



MAHENDRA ENGINEERING COLLEGE

(Autonomous)

Mahendhirapuri, Mallasamudram, Namakkal DT. -637 503

REGULATIONS 2019

CHOICE BASED CREDIT SYSTEM (CBCS)

COMMON TO ALL POST GRADUATE PROGRAMMES

**(For the students admitted to M.E., M.C.A., and M.B.A. Programmes at
Mahendra Engineering College (Autonomous) from the
Academic year 2019 - 2020 onwards)**

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COMMON TO ALL POST GRADUATE PROGRAMMES

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In this Regulations 2019, unless the context otherwise specifies:

- I. **“Programme”** means Degree Programme (*i.e*) M.E./ M.C.A./M.B.A. Degree Programme.
- II. **“Discipline”** means Branch or Specialization of M.E. Degree Programme, like Control Systems, Manufacturing Engineering, *etc.*
- III. **“Course”** means a theory or practical subject that is normally studied in a semester, like Applied Mathematics, Advanced Thermodynamics, *etc.*
- IV. **“Head of the Institution”** means the Principal of the College.
- V. **“Chairman”** means the Head of the Faculty.
- VI. **“Head of the Department”** means Head of the Department concerned.
- VII. **“Controller of Examinations”** means the authority of the College who is responsible for all activities of the Autonomous College Examinations.
- VIII. **“University”** means Anna University, Chennai.
- IX. **“College”** means Mahendra Engineering College (Autonomous).

2. ADMISSION PROCEDURE

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

3. PROGRAMMES OFFERED AND MODE OF STUDY

3.1 PROGRAMMES OFFERED

9 PG Programmes are offered at this College. A student may be offered admission to any one of the Programmes of study conducted at Mahendra Engineering College (Autonomous) approved by the AICTE, New Delhi and affiliated to Anna University, Chennai.

3.2. **MODE OF STUDY- FULL-TIME**

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

The Full-time students should not attend any other Full-time programme(s) / course(s) or take up any Full-Time job / Part-Time job during working hours in any Institution or company during the period of Full- Time programme. Violation of the above rules will result in cancellation of admission to the PG programme.

4. **STRUCTURE OF THE PROGRAMMES**

4.1 **Categorization of Courses**

Every Post Graduate Degree Programme will have a Curriculum with Syllabi consisting of theory and practical courses that shall be categorized as follows:

- i. Foundation Courses (FC)** may include Mathematics or other basic courses
- ii. Program Core Courses (PCC)** include the core courses relevant to the chosen specialization/branch.
- iii. Program Elective Courses (PEC)** include the elective courses relevant to the chosen specialization/ branch.
- iv. Research Methodology and IPR Courses (RMC)** to understand the importance and the process of creation of patents through research.
- v. Open Elective Courses (OEC)** are of importance in the context of Special Skill Development and they are courses on Business Analytics, Industrial Safety, Operation Research and Cost Management of Engineering Project, etc.
- vi. Employability Enhancement Courses (EEC)** include Project Work, Internship, Seminar, Professional Practices, Case Study and Industrial / Practical Training.

vii. Audit Courses (AC) expose the students to Disaster Management, Yoga, English for Research Paper Writing, Value Education, Pedagogy Studies, Stress Management and Personality Development through Life Enlightenment Skills, etc.

4.2 Courses per Semester

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

4.3 Credit Assignment

Each course is assigned certain number of credits based on the following:

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

4.4 Project Work

The Project work is an important component of Post-Graduate programmes. The Project work for M.E. programmes consists of Phase – I and Phase – II. The Phase – I is to be undertaken during III semester and Phase – II, which is a continuation of Phase – I is to be undertaken during IV semester. For M.C.A. and M.B.A. programmes, the Project Work has to be undertaken in the final semester.

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

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

4.4.3 A student may, however, in certain cases, be permitted to work on projects in an Industrial / Research Organization, on the recommendations of the Head of the Department. In such cases, the Project work shall be jointly guided by a supervisor of the department

and an expert as joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.

