

# **PANIMALAR ENGINEERING COLLEGE**

**(AN AUTONOMOUS INSTITUTION)**

**Approved by AICTE, Affiliated to Anna University, Chennai  
(JAISAKTHI EDUCATIONAL TRUST)**

**Bangalore Trunk Road, Varadharajapuram,**

**Poonamallee, Chennai – 600 123**



**REGULATION-2023**

**Master of Engineering & Master of Business Administration**

## **PANIMALAR ENGINEERING COLLEGE**

### **REGULATION 2023**

#### **CHOICE BASED CREDIT SYSTEM**

#### **COMMON TO ALL POST GRADUATE PROGRAMMES**

**This set of Regulations is applicable to the students admitted to all PG programs at Panimalar Engineering College, Chennai, Affiliated to Anna University Chennai from the academic year 2023- 2024 onwards.**

#### **1. PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In this Regulation, unless the context otherwise specifies:

- 1.1 **“Programme”** means Degree Programme e.g. M.E., MBA Degree Programme.
- 1.2 **“Specialization”** means a discipline of the Post Graduate Degree Programme, like “Computer Science and Engineering”, “Communications Systems”, “Business Administration” etc.
- 1.3 **“Course”** means a Theory or Practical subject that is normally studied in a semester, like Scientific Mathematics, Cloud Computing, Business Research Methods, Marketing Management 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 **“Dean”** means Head of the Department of M.E./MBA
- 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 PROCEDURE**

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

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

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

Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the Syndicate of the University from time to time.

Eligibility conditions for admission such as the class obtained the number of attempts in qualifying examination and physical fitness will be as prescribed by the Syndicate of the University from time to time.

## **3 PROGRAMMES OFFERED**

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

1. M.E. [Computer Science & Engineering]
2. M.E. [Communication Systems]
3. Master of Business Administration [M.B.A.]

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. **Professional Core Courses (PCC)** includes the core courses relevant to the chosen specialization/branch.
- iii. **Professional Elective Courses (PEC)** includes the elective courses relevant to the chosen functional and non-functional area.
- iv. **Employability Enhancement Courses (EEC)** includes Project Work, Internship, Seminar, Professional Practices, Case Study and Industrial / Practical Training.
- v. **Open Elective (OE)** courses include the courses which a student can choose from the list specified in the curriculum of other branches of study.
- vi. **Research Methodology and IPR Course (RMC)** course provides the required knowledge in understanding the basic principles of doing a research and IPR.
- vii. **Audit Courses (AC)** includes courses related to social outreach, culture, Indian Constitution, Value Education, Stress Management, heritage of Indian society and induction programme. This non-mandatory course does not play a role in the CGPA calculation

#### **4.2 Number of courses per Semester**

Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Course(s). 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:

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

#### **4.4 Project Work**

4.4.1 The Project work is an important component of Post-Graduate programmes.

The Project work for M.E. consists of Phase – I and Phase – II. The Phase – I is to be undertaken during III semester and Phase – II, which is a continuation of Phase – I is to be undertaken during IV semester. For M.B.A.

programme, the Project Work has to be undertaken in the final semester.

4.4.2 The Phase-II Project work for M.E / M.Tech shall be pursued for a minimum of 16 weeks during the final semester and for MBA the project work shall be pursued for a minimum of 10 weeks during the IV semester in industries.

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

4.4.4 A student may be permitted to work on projects in an Industrial / Research Organization, on the recommendations of the Head of the Department. In such cases, the student shall be instructed to meet the supervisor periodically once every week and attend the review committee meetings for evaluating the progress. In case the student is doing department project, the student has to report every day to the supervisor.

4.4.5 The deadline for submission of final Project Report is 60 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 shall be submitted within a maximum period of 30 calendar days from the last working day of the semester as per the academic calendar published by the Institution.

#### **4.5 Industrial training / Internship**

4.5.1 The M.E. students should undergo Industrial Orientation for a minimum period of two weeks after the end semester examinations of Semester-II. In this case the training has to be undergone continuously for the entire period

4.5.2 MBA students have to undergo a summer internship in a corporate or social entity for a period of four weeks immediately after completing the end semester examinations of Semester-II.

4.4.3 The students may undergo internship at a Research organization / University (after due approval from the Department Advisory Board), for the period prescribed in the curriculum during summer / winter vacation, in lieu of Industrial training.

4.4.4 If Industrial Training / Internship are not prescribed in the curriculum, the student may undergo Industrial Training / Internship optionally and the credits earned will be indicated in the Grade sheet. Industrial Training /

Internship need to be undergone continuously from one organization only.

