

SRI KRISHNA COLLEGE OF TECHNOLOGY: : COIMBATORE – 641 042

REGULATIONS 2022

CHOICE BASED CREDIT SYSTEM

Common to all M.E. / MBA Full-Time Programme

**(For the students admitted to M.E. / MBA Programme at various Departments
from the Academic year 2022 - 2023 onwards)**

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In this Regulation, unless the context otherwise specifies:

- I. **“Programme”** means Degree Programme (i.e) M.E. / MBA Degree Programme.
- II. **“Branch”** means Specialization or discipline of M.E. Degree Programme, like “Structural Engineering”, “Engineering Design”, etc.,
- III. **“Course”** means a Theory, Theory with Practical or Practical courses that is normally studied in a semester, like Applied Mathematics, Advanced Thermodynamics, etc.,
- IV. **“Head of the Institution”** means the Principal of the College who is responsible for all academic activities of the College and for the implementation of relevant rules and regulations.
- V. **“Controller of Examinations”** means the Authority of the College who is responsible for all Examinations activities of the College.
- VI. **“Head of the Department”** means Head of the Department concerned.
- VII. **“Chairman / BoS”** means Head of the Department concerned.
- VIII. **“University”** means the affiliating university, viz., ANNA UNIVERSITY, CHENNAI.

2. ADMISSION PROCEDURE

- 2.1. Candidates for admission to the first semester of the Post-Graduate Degree Programme shall be required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under qualification for admission as per the Tamil Nadu Common Admission (TANCA) criteria.

Note: TANCA releases the updated criteria during the admissions every academic year. Admission shall be offered only to the candidates who possess the qualification prescribed against each programme.

Any other relevant qualification which is not prescribed against each programme shall be considered for equivalence by the committee constituted for the purpose. Admission to such degrees shall be offered only after obtaining equivalence to such degrees.

- 2.2. However, the Syndicate of the University may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed at the time of admission.
- 2.3. Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the Syndicate of the University from time to time.
- 2.4. Eligibility conditions for admission such as the class obtained, the number of attempts in qualifying examination and physical fitness will be as prescribed by the Syndicate of the University from time to time.

3. PROGRAMMES OFFERED AND MODE OF STUDY

3.1. PG Programmes Offered

The following are the branches of study under M.E. / MBA degree programme.

M.E	Applied Electronics
	Computer Science and Engineering
	Engineering Design
	Power Systems Engineering
	Structural Engineering
M.B.A	Master of Business Administration

3.2. Mode of study

Candidates admitted under "Full-Time" should be available in the College / Institution during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities assigned to them.

The Full-Time candidates should not attend any other Full-Time programme(s) / course(s) or take up any Full-Time job / Part-Time job in any Institution or Company during the period of the 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.a. Categorization of Courses

Every Programme will have a curriculum with syllabi consisting of theory, theory with practical and practical courses that shall be categorized as follows:

- i. Foundation Courses (FC) include Mathematics or other basic courses and Bridge course for MBA.
- ii. Professional Core Courses (PCC) include the core courses relevant to the chosen specialization/branch.

- iii. Professional Elective Courses (PEC) include the elective courses relevant to the chosen specialization/ branch.
- iv. Open Elective Courses (OE) – are of importance in the context of special skill development offered by other than the parent department.
- v. Employability Enhancement Courses (EEC) - Project work, Seminar, Internship, Professional Practices, Case Study and Industrial/Practical Training.
- vi. Mandatory Courses (MC) Mandatory course is a non-credit course offered by the college/department.
- vii. Audit Courses (AC) - Audit course is a non-credit course offered by the college/department.

The recommended credit range for each programme is mentioned below. (as per clause 21)

Programme	Recommended Credit Range
M.E	68 – 70
MBA	102

Courses per Semester: The Curriculum of a semester shall normally have a blend of theory/theory with practical and practical courses including Employability Enhancement Courses. Each course may have credits assigned as per clause 4.2.