4.5. Industrial Training / Internship

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

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

4.5.2 If Industrial Training / Internship is not prescribed in the curriculum, the student may undergo Industrial Training / Internship optionally. If the student earns three credits in Industrial Training / Internship, the student may drop one Professional Elective. In such cases Industrial Training / Internship needs to be undergone continuously from one organization only. However, if the number of credits earned is 1 or 2, these credits shall not be considered for classification of the degree. The student is only allowed to undergo a maximum of 6 weeks Industrial Training/ Internship during the entire duration of study.

DURATION OF TRAINING/ INTERSHIP	CREDITS
2 Weeks	1
4 Weeks	2
6 Weeks	3

4.6 Students may optionally undergo Value Added Courses and 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 may be offered by a Department during the entire duration of the programme. The details of the syllabus, time table and faculty shall be sent to the Controller of Examinations after approval from the Departmental Consultative Committee concerned.

Students can take a maximum of two ‘one credit courses’ or one ‘Two credit course’. They shall be allowed to take one/two credit courses offered in other Departments also with the permission of the Head of the Department offering the course.

4.7 Online Courses

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

Department Consultative Committee is constituted in which Head of the Institution shall be chairman of the committee; HoD of the Department concerned and senior faculty members of the Department concerned and allied Departments are the members of the committee.

5. MEDIUM OF INSTRUCTION

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

6. DURATION OF THE PROGRAMMES

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

Programmes	Minimum number of Semesters	Maximum number of Semesters
M.E.	4	8
M.C.A	6	12
M.B.A.	4	8

6.1 Each semester shall normally consist of 90 working days or 350 periods for full time mode of study (400 periods for MBA). The Head of the

Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught. End Semester Examinations conducted by the college will be scheduled after the last working day of the semester.

- 6.2** 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).
- 6.3** The Curriculum and Syllabi of all the P.G. Programmes shall be approved by the Academic Council of Mahendra Engineering College (Autonomous). The number of Credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the respective specialization of the P.G. Programme.
- 6.4** The Curriculum of P.G. Programmes shall be so designed that the prescribed credits required for the award of the Degree shall be within the limits specified below:

PROGRAMME	PRESCRIBED CREDIT
M.E.	70-75
M.C.A.	115-120
M.B.A.	100-105

7. COURSE ENROLLMENT AND REGISTRATION

- 7.1** Each student, on admission shall be assigned to a Faculty Advisor (vide clause 9) who shall advice and counsel the student about the details of the academic programme and the choice of courses considering the student's academic background and career objectives.
- 7.2** Every student shall enroll for the course of the succeeding semester in the current semester. However, the student shall confirm the enrollment by registering for the courses within the first five working days after the

commencement of the concerned semester.

- 7.3** No course shall be offered by a Department unless a minimum of 5 students register for that course. However, if the students admitted in the associated branch and semester is less than 5, this minimum will not be applicable.
- 7.4** After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn continuous assessment marks and appear for the End Semester Examinations.
- 7.5** Each student on admission shall register for all the courses prescribed in the curriculum in the student's first semester of study.
- 7.5.1** The enrollment for all the courses of the semester II will commence 10 working days prior to the last working day of semester I. The student shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the semester II.
- 7.5.2** The enrollment for the courses of the III semester to final semester will commence 10 working days prior to the last working day of the preceding semester. If the student wishes, the student may drop or add courses (vide clause 7.6) within five working days after the commencement of the concerned semester and complete the registration process duly authorized by the Faculty-in-Charge of the programme concerned.
- 7.5.3** 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.

7.6 Flexibility to Add or Drop courses

- 7.6.1** A student has to earn the total number of credits specified in the curriculum of the respective programme of study in order to be eligible to obtain the degree. However, if a student wishes, the student is permitted to earn more than the total number of credits prescribed in the curriculum of the student's programme.
- 7.6.2** From the second to final semesters, the student has the option of registering for additional courses or dropping existing courses. Total number of credits of such courses cannot exceed 8, subject to a maximum of 2 courses. However the maximum number of credits the

student can register in a particular semester cannot exceed 30 credits.

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

8. REQUIREMENTS FOR APPEARING FOR EXAMINATION

A student who has fulfilled the following conditions (vide clause 8.1 and 8.2) shall be deemed to have satisfied the attendance requirements for appearing for end semester examinations.

