

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

REGULATIONS 2019
CHOICE BASED CREDIT SYSTEM
COMMON TO ALL POST GRADUATE PROGRAMMES

This set of Regulations is applicable to the students admitted to all PG Programmes at Rajalakshmi Engineering College, Chennai, from the academic year 2019-2020 onwards

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE In this Regulation, unless the context otherwise specifies:

- I. **“Programme”** means Degree Programme. e.g. M.E., M.Tech. MBA Degree Programme
- II. **“Specialisation”** means a discipline of the Post Graduate Degree Programme, like Power Electronics and Drives, Software Engineering, etc.
- III. **“Course”** means a Theory or Practical subject that is normally studied in a semester, like Applied Mathematics, Advanced Thermodynamics, 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. **“Controller of Examinations”** means the Authority of the College who is responsible for all the activities of the examination centre.
- VI **“Head of the Institution”** means the Principal of the College.
- VII **“Head of the Department”** means the Head of the Department Concerned.
- VIII **“College”** means Rajalakshmi Engineering College, Chennai.
- IX **“University”** means ANNA UNIVERSITY, Chennai.

2. ADMISSION PROCEDURE

As per Anna University norms

3. PROGRAMMES OFFERED

A student may be offered admission to any one of the following Full Time programmes of study approved by the University.

1. M.E. /M. Tech. credit range between 70-75

2. M.B.A. Total credit range between 100-105

Details of the Programmes currently being offered by the college are given in **Annexure - I**

The Full-time students should not attend any other Full-time programme(s) / course(s) or take up any Full-Time job / Part-Time job during working hours in any Institution or company during the period of Full - Time programme. Violation of the above rules will result in cancellation of admission to the PG programme.

4. STRUCTURE OF THE PROGRAMMES

4.1 Categorization of Courses

Every Post Graduate Degree Programme will have a curriculum with syllabi consisting of theory and Laboratory Courses that shall be categorized as follows:

- i. **Foundation Courses (FC)** may include Mathematics or other basic courses
- ii. **Professional Core (PC)** courses include the core courses relevant to the chosen specialization / branch for MBA this also includes Functional and Non-functional elective courses. Functional courses will be in Marketing, Finance and Human Resources management.
- iii. **Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization/ branch.
- iv. **Employability Enhancement Courses (EEC)** include Internship, Seminar, Professional Practices, Case Study and Industrial / Practical Training.
- v. **Research Methodology and IPR Courses (RMC)** to understand the importance and the process of creation of patents through research.
- vi. **Open Elective Courses (OEC)** are of importance in the context of Special Skill Development and courses offered in other PG programme including MBA
- vii. **Employability Enhancement Courses (EEC)** include Internship, Seminar, Professional Practices, Case Study and Industrial / Practical Training.
- viii. **Audit Courses** expose the students to Constitution of India, Disaster Management, Yoga, English for Research Paper Writing, Value education, Pedagogy Studies, Stress Management, Sanskrit for Technical knowledge and Personality Development through Life Enlightenment Skills.

4.2 Courses per Semester

Curriculum of a semester shall normally have a blend of lecture courses and Laboratory Courses including Employability Enhancement Courses. Each course may have credits assigned as per clause 4.3.

4.3 Credit Assignment

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

Contact Period(s) per week	Credits
1 Lecture period	1
1 Tutorial Period	1
2 Practical periods (Laboratory / Seminar)	1

4.4 Project Work

4.4.1 The Project work is an important component of Post-Graduate programmes. The Project work for M.E. / M.Tech. consists of Phase – I and Phase – II. The Phase – I is to be undertaken during III semester and Phase – II, which is a continuation of Phase – I is to be undertaken during IV semester. For M.B.A. programme, the Project Work has to be undertaken in the final semester.

4.4.2 The Phase-II Project work for M.E / M.Tech shall be pursued for a minimum of 15 weeks during the final semester and for MBA the project work shall be pursued for a minimum of 10 weeks during the IV semester in industries.

4.4.3 The Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means a faculty member possessing (i) PG degree with a minimum of 3 years of teaching experience or (ii) Ph.D. degree.

4.4.4 A student may, however, in certain cases, be permitted to work on projects in an Industrial / Research Organization, on the recommendations of the Head of the Department. In such cases, the Project work shall be jointly guided by a supervisor of the department and an expert as joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the reviews for evaluating the progress.

