

**RAJALAKSHMI ENGINEERING COLLEGE, CHENNAI**  
**An Autonomous College affiliated to Anna University, Chennai**

**PG REGULATIONS 2023**

**CHOICE BASED CREDIT SYSTEM**

**COMMON TO ALL POST GRADUATE PROGRAMMES- M.E./M.Tech./MBA**

This set of Regulations is applicable for the students admitted to all PG Programmes at Rajalakshmi Engineering College, Chennai, from the academic year 2023-24 onwards

**1. PRELIMINARY DEFINITIONS AND NOMENCLATURE** In this Regulation, unless the context otherwise specifies:

- I. **“Programme”** means Degree Programme. e.g. M.E./M.Tech./MBA Degree Programme
- II. **“Specialisation”** means a discipline of the Post Graduate Degree Programme, like **Medical Electronics, Data Science**, etc.
- III. **“Course”** means a Theory or a Laboratory or a Theory with Laboratory component 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. **“Dean - Academics”** means the authority of the College who is responsible for all the academic activities and for the implementation of relevant rules and regulations.
- VI. **“Controller of Examinations”** means the Authority of the College who is responsible for all the activities of the examination centre.
- VII. **“Head of the Department”** means the Head of the Department Concerned.
- VIII. **“College”** means Rajalakshmi Engineering College, Chennai.
- IX. **“University”** means ANNA UNIVERSITY, Chennai.

**2. ADMISSION PROCEDURE**

As per Anna University norms

### 3. PROGRAMMES OFFERED

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

- M.E. /M. Tech. : Total credit range between 70-75
- MBA : Total credit range between 90-95

Details of the Programmes currently being offered by the college are given in **Annexure-I**

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 rule 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 Theory, Laboratory, Theory with Laboratory component and project work courses that shall be categorized as follows:

- Foundation Courses (FC)** may include Mathematics or other basic courses
- Professional Core (PC)** courses include the core courses relevant to the chosen specialization.
- Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization. For MBA this also includes Functional and Non-functional elective courses. Functional courses will be in Marketing, Finance and Human Resources management.
- Employability Enhancement Courses (EEC)** include Internship, Seminar, Professional Practices, Case Study and Industrial / Placement/ Training.
- Research Methodology and IPR Courses (RMC)** to understand the importance and the process of creation of patents through research.
- Open Elective Courses (OEC)** are of importance in the context of Special Skill Development and courses offered in other PG programme excluding MBA.
- Audit Courses** expose the students to the Constitution of India, Disaster Management, Yoga, and English for Research Paper Writing, Value education, Pedagogy Studies, Stress Management, and Personality Development through skills for Life Enlightenment.

## 4.2 Courses per Semester

Curriculum of a semester shall normally have a blend of Theory courses, theory with practical 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 Table-4.1 :

**Table : 4.1**

Contact period(s) per week	Credit(s)
1 Lecture Period	1
1 Tutorial Period	1
2 Laboratory Periods	1
2 periods of EEC courses like Seminar / Case study etc.,	1

## 4.4 Project Work

4.4.1 The Project work is an important component of Post-Graduate programmes. The Project work for M.E. / M.Tech. 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 MBA programme, the Project Work has to be undertaken in the final semester.

4.4.2 The Phase-II Project work for M.E / M.Tech. shall be pursued in the entire final semester in R&D organization / Industries / Institution and MBA shall be pursued in the entire final semester in R&D organization / Industries. If a student is doing Project work outside the institution 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 reviews for evaluating the progress.

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

## 4.5 Industrial Training / Internship

4.5.1 The M.E./M.Tech. 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 MBA Students have to undergo a summer internship in a corporate or social entity for a period of four weeks immediately after completing the end semester examinations of semester-II.

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

- 4.5.2 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. (Refer table 4.2) Industrial Training / Internship need to be undergone continuously from one organization only. If the student earns 3 credits in Industrial Training / Internship, the student may drop one Elective course. The student is allowed to undergo a maximum of 6 weeks Industrial Training / Internship during the entire duration of study.

Table 4.2

Duration of the Training / Internship	Credit(s)
2 weeks	1
4 weeks	2
6 weeks	3

#### 4.6 Value Added Courses

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

#### 4.7 Online Courses

- 4.7.1. Students may be permitted to optionally enrol and earn credits in online courses (which are conducted and provided with a certificate by any reputed institution or SWAYAM / NPTEL platforms, approved by appropriate authorities of the college) and these credits may be transferred after due approval of the Dean- Academics **subject to a maximum of 15 credits**. The credits earned in such online course(s) can be 4 or 3+1 or 2+2 or 3 or 2+1 credits, which can be considered, instead of one elective course **subject to maximum of FIVE electives**. The duration of the course and corresponding number of credits are listed in table 4.3.

**Table 4.3 : Duration of the course and Number of credits**

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

- 4.7.2. Students are also permitted to enroll and undergo courses in Physical mode / Online mode offered by Universities in India or abroad and also permitted to pursue a semester long programme in physical mode. The transfer of credits shall be decided by the committee constituted by the Dean Academics of the college, as per the guidelines of NEP-2020
- 4.7.3. Students are permitted to optionally study courses offered in physical/online/ hybrid mode by reputed companies practicing Engineering / Technology having MoU with the college. The transfer of credits shall be decided by the committee constituted by the Dean Academics of the college. The design of the courses with regard to the syllabus content, duration of each course and number of credits offered for each course by the companies shall be discussed and recommended by Department Advisory Board (DAB) and approved by the Dean Academics, as per the guidelines of NEP-2020

#### **4.8 Medium of Instruction**

The medium of instruction and assessment for the courses which can be written test, seminar presentations and project / thesis / dissertation reports will be in English.