4.2. Credit Assignment

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

Contact period per week	Credits
1 Lecture Period / 1 Tutorial Period	1
2 Practical Periods (Practical / Seminar / Project Work / etc.)	1

4.3. Project work

- i. The project work consists of Project Work–I and Project Work–II. The Project Work–I is to be undertaken during Semester III and Project Work–II, which is a continuation of Project Work–I, (except when project work II is carried out in the industry) is to be undertaken during Semester IV.
- ii. In case of students not completing Project Work-I of project work successfully, the students can undertake Project Work-I again in the subsequent semester. In such cases the students can enroll for Project Work-II, only after successful completion of Project Work-I.
- iii. For M.E Programme Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means the faculty member possessing (i) PG degree with a minimum 3 years of experience in teaching or (ii) Ph.D. degree. For MBA 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 M.B.A. degree (i) with a minimum 2 years of teaching experience or (ii) Ph.D. degree.

- iv. A student may, however, undergo Project Work I and II in industry/ research institutions as specified in the curriculum during their final year. In such cases, the students shall undergo the Project Work with the approval obtained from the Head of the institution 15 days before the start of the Project work I.
- v. If the project work is carried out in industry/research institutions project work II need to be a continuation of Project Work-I. In such cases, the Project Work shall be jointly supervised by a supervisor of the department and an expert as a joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.
- vi. The Project Work shall be pursued as per the curriculum during the final semester

4.4. Industrial Training / Internship

4.4.1 The students may undergo Industrial Training for a period as specified in the curriculum during the summer / winter vacation.

4.4.2 For MBA programme it is mandatory for the students to take up internship training in an Industry/Business firm. For M.E programme the students may undergo Internship at an Industry/ Research organization after due approval from the Head of the Institution for the period prescribed in the curriculum during the summer / winter vacation, in lieu of Industrial training. The attendance certificate and completion certificate obtained from the industry shall be submitted to the CoE office after getting due approval from the Head of the Institution within 5 working days from the commencement of III semester. The credits earned shall be reflected on the student’s III semester grade sheet.

The student may undergo Internship optionally and the credits earned will be indicated in the Grade Sheet. They may undergo internship at a Research organisation / Industry (after due approval from the Head of the Institution). If the student earns three credits in Internship, the student become eligible for waiver of one Professional Elective for M.E. programme. In such cases, Industrial training / Internship need to be undergone continuously or with a combination one two week and one four weeks from one/two organisations. However, students shall become eligible for waiver of one such course during the entire duration of study. If the number of credits earned is 1 or 2, the credits will be indicated as additional credits and shall not be considered for classification of the degree. in both cases the attendance certificate and completion certificate obtained from the industry shall be submitted to the CoE office. The student is allowed to undergo a maximum of 6 weeks of Internship during the entire duration of study.

DURATION OF TRAINING / INTERSHIP	CREDITS
2 Weeks	1
4 Weeks	2
6 Weeks	3

4.4.3 Out Bound Training and Rural Immersion Programme (MBA)

Students have to complete mandatory course of Out Bound Training and a Rural Immersion Programme during the first and second semester respectively. There will not be any End Semester Examination for the Out Bound Training and Rural Immersion Programme. The credit assignment is as follows:

Duration of outbound training and Rural Immersion Programme	CREDITS
30 hours	1
60 hours	2

4.5. Industry Offered Courses

Students can opt for industry offered courses which will be offered by experts from industry/Institution collaborated with industry, subject to the approval by the Head of the Department. There will not be any End Semester Examination for industry offered courses. Students can complete such courses during the semester from II to III as and when the courses are offered by the department. The credits earned will be indicated in the grade sheet as additional credits. These credits will not be considered for SGPA/CGPA calculations.

DURATION OF INDUSTRY OFFERED COURSES	CREDITS
15 Hours	1
30 Hours	2
45 Hours	3

4.6. Self-Study Courses

Students should apply for a self-study course with appropriate recommendation of the course coordinator and the Head of the Department with the due approval from the Head of the Institution. Normally, no formal lectures will be held for a self-study course. The course coordinator will hold continuous assessment process. However, the students those who have secured CGPA of greater than or equal to 7.5 during their I semester and without history of arrears are eligible to carry out such course. Moreover, the students can opt one such theory course for each semester during III and IV semesters.

4.7. SWAYAM/MOOC Courses

Students may be permitted to undergo SWAYAM/MOOC courses with the approval of the Head of the Department concerned and the Head of the Institution. Credits earned through SWAYAM/MOOC (which are provided with certificate) after due approval shall be considered for the following categories.

