

PANIMALAR ENGINEERING COLLEGE

(AN AUTONOMOUS INSTITUTION)

Approved by AICTE, Affiliated to Anna University, Chennai

Bangalore Trunk Road, Varadharajapuram,

Poonamallee, Chennai – 600 123



REGULATION-2021

Bachelor of Engineering & Bachelor of Technology

PANIMALAR ENGINEERING COLLEGE

REGULATION 2021

CHOICE BASED CREDIT SYSTEM

Common to all B.E / B.Tech Programmes

Degree of Bachelor of Engineering / Bachelor of Technology

This set of Regulations is applicable to the students admitted to B.E./B.Tech. Programmes at Panimalar Engineering College, Chennai, Affiliated to Anna University Chennai from the academic year 2021- 2022 onwards.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these regulations, unless the context otherwise requires:

- 1.1. “Programme”** means Degree Programme that is B.E./B.Tech. Degree programme.
- 1.2. “Discipline”** mean specialization or branch of B.E./B.Tech. degree programme, like Civil Engineering, Mechanical Engineering, Electrical and Electronics Engineering, Computer Science and Engineering, Electronics and Communication Engineering, Information Technology, Artificial Intelligence and Data Science, Computer and Communication Engineering, Computer Science and Business Systems.
- 1.3. “Course”** means Theory or practical subject that is normally studied in a semester like Mathematics, Physics, Chemistry etc.
- 1.4. “Head of the Institution”** means the principal of the institution who is responsible for all the academic activities and for the implementation of relevant rules of this regulation.
- 1.5. “Head of the Department”** means Head of the Department concerned.
- 1.6. “Controller of Examinations”** means the authority of the college who is responsible for all the activities of the examination centre.
- 1.7. "Department Advisory Committee"** consists of Head of the Departments and senior faculties of different specializations
- 1.8. “College”** means Panimalar Engineering College, Chennai.
- 1.9. “University”** means Anna University, Chennai.
- 1.10. “Curriculum”** means the various components/ courses studied under each programme that provides appropriate outcomes in the chosen discipline of study.
- 1.11. “Credits”** means a measure of a course.

2. ADMISSION

2.1. Candidates seeking admission to the first semester of the eight semesters B.E. / B.Tech.

Degree Programme: Should have passed the Higher Secondary Examinations of (10+2) Curriculum (Academic Stream) prescribed by the Government of Tamil Nadu and AICTE or authority accepted by the Syndicate of Anna University as equivalent thereto. They should also satisfy other eligibility rules as prescribed by the Anna University and Directorate of Technical Education, Government of Tamil Nadu, Chennai from time to time.

OR

Should have passed the Higher Secondary Examination of Vocational stream (Vocational groups in Engineering / Technology) as prescribed by the Government of Tamil Nadu.

2.2. Lateral Entry Admission

The candidates who possess the Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamilnadu or its equivalent are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech. in the branch corresponding to the branch of study.

OR

The candidates who possess the Degree in Science (B.Sc.) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech. Such candidates shall undergo two additional Engineering subject(s) in the **third and fourth semesters** as prescribed by the University.

3. PROGRAMMES OFFERED

The various B.E. / B.Tech. Programmes offered at the college are:

B.E- Civil Engineering

B.E - Computer and Communication Engineering

B.E - Computer Science and Engineering

B.E - Electrical and Electronics Engineering

B.E - Electronics and Communication Engineering

B.E - Mechanical Engineering

B.Tech - Artificial Intelligence and Data Science

B.Tech - Computer Science and Business Systems.

B.Tech - Information Technology

4. STRUCTURE OF PROGRAMMES

4.1. Categorization of the Course

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

- i. Humanities and Social Sciences (HS)** courses include Technical English, Engineering Ethics and Human Values, Communication skills, Environmental Science and Engineering and Management.
- ii. Basic Sciences (BS)** courses include Mathematics, Physics, Chemistry, etc.
- iii. Engineering Sciences (ES)** courses include Engineering practices, Engineering Graphics, Basics of Electrical / Electronics / Civil/ Mechanical / Computer Engineering/ Instrumentation etc.
- iv. Professional Core (PC)** courses include the core courses relevant to the chosen specialization/branch.
- v. Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization/ branch.
- vi. Open Elective (OE)** courses include the courses which a student can choose from the list specified in the curriculum of other branches of B.E. / B. Tech. programmes.
- vii. Employability Enhancement Courses (EEC)** include Project Work and/or Internship, Creative and Innovative Projects which include Core skill Design projects, Seminar, Professional Practices, Case Study and Industrial / Practical Training.
- viii. Mandatory Courses (MC)** includes courses related to social outreach, culture, Indian Constitution, Value Education, Stress Management, heritage of Indian society and induction programme. The mandatory course does not play a role in the CGPA calculation.

