

RAJALAKSHMI ENGINEERING COLLEGE, CHENNAI
An Autonomous Institution affiliated to Anna University, Chennai

REGULATIONS 2017
(with 3rd Amendments w.e.f. August 2019)

CHOICE BASED CREDIT SYSTEM

Common to all B.E. / B.Tech. Programmes

DEGREE OF BACHELOR OF ENGINEERING / BACHELOR OF TECHNOLOGY

This set of Regulations is applicable to the students admitted to B.E./B.Tech. Programmes at Rajalakshmi Engineering College, Chennai, from the academic year 2017-2018 onwards.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- I) **“Programme”** means Degree Programme, that is B.E./B.Tech. Degree Programme.
- II) **“Discipline”** means specialization or branch of B.E./B.Tech. Degree Programme, like Civil Engineering, Mechanical Engineering, etc.
- III) **“Course”** means a theory or practical subject that is normally studied in a semester, like Mathematics, Physics, etc.
- IV) **“Dean-Academics”** means the authority of the college who is responsible for all the Academic activities for the implementation of relevant rules and Regulations.
- V) **“Head of the Institution”** means the Principal of the College.
- VI) **“Head of the Department”** means Head of the Department concerned.
- VII) **“Controller of Examinations”** means the authority of the college who is responsible for all the activities of the examination centre.
- VIII) **“College”** means Rajalakshmi Engineering College, Chennai.
- IX) **“University”** means ANNA UNIVERSITY, Chennai.

2. ADMISSION

As per the norms of the Anna university, Chennai.

3. PROGRAMMES OFFERED

The prescribed range of total credits for each four year B.E. / B.Tech. degree programme is 180 -185 and the details of the B.E. / B.Tech. programmes offered at the college are given in **ANNEXURE-I**

4. STRUCTURE OF THE PROGRAMMES

4.1 Categorization of Courses

Every B.E. / B. Tech. Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

- i. **Humanities and Social Sciences (HS)** courses include Communicative English, Technical English, Engineering Ethics and Human Values, Communication skills, Environmental Science and Engineering.
- ii. **Basic Sciences (BS)** courses include Mathematics, Physics, Chemistry, etc.
- iii. **Engineering Sciences (ES)** courses include Engineering practices, Engineering Graphics, Basics of Electrical / Electronics / Mechanical / Computer Engineering, Instrumentation etc.
- iv. **Professional Core (PC)** courses include the core courses relevant to the chosen specialization/branch.
- v. **Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization/ branch.
- vi. **Open Elective (OE)** courses include the courses which a student can choose from the list specified in the curriculum of other branches of B.E. / B. Tech. Programmes.
- vii. **Employability Enhancement Courses (EEC)** include Project Work and/or Internship, Creative and Innovative Projects which include iQUEST and Core skill Design projects, Seminar, Professional Practices, Case Study and Industrial/Practical Training.

4.2 Personality and Character Development

All students shall enroll, on admission, in any one of the personality and character development programmes (NCC/NSS/NSO/YRC) and undergo training for about 80 hours and attend a camp of about seven days. The training shall include classes on hygiene and health awareness and also training in first-aid.

National Cadet Corps (NCC) will have about 20 parades.

National Service Scheme (NSS) will have social service activities in and around the College. The activities may include practical projects on recycling and reusing biodegradable and dry waste etc.

National Sports Organization (NSO) will have sports, Games, Drills and Physical exercises.

Youth Red Cross (YRC) will have activities related to social services in and around College/Institutions.

While the training activities will normally be during weekends, the camp will normally be during vacation period.

Apart from the above, the students may enroll for Professional Societies /STEM/Physical Education/Yoga/ATRIUM/ENACTUS/EDC etc.

4.3 Number of courses per semester

Each semester curriculum shall normally have a blend of lecture courses not exceeding **7** and Laboratory courses and Employability Enhancement Course(s) not exceeding **4**. Each Employability Enhancement Course may have credits assigned as per clause 4.4. However, the total number of courses per semester shall not exceed 10.