- 8.1** 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.
- 8.2** If a student secures attendance between 65% and less than 75% in any course in the current semester due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Principal through the Head of the Department concerned, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end semester examination of that course. In all such cases, the students should submit the required documents on joining after the absence to the Principal through the Faculty Advisor and Head of the Department.
- 8.3** A student shall normally be permitted to appear for End semester examination of the course if the student has satisfied the attendance requirements (vide Clause 8.1 – 8.2) and has registered for examination in those courses of that semester by paying the prescribed fee.
- 8.4** Students who do not satisfy clause 8.1 and 8.2 and who secure **less than 65%** attendance in a semester will not be permitted to write the End-Semester Examination.

8.5 A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades / marks.

9. FACULTY ADVISOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department of the students will attach a certain number of students to a teacher of the Department who shall function as Faculty Advisor for those students throughout their period of study.

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

The responsibilities for the Faculty Advisor shall be:

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

10. COURSE COMMITTEE

10.1 COMMON COURSE COMMITTEE

A theory course handled by more than one teacher shall have a “**Common Course Committee**” comprising of all teachers teaching that course and some students who have registered for that course. There shall be two student representatives from each batch of that course. One of the teachers shall be nominated as Course Coordinator by the Faculty Chairman duly approved by the Principal.

The first meeting of the Common Course Committee shall be held within fifteen days from the date of commencement of the semester.

The nature and weightage of the continuous assessments shall be decided in the first meeting, within the framework of the Regulations. Two or three subsequent meetings in a semester may be held at suitable intervals.

During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to the whole batch.

In addition the “Common Course Committee” (without the student representatives) shall meet to ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments (vide clause 11).

Wherever feasible, the common course committee (without the student representatives) shall prepare a common question paper for the continuous assessment tests also. The question paper for the end semester examination is common.

10.2 MULTIPLE COURSES COMMITTEE

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

The first meeting of the Multiple Courses Committee shall be held within fifteen days from the date of commencement of the semester. The nature and weightage of the continuous assessments shall be decided in the first meeting, within the framework of the Regulations. Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to

improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to all the students.

10.3 OVERALL MONITORING COMMITTEE

10.3.1 In addition, there shall be a overall monitoring committee for each semester of a programme which comprises of (i) the Course Coordinators / Course teachers (as applicable), (ii) the Faculty-in-charge of the programme and (iii) the Head of Department. This overall monitoring committee shall meet periodically to discuss academic related matters, progress and status of the students of the semester concerned.

10.3.2 The overall monitoring committee can invite the Faculty Advisors or students of the semester concerned for any of the committee meetings if necessary.

11. ASSESSMENT PROCEDURES FOR AWARDING MARKS

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

Performance in each course of study shall be evaluated based on (i) continuous assessments throughout the semester and (ii) End Semester Examination at the end of the semester. For Theory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination carries 50 marks. For Laboratory Courses out of 100 marks, the maximum marks for continuous Assessment is fixed as 60 and the End Semester Examination carries 40 marks.

The continuous assessment is 60marks for the Project Work, and project report evaluation and viva-voce examination carries 40 marks. All other courses included under Employability Enhancement Courses are evaluated by Continuous Assessments only. (i.e.) Each course shall be

evaluated for a maximum of 100 marks as shown below.

S.No	Category of course	Continuous Assessments	End-Semester Examinations
i.	Theory Courses	50 Marks	50 Marks
ii.	Laboratory Courses	60 Marks	40 Marks
iii.	Project Work	60 Marks	40 Marks
iv.	All other EEC Courses	100 Marks	-

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' for every semester which consists of attendance marked in each theory / Laboratory/EEC class, the assessment marks and the record of class work (topics covered), separately for each course handled by the teacher. This should be submitted to the Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of assessment marks and attendance.

The Head of the Department will affix his/her signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Department who shall keep this document in safe custody for three years. The records of attendance and assessment of both current and previous semesters should be available for inspection.

