



# MAHENDRA ENGINEERING COLLEGE

## (Autonomous)

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

**M.E., M.C.A. and M.B.A. Programmes**

**REGULATIONS - 2022**

**CHOICE BASED CREDIT SYSTEM (CBCS)**

**COMMON TO ALL POST GRADUATE PROGRAMMES**

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**REGULATIONS - 2022**  
**CHOICE BASED CREDIT SYSTEM**  
**COMMON TO ALL POST GRADUATE PROGRAMMES**

**1. PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In this Regulations, unless the context otherwise specifies:

- I. **“Programme”** means Degree Programme. e.g. M.E., Degree Programme
- II. **“Discipline”** means Branch or Specialization of the Post Graduate Degree Programme like Structural Engineering, Control Systems, *etc.*,
- III. **“Course”** means a Theory or Practical subject that is normally studied in a semester, like Applied Mathematics, Advanced Thermodynamics, High Voltage Laboratory *etc.*,
- IV. **“Controller of Examinations”** means the Authority of the College who is responsible for all activities of the Autonomous College Examinations.
- V. **“Head of the Institution”** means the Principal of the College.
- 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**

17 UG Programmes and 09 PG Programmes are offered in the academic year 2022-2023. 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. MODE OF STUDY- 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.

#### **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. Program Core Courses (PCC) include the core courses relevant to the chosen specialization/branch.
- iii. Program Elective Courses (PEC) include the elective courses relevant to the chosen specialization/ branch.
- iv. Research Methodology and IPR Courses (RMC) to understand the importance and the process of creation of patents through research.
- v. Open Elective Courses (OEC) are of importance in the context of Special Skill Development and they are courses on Business Analytics, Industrial Safety, Operations Research and Cost Management of Engineering Project *etc.*,
- vi. Employability Enhancement Courses (EEC) include Project Work, Internship, Seminar, Professional Practices, Case Study and Industrial / Practical Training.
- vii. Audit Courses (AC) expose the students to Disaster Management, Yoga, English for Research Paper Writing, Value Education, Pedagogy Studies, Stress Management and Personality Development through Life Enlightenment Skills *etc.*,

## 4.2 Number of Courses per Semester

Curriculum of a semester shall normally have a blend of theory and practical courses including Employability Enhancement Courses. Total number of courses per semester shall not exceed 10 (including EEC). 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       |
| 1 Tutorial Period  | 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. programmes consists of Phase – I and Phase – II. The Phase – I is to be undertaken during III semester and Phase – II, which is a continuation of Phase – I is to be undertaken during IV semester. For M.C.A. and M.B.A. programmes, the Project Work has to be undertaken in the final semester.

- 4.4.1** The Project work for M.E, (for Phase II Project work), M.C.A, M.B.A, 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 Research organization / University after due approval from the Department concerned 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. Industrial Training / Internship needs to be undergone continuously from one organization only. The number of credits earned by Industrial Training / Internship shall not be considered for classification of the degree. The student is only allowed to undergo a maximum of 4 weeks Industrial Training/ Internship during the entire duration of study.

| DURATION OF TRAINING / INTERSHIP | CREDITS |
|----------------------------------|---------|
| 2 Weeks                          | 1       |
| 4 Weeks                          | 2       |

#### 4.6 Online Courses

4.6.1 Students may be permitted to credit maximum two online courses which shall be offered with the certificate for the entire duration of the Programme from second semester onwards subject to a minimum 3 credits per course.

4.6.2 An online course can be considered equivalent to only elective course. The credits for online course can be transferred to Program elective/Open elective course with the approval of course credit transfer committee constituted by the Principal.

#### 4.7 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., M.C.A and M.B.A. | 4                            | 8                            |

- 5.2** Each semester shall normally consist of 75 working days or 540 periods of each 50 minutes duration for the full 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 content 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 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 CREDITS</b> |
|------------------|---------------------------|
| M.E.             | 70-75                     |
| M.C.A.           | 80 - 90                   |
| M.B.A.           | 90-94                     |

## **6 COURSE ENROLLMENT AND REGISTRATION**

- 6.1** Each student, on admission shall be assigned to a Faculty Advisor (vide clause 8) who shall advise and counsel the student about the details of the academic programme and the choice of courses considering the student's academic background and career objectives.
- 6.2** Every student shall enroll for the 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** 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** Each student on admission shall register for all the courses prescribed in the curriculum in the student's first Semester of study.
- 6.4.1** The enrollment for all the courses of the Semester II will commence 10 working days prior to the last working day of Semester I. The student shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the Semester II.
- 6.4.2** The enrollment for the courses of the III 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.
- 6.4.3** 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 the 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 the II to final semesters, 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 36 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 MCA and MBA degree programmes the student shall register for project work in the fourth semester.

