



# MAHENDRA ENGINEERING COLLEGE

**(Autonomous)**

**Mahendhirapuri, Mallasamudram, Namakkal DT -637 503**

**REGULATIONS 2017**

**CHOICE BASED CREDIT SYSTEM**

**COMMON TO ALL POST GRADUATE PROGRAMMES**

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**REGULATIONS 2017**  
**CHOICE BASED CREDIT SYSTEM**  
**COMMON TO ALL POST GRADUATE PROGRAMMES**

(For the students admitted to M.E. (Full-Time and Day Part Time),  
M.C.A.,M.B.A., Programmes at Mahendra Engineering College (Autonomous)  
approved by AICTE, New Delhi and affiliated to Anna University, Chennai  
from the Academic year 2017 - 2018 onwards)

**1. PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In this Regulations 2017, unless the context otherwise specifies:

- I. **“Programme”** means Degree Programme. e.g. M.E., Degree Programme
- II. **“Specialization”** means a discipline of the Post Graduate Degree Programme like Structural Engineering, VLSI Design, etc.,
- III. **“Course”** means a Theory or Practical subject that is normally studied in a semester, like Applied Mathematics, Advanced Thermodynamics, High Voltage Engineering Laboratory, etc.,
- IV. **“Head of the Institution”** means the Principal of the College.
- V. **“Controller of Examinations”** means the Authority of the College who is responsible for all activities of the Autonomous College Examinations.
- VI. **“Chairman”** means Head of the Faculty.
- VII. **“Head of the Department”** means Head of the Department Concerned.
- VIII. **“University”** means Anna University, Chennai.
- IX. **“College”** means Mahendra Engineering College (Autonomous).

**2. ADMISSION PROCEDURE**

As per the norms of Anna University, Chennai and Government of Tamil Nadu.

**3. PROGRAMMES OFFERED AND MODE OF STUDY**

**3.1 PROGRAMMES OFFERED**

11 UG Programmes and 11 PG Programmes are offered in the academic year 2017-2018. A student may be offered admission to any one of the programme of study conducted in Mahendra Engineering College (Autonomous) approved by the AICTE, New Delhi and affiliated to Anna University, Chennai.

### **3.2. MODES OF STUDY**

#### **3.2.1 Full-Time**

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

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.

#### **3.2.2 Day Part-Time Mode**

In this mode of study, the students are required to attend classes conducted along with the Regular students and complete the course in three years.

#### **3.2.3 Conversion from one mode of study to other is not permitted.**

### **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 practical 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.
- iii. **Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization/ branch.
- iv. **Employability Enhancement Courses (EEC)** courses include Project Work and/or Internship, Seminar, Professional Practices, Case Study and Industrial / Practical Training.

A student may be permitted to choose a maximum of 2 electives from other PG programmes with the approval of the Head of the Department offering such courses.

## 4.2 Number of Courses per Semester

Curriculum of a semester shall normally have a blend of lecture courses and practical 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 per week	Credits
1 Lecture Period	1
2 Tutorial Periods	1
2 Practical Periods (Laboratory / Seminar / Project Work etc.)	1

## 4.4 Project Work

The Project work is an important component of Post-Graduate programmes. The Project work for M.E. Programme 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 all other programmes (M.C.A./ M.B.A.) the Project Work has to be undertaken in the final semester.

**4.4.1** The Project work for M.E., M.C.A. and M.B.A, (for Phase II Project work) shall be pursued for a minimum of 16 weeks during the final semester.

**4.4.2** 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.

**4.4.3** 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 review committee meetings for evaluating the progress.

#### 4.5. Industrial Training / Internship

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

The students may undergo Internship at Industries , Research organization / University (after due approval from the Department Consultative Committee) 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. If the student earns three credits in Industrial Training / Internship, the student may drop one Professional Elective. In such cases Industrial Training / Internship needs to be undergone continuously from one organization only. However, if the number of credits earned is 1 or 2, these credits shall not be considered for classification of the degree. The student is only allowed to undergo a maximum of 6 weeks Industrial Training/ Internship during the entire duration of study.