4.4 Credit Assignment

Each course is assigned certain number of credits based on the following:

Contact period per week	CREDITS
1 Lecture Period	1
2 Tutorial Periods	1
4 Laboratory Periods	2
2 periods of EEC courses like Seminar / Project Work / Case study / etc.)	1

The contact periods per week for tutorials and practicals can be only in multiples of 2.

4.5 Industrial Training / Internship

4.5.1 The students may undergo Industrial training for a period as specified in the Curriculum during summer / winter vacation. In this case the training has to be undergone continuously for the entire period.

The students may undergo Internship at Research organization / University (after due approval from the Dean - Academics) for the period prescribed in the curriculum during summer / winter vacation, in lieu of Industrial training.

4.5.2 If Industrial Training / Internship is not prescribed in the curriculum, the student may undergo Industrial Training / Internship optionally and the credits earned will be indicated in the grade sheet. (Refer table 4.1) Industrial Training / Internship need to be undergone continuously from one organization only. If the student earns 3 credits in Industrial Training / Internship, the student may drop one Professional Elective. The student is allowed to undergo a maximum of 6 weeks Industrial Training / Internship during the entire duration of study. However, if the number of credits earned is 1 or 2 only, these credits shall not be considered for GPA/CGPA calculations but will be listed in the grade sheet.

Table 4.1

Duration of the Training / Internship	Credits
2 weeks	1
4 weeks	2
6 weeks	3

4.6 Industrial Visit

Every student is required to go for at least one Industrial Visit every year starting from the second year of the Programme. The Heads of Departments shall ensure that necessary arrangements are made in this regard.

4.7 Value Added Courses

The Students may optionally undergo Value Added Courses apart from the courses mentioned in the curriculum **and** the credits earned through these optional Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. One / Two credit courses shall be offered by the Department **with prior approval from the Head of the Institution**. The details of the syllabus, time table and faculty may be sent to the Dean-Academics and the Controller of Examinations after approval from the **Head of the department** concerned atleast one month before the course is offered. The students can take a maximum of two one credit courses or one Two credit course. The credits earned through these optional courses will not be counted for CGPA computation.

4.8 Online courses

Students may be permitted to credit online courses (which are provided with a certificate) with the approval of Department Advisory Board and the Dean-Academics subject to a maximum of three credits. Any one course of 3 credits can be considered instead of one elective course. In case of credits earned through online mode from any institution approved by appropriate authorities of the college, the credits may be transferred after due approval of the Dean-Academics.

4.9 Medium of Instruction

The medium of instruction is English for all courses examinations, seminar presentations and project / thesis / dissertation reports(except foreign language courses).

5. DURATION OF THE PROGRAMME

- 5.1 A student is ordinarily expected to complete the B.E. / B.Tech. Programme in 8 semesters (four academic years) but in any case not more than 14 Semesters for HSC (or equivalent) students and not more than 12 semesters for Lateral Entry Students.
- 5.2 Each semester shall normally consist of 90 working days each. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.
- 5.3 The Head of the Institution may conduct additional classes for improvement, special coaching, conduct of model test etc., over and above the specified periods. The End Semester examination will ordinarily follow immediately after the last working day of the semester commencing from I semester as per the academic schedule prescribed from time to time.
- 5.4 The total period for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study (vide clause 18) in order that he/she may be eligible for the award of the degree (vide clause 16).

6. COURSE ENROLLMENT AND REGISTRATION

The courses that a student registers in a semester, subject to a maximum of 36 credits (vide clause 6.6.2), includes

- I. Courses of the current semester (including Mandatory non-credit courses)
- II. Course(s) in which he/she has not been permitted to appear for the end semester examinations for want of the minimum required attendance, if such courses are offered in that semester (vide clause 7.3)
- III. Course(s) in which he/ she has failed and required to reappear for the end semester examinations, carrying forward the continuous internal assessment marks earned in the last attempt.
- IV. Course(s) in which he/ she has failed and required to reappear for the continuous Assessment Tests and the end semester examination, if such courses are offered in that semester.
- V. Professional or Open elective course(s) opted by the students in lieu of courses in which he/she has failed, if the courses are offered in that semester or the same elective course chosen earlier by the student

- VI. The student shall register for the project work in the VIII semester only.
- VII. Any other course(s) the student wishes to register as per norms (vide clause 4.5, 4.7 and 4.8).

