

M.E. / M.Tech. / MCA / MBA
Regulations 2024
(Academic Year 2024-25 Onwards)



Note: The regulations here under are subject to amendments as may be made by the Academic Council of the College from time to time. Any or all such amendments will be effective from such date and to such batches of candidates (including those already undergoing the program) as may be decided by the Academic Council.

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K.S.R. COLLEGE OF ENGINEERING

Tiruchengode -637215

REGULATIONS 2024

CHOICE BASED CREDIT SYSTEM

POST GRADUATE PROGRAMMES

(M.E., M.Tech., M.B.A. & M.C.A)

The following Regulation is applicable to the students admitted to M.E., M.Tech., M.B.A., & M.C.A programmes from the academic year 2024-2025 onwards.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- I. **Programme** means Post Graduate Degree Programme e.g., M.E., M.Tech. Degree Programme.
- II. **Specialisation** means a discipline of the Post Graduate Degree Programme like Structural Engineering, Engineering Design, etc.
- III. **Course** means a Theory or Practical subject that is normally studied in a semester, like Applied Mathematics, Design of Embedded Systems, etc, etc.
- IV. **Director, Centre for Academic Courses** means the authority of the Institution who is responsible for all academic activities for the implementation of relevant rules and regulations.
- V. **Head of the Institution** means the principal of a College / Institution who is responsible for all academic activities of that College /Institution and for implementation of relevant Rules and Regulations.
- VI. **Chairperson** means the Head of the Faculty.
- VII. **Head of the Department (HoD)** means the Head of the Department concerned.
- VIII. **Controller of Examinations (CoE)** means the Authority of the College who is responsible for all activities of the End Semester Examination.
- IX. **University** means the Affiliating University, i.e., Anna University, Chennai.
- X. **College** means K. S. R. College of Engineering, Tiruchengode, an Autonomous Institution affiliated to Anna University, Chennai and approved by AICTE, New Delhi.

2. ADMISSION REQUIREMENTS

- 2.1 Candidates for admission to the first semester of the Post-Graduate Degree Programme shall be required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under qualification for admission as per the Tamil Nadu Single Window Counselling process. The Government of Tamil Nadu releases the

updated eligibility criteria for the admission. Admission shall be offered only to candidates who possess the qualification prescribed and the eligibility criteria for the programme.

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

3. PROGRAMMES OFFERED AND MODES OF STUDY

3.1 P.G. Programmes Offered

S. No.	Programme	Branch Code	Branch
1.	M.E.	CS	Computer Science and Engineering
2.	M.E.	BD	Big Data Analytics
3.	M.E.	CN	Construction Engineering and Management
4.	M.E.	ST	Structural Engineering
5.	M.E.	CU	Communication Systems
6.	M.E.	ET	Embedded System Technologies
7.	M.E.	PE	Power Electronics and Drives
8.	M.E.	CC	CAD/CAM
9.	M.E.	IS	Industrial Safety and Engineering
10.	M. Tech.	IT	Information Technology
11.	M.B. A	BA	Master of Business Administration
12.	M.C.A.	CA	Master of Computer Applications

3.2 Modes of Study

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

The Full-Time candidates should not enrol in (or) attend any other Full-Time / Part-time / Distance education programme(s) that may lead to the award of a degree or diploma during the period of the PG programme nor take up any Full-time PG programme. Violation of the

above rules will result in cancellation of admission to this PG programme. However, taking up of job is permitted with authorised break of study as explained in Clause 16.8.

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)** include the core courses relevant to the chosen specialization/branch.
- iii. **Professional Elective Courses (PEC)** include the elective courses relevant to the chosen specialization.
- iv. **Research Methodology and IPR Course (RMC)** covers topics on the process of research and patenting.
- v. **Employability Enhancement Courses (EEC)** include Project Work and/or Internship, Seminar, Professional Practices, Summer Project, Case Study and Industrial / Practical Training.
- vi. **Open Elective Courses (OEC)** include the courses credited from other post graduate Programmes of M.E./M.Tech. and online courses. (For M.B.A, M.C.A., online courses only)
- vii. **Audit courses (AC)** includes the courses such as Constitution of India, Indian Knowledge System, etc.

4.2 Courses per Semester

Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Courses. Each course shall have credits assigned as per Clause 4.3.

4.3 Credit Assignment

Each course is assigned certain number of credits based on the details provided in Table 1

Table 1: Credit Assignment

Contact Period per week	Credits
1 Lecture Period	1
1 Tutorial Period	1
1 Practical Period (Laboratory / Seminar / Project Work etc.)	0.5

4.4 Project Work

The Project work is an important component of Post Graduate programmes. The Project Work has to be undertaken in the final semester.

The project work for M.E. / M.Tech. Programmes consist of Project Work–I and Project Work–II. The Project Work–I is to be undertaken during Semester III and Project Work–II, which is a continuation of Project Work–I, (except when project work II is carried out in the industry) is to be undertaken during Semester IV.

For all other programmes (M.B.A./ M.C.A.), the Project Work has to be undertaken in the final semester.

4.4.1 The Project work for M.E./ M.Tech. (for Project work II), M.B.A. M.C.A., shall be pursued for a minimum of 16 weeks during the final semester. In cases of students of M.E. / M.Tech. Programmes not completing Project Work-I of project work successfully, the students can undertake Project Work-I again in the subsequent semester. In such cases the students can enroll for Project Work-II, only after successful completion of Project Work-I.