<b>DURATION OF TRAINING / INTERNSHIP</b>	<b>CREDITS</b>
2 Weeks	1
4 Weeks	2
6 Weeks	3

#### 4.6 Online Courses

Students may be permitted to credit online courses (which are provided with certificate) with the approval of Departmental Consultative Committee and Principal subject to a maximum of three credits. The student needs to obtain certification to become eligible for writing the End Semester Examination to be conducted by the College. In case of credits earned through online mode from a College/ University approved by appropriate authorities of the College, the credits may be transferred after due approval procedures from Departmental Consultative Committee and Principal.

#### 4.7 Self Study Courses

4.7.1 Students may be permitted to credit atmost one Self Study course with the approval of Departmental Consultative Committee and Principal.

4.7.2 The Department may offer self study courses. The purpose of the course is to permit the student to study a course / topic of the student's choice. The students shall study on their own under the guidance of a faculty member. No formal lectures need to be delivered. The syllabus of the course and mode of assessments shall be approved by the Departmental Consultative Committee and forwarded to the Principal for the formal approval of the course by the academic bodies, preferably before the commencement of the semester. The self study course of 3 credits can be considered as one elective course. One Faculty member approved by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the course.

#### 4.8 Medium of Instruction

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

### 5. DURATION OF THE PROGRAMMES

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

<b>Programme</b>	<b>Min. No. of Semesters</b>	<b>Max. No. of Semesters</b>
M.E. (Full-Time)	4	8
M.E.(Day Part Time)	6	12
M.C.A (Full Time)	6	12
M.B.A. (Full Time)	4	8

5.2 Each semester shall normally consist of 90 teaching days or 350 periods of each 50/55 minutes duration for full time mode or study (400 periods for MBA) or 200 periods for part-time mode of study. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches

the full contents of the specified syllabus for the course being taught. End Semester Examinations conducted by the college will be scheduled after the last working day of the semester.

- 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 7.4) in order that the student may be eligible for the award of the degree (vide clause 14).
- 5.4 The Curriculum and Syllabi of all the P.G. Programmes shall be approved by the Academic Council of Mahendra Engineering College (Autonomous). The number of Credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the respective specialization of the P.G. Programme.
- 5.5 The Curriculum of P.G. Programmes shall be so designed that the prescribed credits required for the award of the degree shall be within the limits specified below:

<b>PROGRAMME</b>	<b>PRESCRIBED CREDIT</b>
M.E. / M.Tech.,	65 – 75
M.C.A.	115 - 110
M.B.A.	85-95

## **6. COURSE ENROLLMENT AND REGISTRATION**

- 6.1 Each student, on admission shall be assigned to a Faculty Advisor (vide clause 8) who shall advice and counsel the student about the details of the academic programme and the choice of courses considering the student's academic background and career objectives.
- 6.2 Every student shall enroll for the course of the succeeding semester in the current semester. However, the student shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the concerned semester.
- 6.3 No course shall be offered by a Department unless a minimum of 5

students register for that course.

- 6.4** After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations.
- 6.4.1** Each student on admission shall register for all the courses prescribed in the curriculum in the student's first semester of study.
- 6.4.2** The enrollment for all the courses of the semester II will commence 10 working days prior to the last working day of semester I. The student shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the semester II.
- 6.4.3** The enrollment for the courses of the III semester to final semester will commence 10 working days prior to the last working day of the preceding semester. If the student wishes, the student may drop or add courses (vide clause 6.5) within five working days after the commencement of the concerned semester and complete the registration process duly authorized by the Faculty-in-Charge of the Programme.
- 6.4.4** 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.

**6.5 Flexibility to Add or Drop courses**

- 6.5.1** A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree. However, if a student wishes, the student is permitted to earn more than the total number of credits prescribed in the curriculum of the student's programme.
- 6.5.2** From II semester to final semester, the student has the option of registering for additional courses or dropping existing courses. Total number of credits of such courses cannot exceed 6. However the maximum number of credits the student can register in a particular semester cannot exceed 30 credits.

The student shall register for the Project work Phase I in the third semester and Project work phase II in the fourth semester in the case of M.E. programmes. In the case of MBA degree programme the student

shall register for project work in the fourth semester and in the case of MCA the student shall register for project work in the sixth semester.