- 6.1 Each student, on admission shall be assigned to a Faculty Advisor (vide clause 8) who shall advise and counsel the student about the details of the academic programme and the choice of courses considering the student's academic background and career objectives.
- 6.2 Every student shall enroll for the course of the succeeding semester before the end of the current semester. However, the student shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the concerned semester.
- 6.3 No Elective course shall be offered by a Department unless a minimum of 20 students register for that course, subject to the approval of Head of the Department.
- 6.4 After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations.
 - 6.4.1 Each student on admission shall register for all the courses prescribed in the curriculum for the first semester of study.
 - 6.4.2 The enrollment for all the courses of the Semester II will commence 10 working days prior to the last working day of Semester I. The student shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the Semester II.
 - 6.4.3 The enrollment for the courses of the Semesters III to VIII will commence 10 working days prior to the last working day of the preceding semester. The student shall enroll for the courses with the guidance of the student's Faculty Advisor. If the student wishes, the student may drop or add courses (vide clause 6.6) within five working days after the commencement of the concerned semester and complete the registration process duly authorized by the Faculty Advisor.
 - 6.4.4 If a student has appeared and failed in one or more current semester theory courses in I-VII Semesters, he/she can appear for supplementary examination for any one of these courses of that semester, carrying forward the same continuous assessment marks earned in the last attempt, provided the student has secured an average of minimum 60% of marks in the assessment tests.

If a student is absent for one or more theory courses, on genuine health grounds, he/she can appear for supplementary examination for any one of these courses of that semester, subject to the approval of the Head of the Institution, carrying forward the same continuous assessment marks earned in that course

Normally, the supplementary exams will be conducted within a month after the declaration of results of the current semester.

After a student completes EIGHTH semester, if he/she has to complete ONE / TWO course(s) (maximum 2 only) only of any semester, for completing the program within 4 years, he/she will be permitted to appear for a special examination (conducted within a month after the announcement of eighth semester results) for those courses, carrying forward continuous assessment marks of the last attempt, for fulfilling the requirements.

6.5 Registration for Reappearance

6.5.1 If a student fails to secure a pass in any course(s) he/she has to register for reappearance for those courses in a subsequent semesters, till he/she secures a pass in such courses. In such a case he/she can carry forward the continuous assessment marks earned in the last attempt, or can avail the option of reappearing in Continuous Assessment Tests for improving the continuous Assessment marks and appear for end semester exam, if these courses are offered in that semester. However, the attendance requirement is not compulsory for such courses.

6.5.2 If the theory course, in which a student has failed, is a professional elective or an open elective, he/she may register the same elective course, or any other professional elective or an open elective respectively if offered in that semester.

6.5.3 If a student is prevented from writing end semester examination of a course due to lack of attendance, the student has to register for that course again, when offered next, attend the classes and fulfill the attendance requirements as per clause 7. If the course, in which the student has lack of attendance, is a Professional Elective or an Open Elective, the student may register for the same or any other Professional Elective or Open Elective course respectively in the subsequent semesters.

6.6 Flexibility to Add or Drop Courses

6.6.1 A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree. However, if a student wishes, then he/she is also permitted to register for courses offered in a higher semester, in advance, to earn more than the total number of credits prescribed in the current semester in the curriculum of the student's programme (subject to maximum of 36 credits) with the approval of Dean- Academics

6.6.2 Similarly, a student has the option of dropping current semester courses limited to 2 courses, subject to a maximum of 8 credits. However, he/she has to undergo these dropped courses in the subsequent semester to fulfill the requirement of the degree programme.