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

4.4.3 A student may, however, undergo Project Work-II (M.E./M.Tech. Programme) in industry/academic institution of repute offering PG programmes in Engineering/ Technology (other than affiliated colleges of Anna University)/ research institutions for a minimum of 16 weeks during the final semester. In such cases, the students shall undergo the Project Work-II with the approval obtained from the Head of the institution through Director, Centre for Academic Courses preferably one month before the start of the industrial project.

The work carried out during Industrial Project, in lieu of the project work in Project work II of M.E./ M.Tech. programme need not be a continuation of Project work I. In such cases, the Project work shall be jointly supervised by a supervisor of the department and an external guide (mentor) from the industry, who shall be part of the project evaluation committee along with the supervisor in the department of the student.

4.4.4 The review meetings, if necessary, may also be arranged in online mode with prior approval from the Head of the Institution and suitable record of the meetings shall be maintained.

4.4.5 The deadline for submission of final Project Report (Project Work-II for M.E. programmes or final project work for M.B.A., M.C.A. Programmes) is 30 calendar days from the last working day of the semester in which project work / thesis / dissertation is done. However, the Project Work-I in the case of M.E. / M.Tech. Programmes shall be submitted within 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 students must undergo Industrial training / internship for a period as specified in the curriculum during summer / winter vacation.

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

4.5.2 If Industrial Training / Internship is not prescribed in the curriculum, the student may undergo Industrial Training / Internship optionally and the credits earned will be indicated in the Grade Sheet as per details provided in Table 2. If the number of credits earned is 1 or 2, then these credits shall not be considered for computation of CGPA. However, it shall be recorded in the grade sheet. During summer the student is allowed to undergo a maximum of 6 weeks Industrial Training / Internship. In such cases, Industrial Training / Internship need to be undergone continuously from one organization only. If the student earns three credits in Industrial Training / Internship, then he/she may optionally drop one Professional Elective within 15 days of the commencement of the semester and the same is to be recommended by Board of Studies.

Table 2: Training period and assigned credits

Duration of Training / Internship	Credits
2 Weeks **	1
4 Weeks	2
6 Weeks	3

****1 week = 40 Internship Hours**

Students shall get approval from the Head of the Institution and a copy of the same shall be forwarded to the Director, Centre for Academic Courses. Attendance Certificate signed by the competent authority of the industry, as per the format provided by the Centre for Academic Courses and the same shall be forwarded to CoE by the Head of the Department.

4.6 Value Added Courses

Students shall be allowed to take a Value-Added Course offered by a department with the approval from their respective Department Advisory Committee (DAC) / Board of Studies (BoS) and Academic Council. The credits earned through the 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 a Department of an institution with the prior approval from the Board of Studies. Students can take a maximum of two one credit courses / one two credit course during the entire duration of the Programme. The students are also allowed to take the Value-Added Courses offered in other departments with the permission of the Head of the Department offering the course.

4.7 Off Campus Courses and Transfer of Credits

Students are permitted to optionally enroll and study a maximum of three PE courses in physical/online/hybrid mode under each PG programme with the approval of respective DAC / BoS and Academic Council as per the Regulations. The successful completion of these courses through any of the following modes shall be considered in lieu of professional elective / open elective courses of curriculum as approved by DAC / BoS and Head of the Institution through Centre for Academic Courses.

4.7.1 Students are permitted to optionally enroll and study these courses through SWAYAM / NPTEL platforms and credit transfer is to be done based on the marks and certificate provided by the NPTEL. The number of credits and transfer of credits are based on the procedure explained in Table 3 and the Mapping of the marks with the grades is explained in Table 4. The mapping of marks with grades is applicable, only if the student passes the course as per the guidelines of NPTEL.

Table 3: Duration of the course and Number of credits

S. No.	No. of Weeks	No. of Credits
1.	4	1
2.	8	2
3.	12	3
4.	16	4

Table 4: Mapping of Marks scored in NPTEL course and Credits earned

Letter Grade	Marks
O	90-100
A+	80-89
A	70-79
B+	60-69
B	50-59
C	40-49

4.7.2 Students are permitted to optionally enroll and study the courses in physical / hybrid / online modes offered by reputed Central / State funded Universities / Institutions which are in the top 20 positions in the latest NIRF ranking and also conducting examination towards award of marks and grades. (NIRF Ranking of any of the last three years with respect to the year in

which course is to be registered; NIRF ranking is based on respective stream for professional elective courses and based on any stream for open elective courses).

Students are also permitted to enroll and undergo such courses in Online mode at universities abroad in top 500 in QS ranking in the last three years.

Students are also permitted to study courses of a particular semester in a University / Institution abroad based on MoU. A learning agreement shall be evolved to map all the courses offered in the programme and the courses offered in university abroad as per the procedure outlined by the Centre for Academic Courses. The credits earned by the students in the University abroad shall be transferred as per the learning agreement.

In the case of 4.7.2, the students can enroll for the courses with the approval of the Head of the institution only if the course is offered directly by Institution / University and not with the EduTech platforms. The marks / credits earned by the student shall be transferred based on the decision of a committee constituted by Centre for Academic Courses and approved by the Head of the Institution. Finally, it has to be approved by the respective BoS and Academic Council.