<b>Duration of Training / Internship</b>	<b>Credits</b>
2 Weeks	1
4 Weeks	2
6 Weeks	3

#### **4.6 Value Added Courses**

**The Students may optionally undergo Value Added Courses** apart from the courses mentioned in the curriculum and the credits earned through these optional Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. One / Two credit courses shall be offered by the Department with prior **approval from the Head of the Institution**. The details of the syllabus, time table and faculty may be sent to the 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.

#### **4.7 Online Courses**

Students may be permitted to credit online courses with the approval of **Department Advisory Committee** and the Head of the Department to a maximum of three credits. The course may be an online course from SWAYAM platform / MOOC Courses with proctored Examinations with a credit of 3 or 45 Hours. 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.

#### **4.8 Self-Study Courses**

**4.8.1** Students may be permitted to credit almost one Self Study course with the approval of the Department Advisory Committee and the Head / Dean of the department concerned.

**4.8.2** The purpose of the course is to permit the student to study a course / topic of the student's choice. The students shall study on their own under the guidance of a faculty member. No formal lectures need be delivered. The syllabus of the course

and mode of assessments shall be approved by the Department Advisory Board and forwarded to Dean for the formal approval of the course by the Head of the Institution, preferably before the commencement of the semester. The self-study course of 3 credits can be considered as one elective course. One Faculty member approved by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the self-study course.

#### **4.9 Medium of Instruction**

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

### **5. DURATION OF THE PROGRAMMES**

**5.1** The minimum and maximum period for the completion of M.E / MBA Programmes is 4 and 8 semesters respectively.

**5.2** Each semester shall normally consist of 75 working days (including examination days). The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus covering the full content of the syllabus for the course being taught.

**5.3** The total duration for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum duration specified in clause 5.1 irrespective of the period of break of study (vide clause 16) or prevention (vide clause 7.4) in order that the student may be eligible for the award of the degree (vide clause 14).

### **6. COURSE REGISTRATION**

**6.1.** Each student has to register for:

- i. Courses of the current semester.
- ii. The core (Theory/ Laboratory / EEC) courses that the student has not cleared in the previous semesters.
- iii. Elective courses in which the student has failed.
- iv. Phase-I / Phase-II project work

A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve the student's marks in a course or the aggregate marks / CGPA. The student shall register for the project work in the III Semester for M.E. Programs and IV semester for M.B.A. program

- 6.2.** No Elective course shall be offered by a Department unless a minimum of 40% of the students register for that course, subject to the approval of Dean / 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 IV will commence 5 working days prior to the commencement of the succeeding semester. The student shall enroll for the courses with the guidance of the 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 FOURTH 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 fourth semester results) for those courses, carrying forward continuous assessment marks of the last attempt, for fulfilling the requirements.

**6.4. Registration for reappearance**

If a student fails to secure a pass in any course(s) he/she has to register for reappearance for those courses in a subsequent 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.

**6.5. Flexibility to Add or 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. CLASS INCHARGE AND CLASS IN CHARGE**

### **8.1. Class Counsellor**

The Head of the Department of the students will attach a class of students to a teacher of the Department who shall function as class counsellor 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 class counsellor include:**

- i. Advise the students in registering and reappearace registering of courses.
- ii. Authorize the final 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.** Analyzing 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 Dean/ Head of the Department.
- 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 Dean/ 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:

<b>Category</b>	<b>Continuous Assessment</b>	<b>End-Semester Examination</b>
<b>Theory Courses</b>	<b>40</b>	<b>60</b>
<b>Laboratory Courses</b>	<b>60</b>	<b>40</b>
<b>Theory Courses with Laboratory Component</b>	<b>50</b>	<b>50</b>

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

**11.5.** The seminar / Case study shall carry 100 marks and shall be evaluated through continuous assessment only.

**11.6.** 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.

**11.7.** The End semester examination for project work shall consist of evaluation of the final report submitted by the student by an external examiner and an internal examiner, followed by a viva-voce examination conducted for each student by a committee consisting of the external examiner and an internal examiner.

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

**11.9.** There will be a supplementary examination conducted within one month from the announcement of End semester examination results of IV 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).

<b>Assessment I (100 Marks)</b>		<b>Assessment II (100 Marks)</b>		<b>Total Internal Assessment</b>
<b>Individual Assignment / Case Study / Seminar / Mini Project</b>	<b>Written Test</b>	<b>Individual Assignment / Case Study / Seminar / Mini Project</b>	<b>Written Test</b>	
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.