4.7.1 Transfer of Credits

Credits earned through SWAYAM/MOOC courses are eligible for transfer of credits provided it is similar/equivalent to the course for which transfer is requested, however it cannot be claimed elsewhere and is restricted to two such courses per semester.

If the credits earned for such courses are

- a. Greater than the credits mentioned in the curriculum only shall be considered
- b. Less than the credits mentioned in the curriculum, it will not be considered for credit transfer, however it shall be considered as additional credits

4.7.2 Additional Credits

However, students who have undergone SWAYAM/MOOC courses that do not fit into any of the categories mentioned above will be considered as additional credits only. These credits will not be considered for SGPA/CGPA calculation.

4.7.3 Waiver of Elective

Credits earned through SWAYAM / MOOC courses are eligible for waiver of Elective, provided if it hadn't been claimed elsewhere however it is restricted to one such course per semester. The waiver of Elective will be considered for every three credits earned. However, if the credits earned in a single course is more than three, the extra credits earned will not be considered for additional credits. Students who have undergone SWAYAM/MOOC courses that do not fit into any of the categories mentioned above will be considered as additional credits only. These credits will not be considered for SGPA/CGPA calculation.

4.8 Audit / Mandatory Courses

Every student is required to complete audit/mandatory courses as prescribed in the curriculum. These courses are non-credit courses and their completion status will be mentioned in the grade sheets.

4.9 Additional Credits

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, he/she is permitted to earn more than the total number of credits as additional credits. These credits will not be considered for SGPA/CGPA calculations.

i. Each Publication (UGC care /Scopus/SCI)	: One credit
ii. SWAYAM/MOOC courses	:As recommended by SWAYAM / MOOC as per clause 4.7
iii. Industrial Training / Internship	: As per clause 4.4.2
iv. Industry Offered Courses	: As per clause 4.5
v. Winners in National/ International level Hardware/ Software contest organized by Government organization or Fortune 500 companies	: One credit

4.10 Medium of Instruction

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

5. DURATION OF THE PROGRAMMES

5.1. The minimum and maximum period for the completion of the P.G. Programme are given below.

Programme	Min. No. of Semesters	Max. No. of Semesters
M.E	4	8
MBA	4	8

5.2. Each semester shall normally consist of 90 working days (including examination 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 18), or prevention (vide clause 7.4), in order that the student may be eligible for the award of the degree (vide clause 16).

6. COURSE ENROLLMENT AND REGISTRATION

6.1. Each student, on admission, shall be assigned to a Class 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. 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.

6.2.1 Each student on admission shall register for all the courses prescribed in the curriculum in the student's first Semester of study.

6.2.2 The enrollment for all the courses from the Semesters II to IV will commence 5 working days prior to the commencement of the succeeding 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 6.3) within 5 working days after the commencement of the concerned semester and complete the registration process duly authorized by the Faculty Advisor. The students can choose elective courses as per the specified norms mentioned in the curriculum. Number of students opting an elective course should not be less than 10. However, for special cases the department has to obtain the permission from the Head of the Institution.

6.3. Flexibility to Add or Drop courses

6.3.1 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 the student wishes, he/she is permitted to earn more than the total number of credits prescribed in the curriculum of the students' programme within the minimum duration of the programme.

6.3.2 From the I to III semesters, the student has the option to register for additional courses or drop existing courses. The total number of credits that a student can add or drop is limited to 6. However, it is restricted to theory courses only.

7. **ATTENDANCE REQUIREMENTS FOR APPEARING THE END SEMESTER EXAMINATION**

A student who has fulfilled the following conditions (vide clause 7.1 and 7.2) shall be deemed to have satisfied the attendance requirements for appearing the end semester examination.

7.1. 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 reason such as Medical / participation in sports, the students is expected to attend at least 75% of the classes. Therefore, he/she shall secure not less than 75% attendance (after rounding off to the nearest integer) of overall attendance

7.2. If a student secures attendance between 65% and less than 75% in the current semester, due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events, with prior permission from the Head of the Institution through the Head of the Department concerned, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the current end semester examination subject to the condition that the candidate shall submit the medical certificate / sports participation certificate. The same shall be forwarded to the Controller of Examinations for record purposes. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department through the Faculty Advisor.