4.7.3 Students are also permitted to enroll and study the courses in physical/hybrid mode (not less than 50% in physical mode) / online mode that are offered by (i) National/State funded research institutions/laboratories and (ii) (a) reputed companies (manufacturing or software) related to the programme, and (b) reputed companies involved in transfer of knowledge provided the knowledge transferring company is a spinoff from an Engineering/Technology practicing Industry and sharing the work experience of the respective industry. The companies mentioned in 4.12.3 (ii) (a) and the company with which the knowledge transfer company associated in the case of 4.12.3 (ii) (b) should have average annual turnover of more than 200 crores over a period of 5 years. However, the academic content and delivery shall be in consonance with the University academic standards and norms.

The minimum qualification of the course instructor from the company as mentioned in 4.12.3. (ii) shall be B.E./B.Tech with 10 years of research / industrial experience. Such courses shall be offered through MOU / MOA between Institute and such institutions/organizations/ companies. The design of the courses with regard to the syllabus content, duration of each course and number of credits offered for each course shall be discussed and recommended by the respective BoS and Academic Council as per the Regulations.

For the offer of each course under 4.7.3, a course coordinator shall be nominated from the Department who shall also attend such course and shall coordinate the question paper setting and answer script evaluation with the course instructor from research institution / laboratories / industry / company for the continuous assessment and end semester examination conducted by the Institution. The passing requirements are as per regulations.

4.8 Self Study Courses

4.8.1 Students may be permitted to credit atmost one Self Study course with the approval of the BoS and Academic Council.

4.8.2 The Department may offer self study courses. The purpose of the course is to permit the student to study a course / topic of the student's choice. The students shall study on their own under the guidance of a faculty member. No formal lectures need be delivered. The syllabus of the course and mode of assessments shall be approved by the BoS and Academic Council.

The self study course of 3 credits, with not be less than 40 hours of study and can be considered as an elective course. One Faculty member approved by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the course.

4.9 Audit Courses

The student shall study Audit courses prescribed by the College and it will be mentioned in the Grade Sheet. However, it will not be considered for computation of CGPA.

4.10 Medium of Instruction

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

5. DURATION OF THE PROGRAMMES

5.1. The minimum and maximum period for completion of the P.G. Programmes is given in Table 5.

Table 5: Duration of the programmes

Programme	Minimum Number of Semesters	Maximum Number of Semesters
M.E. / M.Tech.	4	8
M.B.A.	4	8
M.C.A. *	4	8

* *Bridge courses are to be conducted for students from non-computer science background.*

5.2. Each semester shall normally consist of 90 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 and that the teacher teaches the full content of the specified syllabus for the respective courses offered.

- 5.3. The Head of the department may conduct additional classes for improvement, special coaching, conduct of model test etc., over and above the specified periods. But for the purpose of calculation of attendance requirement for writing the end semester examinations (as per clause 7) by students, following method shall be used.

$$\text{Percentage of Attendance} = \frac{A}{B} \times 100$$

A - Total no. of periods attended in all the courses per semester

B - (No. of periods / week as prescribed in the curriculum taken together for all courses of the semester) x 15

- 5.4. The total duration for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum duration specified in clause 5.1 irrespective of the period of break of study (vide clause 16) or prevention (vide clause 7.4) in order that the student may be eligible for the award of the degree (vide clause 14).
- 5.5. The Curriculum of P.G. Programmes has been designed to have the credits in the range specified in Table 6 for the award of the degree. One credit is equivalent to 15 sessions of classroom contact teaching. Each session should be not less than 50 minutes duration.

Table 6: credits in the range for the award of the degree

Programme	Prescribed Credit Range
M.E. / M.Tech.	70 – 75
M.B.A.	102 – 108
M.C.A.	80 – 90

6. COURSE REGISTRATION

6.1. Course Registration

Each student, on admission, shall be assigned to a Mentor (vide clause 8), who shall advise and counsel the student about the details of the academic programme and the choice of courses, considering the student's academic background and career objectives.

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.

- 6.1.1** Each student on admission shall register for all the courses prescribed in the curriculum in the student's first Semester of study.
- 6.1.2** The enrollment for all the courses from the Semesters II to final will commence 5 working days prior to the commencement of the succeeding semester. The student shall enroll for the courses with the guidance of the student's Mentor. If the student wishes, the student may

drop or add courses (vide clause 6.2) within 10 working days after the commencement of the concerned semester. The registration details of the student shall be approved by the Head of the department and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations.

- 6.1.3** A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve the student's marks in a course or the aggregate marks / CGPA.

6.2 Flexibility to Drop courses

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. From the second to final semesters, the student has the option of registering for additional courses or dropping existing courses in a semester. The total number of credits that a student can add or drop in a semester is limited to 8, subject to a maximum of 2 courses. Maximum number of credits enrolled in a semester (including Shortage of Attendance (SA)) shall not exceed 33.

7. REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION

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

- 7.1 Ideally every student is expected to attend all periods and earn 100% attendance. However, the student shall secure not less than 75% attendance, course wise, taking into account the number of periods required for that course, as specified in the curriculum.
- 7.2 If a student secures attendance between 65% and less than 75% in any course in the current semester, due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events, with prior permission from the Chairman, Sports Board and Head of the Department concerned, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end semester examination of that course. In all such cases, the students should submit the required documents within five working days of joining after the absence to the Head of the Department through the Mentor.
- 7.3 A student shall normally be permitted to appear for the end semester examination of the course if the student has satisfied the attendance requirements (vide Clause 7.1 – 7.2) and has registered for the examination in those courses of that semester by paying the prescribed fee.
- 7.4 Students who do not satisfy clause 7.1 and 7.2 and who secure **less than 65%** attendance in a course will not be permitted to write the end semester examination of that course. The

student has to re-register and redo the course when it is offered next as per Clause 6.2. If the course in which the student has been prevented is a professional/ open elective, the student can opt to redo the same course or opt for different professional/ open elective course as per Clause 6.2.

- 7.5 If a student has shortage of attendance in all the registered theory courses, the student would not be permitted to move to the higher semester and has to repeat the current semester in the subsequent year.
- 7.6 In the case of reappearance (Arrear) registration for a course, the attendance requirement as mentioned in Clauses 7.1 - 7.3 is not applicable. However, the student has to register for examination in that course by paying the prescribed fee.
- 7.7 A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear for the same course for improvement of letter grades / marks.

8. MENTOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department of the students will attach a certain number of students to a faculty of the Department, who shall function as Mentor for those students throughout their period of study. The Mentor shall advise the students in registering and reappearance (Arrear) registering of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Mentor may also discuss with or inform the parents about the progress / performance of the students concerned. The number of students assigned to a mentor will be decided by the Head of the Department. However, it shall not exceed 20 per mentor.

The responsibilities of the mentor shall be:

- To inform the interpretation of Regulations to the students and their rights and duties.
- To inform code of conduct to be maintained in the campus and disciplinary actions.
- To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- To guide student enrollment and registration of the courses.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- To collect and maintain the academic and co-curricular records of the students.
- To facilitate and collect students' feedback about the course and course instructor, and the course and programme's exit survey.

9. COURSE COMMITTEES

9.1 Common Course Committee

A theory course handled by more than one faculty shall have a “Common Course Committee” comprising of all faculty members teaching that course with one of them nominated as the course coordinator. The nomination of the course coordinator shall be made by the Head of the Department/ Centre for Academic Courses depending upon whether all the faculty members teaching the common course belong to a single department or to several departments. The committee shall be constituted by the Director, Centre for Academic Courses within 10 days from the commencement of the semester.

The first meeting of the Common Course Committee shall be held within fifteen days from the date of commencement of the classes. The lesson plan, books and references to be followed shall be decided at the first meeting. Two or three subsequent meetings in a semester may be held at suitable intervals. In addition, the “Common Course Committee” shall meet to ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments (vide clause 10). Wherever feasible, the common course committee shall prepare a common question paper for the continuous assessment tests also.

9.2 Class Committee

Every class shall have a class committee consisting of faculty members of the class concerned, student representatives and a chairperson, who is not teaching the class. It is like the ‘Quality Circle’ (more commonly used in industries) with the overall goal of improving the teaching- learning process. The functions of the class committee include:

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

- Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
- Identifying the slow-learners, if any, and requesting the faculty members concerned to provide some additional help or guidance or coaching to such students.

The class committee for a class under a particular branch is normally constituted by the Head of the Department. The first meeting of the class committee shall be held within 10 days 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. 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.

At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee, covering all the elective courses. The chairperson of the class committee may invite the class mentor(s) and the Head of the Department to the class committee meeting. The Head of the Institution may participate in any class committee meeting of the institution. The chairperson is required to prepare the minutes of every meeting, submit the same to the Head of the Institution through Centre for Academic Courses within two days of the meeting and arrange to circulate it among the students and faculty members 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.

10. ASSESSMENT PROCEDURES FOR AWARDED MARKS

All PG (M.E. / M.Tech. (Full-Time), M.B.A., M.C.A. Programmes consist of Theory Courses, Laboratory Courses and Employability Enhancement Courses. Employability Enhancement Courses include Project Work, Seminar, Professional Practices, Case Study and Industrial / Practical Training. Appearance in End Semester Examination is mandatory for all courses including Theory, Laboratory, Theory Courses with Laboratory Component and Project work.

Performance in each course of study shall be evaluated based on (i) Continuous assessments throughout the semester and (ii) End Semester Examination at the end of the semester. The evaluation shall be based on Outcome Based Education (OBE). The weightage for the continuous assessment and end semester examination is given in the table 7. Each course shall be evaluated for a maximum of 100 marks.

**Table 7: Weightage of Marks for Continuous Assessment and
End-Semester Examination**

S. No.	Category of the Course	Continuous Assessments	End-Semester Examinations
1.	Theory Courses	40 Marks	60 Marks
2.	Theory Courses with Laboratory	50 Marks	50 Marks
3.	Laboratory Courses	60 Marks	40 Marks
4.	Project Work	60 Marks	40 Marks
5.	Audit Course	100 Marks	--
6.	All other EEC Courses	60 Marks	40 Marks

Every faculty is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' for every semester, which consists of attendance marked in each Theory / Laboratory/EEC class, the assessment marks and the record of class work (topics covered), separately for each course handled by the faculty. The attendance book completed in all respects should be submitted to Centre for Academic Courses through the Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of assessment marks and attendance. At the end of the semester, the record should be verified by the Head of the Department who shall keep this document in safe custody (for five years). The records of attendance and assessment of both current and previous semesters should be available for auditing.

The End Semester Examinations for theory courses will be of 3 hours duration and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters.