6.6.3 The student shall register for the project work in the VIII semester only.

7. REQUIREMENTS FOR COMPLETION OF THE SEMESTER

- 7.1 A student who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as Medical / participation in sports, the student is expected to attend a minimum of 75% of the classes for every course of the semester.

Therefore, he/she shall **secure not less than 75%** (after rounding off to the nearest integer) in every course that he/she has registered as calculated as per clause 7.4.

- 7.2 However, a student who secures an attendance for any course(s) between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) / participation in sports events may be permitted to appear for the current semester examinations subject to the condition that the student shall submit the medical certificate / sports participation certificate approved by the Dean-Academics periodically. This concession can be availed only for any two semesters during the entire course of the study.

- 7.3 Student who **secures less than 65% attendance in any course and** student **who do not satisfy the clause 7.1 and 7.2** shall not be permitted to write the End Semester examination of that course. They are required to redo the course in the subsequent semester when the course is offered next, as per the norms prescribed.

- 7.4 For the purpose of calculation of attendance requirement for writing the end semester examinations by the students for every course, the following method shall be used.

$$\text{Percentage of Attendance} = \frac{\text{Total no. of periods attended in every course during the semester}}{\text{Total number of periods conducted in that semester for that particular course}} \times 100$$

- 7.5 A student who has not satisfied the attendance requirement as per clauses from 7.1 to 7.4, but having atleast 50% of attendance in every course of that semester can appeal to the Head of the Institution or his nominee, for proceeding to the next higher semester. Head of the Institution will appoint a committee for examining these appeals. Based on the recommendations of the committee, Head of the Institution will take a final decision on the appeal by the student.

8.0 FACULTY ADVISOR AND CLASS ADVISOR

8.1 Faculty Advisor

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department of the students will attach a certain number of students to a teacher of the Department who shall function as Faculty Advisor for those students throughout their period of study. The Faculty Advisor shall advise the students in registering and reappearances, registering of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress / performance of the students concerned.

The responsibilities for the faculty advisor shall be:

- To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- To guide student enrollment and registration of the courses.
- To authorize the final registration of the courses at the beginning of each semester.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.

8.2 Class Advisor

There shall be a class advisor for each class. The class advisor will be one among the course-instructors of the class. He / She will be appointed by the HoD of the department concerned. The class advisor is the ex-officio member and the Convener of the class committee. The responsibilities for the class advisor shall be:

- To act as the channel of communication between the HoD and the students of the respective class.
- To collect and maintain various statistical details of students.
- To help the chairperson of the class committee in planning and conduct of the class committee meetings.
- To monitor the academic performance of the students including attendance and to inform the class committee.
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits etc.,

9. CLASS COMMITTEE

- 9.1. Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include

- Solving problems experienced by students in the class room and in the laboratories.
 - Clarifying the regulations of the degree programme and the details of rules therein particularly (clause 5 to 7) which should be displayed on college Notice-Board.
 - Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - Informing the student representatives the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.,) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
 - Identifying the slow learners, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such slow learners.
- 9.2 The class committee for a class under a particular branch is normally constituted by the Head of the Department. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Head of the Institution.
- 9.3 The class committee shall be constituted within the first week of each semester.
- 9.4 At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee.
- 9.5 The Chairperson of the class committee may invite the Class advisor(s) and the Head of the Department to the class committee meeting.
- 9.6 The Head of the Institution may participate in any class committee meeting of the institution.
- 9.7 The chairperson is required to prepare the minutes of every meeting, submit the same to Head of the Institution within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the Management by the Head of the Institution.
- 9.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. **The Class Committee Chairman shall put on the Notice Board the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 7 of this Regulation.** During these meetings the student members representing the

entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

10. COURSE COMMITTEE FOR COMMON COURSES

Each common theory course offered to more than one discipline or group, shall have a "Course Committee" comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the Head of the Department / Head of the Institution depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The 'Course committee' shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests. Wherever feasible, the course committee may also prepare a common question paper for the internal assessment test(s).