- 7.3. A student shall normally be permitted to appear for the end semester examination if the student has satisfied the attendance requirements (vide Clause 7.1 – 7.2) and has registered for the examination of that semester by paying the prescribed fee
- 7.4. Students who do not satisfy clause 7.1 and 7.2 and who secure less than 65% attendance will not be permitted to write the end semester examination and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year subject to the approval of Directorate of Technical Education.
- 7.5. In the case of reappearance (Arrear) registration for a course, the attendance requirement as mentioned in Clauses 7.1 - 7.3 is not applicable. However, the student has to register for the examination in that course by paying the prescribed fee.
- 7.6. A student is permitted to rejoin the programme 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 Controller of Examinations in the prescribed format through the 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.
- 7.7. A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear for the same course for improvement of letter grades / marks.

8. CLASS ADVISOR

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

The responsibilities of the class 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.
- To collect and maintain the academic and co-curricular records of the students.

9. VARIOUS COMMITTEES

9.1. Class Committee

9.1.1 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 includes:

- 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 and 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 / 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 weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.

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.

9.1.2 The class committee shall be constituted within the first week of each semester.

9.1.3 At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee.

9.1.4 The Chairperson of the class committee may invite the Class advisor(s) and the Head of the Department to the class committee meeting.

9.1.5 The Head of the Institution may participate in any class committee of the institution.

9.1.6 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.

9.1.7 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 subsequent meetings may be held (one after the first assessment and the other

after the second assessment) in a semester. **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.

9.2. Course Committee for Common Courses

Each common theory/theory with practical 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 first meeting of the "Course committee" shall be held within fifteen days from the date of formation of the committee. The nature and weightage of the continuous assessments shall be decided in the first meeting, to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the assessment. Wherever feasible, the course committee may also prepare a common question paper for the internal assessment within the framework of the Regulations. Two or three subsequent meetings in a semester may be held at suitable intervals.

10. SYSTEM OF EXAMINATION

- 10.1 Performance in each course of study shall be evaluated based on (i) continuous internal assessment throughout the semester and (ii) End examination at the end of the semester.
- 10.2 Each course, theory, theory with practical and practical (including project work & viva voce examinations) shall be evaluated for a maximum of **100 marks**.
- 10.2.1 For all theory courses, the continuous internal assessment will carry **40 marks** while the End Semester examination will carry **60 marks**.
- 10.2.2 For all theory with practical courses, the continuous internal assessment will carry **50 marks** while the End Semester examination will carry **50 marks**. Separate End semester examination for theory and practical will be conducted for 100 marks each.
- 10.2.3 For all practical courses, the continuous internal assessment will carry **60 marks** while the End Semester examination will carry **40 marks**.
- 10.2.4 The continuous internal assessment for the project work will carry **60 marks** while the End Semester examination will carry **40 marks**.
- 10.3 Industrial Training and Internship shall carry 100 marks and shall be evaluated through internal assessment only.

- 10.4 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 guide of the project group and an internal examiner.
- 10.5 For the end semester examination of practical courses including Project Work, the internal and external examiners shall be appointed by the Controller of Examinations.

11 PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

All M.E. and MBA Programmes consists of Theory Courses, Theory with Practical courses, Practical Courses, Project work and Employability Enhancement Courses. Appearance in End Semester Examinations is mandatory for all courses including Theory, Theory with Practical, Practical and Project work. The End Semester Examination for theory/theory with practical, practical courses will be of 3 hours duration and shall normally be conducted between October and January during the odd semesters and between April and July during the even semesters.

Performance in each course of study shall be evaluated based on (i) Continuous assessments throughout the semester and (ii) End Semester Examinations at the end of the semester. Industrial Training/ Internship courses shall be evaluated by Continuous Assessment only.

11.1 Assessment for Theory/Theory with Practical Courses:

For theory courses out of 100 marks, the maximum marks for continuous assessment is 40 and the end semester examination carries 60 marks. For theory with practical courses out of 100 marks, 50 marks are assigned for continuous assessment and end semester examination shall carry 50 marks.