11.1 ASSESSMENT FOR THEORY COURSES:

For theory courses out of 100 marks, the maximum marks for continuous assessment is fixed as 50 and the End Semester Examination carries 50 marks.

The End Semester Examinations for theory courses will be of 3 hours duration and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters. End semester Examination is mandatory requirement for passing the course and every student should appear for the examination for theory, laboratory courses and project work.

Continuous assessment comprises of three assessments of equal weightage, conducted by the course instructor / coordinator /

department.

The total marks obtained in the 3 assessments put together shall be reduced to 40 marks and rounded to the nearest integer. In case a student misses the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events, the student can appear for the assessment in the later date with prior permission from the Principal through the HOD concerned. The internal marks for attendance are calculated for 5 marks ($= (A-75)/5$) and 5 marks awarded for co-curricular/extra-curricular activities.

11.2 ASSESSMENT FOR LABORATORY COURSES

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

Every laboratory exercise / experiment shall be evaluated based on the student performance during the laboratory class and the student's records maintained. There shall be at least one assessment test. The criteria for arriving at the continuous assessment marks of 60 shall be decided at the respective course committee meetings.

The End Semester Examinations for Laboratory courses will be of 3 hours duration and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters. The external examiner shall be appointed by the Controller of Examinations from the panel of examiners recommended by the Board of Studies (BOS) Chairman.

The student who fails in the laboratory course shall register for the end semester examination in the subsequent semesters, once awarded marks in the continuous assessments will be carried over for the subsequent semesters.

11.3 ASSESSMENT FOR PROJECT WORK

The evaluation of Project Work for Phase I and Phase II in the case of M.E. programme shall be done independently in the respective semesters and marks shall be allotted as per the weightage given in Clause 11.3.1.

11.3.1 There shall be three assessments (each 100 marks) during the semester by a review committee. The student shall make presentation on the progress made before the committee. The Head of the Department shall constitute the review committee consisting of supervisor, project coordinator and another faculty member from the Department for each branch of study. The total marks obtained in the three assessments shall be reduced to 60 marks and rounded to the nearest integer. The marks are to be distributed as detailed below.

Project	Internal (60 Marks)			External (40 Marks)			
	Review I	Review II	Review III	Thesis Evaluation (External)	Viva – Voce (30 Marks)		
					Supervisor	External	Internal
Phase – I & Phase - II	10	20	30	10	5	15	10

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

11.3.3 The evaluation of the Project work Phase - I and Phase - II (M.E. programmes) will be based on the project report submitted in Phase – I and Phase - II and Viva-Voce Examination by a team consisting of the supervisor, internal examiner (other than the supervisor) and External Examiner. The external examiner shall be appointed by the Controller of Examinations from the panel of examiners recommended by the Board of Studies (BOS) Chairman for Phase – I and Phase – II project evaluation in the case of M.E. and for the final project work in the case M.B.A. and M.C.A.

- 11.3.4** If the student fails to obtain 50% of the internal assessment marks he/she will not be permitted to submit the report for that particular semester and has to re-enroll for the same in the subsequent semester, once awarded marks in the Continuous Assessment Examinations will not be carried over for the subsequent semesters.
- 11.3.5** The deadline for submission of final Project Report is 20 calendar days from the last working day of the semester in which project / thesis / dissertation is done. However, the Phase-I of the Project work in the case M.E. shall be submitted within a maximum period of 10 calendar days from the last working day of the semester as per the academic calendar published by the College.
- 11.3.6** If a student fails to submit the project report on or before the specified deadline, student is deemed to have failed in the project work and shall re-enroll for the same in a subsequent (next) semester. This applies to both Phase-I and Phase-II in the case of M.E. and the final project work of M.B.A. and M.C.A.
- 11.3.7** A copy of the approved project report after the successful completion of viva voce examinations shall be kept in the library of the Institution.

11.4 ASSESSMENT FOR SEMINAR / PROFESSIONAL PRACTICES / CASE STUDY

The seminar / case study shall carry 100 marks and shall be evaluated through continuous assessment only. Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar, marks can be equally apportioned. The three member committee appointed by Head of the Department will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper / report (40%), presentation (40%) and response to the questions asked during presentation (20%).