4.5 Industrial Training / Internship

4.5.1 The M.E./M.Tech 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 MBA Students have to undergo a summer internship in a corporate or social entity for a period of four weeks immediately after completing the end semester examinations of semester-II.

The students may undergo Internship at a Research organization / University (after due approval from the Department Advisory Board), 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 credit
4 weeks	2 credit
6 weeks	3 credit

4.6 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 calculation but will be indicated in the grade sheet.

4.7 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 office of the Dean-Academics subject to a maximum of 6 (six) credits. This online 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 procedures from Department Advisory Board and the office of the Dean-Academics.

4.8 Medium of Instruction

The medium of instruction is English for all courses, examinations, seminar presentations and project / thesis reports.

5. DURATION OF THE PROGRAMMES

- 5.1 The minimum and maximum period for the completion of the P.G. Programmes are 4 and 8 semesters respectively for M.E. / M.Tech. / MBA programmes.
- 5.2 Each semester shall normally consist of 90 working days. The Head of the Department shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus covering the full content of the syllabus for the course being taught.
- 5.3 The total duration for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum duration specified in clause 5.1 irrespective of the period of break of study (vide clause 16) or prevention (vide clause 7.3) in order that the student may be eligible for the award of the degree (vide clause 14).

6. COURSE ENROLLMENT AND REGISTRATION

- 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 courses of the succeeding semester, including Non-credit courses, 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 Minimum number of students for an Elective course to be offered is 40% of the class and will be left to the discretion 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 On admission, the student shall register for all the courses, including Non-credit courses, of the first semester as prescribed in the curriculum. 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.
- 6.4.2 The enrollment for the courses of the III and IV Semester will commence 10 working days prior to the last working day of the preceding semester.
- 6.4.3 If a student has appeared and failed in one or more theory courses in I-III 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.

6.5 **Registration for Reappearance**

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 semester, 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.

- 6.5.1 However, if the student has failed in any of the professional elective or online course, he/ she has the option to take up correspondingly some other professional elective or online course in the final semester only, if permitted by

the Head of the Department based on the availability of such courses. The registration details of the students may be approved by the Dean-Academics.

6.5.2. The student who fails in Project work / Seminar and any other EEC course shall register for the same in subsequent semester and repeat the course. In this case, the student shall attend the classes, satisfy the attendance requirements (vide clause 7), earn Continuous Assessment marks and appear for the End Semester Examinations.

6.5.3 If a student fails to secure a pass in any Audit course(s), he/she has to register for reappearance for that course in the subsequent semester when offered next.

6.6 Flexibility to Add or Drop courses

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 the student wishes, then the student is permitted to earn more than the total number of credits prescribed in the curriculum of the student's programme.

From the second to final semesters, the student has the option of registering for additional courses or dropping existing courses. The total number of such courses cannot exceed two for all PG programmes. However the maximum number of credits the student can register in a particular semester cannot exceed 30 for M.E. /M.Tech. and 36 credits for MBA.

6.6.1 The student shall register for the Project work Phase I in the third semester (M.E. / M.Tech.) and for Project work phase II in the fourth semester (M.E. / M.Tech.). In the case of, MBA degree programmes the student shall register for project work in the fourth semester. However, if a student has not earned the minimum number of credits as specified in Table-2, the student may be permitted to register for the project work (Phase I and Phase II in the case of M.E. / M.Tech.) as and when the student earns the minimum number of credits.

TABLE - 2

Programme	Minimum No. of Credits to be earned
M.E. / M.Tech.	24 (for Phase-I)
M.B.A.	50

This registration is for undergoing the course as well as for writing the End Semester Examinations and for project work if applicable.

6.7 The courses that a student registers in a particular semester may include

1. Courses of the current semester.
2. The core (Theory/Lab /EEC) courses that the student has not cleared in the previous semesters.
3. Elective courses in which the student has failed.
4. Audit courses in which the student has not secured 50 % in the continuous Assessments
5. Additional courses which the student has registered (Clause 4.5 to 4.7)
6. Phase-I / Phase-II project work

A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve the student's marks in a course or the aggregate marks / CGPA.

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% attendance** (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 one semester during the entire course of the study.
- 7.3 Students who **secure less than 65% attendance in any course and students 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. 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 for regular and reappearance 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's 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.