11. SYSTEM OF EXAMINATION

11.1 Performance in each course of study shall be evaluated based on (i) continuous internal assessment throughout the semester and (ii) End Semester examination at the end of the semester.

11.2 Each course, both theory and practical (including project work & viva voce Examinations) shall be evaluated for a maximum of 100 marks.

For all theory and practical courses including project work, the continuous internal assessment will carry 50 **marks** and the End - Semester examination will carry **50 marks**.

11.3 Industrial training shall carry 100 marks and shall be evaluated through continuous internal assessment only.

11.4 The End Semester examination (theory and practical) of 3 hours duration shall ordinarily be conducted in November / December for the odd semesters and in April / May for the even semesters.

11.5 The End semester examination for project work shall consist of evaluation of the final report submitted by the student or students of the project group (of not exceeding 4 students) by an external examiner and an internal examiner, followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the supervisor of the project group and an internal examiner.

11.6 For all the End semester examinations, wherever necessary, the internal and external examiners shall be appointed by the Controller of Examinations.

11.7 There will be a supplementary examination conducted within one month from the announcement of every End semester examination results and students can register for the failed subjects, **subject to the conditions stated in clause 6.4.4.**

12. PROCEDURE FOR AWARDING MARKS FOR CONTINUOUS INTERNAL ASSESSMENT

For all theory and practical courses (including project work) the continuous assessment shall be for a maximum of 50 marks. The above continuous assessment shall be awarded as per the procedure given below:

12.1 Theory Courses

For every Theory Course there will be three continuous assessments carrying equal marks which includes tests, assignments, seminars, mini projects etc. The total marks obtained in all three assessments put together shall be proportionately reduced for 50 marks and rounded to the nearest integers.

In case a student misses the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior intimation from the Director, Physical Education, a Reassessment may be given after getting approval from the Head of the Department through the concerned course instructor.

If a student has failed in any course(s) including supplementary examination, the continuous assessment marks will be considered as per clause 6.5.

12.2 Laboratory Courses

The maximum marks for continuous internal assessment shall be 50 in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained.

12.3 Theory Courses with Laboratory Component

If there is a theory course with Laboratory component, there shall be three assessments each for theory and laboratory components. Total for each of these will carry weightage proportionate to the credits allotted. The sum of these assessments shall be converted into 50 and rounded to the nearest integer.

12.4 Project Work

Project work may be allotted to a single student or to a group of students not exceeding 4 per group.

The Head of the department shall constitute a review committee for project work. There shall be three reviews during the semester by the review committee. The student shall make presentation on the progress made by him / her before the committee. The marks obtained in the three reviews will be as indicated in clause 12.4.1.

12.4.1 The project report shall carry a maximum of 30 marks. The project report shall be submitted as per the approved guidelines as given by Dean-Academics. The evaluation of the project reports will carry 30 marks and the same mark shall be awarded to every student within the project group for the project report. The viva-voce examination shall carry 50 marks. Marks are awarded to each student of the project group based on the individual performance in the viva-voce examination.

Review I	Review II	Review III	End semester Examinations				
			Project Report Submission (30)		Viva-Voce (50)		
5	7.5	7.5	Internal	External	Supervisor	Internal	External
			15	15	15	20	15

12.4.2 If a student fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-register for the same in a subsequent semester.

12.5 Other Employability Enhancement Courses

12.5.1 Assessment for Seminar / Professional Practices / Case study / Creative, Innovative and Core Skill Design project

The seminar / case study / creative, innovative and core skill design project shall carry 100 marks and shall be evaluated through continuous assessment only. Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar, marks can be equally apportioned. The three member committee appointed by Head of the Department will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper / report (40%), presentation (40%) and response to the questions asked during presentation (20%). For the Creative and Innovative Project every student is expected to present a minimum of 2 seminars / demonstrations per semester before the evaluation committee and for each such presentation, marks can be equally apportioned. The three member committee appointed by Head of the Department will evaluate the project and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper / report / activities carried out (40%), presentation (40%) and response to the questions asked during presentation (20%).