4.2. Personality and Character Development

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

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

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

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

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

Apart from the above, the students may enroll for Professional Societies / Physical Education/Yoga/Clubs etc.

4.3. Number of Courses per semester

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

4.4. Credit Assignment

Each course is assigned with the credit based on the following criteria:

Contact hours per week	Credits
1 Lecture periods	1
1 Tutorial periods	1
2 Laboratory periods	1
2 Periods of EEC courses like seminar / project Work / Case Study	1

4.5. Industrial training / Internship

Internship is encouraged for all branches of study. The students have to mandatorily 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 organizations / Universities (after due approval from the Department Advisory Committee – DAC) for the period prescribed in the curriculum during summer /winter vacation, in lieu of industrial training. A student will earn 1 or 2 or 3 credits for an internship of continuous 2 or 4

or 6 weeks respectively. The earned credits will be reflected in the consolidated mark sheet which does not influence the CGPA.

4.6. Industrial Visit

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

4.7. Value Added Courses

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

4.8. Online Courses

Students may be permitted to credit online courses (which are provided with a certificate) with the approval of **Department Advisory Committee** and the Head of the Department to a maximum of three credits. Any one course (**minimum 45 hours or minimum 8 weeks**) of 3 credits can be considered instead of one elective course. In case of credits earned through online mode from any institution / industry approved by appropriate authorities of the college, the credits may be transferred after due approval of the Head of the Institution.

4.9. The students satisfying the following conditions shall be permitted to carry out their final semester Project work for six months in industry/research organizations.

The student should not have current arrears and shall have CGPA of 7.50 and above. The student shall undergo the eighth semester courses in the sixth and seventh semesters. The Head of Department, in consultation with the faculty handling the said courses shall forward the proposal recommended by the Head of Institution to the Controller of Examinations for approval at least 4 weeks before the commencement of the sixth semester of the programme for approval.

4.10. Medium of Instruction

The medium of instruction is English for all courses of the programmes.

5. DURATION OF THE PROGRAMME

- 5.1.** A student is ordinarily expected to complete the B.E. / B.Tech. Programme in 8 semesters (four academic years) but in any case not more than 14 Semesters for HSC (or equivalent) students and not more than 12 semesters for Lateral Entry Students.
- 5.2.** Each semester shall normally consist of **75** working days each. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.
- 5.3.** The Head of the Institution may conduct additional classes for improvement, special coaching, conduct of model test etc., over and above the specified periods. The End Semester examination will ordinarily follow immediately after the last working day of the semester commencing from first semester as per the academic schedule prescribed from time to time.
- 5.4.** The total period for completion of the programme reckoned from the commencement of the semester to which the student was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study (Vide Clause 18) in order that he/she may be eligible for the award of the degree (vide clause 16).

6. COURSE REGISTRATION

- 6.1.** Each student has to register for:
- i. Courses of the current semester (including mandatory courses)
 - ii. Course(s) in which he/ she has failed and required to reappear for the end semester examinations, carrying forward the continuous internal assessment marks earned in the last attempt.
 - iii. The student shall register for the project work in the VIII semester only.
 - iv. Any other course(s) the student wishes to register as per norms (vide Clause 4.5, 4.7 and 4.8)
- 6.2.** No Elective course shall be offered by a Department unless a minimum of 20 students register for that course, subject to the approval of Head of the Department.

6.3. 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.

6.3.1. Each student on admission shall register for all the courses prescribed in the curriculum for the first semester of study.

6.3.2. The enrolment for the courses of the Semesters II to VIII 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 respective mentor. 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 Head of the Department.

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

6.4. Registration for reappearance

6.4.1. If a student fails to secure a pass in any course(s) he/she has to register for reappearance for those courses in a subsequent semesters, till he/she secures a pass in such courses. In such a case he/she can carry forward the continuous assessment marks earned in the last attempt and appear for end semester exam.

6.4.2. If a student is prevented from writing end semester examination due to lack of attendance, the student has to register for that course again, when offered next, attend the classes and fulfill the attendance requirements as per clause 7.