9 COURSE COMMITTEES

9.1 Common Course Committee

A theory course handled by more than one teacher shall have a "Common Course Committee" comprising of all teachers teaching that course and some

students who have registered for that course. There shall be two student representatives from each batch of that course. One of the teachers shall be nominated as Course Coordinator by the Head of the Department duly approved by the Dean-Academics.

The first meeting of the Common Course Committee shall be held within fifteen days from the date of commencement of the semester. The nature and weightage of the continuous assessments shall be decided in the first meeting, within the framework of the Regulations. Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to the whole batch.

In addition the "Common Course Committee" (without the student representatives) shall meet to ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments (vide clause 10).

Wherever feasible, the common course committee (without the student representatives) shall prepare a common question paper for the continuous assessment tests also and the question paper for the end semester examination will be common to all.

9.2 Overall Monitoring Committee

In addition, there shall be a overall monitoring committee for each semester of a programme which comprises of (i) the Course Coordinators / Course teachers (as applicable), (ii) the Faculty-in-charge of the programme and (iii) the Head of Department. This overall monitoring committee shall meet periodically to discuss academic related matters, progress and status of the students of the semester concerned.

9.2.1 The overall monitoring committee can invite the Faculty Advisors or students of the semester concerned for any of the committee meetings if necessary.

10 ASSESSMENT PROCEDURES FOR AWARDING MARKS

All M.E. / M.Tech. and M.B.A. Programmes consist of Theory Courses, Laboratory Courses and Employability Enhancement Courses. Employability Enhancement Courses include Seminar, Professional Practices, Case Study and Industrial / Practical Training. Appearance in End Semester Examination is mandatory for all courses including Theory, Laboratory, Theory Courses with Laboratory Component, Project work and other courses if applicable.

Performance in each course of study shall be evaluated based on (i) Continuous assessments throughout the semester and (ii) End Semester Examination at the end of the semester. For Theory Courses and Theory Courses with Laboratory Component, out of 100 marks, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination carries 50 marks. For Laboratory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination carries 50 marks. The continuous assessment is 60 marks for the Project Work, and project report evaluation and viva-voce examination carries 40 marks. All other courses included under Employability Enhancement Courses are evaluated by Continuous Assessments only.

(i.e.) Each course shall be evaluated for a maximum of 100 marks as shown below:

S.No	Category of course	Continuous Assessments	End-Semester Examinations
i.	Theory Courses/ Theory Courses with Laboratory Component	50 Marks	50 Marks
ii.	Laboratory Courses	50 Marks	50 Marks
iii.	Project Work	60 Marks	40 Marks
iv.	All other EEC Courses	100 Marks	-

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' for every semester which consists of attendance marked in each theory / Laboratory/EEC class, the assessment marks and the record of class work (topics covered), separately for each course handled by the teacher. 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 assessment marks and attendance. The Head of the Department will affix his/her signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Department who shall keep this document in safe custody (for four years). The records of attendance and assessment of both current and previous semesters should be available for inspection.

10.1 **Assessment for Theory Courses**

For Theory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination carries 50 marks.

The End Semester Examinations (End Semester Exams) for theory courses will be of 3 hours duration and shall normally be conducted between November / December during the odd semesters and April / May during the even semesters. End semester Examination is mandatory requirement for passing the course and every student should appear for the examination for theory, theory course with laboratory, laboratory courses and project work.

Continuous Assessment comprises of three assessments of equal weightage, conducted by the course instructor / coordinator / department. The total marks obtained in the 3 **assessments** put together shall be reduced to 50 marks and rounded to the nearest integer. In case a student misses any one of the assessments 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 with the approval from the Head of the Institution a **Reassessment** may be given at the end of the semester.

10.2 **Assessment for Laboratory Courses**

For Laboratory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination carries 50 marks.

Every laboratory exercise / experiment shall be evaluated based on the student performance during the laboratory class and the student's records maintained. There shall be at least one assessment test. The criteria for arriving at the Continuous Assessment marks of 50 shall be decided at the respective course committee meetings.

The End semester examinations for Laboratory courses will be of 3 hours duration and shall normally be conducted in November / December for the odd semesters and in April / May during the even semesters.

10.3 **Assessment for 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.

10.4 **Assessment of Audit courses**

For every Audit course, there will be three continuous assessments carrying equal marks which includes tests, assignments, seminars, etc. The total marks obtained in all three assessments put together shall be proportionately reduced for 100 marks and rounded to the nearest integer.

