
61-70	Score + 0.6*SD
71-85	Score + 0.5*SD
86-90	Score + 0.45*SD
91-95	Score + 0.35*SD
91-100	Score + 0.25*SD

## **ANNEXURE - VI**

### **GUIDELINES FOR THE IMPROVEMENT OF INTERNAL ASSESSMENT MARKS**

#### **1. Eligibility**

- Students who have secured less than the prescribed minimum marks for passing eligibility shall be allowed to improve.
- Students who were absent for valid and approved reasons (medical, participation in university-approved activities, or other genuine grounds) may also apply.
- Students debarred from internal assessments due to disciplinary issues shall not be eligible.

#### **2. Applicability**

- The provision shall be applicable only for theory courses.
- Laboratory/practical/project courses will not be considered for improvement, unless otherwise notified.
- A student may apply for improvement in a maximum of two courses per semester.

#### **3. Procedure**

- Students shall submit a formal application through the Head of the Department and the Head of the Institution to the Controller of Examinations at the beginning of the subsequent semester.
- The concerned course faculty shall prepare and conduct additional internal assessment(s) for such students within the first six weeks of the semester.
- Marks obtained in the improvement assessment will replace the earlier marks if higher; otherwise, the original marks will be retained.

#### **4. Assessment Methodology**

- The improvement assessment shall follow the same pattern as the regular internal assessments (test format, syllabus coverage, evaluation criteria).
- Transparency shall be maintained by recording marks in departmental records and forwarding the approved marks to the Controller of Examinations.

#### **5. Limitations**

- This facility can be availed only once for a particular course.
- Students already declared “Passed” in a course are not eligible for improvement solely to increase marks.
- The overall ceiling for internal marks shall remain as prescribed by the academic regulations.

**ANNEXURE- VII**  
**GUIDELINES FOR SUPPLEMENTARY EXAMINATIONS**

**1. Eligibility**

- The supplementary examination shall be conducted **immediately after the publication of the 6th semester results**.
- Only **final year (6th semester) students** who have appeared for the 6th semester examinations are eligible.

**2. Permitted Subjects**

- Students shall be permitted to appear for a **maximum of two (2) arrear subjects**.
- These subjects may be from **any of the lower semesters (1 to 5)**.
- Subjects already passed or for which the student has exhausted maximum attempts are not eligible.

**3. Application Procedure**

- Eligible students shall apply through the prescribed application form within the stipulated date announced by the Controller of Examinations (CoE) office.
- Examination fees must be paid as per the notified schedule.

**4. Examination Schedule & Mode**

- The supplementary examinations will be conducted in a **fast-track mode** soon after the announcement of 6th semester results, ensuring no delay in award of degree.
- The pattern of question papers, duration, and assessment scheme will be the **same as the regular end-semester examinations**.

**5. Results Declaration**

- The results of supplementary examinations will be declared expeditiously to enable the eligible candidates to be considered for convocation without loss of time.

**6. General Conditions**

- This provision is applicable **only once, immediately after completion of the 6th semester**.
- The decision of the Controller of Examinations shall be final in all matters related to eligibility, conduct, and result processing of the supplementary examinations.

## ANNEXURE - VIII

### **STANDARD OPERATING PROCEDURE (SOP) FOR MICRO-CREDENTIAL COURSES**

#### **1. Purpose**

To establish a standardized procedure for students who wish to enroll in Micro-credential courses offered by the university or recognized external agencies, ensuring proper approval, academic alignment, certification and academic credit transfer.

#### **2. Scope**

This SOP applies to all students of the Faculty of Engineering and Technology, Vinayaka Mission's Research Foundation who seek to undergo Micro-credential training for the enhancement of employability, skill acquisition, or personal/professional development.

#### **3. Objectives**

- To provide a clear process for registering and obtaining approval.
- To ensure the credibility and recognition of the chosen training agency.
- To facilitate proper documentation, certification and credit transfer after course completion.

#### **4. Definitions**

- Micro-credential Courses: Short, focused learning programs designed to help learners gain specific knowledge, skills, or competencies in a particular subject area or industry. Unlike traditional degrees or diplomas, micro-credentials are modular, flexible, and often stackable, allowing learners to pursue targeted education based on their personal or professional needs. These courses are typically aligned with industry standards and may be offered by universities, training institutions, or recognized online platforms.
- Recognized External Agencies: Institutions approved by the University / government bodies (e.g., NSDC, AICTE, MSME, UGC, Naan Mudhalvan) or reputed private organizations.

#### **5. Procedure**

##### **Step 1: Course Identification**

- Candidate identifies a relevant Micro-credential course aligned with their academic/professional goals.
- Course may be offered by the university or recognized external agencies.

##### **Step 2: Approval Process**

- Submit request to HoD or designated authority with course details and justification.
- Department reviews and approves/rejects request.

##### **Step 3: Registration and Enrollment**

- Register for the course and submit proof to department.

#### Step 4: Course Completion

- Complete the course and assessments as per the provider's norms.

#### Step 5: Certification and Reporting

- Submit course certificate and optional report on outcomes.

#### Step 6: Academic/Professional Integration

- Course may be considered for academic credit or professional records.