10.1 Assessment for Theory Courses

For Theory Courses out of 100 marks, the maximum marks for continuous assessment are fixed as 40 and the end semester examination carries 60 marks.

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., Assignment / Quiz / Case study / Seminar / Mini project / any other Experiential Learning 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 highest nearest integer as shown in Table 8.

Table 8 Scheme of Assessment for Theory Course

Internal Assessment I (100 Marks)		Internal Assessment II (100 Marks)		Total
Assignment / Quiz / Case study / Seminar / Mini project / Any other Experiential Learning**	Written test (100 marks)	Assignment / Quiz / Case study / Seminar / Mini project / Any other Experiential Learning**	Written test (100 marks)	Continuous Assessment
40%	60%	40%	60%	200*

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

** Continuous assessment component will be decided by the course instructor who has the liability to go for any mode of continuous assessment suitable to the course. However, the assessment mode should be decided before the commencement of course in the semester as approved by the Head of the department concerned.

In case a student is unable to attend an assessment due to medical reasons (such as hospitalization, an accident, or a specific illness) or due to participation in college, university, state, national, or international level sports or events, they must provide the necessary documentation to be eligible for a reassessment. Only one reassessment will be allowed, which may be scheduled at the end of the semester. Approval for the reassessment must be obtained from the Head of the Department through the concerned course instructor.

10.2 Assessment for Theory Courses with Laboratory Component

Weightage of continuous assessment and end semester examination marks will be 50% each. The distribution of marks for the theory and laboratory components in the continuous assessments and end semester examination for different types of courses are provided in the Table 9.

The procedure for the conduct of internal assessments for laboratory component is as per the clause 10.3. The weighted average shall be converted into 50 marks for Continuous Assessment.

Table 9: Weightage of Marks for Continuous Assessment

L	T	P	C	Continuous Assessment Theory (Total 25%)		Continuous Assessment Laboratory (Total 25%)	End Semester Examination (50%)
				Test 1	Test 2	Experiment and Midterm Test	
1	0	2	2	Test 1	Test 2	Experiment and Midterm Test	Laboratory only (50%)
1	0	4	3	Test 1	Test 2	Experiment and Midterm Test	Laboratory only (50%)
2	0	2	3	Test 1	Test 2	Experiment and Midterm Test	Theory only (50%)
3	0	2	4	Test 1	Test 2	Experiment and Midterm Test	Theory only (50%)
2	0	4	4	Test 1	Test 2	Experiment and Midterm Test	Theory (25%) and Laboratory (25%)
3	0	4	5	Test 1	Test 2	Experiment and Midterm Test	Theory (25%) and Laboratory (25%)

* Test 1 and Test 2 for theory are written tests

10.3 Assessment for Laboratory Courses

For Laboratory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Examination carries 40 marks.

The maximum marks for Continuous 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 to be maintained. There shall be at least one midterm test. The criterion for arriving at the Continuous Assessment marks of 60 is as follows: For successful completion of all the prescribed experiments done in the Laboratory 75% of marks shall be awarded and 25% marks shall be awarded for the model test, as shown in Table 10. The total marks earned by the student in continuous assessments shall be converted into a maximum of 60 marks and rounded to the highest nearest integer. The end semester examination shall be for 40 marks and shall include Viva-Voce also as a part of it.

Table 10: Weightage of Marks for Continuous Assessment

Continuous Assessment (100 Marks) *	
Evaluation of laboratory observation and Record	Model Test
75%	25%

* Continuous assessment marks shall be converted into 60 marks.

10.4 Assessment for Project Work

The evaluation of Project Work for Project Work-I & Project Work-II in the case of M.E. / M.Tech. and Project Work of M.B.A., M.C.A programmes shall be done in the respective semesters and marks shall be allotted as per the weightages given in Clause 10.4.1.

10.4.1 The Project work shall be evaluated for a maximum of 100 marks of which 60 marks will be through continuous internal assessment done through three reviews and an End Semester Viva Voce examination.

10.4.2 In the case of M.E. / M.Tech. (Project work I and Project work II), there shall be three assessments (each 100 marks) during the semester by a review committee. The student shall make presentation on the progress made before the committee. The Head of the Department shall constitute the review committee consisting of supervisor, expert member from the department and a project co-ordinator from another department. The total marks obtained in the three assessments shall be reduced to 60 marks and rounded to the nearest integer. The students are permitted to do interdisciplinary project work with supervisor/co-supervisor from other department relevant to the field of project work. The breakup of marks for each of the reviews are shown in Table 11. The Project Work End Semester Examination (ESE) Viva Voce will be evaluated by TWO Examiners (i.e., one Internal and the other External) and the Supervisor for a Maximum of 40 Marks.

Similarly, there should be three reviews for the final year Project work of M.B.A. and M.C.A. to be conducted separately.

Table 11: Continuous Assessment and End-Semester Examinations Marks for Project Work

Continuous Assessment (60 Marks)			End Semester Examinations (40 Marks)			
Review I	Review II	Review III	Project Report		Viva-Voce Examination	
			Supervisor	External	Internal	External
10	20	30	10	10	10	10

10.4.3 The Project Report should be prepared according to the guidelines from the Director, Academic Courses. This project report duly signed by the Supervisor(s) and the Head of the Department and shall be submitted to the Head of the Department within the specified date.