6.5. Flexibility to Add / Drop course

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, then he/she is also permitted to register for courses offered in a higher semester, in advance, to earn more than the total number of credits prescribed in the current semester in the

curriculum of the student's programme with the approval of Head of the Institution and Controller of Examinations.

6.5.2. From the III to final semesters, the student has the option of registering for additional courses or dropping existing theory courses in a semester during registration. Total number of credits of such courses cannot exceed 8, subjected to a maximum of 2 courses. However, he/she has to undergo these dropped courses in the subsequent semester to fulfill the requirement of the degree programme.

7. ATTENDANCE REQUIREMENT FOR COMPLETION OF THE SEMESTER

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

7.1. For writing the end semester examination the attendance is calculated as:

$$\% \text{ of Attendance} = \frac{\text{Total Number of periods attended in all course during the semester}}{\text{Total Number of periods to be conducted in that semester}} \times 100$$

7.2. 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.

7.3. However, a candidate who secures overall attendance between 65% and 75% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) / Participation in Sports events may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate attested by the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.

7.4. Candidates who **secure less than 65% overall attendance and candidates who do not satisfy the clause 7.2 and 7.3** shall not be permitted to write the University examination at the end of the semester and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

8. MENTOR AND CLASS IN CHARGE

8.1. Mentor

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 mentor for those students throughout their period of study to help the students in planning their course of study and for general advice on the academic programme.

The responsibilities of the mentor include:

- i. Advise the students in registering and reappearances of courses.
- ii. Authorize the registration of the courses at the beginning of each semester.
- iii. Monitor the attendance and progress and counsel them periodically.
- iv. Inform the students about the facilities and activities available to enhance the student's curricular and co-curricular activities.
- v. Discuss with or inform the parents about the progress / performance of the students concerned.

8.2. Class in charge

The Head of the Department concerned appoint a class in charge for each class, who is one among the course-instructors of the class. The class-in-charge is the ex-officio member and the convener of the class committee.

The responsibilities of the class in charge include:

- i. Acting as a channel of communication between the HoD and students of respective classes.
- ii. Collecting and maintaining various statistical details of students
- iii. Helping the chairperson of the class committee in planning and conduct of the class committee meetings.
- iv. Monitoring the academic performance of the students including attendance and to inform the class committee.
- v. Guiding the students in various welfare activities like awards, medals, scholarships and industrial visits etc.,

9. CLASS COMMITTEE

9.1. Every class will have a class committee constituted by the Head of the Department concerned. The members of the class committee will include:

- 9.1.1.** Chairperson (a senior faculty who is preferably not teaching any course for the class)

- 9.1.2. All faculty handling courses for the class
- 9.1.3. Students (usually of 4 consisting of 2 boys and 2 girls on pro-rata basis)
- 9.2. The functions of the class committee shall include the following:
 - 9.2.1. Clarify Solving problems experienced by students in the class room and in the laboratories.
 - 9.2.2. Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - 9.2.3. Clarifying the regulations of the degree programme and the details of rules.
 - 9.2.4. 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.
 - 9.2.5. Analysing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
 - 9.2.6. Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.
- 9.3. 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.
- 9.4. The class committee shall be constituted within the first week of each semester.
- 9.5. The Head of the Institution may participate in any class committee meeting of the institution.
- 9.6. 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.
- 9.7. 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 Chairman shall put on the Notice Board the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 7 of this Regulation. During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

10. COURSE COMMITTEE FOR COMMON COURSES

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

11. SYSTEM OF EXAMINATION

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

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

11.3. For all theory and practical courses including project work, the continuous internal assessment and the End - Semester examination weightage will be as follows:

Category	Continuous Assessment	End-Semester Examination
Theory Courses	40	60
Laboratory Courses	60	40
Theory Courses with Laboratory Component	50	50

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

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

11.6. 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 and an internal examiner.

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

11.8. There will be a supplementary examination conducted within one month from the announcement of End semester examination results VIII semester and students can register for the failed subjects, **subject to the conditions stated in clause 6.3.3.**

12. PROCEDURE FOR AWARDING MARKS FOR CONTINUOUS ASSESSMENT TESTS

For all the theory courses, laboratory courses, theory courses with laboratory component and project work the continuous assessment shall be awarded as per the procedure given below:

12.1. Theory Course

Two assessments each carrying 100 marks shall be conducted during the semester by the Department / College concerned. The total marks obtained in all assessments put together out of 200, shall be proportionately reduced for 40 marks and rounded to the nearest integer (This also implies equal weightage to the two assessments).