### 6. Roles and Responsibilities

Role	Responsibility
Student	Identify course, seek approval, complete training, submit certificate. TheMicro-credential courses are optional courses. A student can register for any number of these courses. The credits earned will be mentioned in the mark sheet as extra credits. This will not be accounted for CGPA calculations.
HoD / Faculty Advisor	Review and approve course relevance, Maintain Records
Training & Placement Cell / Skill Development Cell	Maintain list of approved training agencies, support student registration.
University Administration	Facilitate academic credit transfer

### 7. Guidelines

- Only approved/recognized providers accepted.
- Prior approval is mandatory for external courses.
- NOC may be issued if training overlaps with academic schedules.

### 8. Records and Documentation

- Course approval request form
- Approval letter/email
- Registration proof
- Certificate of completion
- Final report (if applicable)

### 9. Review and Updates

This SOP will be reviewed annually or as required based on policy changes or operational needs.

## ANNEXURE - IX

### BREAK OF STUDY RE-JOINING FORMAT



#### VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

Sankari Main Road, (NH-47), Ariyanoor,  
SALEM – 636 308, TAMIL NADU

#### APPLICATION FORM FOR RE-JOINING TO B.E. / B.TECH. / B.ARCH. AND PG (MBA / MCA / M.E. / M.TECH.) DEGREE COURSES (ODD / EVEN SEMESTER)

Academic Year : \_\_\_\_\_

Year : \_\_\_\_\_

Semester : \_\_\_\_\_

1	Name of the Student (in CAPITAL LETTERS)												
2	Name of the College with Full Address												
3	The mode, the student was Admitted to B.E. / B.Tech. / B.Arch. / MBA / MCA / M.E. / M.TECH. Degree Courses ( <input checked="" type="checkbox"/> Tick the relevant box)	FIRST YEAR (FULL TIME)			<input type="checkbox"/>								
DIRECT SECOND YEAR (LATERAL ENTRY)			<input type="checkbox"/>										
PART TIME			<input type="checkbox"/>										
4	Month and Year of 1 <sup>st</sup> year Admission	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Year</td> <td style="width: 10%;"></td> </tr> </table>						Year					
Year													
5	Branch of Study												
6	Register Number	New (If Known) <input type="text"/>	Old <input type="text"/>										
7		SEMESTER	YEAR										
	Semester / Year during which the Course was Discontinued	For example III	For example 2013-14										
	Semester / Year during which Re-admission is sought	For example III	For example 2014-15										
8	Reason for Discontinuation of study:												
9	Address for Communication (in Capital Letters):  ..... ..... .....												
	Mobile Number : .....												
	Email ID : .....	Signature of the Student											

## UNDERTAKING

I hereby agree for the Re-joining, accepting the conditions that the VMRF-DU prescribed in this regard.

I further agree and state that,

- (i) I shall appear for the equivalent or additional papers, if any, that may be prescribed by the VMRF-DU.
- (ii) I shall not prefer any claim or right for exemption for any papers whatsoever.
- (iii) I shall not prefer any representation seeking stay of or exempting from the operation of any part or in full of the conditions prescribed by the VMRF-DU.
- (iv) I shall diligently and faithfully follow the instructions and curriculum of the VMRF-DU.
- (v) I agree to pay whatever fee that prescribed by the VMRF-DU for re-joining

The following documents are enclosed:

1) Mark Sheet / Grade Sheet pertaining to the previous even / odd semester studied	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2) Copy of details of Attendance sent to Controller of Examinations during (Proforma copy) Examinations	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Note : If the above documents are not enclosed, the application will not be considered for Re-joining

Station:

Date:

Signature of the Student

**TO BE FILLED BY THE COLLEGE IN WHICH RE-JOINING IS SOUGHT**

(If the particulars below are not furnished, the application will not be considered)

Particulars of Attendance in Odd / Even Semesters during the period \_\_\_\_\_

**FORMAT – I (Attendance particulars)**

Name of the Student	
Reg. No of the Student	
Mention the Odd / Even Semester in which the student had lack of attendance	
Total No. of Periods taken into account for calculation of attendance for the above Semester	
No. of Periods attended by the Student	
Percentage of the Attendance	

**Note :** The attendance particulars communicated to the Controller of Examinations VMRF (Deemed to be University) should be furnished above, with the proof of copy sent to the Controller of Examination.

The Principal is requested to fill up the following format certifying the date of joining of the student in odd / Even semester \_\_\_\_\_ (Academic Year).

**FORMAT – II (Current odd Semester attendance particulars)**

(To be filled in if the application is forwarded after commencement of classes. Otherwise "NOT APPLICABLE")

Joining date of the student in the odd / Even Semester for the academic year _____	
No. of working days completed from the date of commencement of classes	
No. of days attended by the student from the date of commencement of classes.	
% Attendance in the current Odd / Even Semester till date	

Office Seal:

Signature of the Principal

## DECLARATION

I ..... son of /

Daughter of .....

Residing at .....

Admitted in a first year of ..... (Name of the course)

UG/PG/ PG DIPLOMA) at ..... (Name of the college)

do hereby solemnly affirm and sincerely state as follows.

I declare that, I shall abide the rules and regulations prescribed by the Vinayaka Mission's Research Foundation (Deemed to be University), Salem for the .....

(Course) including regulations for re-joining after the break of study.

Date :

Signature of the candidate

/ Countersigned /

Date:

Signature of the Dean / Principal with seal