Theory Courses: Continuous assessment for theory courses comprises of two assessments, conducted by the course instructor / coordinator / department. The assessment comprises of internal component and written test each having a weightage of 40% and 60% respectively as per the table given below. The internal component may be based on capstone model assessments. The total internal assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

Assessment	Details of Assessment Parameters	Max. Mark Allocation	Mark Conversion	Total	Internal Mark
I	Internal Component	40	40	100	40
	CIA 1	100	60		
II	Internal Component	40	40	100	
	CIA 2	100	60		

Theory with Practical Courses: Weightage of internal assessment and end semester examination marks will be 50% each. The distribution of marks for the theory and laboratory components in the internal and end semester examination for different type of courses are provided in the table.

L	T	P	C	Internal Assessment		End Semester Examination
				Assessment 1	Assessment 2	
1	0	4	3	Laboratory(25%)	Theory (25%)	Laboratory only (50%)
2	0	2	3	Theory (25%)	Laboratory(25%)	Theory (25%) Laboratory (25%)
2	1	2	4	Theory (25%)	Laboratory(25%)	Theory (35%) Laboratory (15%)
3	0	2	4	Theory (25%)	Laboratory(25%)	Theory (35%) Laboratory (15%)
2	0	4	4	Theory (25%)	Laboratory(25%)	Theory (15%) Laboratory (35%)

The following table shows evaluation methods of theory and laboratory components of theory with practical courses.

Assessment	Details of Assessment Parameters	Max. Mark Allocation	Mark Conversion	Total	Internal Assessment
Lab (50%- Weightage)	Lab Experiments	100 marks per experiment	75	100	50
	Model exam	100	25		
Theory (50%- Weightage)	CIA 1	100	60	100	
	Internal Component	40	40		
	CIA 2	100	60		
	Internal Component	40	40		

11.2 Assessment for Practical Courses

For Practical Courses out of 100 marks, 60 marks are assigned for Continuous Assessment and End Semester Examination shall carry 40 marks as per the weightage given the table below. Every practical exercise/ experiment shall be evaluated based on conduct of experiment/ exercise and records maintained. There shall be at least one test. The criteria for arriving at the continuous assessment marks of 60 is as follows: 75 % of marks shall be awarded for successful completion of all the prescribed experiments done in the practical based on assessment through rubrics and 25 % of marks for the test. The total mark shall be reduced to 60 and rounded to the nearest integer.

Assessment	Details of Assessment Parameters	Marks	Internal Mark
I	Lab Experiments	75	60
	Model lab	25	

11.3 Assessment for Project Work:

The evaluation of Project work for Phase-I and Phase-II for M.E and MBA shall be done independently in the respective semester and marks shall be allotted as per the weightage given in the table below. For Project work out of 100 marks, the maximum marks for Continuous Assessment is 60 and the End Semester Examinations (project report evaluation and viva- voce examination) carries 40 marks.

There shall be **three reviews** (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 a review committee for each programme. There shall be a minimum of three members in the review committee. The project guide will be one of the members of the Review Committee. The total marks obtained in the three reviews shall be reduced to 60 marks rounded to the nearest integer.

The student is expected to submit the project report on or before the last working day of the semester. The End Semester Examination for Project Work shall consist of evaluation of the final project report submitted by the student by an external examiner followed by a viva-voce examination conducted for each student by a committee consisting of the external examiner, the guide of the project and an internal examiner. The Controller of Examinations shall appoint Internal and External Examiners for the End Semester Examinations of the Project Work.

Details of Assessment Parameters		Marks	Total Mark
Continuous Internal Assessment			
Review 1		20	60
Review 2		20	
Review 3		20	
End Semester Examination			
Project Report	External Examiner	10	40
	Internal Examiner	10	
Viva Voce	External Examiner	10	
	Supervisor	10	

If the project report is not submitted on or before the specified deadline, an extension of time up to a maximum limit of 7 days may be given for the submission of project report with due approval obtained from the Head of the Department. If the project report is not submitted even beyond the extended time, then the student(s) is deemed to have failed in the Project Work. The failed student(s) shall register for the same in the subsequent semester and repeat the Project Work again.

11.4 Assessment for Industrial Training / Internship

The Industrial Training/Internship shall carry 100 marks and shall be evaluated through continuous assessment only. At the end of Industrial Training / Internship, 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. The viva voce examinations shall be conducted internally during the III semester.