10.5 Assessment for Project Work

The evaluation of Project Work for Phase I and Phase II in the case M.E. / M.Tech. shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause 10.5.1.

- 10.5.1 The Project work shall be evaluated for a maximum of 100 marks out of which 60 marks will be through internal assessment. There should be three reviews for each phase in the case of M.E. / M.Tech. (Phase I and Phase II) to be conducted separately with Internals 60 marks and External 40 marks. Similarly, there should be three reviews for the final year project work of M.B.A. The marks are to be distributed as detailed below:

Project work	Internal (60 Marks)			External (40 Marks)			
	Review I	Review II	Review III	Thesis Evaluation		Viva – Voce (20 Marks)	
				Internal	External	External	Internal
M.E. / M.Tech. (Phase – I & Phase – II) and M.B.A	20	20	20	10	10	10	10

- 10.5.2 There shall be three assessments (each 100 marks) during the semester by a review committee. The student shall make presentation on the progress made before the committee. The Head of the Department shall constitute the review committee consisting of supervisor, project coordinator and another faculty member from an allied Department or an external expert. The total marks obtained in the three assessments shall be reduced to 60 marks and rounded to the nearest integer.
- 10.5.3 The Project Report shall be prepared according to approved guidelines as given by Dean- Academics and duly signed by the supervisor(s), Project Co-ordinator and the Head of the Department and shall be submitted to the Head of the Department.
- 10.5.4 The evaluation of the Project work Phase - I and Phase - II (M.E. / M.Tech. will be based on the project report submitted in each of the Phase – I and Phase - II semesters respectively and a Viva- Voce Examination by a team consisting of the supervisor, internal examiner (other than the supervisor) and External Examiner. The external examiner shall be appointed by the Controller of examinations from the panel of examiners submitted by the HOD for Phase – I and Phase – II project evaluation in the case of M.E. / M. Tech. and for the Final semester Project work of M.B.A.
- 10.5.5 If the student fails to obtain 50% of the continuous internal assessment marks in Phase–I and Phase–II in case of M.E. / M.Tech or the Final semester Project

work of M.B.A. he / she will not be permitted to submit the report for that particular semester and has to re-enroll for the same in the subsequent semester.

10.5.6 The deadline for submission of final Project Report is 30 calendar days from the last working day of the semester in which project / thesis / dissertation is done. However, the Phase-I of the Project work in the case of M.E. / M.Tech. shall be submitted within a maximum period of 15 calendar days from the last working day of the semester as per the academic calendar published by the College or the Re-opening of next semester whichever is earlier.

10.5.7 If a student fails to submit the project report on or before the specified deadline, student is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester. This applies to both Phase-I and Phase-II in the case of M.E. / M.Tech. and the Final semester Project work of M.B.A.

In case of students of M.E. / M.Tech. not completing Phase - I of Project work successfully, the students can undertake Phase - I again in the subsequent semester. In such cases, the students can enroll for Phase-II, only after successful completion of Phase I.

10.5.8 A copy of the approved project report after the successful completion of viva-voice examinations shall be kept in the library of the department and college.

10.6. Assessment for Seminar / Professional Practices / Case Study

The seminar / Case study 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%).

10.7 Assessment for Industrial / Practical Training / Internship / Summer Project

10.7.1 Industrial / Practical training / Internship / Summer Project if specified in the Curriculum shall not exceed the maximum duration of 4 weeks and should be organized by the Head of the Department for every student.

10.7.2 The Industrial / Practical Training which is a part of the curriculum 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 brief report on the training undergone and a certificate from the organization concerned. The 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. Certificates (issued by the Organization) submitted by the student shall be attached to the mark list and sent to Controller of Examinations by the Head of the Department.

10.7.3 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.

10.8 Assessment for Value Added Courses

Students may be permitted to credit value added courses with approval of the committee, consisting of the Head of the Department, staff handling the course and a senior Faculty member nominated by Dean Academics. 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. The list of students along with the marks and the grades earned may be forwarded to the Controller of Examinations.

10.9 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 6 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 a University 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.

11 **PASSING REQUIREMENTS**

- 11.1 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.
- 11.2 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 limit of 30 for M.E./M Tech programmes and 36 for MBA programme, till he/she secures a pass as stated in Clause 11.1. In such a case he/ she has required to reappear either for the end semester exam, carrying forward the same continuous assessment marks earned in the previous attempt or reappear for 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.
- 11.3 The passing requirement for the courses (EEC and Audit courses) which are assessed only through internal assessments is 50% of the continuous assessment marks only.
- 11.4 If a student wants to appeal for review of the result in any subjects, he / she can submit a 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.