**7. REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION OF A COURSE**

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 for end semester examination of a particular course.

- 7.1** Ideally every student is expected to attend all periods and earn 100% attendance. However, the student shall secure not less than 75% attendance course wise taking into account the number of periods required for that course as specified in the curriculum.
- 7.2** If a student secures attendance between 65% and less than 75% in any course 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 Principal 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 end semester examination of that course. In all such cases, the students should submit the required documents on joining after the absence to the Principal through the Faculty Advisor and Head of the Department.
- 7.3** A student shall normally be permitted to appear for End semester examination of the course if the student has satisfied the attendance requirements (vide Clause 7.1 – 7.2) and has registered for examination in those courses 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 in a course will not be permitted to write the End-Semester Examination of that course. The student has to register and repeat this course in a subsequent semester when it is offered next.
- 7.5** In the case of reappearance registration for a course, the student has to register for examination in that course by paying the prescribed fee.
- 7.6** A student who has already appeared for a course in a semester and

passed the examination is not entitled to reappear in the same course for improvement of letter grades / marks.

## **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 and reappearance registering of courses, authorizes the process, monitor their attendance and progress and counsel them periodically. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress/ performance of the students concerned.

The responsibilities for the faculty advisor shall be:

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

## **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 Faculty Chairman duly approved by the Principal.

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. The question paper for the end semester examination is common.

## **9.2 MULTIPLE COURSES COMMITTEE**

If different courses in a semester, handled by a specific department faculty members or the faculty members from various departments, there will be a “Multiple Courses Committee”. The Committee comprises of all the above faculty members and two student representatives from each course. One of the above teachers, nominated by the Head of the Department shall coordinate the activities of this committee. The function of this committee is similar to that of the common course committee, which is as follows:

The first meeting of the Multiple Courses 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 all the students.

### **9.3 OVERALL MONITORING COMMITTEE**

**9.3.1** In addition, there shall be a overall monitoring committee for each semester of a programme which comprises of (i) Course Coordinators / Course teachers (as applicable), (ii) Faculty-in-charge of the programme and (iii) 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.

**9.3.2** 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 PG Programmes (M.E. - Full-Time, Day Part Time, M.C.A., M.B.A.) consist of Theory Courses, Laboratory Courses and Employability Enhancement Courses. Employability Enhancement Courses include Project Work, 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 and Project work.

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 out of 100 marks, the maximum marks for Continuous Assessment is fixed as 40 and the End Semester Examination carries 60 marks. For Laboratory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Examination carries 40 marks. The continuous assessment is 50 marks for the Project Work, and project report evaluation and viva-voce examination carries 50 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:

<b>S.No</b>	<b>Category of course</b>	<b>Continuous Assessments</b>	<b>End-Semester Examinations</b>
i.	Theory Courses	40 Marks	60 Marks
ii.	Laboratory Courses	60 Marks	40 Marks
iii.	Project Work	50 Marks	50 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 three 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 40 and the End Semester Examination carries 60 marks.

The End Semester Examinations for theory courses will be of 3 hours duration and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters. End semester Examination is mandatory requirement for passing the course and every student should appear for the examinations for theory, 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 30 marks and rounded to the nearest integer. In case a student misses the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events, the student can appear for the assessment in the later date with prior permission from the Principal through the HOD concerned. The internal marks for attendance are calculated for 5 marks ( $= (A-75)/5$ ) and 5 marks are awarded for co-curricular/extra-curricular activities.

The student who fails (vide clause 11.1) in the theory course shall register for the end semester examination in the subsequent semesters, once awarded marks in the Continuous Assessment Examinations will be carried over for the subsequent semesters.

### **10.2 ASSESSMENT FOR LABORATORY COURSES:**

For Laboratory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Examination carries 40 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 60 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 between October and December during the odd semesters and between April and June during the even semesters.

The student who fails (vide clause 11.1) in the laboratory course shall register for the end semester examination in the subsequent semesters, once awarded marks in the Continuous Assessment Examinations will be carried over for the subsequent semesters.