11.4.1 Out Bound Training and Rural Immersion Programme (MBA)

The Out Bound Training and Rural Immersion Programme shall carry 100 marks and the pattern of evaluation shall be as follows: The Head of the Department may identify a faculty member as coordinator for the course. 50% will be evaluated in the field by the coordinator of the programme who observes and evaluates the students' participation in the field. The other 50% will be awarded by the coordinator by evaluating the students report on his/her field work. The coordinator awards the scores for each student. The completion of course and awards of scores shall be ensured by coordinator and forwarded by Head of the Department to Controller of Examinations after getting due approval from the Head of the Institution.

11.5 Assessment for Industry Offered Courses

The Industry Offered Courses shall carry 100 marks and shall be evaluated through continuous assessments only. Need based assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. The Head of the Department may identify a faculty member as coordinator for the course. A committee consisting of the Head of the Department, staff handling the course (if available), coordinator and a senior Faculty member nominated by the Head of the Department shall monitor the evaluation process. The grades shall be assigned to the students by the above committee based on their performance.

11.6 Assessment for Self Study/ SWAYAM/MOOC/Audit/Mandatory Courses

11.6.1 Self-Study Course

In case of Self Study Course, the course shall be evaluated through End Semester Examination only. The evaluation methodology for the End Semester Examination shall be the same as that of a theory course (vide clause 11.1).

11.6.2 SWAYAM/MOOC Course

For SWAYAM/MOOC courses, the credit allocation may be based on duration/nature of course with equivalent to SWAYAM/MOOC courses. The credits earned through such SWAYAM/MOOC courses shall be considered as per clause 4.7. The completion of course, credits earned and the relevant equivalence of the course shall be ensured and approved by the committee

constituted by the Head of the Department and should be forwarded to the Controller of Examinations after getting due approval from the Head of the Institution.

11.6.3 Audit/Mandatory Course

The Audit/mandatory course shall not carry any marks but to be successfully completed by all students. The Head of the Department shall identify and appoint a senior faculty member as the coordinator for the course. The completion of course shall be ensured by coordinator and forwarded by Head of the Department to Controller of Examinations after getting due approval from the Head of the Institution.

11.7 Internal marks approved by the Head of the Institution shall be displayed by the respective Head of the Department within 5 Days from the last working day.

11.8 Every faculty member is required to maintain an "ATTENDANCE AND ASSESSMENT RECORD" for every semester which consists of attendance marked in each Theory/Theory with Practical / Practical / Project, the assessment marks and the record of class work (topics covered), separately for each course handled by the faculty member. 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 three years). The records of attendance and assessment of both current and previous semesters should be available for inspection.

12 REQUIREMENTS FOR APPEARING IN END SEMESTER EXAMINATIONS

12.1 A student shall normally be permitted to appear for the Semester End Semester Examinations of the current semester if he / she has satisfied the semester completion requirements as per clause 7.

12.2 Further, registration in the End Semester Examinations is mandatory for all the courses of the current semester as well as for the Reappearance course(s). Failing which the student will not be permitted to move to the next higher semester.

12.3 In the case of examination in Project Phase-I and Phase-II (M.E & MBA), no student will be permitted to appear in the examination unless he /she has satisfied the requirements (vide clause 11.3).

13 PASSING A COURSE:

13.1 A Student who secures grade point of 5 or more in any course of study will be declared to have passed that course, provided a minimum of 45% is secured in the End Semester Examination of that course of study. The passing requirements for the courses which are assessed only through continuous assessment is 50% of the continuous assessment marks only.