Assessment I (100 Marks)		Assessment II (100 Marks)		Total Internal Assessment
Individual Assignment / Case Study / Seminar / Mini Project	Written Test	Individual Assignment / Case Study / Seminar / Mini Project	Written Test	
40	60	40	60	200*

*The weighted average shall be converted into 40 marks for internal Assessment.

A minimum of two internal assessments will be conducted as a part of continuous assessment. Each internal assessment is to be conducted for 100 marks and will have to be

distributed in two parts viz., Individual Assignment/Case study/Seminar/Mini project and Test with each having a weightage of 40% and 60% respectively. The tests shall be in written mode. The total internal assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

12.2. Laboratory Courses

The maximum marks for Internal Assessment shall be 60 marks in case of practical courses.

Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records are to be maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 60 are as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.

Internal Assessment (100 Marks)*	
Evaluation of Laboratory Observation, Record	Test
75	25

12.3. Theory Courses with Laboratory Component

If there is a theory course with laboratory component, there shall be two assessments: the first assessment (maximum mark is 100) will be similar to assessment of theory course and the second assessment (maximum mark is 100) will be similar to assessment of laboratory course respectively. The weightage of first assessment shall be 40 % and the second assessment is 60%.

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

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

12.4. Mandatory Non-credit Courses

For every Mandatory Non-credit Course there will be two continuous assessments carrying equal marks which include tests, assignments, seminars etc. The total

marks obtained in all two assessments put together shall be proportionately reduced for 100 marks and rounded to the nearest integer.

12.5. Project Work

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

The Head of the department shall constitute a review committee for project work. There shall be three reviews during the semester by the review committee. The student shall make presentation on the progress made by him / her before the committee.

12.5.1. The project work shall be evaluated for a maximum of 100 marks, of which continuous Assessments carry 50 marks (total) and the End Semester Examination (Project report evaluation and Viva- Voce Examination) carries 50 marks. The project report shall be submitted as per the approved guidelines as given by the controller of Examinations. The evaluation of the project reports will carry 20 marks and the same mark shall be awarded to every student within the project group for the project report. The viva-voce examination shall carry 30 marks and marks are awarded to each student of the project group based on the individual performance in the viva-voce examination.

Continuous Assessment (60 marks)			End Semester Examination (40 marks)			
Review I	Review II	Review III	Project Report Evaluation	Viva-Voce		
15	15	30	External	Internal	External	Supervisor
			10	10	10	10

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

12.5.3. The evaluation procedure for project related courses in curriculum shall be followed as 12.5.1.

12.6. Employability Enhancement Courses

12.6.1. The Seminar / Case study / Creative and Innovative Project shall

carry 100 marks and shall be evaluated through continuous assessment only. Every student is expected to present a minimum of 2 presentations / demonstration per semester before the evaluation committee and for each presentation / demonstration, marks can be equally apportioned. The three member committee consisting of one co-ordinator and two members appointed by the 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 / demonstration (40%) and response to the questions asked during presentation / demonstration (20%).

12.6.2. The **Industrial / Practical Training, Summer Project, Internship**, shall carry 100 marks and shall be evaluated through internal assessment only. At the end of Industrial / Practical training / internship / Summer Project, the candidate shall submit a certificate from the organization where he / she has undergone training and a brief report. 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 Institution. The certificates (issued by the organization) submitted by the students shall be attached to the mark list sent by the Head of the Department to the Controller of Examinations.

12.7. Value Added Courses

The one/two credit course shall carry 100 marks and shall be evaluated through continuous assessments only. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the 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 relative performance. The list of students along with the marks and the grades earned may be forwarded to the Controller of Examinations.

12.8. Online Course

Students may be permitted to credit online courses from SWAYAM platform with the approval of Department Advisory Committee and the Head of the Department to a maximum of three credits. Any one course of 3 credits can be considered instead of one elective course. In case of credits earned through online mode from any institution approved by appropriate authorities of the college, the credits may be transferred after due approval of the Head of the Institution. The Head of the Department may identify a faculty member as coordinator for the course, who is responsible for the evaluation process. The credits earned through online mode may be transferred and grades shall be assigned by a committee consisting of the Head of the Department and a senior faculty member.

12.9. Attendance Record

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

13. REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATIONS

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

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

14. PASSING REQUIREMENTS

A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester University Examinations] with a minimum of 45% of the marks prescribed for the end-semester University Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work).