12. **AWARD OF LETTER GRADES**

- 12.1 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 90 %

marks and above. 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.

12.2 For Audit courses, a **Pass/RA** will appear in the grade sheet, and a Pass in these courses is compulsory for the award of degree.

12.3 The grades “O”, “A+”, “A” “B+”, “B” obtained for the ‘**Value Added Courses**’ and ‘**Online Courses**’ shall figure in the grade sheet.

13. GPA and CGPA Calculation and Grade Sheet

13.1 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 enrolled during the semester and the grades scored.
- The Grade Point Average (GPA) for the semester
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.
- Details of grades of supplementary exam.

GPA for a semester is the ratio of the sum of the products of the number of credits for courses acquired and the corresponding points to the sum of the number of credits for the courses assigned in the semester.

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

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

where c_i is the number of Credits assigned to the course

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

n is number of courses registered during the particular semester in the case of GPA and during all the semesters in the case of CGPA

13.2 The credits earned through value added courses shall not be considered for calculating GPA and CGPA.

14 ELIGIBILITY FOR THE AWARD OF DEGREE

14.1 A student shall be declared to be eligible for the award of the PG Degree (M.E./ M.Tech./ M.B.A.) 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 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the student was admitted.
- iii. Successfully passed all the prescribed audit courses.
- iv. Successfully passed any additional courses prescribed by the Dean-Academics, whenever readmitted under subsequent new regulations (vide clause 16.3)
- v. No disciplinary action pending against the student.

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

14.2 Classification of the Degree Awarded

14.2.1 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 four semesters in the student's First Appearance within **two** years, which excludes authorized break of study (if availed), of one year. Withdrawal from examination (vide Clause 15) 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.

14.2.2 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 four semesters **within three years** , which excludes one year of authorized break of study (if availed) of one year or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- **Should have secured a CGPA of not less than 7.0**

14.2.3 Second Class

All other students (not covered in clauses 14.2.1 and 14.2.2) who qualify for the award of the degree (vide Clause 14.1) shall be declared to have passed the examination in **Second Class**.

14.2.4 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 (except approved withdrawal from end semester examinations as per clause 15) for the purpose of classification.

15 PROVISION FOR WITHDRAWAL FROM EXAMINATION

15.1 A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Director, Physical Education and Head of the Institution) 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 HOD with required documents.

- 15.2 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.
- 15.3 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.
- 15.4 Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction and First Class.
- 15.5 Withdrawal is permitted for the end semester examinations in the final semester only if the period of study the student concerned does not exceed 3 years for **M.E. / M.Tech., M.B.A.**

16 BREAK OF STUDY FROM A PROGRAMME

- 16.1 A student is permitted to go on break of study for a maximum period of one year either as two breaks of one semester each or a single break of one year.
- 16.2 The student applies for break of study, the student shall apply to the Dean-Academics in advance, in any case, not later than the last date of the first assessment period. The application (downloaded from website) duly filled by the student shall be submitted through the Head of the Department. In the case of short term employment/ training/ internship, the application for break of study shall be approved and forwarded by the Departmental Advisory Board to the Dean-Academics.
- 16.3 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 Department at the beginning of the readmitted semester itself for prescribing additional/equivalent courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.
- 16.4 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 in order that the student may be eligible for the award of the degree (vide clause 14).

- 16.5 In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the programme only if the approval is obtained from the Dean-Academics through the concerned Head of the Department before the end of the semester in which the student has taken break of study.
- 16.6 If a student has not reported to the department for a period of two consecutive semesters without any intimation, the name of the student shall be deleted permanently from the college enrollment. Such students are not entitled to seek readmission under any circumstances.

17 DISCIPLINE

- 17.1 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.
- 17.2 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.

18 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

POST GRADUATE COURSES OFFERED AT COLLEGE

SL NO	PG Departments
1	M.E. Avionics
2	M.E. Computer Science & Engineering
3	M.E. Communication Systems
4	M.E. Embedded Systems
5	M.E. Engineering Design
6	M.E. Medical Electronics
7	M.Tech. Bio-Technology
8	M.Tech. Data Science
9	M.B.A. Master of Business Administration (2 years)