- 13.2 A student, who absents or withdraws or is disqualified as per clause 7.1 or who secures a letter grade U (Grade point 0) or less than 50% in End Semester Examination in any course carrying continuous assessment and final examination marks, will retain the already earned continuous assessment marks for the next immediate appearance only in the examination of that course and thereafter he/she will solely be assessed by the End Semester Examination carrying the entire marks of that course. In that case, the marks scored by a student in End Semester examinations will be given full weightage and will alone be considered for awarding Grades.
- 13.3 A student, who absents or secures a letter grade U (Grade point 0) in any course carrying only continuous assessment marks, will solely be examined subsequently by a final examination carrying the entire marks of that course, the continuous assessment marks obtained earlier being discarded.
- 13.4 If a student fails to submit the report on project work on or before the date specified by the college / department, he/she is deemed to have failed in the project work and will be awarded grade U.
- 13.5 A student who lacks in attendance or who fails to submit the report on the III and IV semester in case of M.E and IV semester in case of MBA (or whose report is not accepted for reasons of incompleteness or other serious deficiencies) within the prescribed date or whose project work and viva-voce has been assessed as grade U will have to register for the project at the beginning of a subsequent semester following the current semester, redo, and submit the project report at the end of that semester. Continuous Assessment marks earned earlier for the project will be discarded.
- 13.6 If a student fails to appear for the viva-voce examination after submitting the report on project work on the date specified by the college / department, he/she will be marked as absent for the project work. Such students will be allowed to appear for the viva-voce examination at the next earliest opportunity, the project being evaluated at that time. Continuous Assessment marks earned earlier for the project will be considered.
- 13.7 Provision for Transparency and Revaluation of Answer Paper
- When the semester results are published and in case any candidate feels aggrieved, he / she can request for transparency of answer scripts of the respective semester examinations. The candidate is also required to pay a nominal fee, as prescribed by Controller of Examinations office, for rechecking of the answer sheet. The candidate has to submit a request to the Head of the Institution within a week from the publication of the results. After rechecking the answer scripts, if a student feels that he is deserved for a different grade other than what he has been awarded, he can apply for revaluation by paying the prescribed fee. When the revaluation is completed the result will be published. Revaluation will be allowed only for theory courses. Revaluation is not permitted for practical courses, Industrial practices and for project work.

13.8 Retaining Period for Evaluated Answer Scripts

The answer scripts of a student which are evaluated for awarding grades shall be retained by office of Controller of Examinations for a period of one year from the date of publishing the End Semester results. After the mentioned period, any claim by the students related to answer scripts shall not be considered for any further action.

14 AWARD OF LETTER GRADES

- 14.1 The award of letter grades will be decided using relative grading principle. The relative grading is applicable to ONLY those students who have passed the examination as per the passing requirements enumerated above. For those students who have not passed the examination, Reappearance (U) shall be awarded as shown in the below table.

For a given course, if the student's strength is greater than 30, the relative grading method shall be adopted. However, if the student's strength is less than or equal to 30, also for project work/Internship and Laboratory courses the absolute grading shall be followed with the grade range as specified below.

O	A+	A	B+	B	C	U
91-100	81-90	71-80	61-70	56-60	50-55	<50

The performance of a student will be reported using letter grades, each carrying certain points as detailed below:

Letter Grade	Grade Points
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Average)	6
C (Satisfactory)	5
U (Re-appearance)	0
W (Withdrawal)	0
AB (Absent)	0

"U" denotes Reappearance registration is required for that particular course. "W" indicates withdrawal from the course.

- 14.2 The grades O, A+, A, B+, B, C obtained for the one / two credit course shall figure in the Grade sheet under the title "**Additional Credit Courses**". The other grades U, IA **will not figure in the mark sheet.**

15 GRADE SHEETS

After the publication of the results, each student will be issued individual grade sheet for each Semester containing the following information:

- 15.1 The list of courses enrolled during the Semester and the grade awarded.
- 15.2 The Semester Grade Point Average (SGPA) and the cumulative Grade Point Average (CGPA) of all courses successfully cleared from First Semester Onwards.
- 15.3 **Credits enrolled and credits earned up to the current semester.**

Computation GPA/ CGPA to be done by dividing the sum of Credit Point of all Courses by the total number of credits registered in a Semester, leading finally to CGPA for evaluating students' performance at the end of two or more Semesters cumulatively.