If a student fails to secure a pass in a theory course / laboratory course (except electives), the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (IA + End Semester Examination), then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the University end semester examinations alone.

15. AWARD OF LETTER GRADES

The award of letter grades will be decided based on 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 (RA) shall be awarded as shown in the below Table.

For those students who have passed the course, the relative grading shall be done. The marks of those students who have passed only shall be inputted in the software developed for relative grading. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards the grade to each student. For a given course, if the students' strength is greater than 30, the relative grading method shall be adopted. However, if the students' strength is less than 30 then the fixed grading shall be followed with the grade range as specified below.

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

The performance of a student shall 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
RA (Re-appearance)	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”, “C”. ‘SA’ denotes shortage of attendance and hence prevented from writing the end semester examinations. ‘SA’ will appear only in the result sheet.

“RA” denotes that the student has failed to pass in that course. “W” denotes withdrawal from the exam for the particular course. The grades RA and W will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the End Semester Examinations.

If the grade RA is given to Theory Courses/ Laboratory Courses it is not required to satisfy the attendance requirements, but has to appear for the end semester examination and fulfil the passing requirements to earn a pass in the respective courses.

If the grade RA is given to EEC (Employability Enhancement Course) (except Project Work), which are evaluated only through internal assessment, the student shall register for the course again in the subsequent semester, fulfill the passing requirements to earn pass in the course. However, attendance requirement need not be satisfied.

For the students who complete the Mandatory Course satisfying attendance requirement, the title of the Audit Course will be mentioned in the Grade Sheet as CS (Completed Successfully). If the attendance requirement is not satisfied, it will not be shown in the Grade Sheet.

The GPA / CGPA is calculated as:

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

Where, C_i is the credit assigned to the course

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

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

16. ELIGIBILITY FOR THE AWARD OF THE DEGREE

B.E. /B.Tech, B.E /B.Tech (Honours) Specialization in the same Discipline, B.E /B.Tech Minor in other specialization and B.E /B.Tech (Honours)

(i) B.E /B.Tech (Honours) Specialization in the same Discipline

- Should have earned additionally a minimum of 18 credits from any one vertical of the same Programme
- Should have passed all the courses in the first attempt
- Should have earned a minimum CGPA of 7.50

(ii) B.E /B.Tech (Honours)

- Should have earned additional courses (minimum of 18 Credits) from more than one vertical of the same Programme.
- Should have passed all the courses in the first attempt.
- Should have earned a minimum CGPA of 7.50

(iii) B.E /B.Tech Minor in other specialization

- Should have earned additionally a minimum of 18 Credits in any one of the verticals of other B.E/B.Tech Programmes.
- Should have earned a minimum CGPA of 7.50 for registration upto 3rd Semester.

16.1 Students can earn maximum of 6 credits in online mode (SWAYAM platform), out of these 18 credits as approved by Centre for Academic Courses.

16.2 B.E./ B. Tech. (Hons) Specialisation in the same discipline, B.E / B.Tech. Honors and B.E./B.Tech. minor in other specialisation degree will be optional for students

16.3 For the categories I(i) and I(ii), the students will be permitted to register the courses from V semester onwards provided the marks carried by the students until III semester should be of CGPA 7.50 and above and cleared all the courses in the first attempt.

16.4 For the category I (iii), the students will be permitted to register the courses from Semester V onwards provided the marks earned by the student until semester III is CGPA 7.5 and above.

16.5 If a student decided not to opt for Honours, after completing certain number of additional courses, the additional courses studied shall be considered instead of the Professional Elective courses which are part of the curriculum. If the student has studied more number of such courses than the number of Professional Elective

courses requires as per the curriculum, the courses with higher grades shall be considered for the calculation of CGPA. Remaining courses shall be printed in the mark sheet, however, they will not be considered for calculation of CGPA.

- 16.6 If the student decides not to opt for minor, after completing certain number of courses, the additional courses shall be considered instead of Open Elective courses which are part of the curriculum. If the student has studied more number of such courses then the number of open electives required as per the curriculum, the courses with higher grades shall be considered for calculation of CGPA. Remaining course shall be printed in the mark sheet, however, they will not be considered for calculation of CGPA.