12.5.2 The Industrial / Practical Training, Summer Project, Internship which is a part of the curriculum (Clause 4.5.1), shall carry 100 marks and shall be evaluated through continuous assessment conducted by the supervisor in the organization together

with a faculty member from the concerned department. Further, at the end of Industrial / Practical training / internship / Summer Project, the student shall submit a certificate from the organization where he / she has undergone training and a brief report. An evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a three member Departmental Committee constituted by the Head of the department. The certificates (issued by the organization) submitted by the students shall be attached to the mark list sent by the Head of the department to the Controller of Examinations. The marks distribution will be 30 marks for continuous assessment, 40 marks for the report and 30 marks for the viva-voce.

12.5.3 The Industrial / Practical Training, Summer Project, Internship which is not part of the curriculum (Clause 4.5.2), shall carry 100 marks and shall be evaluated through continuous assessment only. At the end of Industrial / Practical training / internship / Summer Project, the student shall submit a certified report (evaluated out of 100 marks by a mentor / guide) from the organization where he / she has undergone training. The Viva-Voce Examination will be conducted by a three member Committee constituted by the Head of the department. The Committee comprises of one expert from an industry / organization and two members of the department. Certificates (issued by the organization) submitted by the students shall be attached to the mark (with grade) and sent to the Controller of Examinations by the Head of the department. The marks distribution will be 40 marks for the report, 30 marks for the presentation and 30 marks for the viva-voce.

12.6 **Assessment for Value Added Courses**

The one / two credit course shall carry 100 marks and shall be evaluated through **continuous assessments only**. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the assessments shall be reduced to 100 marks and rounded to the nearest integer. A committee consisting of the Head of the Department, staff handling the course and a senior Faculty member nominated by the Head of the department shall monitor the evaluation process. The list of students along with the marks and the grades earned may be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of End Semester Examinations.

12.7 **Assessment for Online Course**

Students may be permitted to credit online courses (which are provided with a certificate) with the approval of Departmental Advisory Board consisting of external members and Dean-Academics subject to a maximum of three credits. This online course of 3 credits can be considered instead of one elective course. Departmental Advisory Board will take a decision on the evaluation methodology for the online course. The Committee can decide whether to evaluate the online courses through Continuous assessment and End Semester Examination or through End Semester Examination only and same may be conveyed to the Dean-Academics at the beginning of the semester when the course is offered. The Head of the department

may identify a faculty member as coordinator for the course, who will be responsible for the evaluation process. A committee consisting of the Head of the department, course coordinator and a subject expert from other institutions nominated by the Head of the Department shall assign the grades to the students based on their relative performance.

In case of credits earned through online mode from an institute approved by appropriate authorities of the college, the credits may be transferred and grades shall be assigned by a committee consisting of the Head of the Department and Senior faculty member nominated by the Dean-Academics.

12.8 Attendance Record

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the department will put his/her signature and date after due verification and keep the document in safe custody in the department for five years.

13. REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATIONS

A student shall normally be permitted to appear for the End semester Examinations for all the courses registered in the current semester (vide clause 6) if he/she has satisfied the semester completion requirements (subject to Clause 7).

A student who has already appeared for any subject in a semester and passed the examination is not entitled to reappear in the same subject for improvement of grades.

14. PASSING REQUIREMENTS

14.1 A student who secures not less than 50% of total marks prescribed for the course [sum of Continuous Assessment marks and End semester Examination marks] shall be declared to have passed the course and acquired the relevant number of credits. Appearing for end semester examinations in theory courses, laboratory courses, theory courses with laboratory components and project work is a mandatory requirement.