Formula for GPA & CGPA

$$\text{GPA} = \frac{\text{Sum of (Credits assigned*Grade points acquired in each subjects)}}{\text{Sum of Credits assigned to the subjects}}$$

CGPA will be calculated in a similar manner, considering all the subjects registered from semester.

$$\text{GPA / CGPA} = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

Where, C_i - is the Credit assigned to the i^{th} subject

G_{pi} – is the grade point corresponding to the grade in i^{th} subject. (Refer Table Above)

n – is the number of subjects registered during the particular semester in the case of SGPA and during all the semester in the case of CGPA

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

FORMULA FOR CALCULATING PERCENTAGE OF MARKS

CGPA X 10 = % OF MARKS

16 ELIGIBILITY FOR THE AWARD OF DEGREE

- 16.1 A student shall be declared to be eligible for the award of the M.E., MBA 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 IV semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted.
 - iii. Successfully passed any additional courses prescribed by Principal based on curriculum and syllabi of the specific programme whenever readmitted under regulations other than R- 2022 (vide clause 7.4 and 18.4)
 - iv. Successfully completed the requirements vide clause 4.8.
 - v. No disciplinary action pending against the student.
 - vi. The award of Degree must have been approved by the Syndicate 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:

- 16.2.1.1 Should have passed the examination in all the courses of all the four semesters in the student's **First Appearance** within **three** years, which includes authorized break of study of one year. **Withdrawal from examination** (vide Clause 17) will not be considered as an appearance.
- 16.2.1.2 Should have secured a CGPA of not less than **8.50**
- 16.2.1.3 Should not have been prevented from writing End Semester Examinations 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**:

- 16.2.2.1 Should have passed the examination in all the courses of all four semesters **within three years**, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examinations due to lack of attendance (if applicable).
- 16.2.2.2 Should have secured a CGPA of not less than **6.50**

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**.

16.2.4 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 17) for the purpose of classification.

17 PROVISION FOR WITHDRAWAL FROM END SEMESTER EXAMINATION

- 17.1 A student may, for valid reasons, be granted permission to withdraw from appearing for the examination in any course or courses in any one of the semester examinations during the entire duration of the degree programme, if he/she does not have any history of arrears at the time of request for withdrawal.
- 17.2 Withdrawal application shall be valid only if the student is otherwise eligible (vide clause 7) to write the examination and if it is made within ten days prior to the commencement of the examination in that course or courses and also recommended by the Head of the Department and approved by the Head of the Institution.
- 17.3 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 and with the approval from the Head of the Institution.
- 17.4 If a student withdraws a course or courses from writing end semester examinations, he/she shall register the same in the subsequent semester and write the end semester examination(s).
- 17.5 Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.
- 17.6 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 TEMPORARY BREAK OF STUDY FROM THE PROGRAMME

- 18.1 A student is permitted to go on break of study for a maximum period of one year as a single break in the entire course of study.
- 18.2 A student is not normally permitted to temporarily break the study. However, if a student intends to temporarily discontinue the programme in the middle for valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programme in a later respective semester, he/she shall apply to the Head of the Institution through the Head of the Department and stating the reasons there for subjected to the approval by the committee constituted by Head of the Institution.
- 18.3 A student is permitted to rejoin the programme at the respective semester as and when it is offered after the break, subjected to the approval of Directorate of Technical Education.

- 18.4 A student is 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 Controller of Examinations in the prescribed format through the 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.
- 18.5 The authorized break of study would not be counted towards the duration specified for passing all the courses for the purpose of classification (conditions specified for passing all the courses for the purpose of classification (vide clauses 16.2) shall be applicable to such break of study permitted.
- 18.6 The total period for completion of the programme reckoned from, the commencement of the semester to which the student was first 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 qualified for the award of the degree.
- 18.7 If any student is detained for want of requisite attendance and conduct, the period spent in that semester shall not be considered as authorized 'Break of Study' (Clause 18.1)

19 DISCIPLINE

Every student is expected to observe discipline and decorum both inside and outside the institution and not to indulge in any activity which will tend to bring down the prestige of the institution. Any act of such indiscipline / misbehavior including unfair practice in the class / practical / End Semester Examinations will be dealt with by the disciplinary committee of the institution. Based on the committee report, Head of the Institution / Management will take suitable action.

20 MALPRACTICE

If a student indulges in malpractice in any of the examinations, the student shall be liable for punitive action as prescribed by committee constituted by the Head of the Institution from time to time.

21 REVISION OF REGULATION AND CURRICULUM

The College may from time to time revise, amend or change the Regulations, scheme of Examinations and syllabi if found necessary through the Board of Studies and Academic Council of the College and implement either in retrospective or prospective manner as decided by the Academic Council.

22 CURRICULUM AND SYLLABI