## **7 ATTENDANCE REQUIREMENTS FOR APPEARING 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 for end semester examination of a particular course.

- 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 reasons such as medical / participation in sports, the student is expected to attend at least 75% of the classes. Therefore, he/she shall secure not less than 75% (after rounding off to the nearest integer) of overall attendance.
- 7.2** However, a candidate who secures overall attendance between 65% and 74% in the current semester due to medical and other reasons (prolonged hospitalization / accident / specific illness/ participation in sports events) may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate attested by the Head of the Institution.
- 7.3** A student shall normally be permitted to appear for End semester examinations if the student has satisfied the attendance requirements and has registered for examination in those courses of that semester by paying the prescribed fee.

Students who do not satisfy clause 7.1 and 7.2 and the students who could secure less than 65% overall attendance will not be permitted to write the End Semester Examinations of that current semester and are not permitted to go to the next semester. They are required to repeat the incomplete semester in the next academic year.

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

The responsibilities for the faculty advisor shall be:

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

## **9 COURSE COMMITTEES**

### **9.1 CLASS COMMITTEE**

- 9.1.1** Every class shall have a class committee consisting of teachers of a class concerned, student representatives (minimum 10% of the students) and a

chairperson who is not teaching the class. It is like the ‘Quality Circle’ (more commonly used in industries) with the overall goal of improving the teaching- learning process. The functions of the class committee include

- Solving problems experienced by students in the class room and in the laboratories
- Clarifying the Regulations of the degree programme and the details of rules therein particularly (clause 5 and 7) which should be displayed on college Notice-Board
- Informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment
- Informing the student representatives the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar, etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
- Analyzing the performance of the students of the class after each assessment and finding the ways and means of solving problems, if any.
- Identifying the slow learners, if any, and requesting the teachers concerned to provide some additional guidance or help or coaching to such slow learners

**9.1.2** The class committee for a class under a particular branch is normally constituted by the Head of the Department. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Head of the Institution.

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

**9.1.4** Chairperson of the class committee may invite the Faculty advisor(s) and the Head of the Department to the class committee meetings.

- 9.1.5** Head of the Institution may participate in any class committee meetings of the Institution.
- 9.1.6** 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 or three subsequent meetings may be held in a semester at suitable intervals. The Class Committee Chairperson shall put the cumulative attendance particulars of each student on the Notice Board at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 7 of this Regulations. 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 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 committee shall meet in order to arrive at a common scheme of evaluation for the continuous assessment examination(s) and to solve the common course related problems, if any. Wherever feasible, the course committee may also prepare a common question paper for the continuous assessment examination(s).

## 10 ASSESSMENT PROCEDURES FOR AWARDING MARKS

All PG Programmes (M.E., 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, etc. 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 60 marks for the Project Work, and project report evaluation and viva-voce examination carries 40 marks. Integrated courses (theory courses with laboratory component) will have 50 marks for continuous assessment and 50 marks for end semester examinations. 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              | 60 Marks                      | 40 Marks                         |
| iv.         | Integrated courses        | 50 Marks                      | 50 Marks                         |
| v.          | 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 examination for theory, laboratory courses project work and integrated courses.

Continuous Assessment comprises of three assessments of equal weightage, conducted by the course instructor /coordinator/department. Maximum three assessments will be conducted in each course in a semester; components of the assessments include written tests, individual assignment, case study, seminar and mini project. The total marks obtained in the maximum of 3 assessments put together shall be reduced to 40 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.

## **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. In general evaluation of laboratory observation and records may be award 75 % of marks and 25 % marks may be awarded for the assessment test.

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.

The maximum marks for Internal Assessment shall be 50 in case of integrated courses (Laboratory component integrated with theory course). Each integrated course shall be evaluated for a maximum of 100 marks as shown below.

| Assessment I (40% weightage)<br>(Theory Component)          |              | Assessment II (60% weightage)<br>(Laboratory Component) |      | Total Internal Assessment |
|---|--------------|---|------|---------------------------|
| Individual Assignment / Case Study / Seminar / Mini Project | Written Test | Evaluation of Laboratory Observation and Record         | Test |                           |
| 40  | 60           | 75  | 25   | 200* marks                |

\* The weighted average shall be converted into 50 marks for internal Assessment.