10.4.4 The evaluation of the Project work I and Project II (M.E. / M.Tech.) will be based on the project report submitted and a Viva- Voce Examination by a panel consisting of the Supervisor, Internal and External Examiners. The Project Co-ordinator shall act as Internal Examiner. The internal and external examiner shall be appointed by the Chairman of the respective Faculty from the panel of examiners submitted by the Head of the department for project work I and project work II in the case of M.E. / M.Tech. and for the Final Project work of M.B.A. and M.C.A.

- 10.4.5** If the student fails to obtain 50% of the continuous assessment marks in the Project Work-I and Project Work-II in the case of M.E. / M.Tech. or the Final Project work of the M.B.A. / M.C.A programme, the student will not be permitted to submit the project report in that semester and has to re-enroll for the same in the subsequent semester.
- 10.4.6** The deadline for submission of final Project Report (Project work II for M.E./M.Tech.) is 30 days from the last working day of the semester in which project work is done.
- 10.4.7** If a student fails in the Viva-Voce examinations of Project Work, the student can resubmit the Project Report within 30 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee. For this purpose, the same panel consisting of the Supervisor, Internal and External examiners shall evaluate the resubmitted report and reconduct the Viva-Voce examination. In case one of the examiners or both examiners are unable to reconduct the Viva-Voce examination, the Head of the Department may constitute a new panel for the conduct of the Viva-Voce examination with alternate examiners subject to the approval of the Chairperson.
- 10.4.8** If a student has submitted the project report but does not appear for the viva-voce examination, the student can reappear for the Viva Voce Examination. The student shall be permitted to resubmit the report within 30 days from the declaration of results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee.
- 10.4.9** If a student fails to submit the project report on or before the specified deadline, the student is deemed to have failed to complete his Project Work within the specified period. The student shall be permitted to submit the report within 30 days from the declaration of results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee. This applies to both Project Work-I and Project Work-II in the case of M.E. / M.Tech. and the Final Project Work of M.B.A. / M.C.A.
- In case of students of M.E. / M.Tech. not completing Project work I successfully, they can undertake Project work I again in the subsequent semester. In such cases, these students can enroll for Project work II, only after successful completion of Project work I.
- 10.4.10** A copy of the approved project report after the successful completion of viva-voce examinations shall be kept in the library of the college.

10.5 Assessment for Seminar / Technical Presentations

The seminar / Technical Presentations shall carry 100 marks of which 60 marks will be through continuous internal assessment done through two seminars and 40 marks will be for End Semester Presentation. Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar, marks can be equally apportioned.

The three-member committee appointed by the Head of the Institution, consisting of the course coordinator and two experts from the Department, will evaluate the seminar at the end of the semester for End Semester Presentation. The evaluation shall be done as per the Table 12

Table 12: Assessment for Seminar / Technical Presentations

Continuous Assessment (60 Marks)		End Semester Examinations (40 Marks)			Total (100 Marks)
Seminar I	Seminar II	Project Report	Presentation	Viva-Voce	Total
30	30	10	10	20	100

10.6 Assessment of Industrial Training / Internship

10.6.1 Practical Training /Industrial Training, if specified in the Curriculum shall not exceed the maximum duration of 4 weeks and should be organized by the Head of the Department for every student.

10.6.2 The Industrial Training / Internship shall carry 100 marks and shall be evaluated as per the Table 2. At the end of Industrial / Practical Training / internship, the student shall submit a brief report on the training undergone and a certificate from the organization concerned. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a three-member Departmental Committee constituted by the Head of the Department consisting of one coordinator and two faculty members. Certificates (issued by the Organization) submitted by the student shall be attached to the mark list and sent to the Controller of Examinations by the Head of the Department.

10.6.3 The Industrial / Practical Training **which is not part of the curriculum (Clause 4.5.2)**, shall carry 100 marks and shall be evaluated through internal assessment only as per Table 13. At the end of Industrial / Practical training / internship / Summer Project, the student shall submit a certified report (evaluated out of 100 marks by a mentor/guide) from the organization where the student has undergone training. The Viva-Voce Examination will be conducted by a three-member committee constituted by the Head of the Department. The committee comprises of one expert from an industry/organisation and two members (coordinator and member) from the Department. Certificates (issued by the Organization) submitted by the student shall be attached to the mark list and sent to Controller of Examinations by the Head of the Department.

Table 13: Assessment for Internship / Industrial Training

Report	Presentation	Viva-Voce	Total Marks
40	30	30	100

10.7 Assessment for Value-Added Course

The value-added course shall carry 100 marks and shall be evaluated through continuous assessments only. One Assessment shall be conducted at the end of the course by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the highest nearest integer. The Head of the Department may identify a faculty member as coordinator for the course. A committee consisting of faculty member handling the course, coordinator and a senior faculty member nominated by the Head of the Department shall monitor the evaluation process. The list of students along with the marks and the grades earned shall be forwarded to the Controller of Examinations by the Head of the Department.

10.8 Assessment for Self-Study Courses

Faculty members approved by the Head of the Department shall be responsible for periodic monitoring and evaluation of the course. Students shall write assignments / tutorials and appear for continuous assessment and end semester examinations to earn the credit. Students shall meet the faculty mentor once in a week. The evaluation methodology shall be the same as that of a theory course (vide clause 10.1). The list of students undertaking the self study courses shall be approved by the Head of the Institution through Centre for Academic Courses.