16.7 Classification of Degree: First Class with Distinction

Degree	Duration of Programme in years	Duration Permitted in years	Additional Credits Required	CGPA	Passed in
B.E / B.Tech	4 / 3 (Regular / Lateral Entry)	5/ 4 (Regular / Lateral Entry)	-	8.5	First Attempt
B.E / B.Tech (Specialization in the same Discipline)	3 / 4	4/5	18	8.5	First Attempt
B.E / B.Tech (Honours)	3 / 4	4/5	18	8.5	First Attempt
B.E / B.Tech minor in other Specialization	3 / 4	4/5	18	8.5	First Attempt

- One Year authorize break of study included in the duration Permitted
- Prevention due to Lack of attendance is not permitted.
- Withdrawal from Writing will not be considered as an attempt.

First Class:

Degree	Duration of Programme in years	Duration Permitted in years	Additional Credits Required	CGPA	Passed in	Prevention due to Lack of Attendance
B.E / B.Tech	4 / 3 (Regular / Lateral Entry)	5/ 4 (Regular / Lateral Entry)		6.50	-	Included in the duration Permitted

B.E / B.Tech Hons (Specialization in the same Discipline)	3 / 4	4/5	18	7.5	First Attempt	Not Permitted
B.E / B.Tech (Honours)	3 / 4	4/5	18	7.5	First Attempt	Not Permitted
B.E / B.Tech minor in other Specialization	3 / 4	4/5	18	6.5	-	Included in the duration Permitted

- One Year authorize break of study included in the duration Permitted
- Withdrawal from Writing will not be considered as an attempt.

Second Class

B.E./B.Tech. regular and lateral entry and B.E./B.Tech. minor in other specialization degree students who qualify for the award of the degree shall be declared to have passed the examination in SECOND class.

Students who have earned additional 18 credits but does not satisfy the conditions mentioned in tables shall not be awarded B.E. / B.Tech (Honours). In such cases the mark sheet will show the additional courses studied and those courses shall not be considered for CGPA calculation. In such case if the student becomes eligible for First class, while computing CGPA without taking into account the additional course studied, the student shall be awarded B.E. / B.Tech. in First Class only.

17. Photo Copy/ Revaluation

Double Blind Valuation is adopted for all the theory courses in order to ensure the accurateness of the valuation in the end semester examinations. Average Marks from Double Blind Valuation will be considered as final mark. Third valuation will be carried out, if the deviation of marks in Double Blind Valuation is greater than 15, So the necessity for revaluation becomes void.

However, if a student wishes any clarifications, he/she shall apply for review of the result in any subjects by submitting a challenge review application to office of COE within 7 days from the date of Publication of results. A committee consisting of the Head of the Department, Board Chairman and two subject experts (One External Examiner and One Internal Examiner) will review and give its recommendations to the Controller of Examinations. Review is not permitted for practical courses and for project work.

18. PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION

- 18.1. A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Chairman, sports board and HOD) be granted permission to withdraw from appearing for the end semester examination in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application shall be sent to Controller of Examinations through the Head of the Department and Head of the Institutions with required documents.
- 18.2. Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 7) and if it is made within **TEN days** prior to the commencement of the examination in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations.
- 18.3. Notwithstanding the requirement of mandatory 10 days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 18.4. In case of withdrawal from a course / courses (Clause 13) the course will figure both in Marks Sheet as well as in Result Sheet. **Withdrawal essentially requires the student to register for the course/courses** the student has to register for the course, fulfill the attendance requirements (vide clause 7), earn continuous assessment marks and attend the end semester examination. However, withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction.
- 18.5. Withdrawal is permitted for the end semester examinations in the final semester only if the period of study the student concerned does not exceed 5 years as per clause 16.2.1.

19. PROVISION FOR AUTHORISED BREAK OF STUDY

- 19.1. A student is permitted to go on break of study for a maximum period of one year as a single spell.
- 19.2. Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the candidate may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a candidate intends to temporarily discontinue the programme in the middle of the

semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Head of the Institution in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Institution stating the reasons therefore and the probable date of rejoining the programme.

- 19.3.** The candidates 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 Head of the Institution through the Head of the in the prescribed format through Head of the Institution at the beginning of the readmitted semester itself for prescribing additional courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.
- 19.4.** The authorized break of study would not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 16.7).
- 19.5.** The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 16.7 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 19.6.** If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 18.1)

20. DISCIPLINE

- 20.1.** Every student is required to observe disciplined and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the College. The Head of Institution shall constitute a disciplinary committee consisting of Head of Institution, Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline and initiate necessary action.
- 20.2.** If a student indulges in malpractice in any of the end semester / internal examination he / she shall be liable for punitive action as prescribed by the college from time to time.

21. 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.