### 10.3 ASSESSMENT FOR PROJECT WORK:

The evaluation of Project Work for Phase I and Phase II in the case M.E. 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 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 60 marks and rounded to the nearest integer. The marks are to be distributed as detailed below.

| Continuous Assessment 60 Marks     |       |                                    |       |                                    |       | End Semester Examination 40 Marks |                        |                   |                   |
|------------------------------------|-------|------------------------------------|-------|------------------------------------|-------|-----------------------------------|------------------------|-------------------|-------------------|
| Review I (20 Marks)                |       | Review II (20 Marks)               |       | Review III (20 Marks)              |       | Report Evaluation (15 Marks)      | Viva – Voce (25 Marks) |                   |                   |
| Review Committee (excluding guide) | Guide | Review Committee (excluding guide) | Guide | Review Committee (excluding guide) | Guide | External Examiner                 | Guide                  | External Examiner | Internal Examiner |
| 15                                 | 5     | 15                                 | 5     | 15                                 | 5     | 15                                | 5                      | 10                | 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 and for the final project work in the case M.C.A./M.B.A.

**10.3.4** If the student fails to obtain 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.C.A./M.B.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 4 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 two online courses (which are provided with certificate), subject to a maximum of six credits. The online course of 3 credits can be considered instead of one elective course. These online courses shall be chosen from the SWAYAM platform, provided the offering organization conducts regular examination and provides marks. The credits earned shall be transferred and the marks earned shall be converted into grades and transferred, provided the student has passed in the examination as per the norms of the offering organization.

The details regarding online courses taken up by the student and marks/credits earned with the approval of the course transfer committee shall be sent to the Controller of Examinations, along with the details of the elective(s) to be dropped.

## **11 PASSING REQUIREMENTS**

- 11.1** A candidate who secures not less than 50% of total marks prescribed for the course with a minimum of 45 % 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.
- 11.2** 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.
- 11.3** If a student fails to secure a pass in a 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.
- 11.4** 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.
- 11.5** 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.
- 11.6** A student can apply for revaluation of the student's end semester examination answer paper in a theory course, within 10 days 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.

**11.7** 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.** The award of letter grades will be decided using relative grading principle. The performance of a student will be reported using letter grades, each carrying certain points as detailed below:

| <b>Letter Grade</b>           | <b>Grade Points</b> |
|-------------------------------|---------------------|
| O (Outstanding)               | 10                  |
| A + (Excellent)               | 9                   |
| A (Very Good)                 | 8                   |
| B + (Good)                    | 7                   |
| B (Average)                   | 6                   |
| C (Satisfactory)              | 5                   |
| U (Reappearance Registration) | 0                   |
| SA (Shortage of Attendance)   | 0                   |
| W (Withdrawal)                | 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 +” “B” and “C”.

‘U’ 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; W- denotes withdrawal of from the exam for the particular course.

## **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:

- List of courses registered during the semester and the grades scored.

- Grade Point Average (GPA) for the semester and
- 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.

$$\text{GPA} = \frac{\sum_{i=1}^n C_i \text{GP}_i}{\sum_{i=1}^n C_i}$$

Where  $C_i$  - Credits assigned to the course

$\text{GP}_i$  - Grade point corresponding to the letter grade obtained for each course

$n$  - 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. “U” 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

- Successfully gained the required number of total credits as specified in the curriculum corresponding to the student’s programme within the stipulated time.
- 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.
- Successfully passed any additional courses prescribed by the

Department concerned whenever readmitted / transferred under regulations other than R-2022 (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, MCA and MBA. 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 semester.

### 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, MCA and MBA or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- Should have secured a CGPA of not less than **6.50**

### 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.
- 15.5** Withdrawal is permitted for the end semester examinations in the final semester only if the period of study the student concerned does not exceed 3 years in case of M.E, MCA and MBA as per clause 14.2.1.

**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 Department concerned to the Principal for the approval.
- 16.3** The students permitted to rejoin the programme after break of study /

prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the 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 above Regulations, are having the jurisdiction of Namakkal District Court and the High Court, Chennai only.

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