11.5 ASSESSMENT FOR INDUSTRIAL / PRACTICAL TRAINING / INTERNSHIP / SUMMER PROJECT

- 11.5.1** Practical training / Industrial Attachment / Summer Project if specified in the curriculum shall not exceed the maximum duration of 6 weeks and should be organized by the Head of the Department for every student.
- 11.5.2** The Industrial / Practical Training shall carry 100 marks and shall be evaluated through continuous assessment only. At the end of Industrial / Practical training / Internship / Summer Project, the student shall submit a brief report on the training undergone and a certificate from the organization concerned. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a three member Departmental Committee constituted by the Head of the Department. Certificates (issued by the Organization) submitted by the student shall be attached to the mark list and sent to Controller of Examinations by the Head of the Department.

11.6 ASSESSMENT FOR VALUE ADDED COURSE

The course shall carry 100 marks and shall be evaluated through continuous assessments only. Two assessments carrying 100 marks 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.

11.7 ASSESSMENT FOR ONLINE COURSE

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

evaluated through the End Semester Examination. A committee consisting of the Head of the Department, coordinator and a senior faculty member nominated by the Head of the Department shall assign the grades to the students based on their relative performance.

In case of credits earned through online mode, the credits may be transferred and grades shall be assigned by a committee constituted by the Principal. The committee consists of Head of the Department, online course coordinator and senior faculty members.

12. PASSING REQUIREMENTS

- 12.1** A candidate who secures not less than 50% of total marks prescribed for the course with a minimum of 50% of the marks prescribed for the end-semester Examination in theory and practical courses (including Project work), shall be declared to have passed the Examination.
- 12.2** If the course, in which the student has failed, is a professional elective or an open elective, the student may be permitted to register for the end semester examinations in the subsequent semesters, once awarded marks in the continuous assessment examinations will be carried over for the subsequent semesters. Otherwise the student is permitted to register any other professional elective or open elective course in the subsequent semesters, attend the classes and earn marks in the continuous assessment examinations and fulfill the attendance requirements as per Clause 8.
- 12.3** If a student fails to secure a pass in a laboratory course, the student shall register for the end semester examination in the subsequent semesters, once awarded marks in the continuous assessment examinations will be carried over for the subsequent semesters.
- 12.4** If a candidate fails in the third semester examination of project work Phase -I, he/she has to resubmit the project report within 30 days from the date of declaration of the results. If he / she fails in the End Semester Examination of the final project work, Project Work Phase – II in the case of M.E. programmes, he/she shall resubmit the project report within 60 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 prescribed exam fee. In case a student fails in the resubmission of a project report and subsequent Viva-Voce examination, the awarded marks in the continuous assessment examination will not be carried over for the subsequent semesters.

- 12.5** For EEC courses except project work, the passing requirement for the courses which are assessed only through continuous assessment shall be determined based on the marks obtained in continuous assessment tests.
- 12.6** A student can apply for revaluation of the student's end semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee along with prescribed application to the Controller of Examinations recommended by the HOD and Principal. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Department. Revaluation is not permitted for laboratory course and project work.
- 12.7** Candidate not satisfied with Revaluation can apply for Review Revaluation of his/ her examination answer paper in a theory course, on payment of a prescribed fee along with prescribed application to the Controller of Examinations recommended by the Principal. Candidates applying for Photocopy-cum-Revaluation only are eligible to apply for Review Revaluation.

13. AWARD OF LETTER GRADES

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

Letter Grade	Grade Points	Range of Marks
O (Outstanding)	10	91-100
A + (Excellent)	9	81-90
A (Very Good)	8	71-80
B + (Good)	7	61-70
B (Above average)	6	50-60
RA (Reappearance Registration)	0	<50
SA (Shortage of Attendance)	0	-
W (Withdrawal)	0	-

- (i) 'RA' denotes Reappearance is required for that particular course
- (ii) 'SA' denotes Shortage of Attendance (as per Clause 7) and hence prevented from writing End Semester Examinations
- (iii) 'W' indicates withdrawal from the course

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

14. GPA AND CGPA CALCULATION

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

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

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

number of credits of all the courses in the semester.