14.2 If a student fails to secure a pass in courses in any semester, he/she is allowed to write arrear examinations in subsequent semester(s), irrespective of whether the course is offered or not, subject to the maximum permissible credit limit of 36, till he/she secures a pass as stated in Clause 14.1. In such a case he/ she is required to reappear either for the end semester exam, carrying forward the continuous internal assessment marks earned in the previous attempt or reappear in the continuous Assessment Tests and the end semester examination, if such courses

are offered in that semester. However, if such courses are not offered in that semester he/she can appear only for end semester examinations.

14.3 The passing requirement for the courses which are assessed only through purely internal assessments (EEC courses except project work), is 50% of the continuous assessment marks only.

14.4 Double valuation is adopted for all the theory courses in order to overcome any subjectivity in single valuation in the end semester examinations. So the provision for revaluation does not arise. However, if a student wants to appeal for review of the result in any subjects, he / she can submit a challenge review applications to COE office. A committee consisting of the Head of the Department, concerned course instructor and a subject expert (Internal / External) nominated by the HOD will review and give its recommendations to the COE.

15. AWARD OF LETTER GRADES

15.1 All assessments of a course will be evaluated on relative grading basis. However, for the purpose of reporting the performance of a student, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (out of 100) obtained by the student in each subject as detailed below. However, '**B**' Grade will be awarded only if a student secures a minimum of 50 % marks and '**O**' Grade will be awarded only if a student secures above 90 % marks. In between 50 % and 90 % only relative grading will be followed.

Letter Grade		Grade Points
O	(Outstanding)	10
A +	(Excellent)	9
A	(Very Good)	8
B +	(Good)	7
B	(Average)	6
RA	(Reappearance Registration)	0
RA*	(Absent –Reappearance Registration)	0
SA	(Shortage of Attendance)	0
W	(Withdrawal)	0

“**SA**” denotes shortage of attendance (as per clause 7.3) and hence prevention from writing the end semester examinations. ‘SA’ will appear only in the result sheet.

“**RA**” denotes that the student has failed to pass in that course. “

“**RA***” denotes that the student has not appeared for exam for the particular course

“**W**” denotes **withdrawal** from the exam for the particular course.

15.2 For the Co-curricular activities such as National Service Scheme (NSS) / NSO / YRC etc., a satisfactory / not satisfactory grading will appear in the mark sheet. Every student shall put in a minimum of 75% attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Head of the Institution may permit a student to complete this requirement in the second year. **A satisfactory grade in the above co-curricular activities is compulsory for the award of degree.**

15.3 The grades “O”, “A+”, “A” “B+”, “B” obtained for the ‘Value Added Courses’ and ‘Online Courses’ shall figure in the mark sheet. The Courses for which the grades are RA, SA will not figure in the mark sheet.

15.4 GPA and CGPA Calculation and Grade Sheet

After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- The Name of the college and affiliating university.
- The list of courses registered during the semester and the grades scored.
- The Grade Point Average (GPA) for the semester
- The Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards.
- Details of grades of supplementary exam.

During each semester, the list of courses registered and the grades scored in each course are used to compute the Grade Point Average (GPA). GPA is the ratio of the sum of the products of the number of credits of courses registered as prescribed in the curriculum and the grade points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

$$GPA = \frac{\sum_{i=1}^n c_i GP_i}{\sum_{i=1}^n c_i}$$

Where c_i - is the Credits assigned to the course

GP_i - is the grade point corresponding to the letter grade obtained for each course

n - is number of all Courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.

CGPA will be calculated in a similar manner, considering all the courses enrolled from first semester. "RA" and "SA" grades will be excluded for calculating GPA and CGPA.

15.5 The credits earned through Value Added Courses / Online Courses with less than 3 Credits shall not be considered for calculating GPA and CGPA.