10.9 Assessment for Audit Courses

The student shall study Audit courses prescribed by the College. No credits shall be given for audit courses and shall be evaluated through continuous assessment tests only for a maximum of 100 marks each. However, it will not be considered for computation of CGPA. Upon the successful completion, these courses will be listed in the semester grade sheet and in the consolidated grade sheet with the grade “SC” (Successfully Completed).

10.10 Conduct of Academic Audit

Every department shall strive for a better performance of the students by conducting the continuous assessments as mentioned in Clause 10 that is followed by the end semester examination, as the case may be.

The Head of the Department shall arrange to conduct the Academic Audit once in every year for all the courses conducted in the respective semesters through external expert(s) approved by the Chairperson of Faculty.

- In order to ensure the above, Academic Audit is to be done for every course taught during the semester.
- For the continuous assessments conducted for each course (as per details provided in Clause 10), the academic records shall be maintained for the activity-based evaluation and assessment test question paper and answer script. Report of industrial training / internship shall also be maintained, if applicable. For laboratory courses the students' record and course coordinator's system of evaluation shall be maintained. Further, the attendance of all students shall be maintained as a record.

- The academic audit shall include verification of all the academic records pertaining to the Regulation in-force, the attendance and assessment record, CO, PO attainment records, student's and course coordinators feedback of the courses, and the overall teaching-learning process based on Bloom's taxonomy. Action plan based on audit report for continuous improvement is to be prepared. Academic documents of all PG programmes should be available with the department/faculty for 5 years.

11. PASSING REQUIREMENTS

11.1 A candidate who secures not less than 50% of total marks prescribed for the courses(Continuous Assessment + End semester examination) with a minimum of 45% of the marks prescribed for the end-semester Examination in theory, theory with practical components (45% individually in theory and laboratory) and practical courses (including project work), shall be declared to have passed in the Examination.

11.2 If a student fails to secure a pass in a theory course / theory with laboratory / laboratory courses (except electives), the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the Continuous 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) as per clause 11.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the end semester examinations alone.

In addition to the above for the M.C.A programme, students undergoing bridge courses should complete all the bridge courses prescribed for the two-year M.C.A programme for the award of the degree. The Bridge courses shall be conducted before the start of the first semester and along with the first year of the programme.

11.3 If a student fails in the ESE examinations in the Final Project work the student shall resubmit the Project Report within 30 days from the date of declaration of the results. The resubmission of the project report and the subsequent viva-voce examination will be considered as reappearance with payment of exam fee. In case the student does not resubmit the project report within the 30-day period, or again fails in the subsequent viva-voce examination after resubmission of the report, the student shall re-register for the project work in the subsequent semester and redo the project.

11.4 The passing requirement for all courses which are assessed only through continuous assessment is 50%.

12. AWARD OF LETTER GRADES

The award of letter grades will be decided using relative grading principle except Laboratory Courses and Project Work. The performance of a student will be reported using letter grades, each carrying certain points as shown in Table 14.

Table 14: Award of Letter Grades

Letter Grade	Grade Points*
O (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8
B + (Good)	7
B (Average)	6
C (Satisfactory)	5
U (Re-appearance)	0
SA (Shortage of Attendance)	0
WD (Withdrawal)	0

‘U’ denotes Reappearance registration is required for that particular course.

‘SA’ denotes shortage of attendance (as per Clause 7) and hence prevented from writing end semester examination.

‘WD’ indicates withdrawal from the course.

12.1 Relative Grading

For those students who have passed the course (theory course/ theory integrated courses / laboratory integrated courses / all other EEC except laboratory course / Project Work Courses), the relative grading shall be adopted, subject to the strength of students who have met the passing requirements is greater than 30.

The marks of only those students who have the minimum required marks (as per Clause 11) from both continuous assessment and ESE, shall be the inputs 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.

12.2 Absolute Grading

- In all the courses, for those students who have the minimum required marks (as per Clause 11) from both continuous assessment and ESE, if their strength is less than or equal to 30 then the absolute grading shall be followed with the grade range as specified in the Table.
- For the Project Work / Internship and Laboratory Courses, the absolute grading procedure shall be followed as given in the Table 15 irrespective of the class strength.

Table 15: Grade range for absolute grading

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

The grades O, A+, A, B+, B, C obtained for the one/two credit courses (not part of curriculum) under the title ‘Value Added Courses’. The other grades U, SA **will not figure in the mark sheet.**

12.3 For the M.C.A students admitted under non-computer science background category, the grades obtained for the prescribed bridge courses will appear on the grade sheet, but will not be considered for GPA/ CGPA calculation.

12.4 For the students who complete the Audit Course satisfying attendance requirement, the title of the Audit Course will be mentioned in the Grade Sheet. If the attendance requirement is not satisfied, it will not be shown in the Grade Sheet.

13. GPA and CGPA Calculation

13.1 After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- The college in which the student has studied.
- 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 enrolled from first semester onwards.

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

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

Where

C_i is the number of credits assigned to the course

GP_i is the Grade point corresponding to the grade obtained for each Course

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

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

13.2 Credits earned through one / two credit value added courses shall not be considered for calculating the GPA or CGPA.

13.3 If a student chooses to study more than the required number of electives as per the student’s programme curriculum, the courses with higher grades alone will be considered for calculation of CGPA.