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

Where

- (i) C_i - Credits assigned to the course
- (ii) GP_i - Grade point corresponding to the letter grade obtained for each course
- (iii) n - Number of all Courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.

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

15. ELIGIBILITY FOR THE AWARD OF DEGREE

15.1 A student shall be declared to be eligible for the award of the PG Degree (M.E., M.C.A., M.B.A.,) provided the student has

- Successfully gained the required number of total credits as specified in the curriculum corresponding to the student’s programme within the stipulated time.
- Successfully completed the course requirements, appeared for the End-Semester Examinations and passed all the subjects prescribed in all the semesters within the prescribed maximum period.
- Successfully passed any additional courses prescribed by the Departmental Consultative Committee whenever readmitted under Regulations other than R-2019 (vide clause 17.3).
- No disciplinary action pending against the student.

15.2 CLASSIFICATION OF THE DEGREE AWARDED

15.2.1 FIRST CLASS WITH DISTINCTION

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

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within **three** years which includes authorized break of study of one year in case of M.E., and MBA (Regular). In case of MCA six semesters in the student's First Appearance within **four** years which includes authorized break of study of one year. Withdrawal from examinations (vide Clause 15) will not be considered as an appearance.
- Should have secured a CGPA of not less than **8.50**.
- Should NOT have been prevented from writing End Semester Examination due to lack of attendance in any of the semesters.

15.2.2 FIRST CLASS

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

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

15.2.3 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**.

15.2.4 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.

16. PROVISION FOR WITHDRAWAL FROM EXAMINATION

16.1 A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Principal through the concerned HOD) be granted permission to withdraw from appearing for the end semester examination in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application shall be sent to Principal through HOD with required documents.

16.2 Withdrawal application shall be valid only if the student is otherwise eligible to write the examination (Clause 8) and it is made within TEN working days before the commencement of the end semester examination in that course or courses and also recommended by the Head of the Department and approved by Principal.

16.3 Notwithstanding the requirement of mandatory TEN working days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

16.4 Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.

16.5 Withdrawal is permitted for the end semester examinations in the final semester only if the period of study the student concerned does not exceed 3 years in case of M.E. and MBA and 4 years in case of MCA as per clause 15.2.1.

17. PROVISION FOR AUTHORIZED BREAK OF STUDY

17.1 A student is permitted to go on break of study for a maximum period of one year either as two breaks of one semester each or a single break of one year.

17.2 The student who applies for break of study, shall apply to the Principal in advance, in any case, not later than the last date of the

first assessment period. The application duly filled by the student shall be submitted through the Head of the Department to the Principal. In the case of short term employment/ training/ internship, the application for break of study shall be forwarded by the Departmental Consultative Committee and approved by the Principal.

17.3 The students permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Principal in the prescribed format through Head of the Department at the beginning of the readmitted semester itself for prescribing additional/equivalent courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.

17.4 The total period for completion of the programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study in order that the student may be eligible for the award of the degree (vide clause 15).

17.5 In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the programme only if the approval is obtained from the Principal through the concerned HOD before the end of the semester in which the student has taken break of study.

17.6 If a student has not reported to the department for a period of two consecutive semesters without any intimation, the name of the student shall be deleted permanently from the college enrollment. Such students are not entitled to seek readmission under any circumstances.

18. DISCIPLINE

18.1 Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the College/University.

18.2 The Head of the Institution shall constitute a disciplinary committee consisting of Head of the Institution, Head of the departments to which the student concerned belongs, and the Head of another department to enquire into acts of indiscipline and should notify to the University about the disciplinary action recommended for approval.

18.3 In case of any serious disciplinary action which leads to suspension or dismissal of a student, then a committee shall be constituted by the Principal to enquire into the matter and the report shall be sent to the University for taking final decision.

18.4 If a student indulges in malpractice in any of the examinations, the student shall be liable for punitive action as prescribed by the College Disciplinary Committee/COE/Principal from time to time.

19. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The College may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and Scheme of examinations through the Academic Council approval if found necessary.

20. LEGAL JURISDICTION

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