16 ELIGIBILITY FOR THE AWARD OF THE DEGREE

- 16.1 A student shall be declared to be eligible for the award of the B.E. / B.Tech. Degree provided the student has
- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
 - ii. Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 8 semesters within a maximum period of 7 years (6 years in the case of Lateral Entry) reckoned from the commencement of the first (third in the case of Lateral Entry)) semester to which the student was admitted."
 - iii. Successfully passed any additional courses prescribed by the Dean-Academics, whenever readmitted under any subsequent new regulations (vide clause 18.3)
 - iv. Satisfactorily completed the Personality and Character development requirements.
 - v. No disciplinary action pending against the student.

The award of Degree must have been approved by the authorized body of the University.

16.2 Classification of the Degree Awarded

16.2.1 First Class with Distinction

A student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

- Should have passed the examination in all the courses of all the eight semesters in the student's First Appearance within **five** years, which includes authorized break of study of one year. Withdrawal from examination (vide Clause 17) will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50
- Should NOT have been prevented from writing end semester examination due to lack of attendance in any of the courses.

16.2.2 **First Class**

A student who satisfies the following conditions shall be declared to have passed the examination in **First class**:

- Should have passed the examination in all the courses of all eight semesters **within five years** , which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- Should have secured a CGPA of not less than **7.00**

16.2.3 **Second Class**

All other students (not covered in clauses 16.2.1 and 16.2.2) who qualify for the award of the degree (vide Clause 16.1) shall be declared to have passed the examination in **Second Class**.

16.3 A student who is absent in end semester examination in a course / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification. (subject to clause 17 and 18)

17. **PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION**

17.1 A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Director, Physical Education and HOD) be granted permission to withdraw from appearing for the end semester examination in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application shall be sent to Dean-Academics through the Head of the Department with required documents.

17.2 Withdrawal application shall be valid only if the student is otherwise eligible to write the examination (Clause 7) and if it is made within TEN working days before the commencement of the end semester examination in that course or courses and also recommended by the Head of the Department.

17.2.1 Notwithstanding the requirement of mandatory TEN working days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

17.3 In case of withdrawal from a course / courses (Clause 13) the course will figure both in Marks Sheet as well as in Result Sheet. Withdrawal essentially requires the student to re-register for the course(s) and attend the supplementary or the end semester examination in the subsequent semester, when the examination is conducted. However, withdrawal shall not be construed as an appearance for the eligibility of a student for First Class with Distinction and for First Class.

- 17.4 Withdrawal is permitted for the end semester examinations in the final semester, only if the period of study the student concerned does not exceed 5 years as per clause 16.2.1.

18. PROVISION FOR AUTHORISED BREAK OF STUDY

- 18.1 A student is permitted to go on break of study for a maximum period of one year as a single spell.
- 18.2 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the student may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a student intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Dean-Academics in advance, but not later than the last date for registering for the end semester examination of the semester in question, with the approval of the Head of the Institution stating the reasons therefore and the probable date of rejoining the programme.
- 18.3 The students permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Dean-Academics in the prescribed format through Head of the Institution at the beginning of the readmitted

semester itself for prescribing additional courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.

- 18.4 The authorized break of study would not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 16.1).
- 18.5 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 18.6 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 18.1)

19. DISCIPLINE

- 19.1 Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the College. The Head of Institution shall constitute a disciplinary committee consisting of Head of Institution, Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline and initiate necessary action.

19.2 If a student indulges in malpractice in any of the end semester / internal examination he / she shall be liable for punitive action as prescribed by the college from time to time.

20. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The College may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and scheme of examinations through the Academic Council.

ANNEXURE - I

FOUR YEAR B.E. DEGREE COURSES:

1. Aeronautical Engineering
2. Automobile Engineering
3. Biomedical Engineering
4. Civil Engineering
5. Computer Science and Engineering
6. Electronics and Communication Engineering
7. Electrical and Electronics Engineering
8. Mechanical Engineering
9. Mechatronics Engineering

FOUR YEAR B.Tech. COURSES:

1. Biotechnology
2. Chemical Engineering
3. Food Technology
4. Information Technology