### **10.3 ASSESSMENT FOR PROJECT WORK:**

The evaluation of Project Work for Phase I and Phase II in the case of M.E. Programme shall be done independently in the respective semesters and marks shall be allotted as per the weightage given in Clause 10.3.1.

**10.3.1** 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 the Department for each branch of study. The total marks obtained in the three assessments shall be reduced to 50 marks and rounded to the nearest integer. The marks are to be distributed as detailed below.

Proje	Internal (50 Marks)			External (50 Marks)			
	Review I	Review II	Review III	Thesis Evaluation (External)	Viva – Voce (30 Marks)		
					Supervisor	External	Internal
Phase – I & Phase - II	10	20	20	10	10	20	10

**10.3.2** The Project Report prepared according to approved guidelines as given by the Controller of Examinations. The Project report should be duly signed by the supervisor(s) and Head of the Department.

**10.3.3** The evaluation of the Project work Phase - I and Phase - II (M.E.) 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. programme and for the final project work in the case M.B.A. / M.C.A.

**10.3.4** If the student fails to obtain 50% of the internal assessment marks 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 once awarded marks in the Continuous Assessment Examinations will not

be carried over for the subsequent semesters.

**10.3.5** The deadline for submission of final Project Report is 20 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 M.E. shall be submitted within a maximum period of 10 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.

**10.3.6** 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 (next) semester. This applies to both Phase-I and Phase-II in the case of M.E. and the final project work of M.B.A. / M.C.A.

**10.3.7** A copy of the approved project report after the successful completion of viva-voice examinations shall be kept in the library of the Institution.

**10.4 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%).

**10.5 ASSESSMENT FOR INDUSTRIAL / PRACTICAL TRAINING / INTERNSHIP / SUMMER PROJECT**

**10.5.1** Practical training / Industrial Attachment / Summer Project if specified in the Curriculum shall not exceed the maximum duration of 6 weeks and should be organized by the Head of the Department for every student.

**10.5.2** The Industrial / Practical Training 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.

#### **10.6 ASSESSMENT FOR ONLINE COURSE**

Students may be permitted to credit online courses (which are provided with certificate) with the approval of Departmental Consultative Committee, HOD and Principal subject to a maximum of three credits. This online course of 3 credits can be considered instead of one elective course. Departmental Consultative Committee 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 Controller of Examinations and Principal at the beginning of the semester when the course is offered.

The student needs to obtain certification to become eligible for writing the End Semester Examination to be conducted by the College. The Head of the Department may identify a faculty member as coordinator for the course, who is responsible for evaluation process. The course shall be evaluated through the End Semester Examination only.

Otherwiae, a committee consisting of the Head of the Department, coordinator and a senior Faculty member nominated by the Head of the Department shall assign the grades to the students based on their relative performance.

#### **10.7 ASSESSMENT FOR SELF STUDY COURSE**

The Faculty member approved by the Head of the Department shall be responsible for periodic monitoring and evaluation of the course. The course shall be evaluated through Continuous Assessment (as decided

by the Departmental Consultative Committee) and End Semester Examination. The evaluation methodology shall be the same as that of a theory course (vide clause 10.1).

Otherwiae, a committee consisting of the Head of the Department, the Faculty Member and another senior Faculty member nominated by the Head of the Department with the approval of the Principal shall assign the grades to the students based on their relative performance.

## **11 PASSING REQUIREMENTS**

**11.1.1** A candidate who secures not less than 60% of total marks prescribed for the course with a minimum of 50% of the marks prescribed for the end-semester Examination in theory and practical courses (including Project work), shall be declared to have passed the Examination.

**11.1.2** If the course, in which the student has failed, is a professional elective or an open elective, the student may be permitted to register for the end semester examinations in the subsequent semesters, once awarded marks in the Continuous Assessment Examinations will be carried over for the subsequent semesters. Otherwise the student is permitted to register any other professional elective or open elective course in the subsequent semesters, attend the classes and earn marks in the Continuous Assessment Examinations and fulfill the attendance requirements as per Clause 7.

**11.1.3** If a student fails to secure a pass in a theory/ laboratory course, the student shall register for the end semester examination in the subsequent semesters, once awarded marks in the Continuous Assessment Examinations will be carried over for the subsequent semesters.