<b>Internal Assessment (100 Marks)</b>	
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%.

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

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

### 12.4. Project Work

Each student has to perform an individual Project work during the period of course. 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.

**12.4.1.** The project work shall be evaluated for a maximum of 100 marks, of which continuous Assessments carry 60 marks (total) and the End Semester Examination (Project report evaluation and Viva- Voce Examination) carries 40 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 viva-voce examination shall carry 30 marks. The marks are awarded to each student of the project group based on the individual performance in the viva-voce examination.

<b>Continuous Assessment (60 marks)</b>			<b>End Semester Examination (40 marks)</b>			
Review I	Review II	Review III	Project Report Evaluation	Viva-Voce		
10	15	15	External	Internal	External	Supervisor
			25	10	15	10

**12.4.2.** 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.

**12.4.3.** A copy of the approved project report after the successful completion of viva-voce examinations shall be kept in the library of the college / institution.

**12.4.4.** The evaluation procedure for project related courses in curriculum shall be followed as 12.4.1.

## **12.5. Employability Enhancement Courses**

**12.5.1.** The **Industry Orientation and Technical 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 Dean / 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%).

**12.5.2.** The **Industrial / Practical Training, Summer Project, Internship**, shall carry 100 marks and shall be evaluated through continuous 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 Dean / 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.

#### **12.6. 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.

#### **12.7. Online Course**

Students may be permitted to credit online courses from SWAYAM platform / MOOC Courses with Proctored Examinations 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.

#### **12.8. 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 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**

**14.1.** A candidate 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 practical courses (including project work).

**14.2.** If a student fails to secure a pass in courses in any semester, he/she is allowed to write arrear examinations in subsequent semester(s), irrespective of whether the course is offered or not.

**14.3.** In such a case he/ she is required to reappear either for the end semester exam, carrying forward the same continuous assessment marks earned in the previous attempt or reappear for the continuous Assessment Tests and the end semester examination, if such courses are offered in that semester. However, if such courses are not offered in that semester he/she can appear only for end semester examinations.

**14.4.** The passing requirement for the EEC courses which are assessed only through continuous internal assessments is 50% of the maximum.

## **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.

<b>O</b>	<b>A+</b>	<b>A</b>	<b>B+</b>	<b>B</b>	<b>C</b>	<b>RA</b>
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:

<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
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.

After results are declared, Grade Sheets will be issued to each student which will contains the details like Name of the college, The list of courses registered during the semester and the grades scored, The Grade Point Average (GPA) for the semester and the Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards.

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

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

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

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**

**16.1.** A student shall be declared to be eligible for the award of the P.G Degree M.E/ MBA. Degree provided the student has:

- i. Successfully gained the required number of total credits as specified in the curriculum within the stipulated time.
- ii. Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted.
- iii. No disciplinary action pending against the student.
- iv. The award of Degree must have been approved by the authorized body of the University.

### **16.2. Classification of the Degree Award**

#### **16.2.1. First Class with Distinction**

A Student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

- i. 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 authorised break of study of one year (if availed).
- ii. Withdrawal from examination will not be considered as an appearance.
- iii. Should have secured a CGPA of not less than 8.50.
- iv. Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.

#### **16.2.2. First Class**

A student who satisfies the following conditions shall be declared to have passed the examination in First class:

- i. Should have passed the examination in all the courses of all four semesters within three years, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).

- ii. Should have secured a CGPA of not less than 6.5.

### **16.2.3 Second Class**

All other students who qualify for the award of the degree shall be declared to have passed the examination in Second Class.

A candidate 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 for the purpose of classification.

### **16.3. 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.

## **17. PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION**

- 17.1.** 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 Dean / Head of the Department and Head of the Institutions with required documents.
- 17.2.** 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.

- 17.3.** Notwithstanding the requirement of mandatory 10 days notice, applications for withdrawal of special cases under extraordinary conditions will be considered on the merit of the case.
- 17.4.** 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.
- 17.5.** 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 as per clause 16.2.1.

## **18. PROVISION FOR AUTHORISED BREAK OF STUDY**

- 18.1.** A student is permitted to go on break of study for a maximum period of one year as a single spell.
- 18.2.** 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.
- 18.3.** 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.

**18.4.** 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 16.2).

**18.5.** 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 5.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.

**18.6.** 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)

## **19. DISCIPLINE**

**19.1.** 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.

**19.2.** 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.

## **20. 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.

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