13.4 In the consolidated grade sheet, the CGPA earned shall be converted into percentage of marks as follows:

$$\text{Percentage of Marks} = \text{CGPA} \times 10.$$

14. ELIGIBILITY FOR THE AWARD OF THE DEGREE

14.1 Eligibility

A student shall be declared to be eligible for the award of the P.G. Degree (M.E. / M.Tech. and M.B.A., M.C.A) provided the student has

1. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student’s programme within the stipulated time.
2. 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 student was admitted.
3. In addition, for the M.C.A students admitted under non-computer science background category, the prescribed bridge courses also have to be completed within the maximum duration mentioned above.
4. Successfully passed any additional courses prescribed by the Director, Centre for Academic Courses whenever readmitted under regulations R-2024.
5. No disciplinary action pending against the student.
6. The award of Degree must have been approved by the Syndicate of the University.

14.2 Classification of the Degree Awarded

14.2.1 First Class with Distinction

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

- Should have passed the examination in all the courses of all the four semesters in the student’s First Appearance within **three** years, which includes authorised break of study

of one year (if availed). Withdrawal from examination (vide Clause 15) will not be considered as an appearance.

- Should have secured a CGPA of not less than **8.50**.
- Should NOT have been prevented from writing End Semester Examination due to lack of attendance in any of the courses.

14.2.2 First Class

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

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

14.2.3 Second Class

All other students (not covered in clauses 14.2.1 and 14.2.2) who qualify for the award of the degree (vide Clause 14.1) shall be declared to have passed the examination in **Second Class**.

14.2.4 A student who is absent in End Semester Examination in a course / project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from end semester examinations as per clause 15) for the purpose of classification.

14.2.5 Photocopy / Revaluation

A student can apply for photocopy of his/her semester examination answer paper in a theory course, as per the guidelines of CoE on payment of a prescribed fee through proper application to the Controller of Examination through the Head of Institution. The answer script is to be valued and justified by a faculty member, who handled the subject and recommend for revaluation with breakup of marks for each question. Based on the recommendation, the student can register for the revaluation through proper application to the Controller of Examination. The Controller of Examination will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for practical courses and for EEC courses. A student can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

15. PROVISION FOR WITHDRAWAL FROM EXAMINATION

15.1 A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Head of the Institution) 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 COE through the Head of the Institution with required documents.

- 15.2** Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 7) and if it is made within TEN days after the date of the examination(s) in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examination. For a student to withdraw from a course /course, he/she should have registered for the course, fulfilled the attendance requirements (vide clause 7) and earned continuous assessment marks.
- 15.3** 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.
- 15.4** If a student withdraws a course or courses from writing end semester examinations, he/she shall register the same in the subsequent semester and write the end semester examination(s).
- 15.5** Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.
- 15.6** Withdrawal is permitted for the end semester examinations in the final semester, only if the period of study of the student concerned does not exceed 4 years for **M.E. / M.Tech., M.B.A. and M.C.A.** programme with Bridge Course requirements as per clause 14.2.1.

16. BREAK OF STUDY FROM A PROGRAMME

- 16.1** A student is permitted to go on break of study for a fixed period of one year as a single break in the entire course of study.
- 16.2** When a student applies for break of study, the student shall apply to the Head of the Institution not later than the last date of the first assessment period. The application (downloaded from website) duly filled by the student shall be submitted through the Head of the Department.
- 16.3** Notwithstanding the requirement of mandatory first assessment period, applications for break of study for special cases viz., prolonged hospitalization, accidents will be considered on the merit of the case. The student shall apply to the Head of the Institution through the Head of the Department.
- 16.4** The students permitted to re-join 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 re-joining. The students rejoining in new Regulations shall apply to the Centre for Academic Courses in the prescribed format through the Head of the Department at the beginning of the readmitted semester itself for prescribing additional/equivalent courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.

Total number of credits to be earned by the student shall be more than or equal to the total number of credits prescribed in the curriculum in force. If the credit assigned for L T P of the courses are not same in two Regulations under consideration, then equivalence shall be arrived as per the credit assignment followed in the Regulations in force.

- 16.5** 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 (vide clause 14).
- 16.6** In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the programme only if the approval is obtained from the Head of the Institution through Centre for Academic Courses and the concerned HoD before the end of the semester in which the student has taken break of study.
- 16.7** If a student has not reported to the department for a period of two consecutive semesters without any intimation, the name of the student shall be deleted permanently from the college enrollment. Such students are not entitled to seek readmission under any circumstances.
- 16.8** If a student in Full Time mode wants to take up job / start-up / entrepreneurship during the period of study he/she shall apply for authorised break of study for one year. The candidate shall take up the assignment only after getting approval of the same by the Head of the Institution through Centre for Academic Courses and the concerned HoD with due proof to that effect.

17. DISCIPLINE

- 17.1** Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the College. The Head of Institution shall constitute a disciplinary committee consisting of Head of Institution, Two Heads of Departments of which one should be from the faculty of student, to enquire into acts of indiscipline and notify the College / Institution about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a committee shall be constituted by the Head of Institution for taking final decision.
- 17.2** If a student indulges in malpractice in any of the examinations, the student shall be liable for punitive action as prescribed in the regulations from time to time.

18. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The college may from time-to-time revise, amend or change the Regulations, Curriculum, Syllabus and Scheme of examinations through the Board of Studies with the approval of Academic Council and Governing Council of the college.