**11.1.4** If a student fails to secure a pass in project work, the student shall register for the end semester examination in the subsequent semesters, once awarded marks in the Continuous Assessment Examination will not be carried over for the subsequent semesters.

**11.2** For EEC courses except project work, the passing requirement for the courses which are assessed only through continuous assessment shall be determined based on the marks obtained in continuous assessment tests.

- 11.3** A student can apply for revaluation of the student's end semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee along with prescribed application to the Controller of Examinations recommended by the Principal. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Department. Revaluation is not permitted for laboratory course and project work.
- 11.4** Candidates not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to Controller of Examinations through the Head of the Institution. Candidates applying for photocopy-cum-Revaluation only are eligible to apply for Review.

## **12 AWARD OF LETTER GRADES**

- 12.1.** All assessments of a course will be done on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each subject as detailed below:

<b>Letter Grade</b>	<b>Grade Points</b>	<b>Range of Marks</b>
O (Outstanding)	10	91-100
A + (Excellent)	9	81-90
A (Very Good)	8	71-80
B + (Good)	7	66-70
B (Above average)	6	60-65
RA(Reappearance Registration)	0	<60
SA (Shortage of Attendance)	0	-

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: "O", "A +", "A", "B +" and "B".

'RA' denotes Reappearance is required for that particular course.

'SA' denotes shortage of attendance (as per Clause 7) and hence prevented

from writing end semester examination.

### 13. **GPA AND CGPA CALCULATION**

The Controller of Examinations shall call for a Result Passing Board meeting after the end-semester examinations to pass the results and forward the same to the Principal. After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- the list of courses registered during the semester and the grades scored.
- the Grade Point Average (GPA) for the semester and
- the Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards.

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

$$\text{GPA} = \frac{\sum_{i=1}^n C_i G_{p_i}}{\sum_{i=1}^n C_i}$$

Where  $C_i$  - is the Credits assigned to the course

$G_{p_i}$  - is the grade point corresponding to the letter grade obtained for each course

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

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

### 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.C.A., 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 semesters within the prescribed maximum period.
- iii. Successfully passed any additional courses prescribed by the Departmental Consultative Committee whenever readmitted under regulations other than R-2017 (vide clause 16.3).
- iv. No disciplinary action pending against the student.

## **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 **three** years which includes authorized break of study of one year in case of M.E. and MBA (Regular). In case of MCA and M.E. (Day Part Time) six semesters in the student's First Appearance within **four** years which includes authorized break of study of one year. Withdrawal from examinations (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 includes one year of authorized break of study in case of M.E. and MBA (Regular) or prevention from writing the End Semester Examination due to

lack of attendance (if applicable).

- Should have passed the examination in all the courses of all six semesters **within four years**, which includes one year of authorized break of study in case of MCA and M.E. (Day Part Time) (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- Should have secured a CGPA of not less than **7.00**

#### **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 Principal through the concerned HOD) be granted permission to withdraw from appearing for the end semester examination in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application shall be sent to Principal 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 and Principal.
- 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.

**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 Principal in advance, in any case, not later than the last date of the first assessment period. The application duly filled by the student shall be submitted through the Head of the Department to the Principal. In the case of short term employment/ training/ internship, the application for break of study shall be forwarded by the Departmental Consultative Committee and approved by the Principal.
- 16.3** The students are 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 Principal 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 Principal through the concerned HOD 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/University. The Head of the Institution shall constitute a disciplinary committee consisting of Head of the Institution, Head of the departments to which the student concerned belongs, and the Head of another department to enquire into acts of indiscipline and should notify to the University about the disciplinary action recommended for approval.
- 17.2** In case of any serious disciplinary action which leads to suspension or dismissal of a student, then a committee shall be constituted by the Principal to enquire into the matter and the report shall be sent to the University for taking final decision.
- 17.3** If a student indulges in malpractice in any of the examinations, the student shall be liable for punitive action as prescribed by the College Disciplinary Committee/COE/Principal 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 approval if found necessary.

## **19. LEGAL JURISDICTION**

Any legal issues arise due to the above Regulations, are having the jurisdiction of Namakkal District Court and the High Court, Chennai only.

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