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

- 5.1 The minimum and maximum period for the completion of the P.G. Programmes are 4 and 8 semesters respectively for M.E. / M.Tech. /MBA programmes.
- 5.2 Each semester shall normally consist of 90 working days. The Head of the Department shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus covering the full content of the syllabus for the course being taught.
- 5.3 The total duration for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum duration specified in clause 5.1 irrespective of the period of break of study (vide clause 16) or prevention (vide clause 7.3) in order that the student may be eligible for the award of the degree (vide clause 14).

## **6. COURSE REGISTRATION**

- 6.1 The courses that a student registers in a particular semester may include the following courses,
- Courses of the current semester
  - Course(s) in which he/she has not been permitted to appear for the end semester examinations in earlier semesters, for want of the minimum required attendance(Redo Courses), if such courses are offered in that semester subject to a maximum permissible credit limit of 30 for M.E./M Tech. programmes and 36 for MBA programme, (vide clause 7.3). However, this does not include the number of Reappearance (RA) and Withdrawal (W) courses registered by the student for the appearance of Examination.
  - The core courses (Theory/Theory with lab /Lab /EEC) and Elective courses the student has not cleared in the previous semesters.
  - Audit courses in which the student has not secured 50 % in the Continuous Assessments Test
  - Additional courses which the student has registered (Clause 4.5to 4.7)
  - 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 marks in a course.
- 6.2 Each student, on admission shall be assigned to a Faculty Counselor (vide clause 8) 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.
- 6.3 Every student shall enroll for the courses of the succeeding semester, including Non-credit courses, before the end of the current semester. However, the student shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the concerned semester.
- 6.4 Minimum number of students for an Elective course to be offered is 40% of the class and will be left to the discretion of the department.
- 6.5 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.
- 6.5.1 On admission, the student shall register for all the courses, including Non- credit courses, of the first semester as prescribed in the curriculum. The enrollment for all the courses of the Semester II , III and IV will commence 10 workingdays prior to the last working day of preceding Semester. The student shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the current Semester.

## **6.6 Registration for Reappearance**

- 6.6.1. If a student fails to secure a pass in any core course(s), he/she has to register for reappearance for those courses in a subsequent semester, till he/she secures a pass in such courses within the maximum permissible period
- 6.6.2. However, if the student has failed in any of the professional elective, he/ she has the option to take up correspondingly some other professional elective, if permitted by the Head of the Department. The registration details of the students must be approved by the Dean-Academics.
- 6.6.3. The student who fails in Project work / Seminar and any other EEC course shall register for the same in a subsequent semester and repeat the course. In this case, the student shall attend the classes, satisfy the attendance requirements (vide clause 7), earn Continuous Assessment marks and appear for the End Semester Examinations.
- 6.6.4. If a student fails to secure a pass in any Audit course(s), he/she has to register for reappearance for that course in a subsequent semester when offered next.

## **6.7 Flexibility to add or 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. The total number of such courses cannot exceed two for all PG programmes. However the maximum number of credits the student can register in a particular semester cannot exceed 30 for M.E. /M.Tech. and 36 credits for MBA.

- 6.7.1 The student shall register for the Project work Phase I in the third semester(M.E. / M.Tech.) and for Project work phase II in the fourth semester (M.E. / M.Tech.). In the case of, MBA degree programme the student shall register for project work in the IV semester. However, if a student has not earned the minimum number of credits as specified in Table-6.1, the student may be permitted to register for the project work (Phase I and Phase II in the case of M.E. / M.Tech.) as and when the student earns the minimum number of credits.

**TABLE – 6.1**

<b>Programme</b>	<b>Minimum No. of Credits earned</b>
M.E. / M.Tech.	24 (for Phase-I)
MBA	50

This registration is for undergoing the course as well as for writing the End Semester Examinations and for project work if applicable.

## 7. REQUIREMENTS FOR COMPLETION OF THE SEMESTER

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

Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as Medical / participation in sports, the student is expected to attend a minimum of 75% of the classes for every course of the semester.

Therefore, he/she shall **secure not less than 75% attendance** (after rounding off to the nearest integer) in every course that he/she has registered as calculated as per clause 7.4.

- 7.2 However, a student who secures an attendance for any course(s) between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) / participation in sports events, may be permitted to appear for the current semester examinations subject to the condition that the student shall submit the medical certificate / sports participation certificate approved by the Dean-Academics periodically. This concession can be availed only for one semester during the entire course of the study.
- 7.3 Students who **secure less than 65% attendance in any course and students who do not satisfy the clause 7.1 and 7.2** shall not be permitted to write the End Semester examination of that course. They are required to redo the course in the subsequent semester when the course is offered next, as per the norms prescribed.
- 7.4 For the purpose of calculation of attendance requirement for writing the end semester examinations by the students for every course, the following method shall be used.

Percentage of Attendance	=	$\frac{\text{Total no. of periods attended in a course during the semester}}{\text{Total number of periods conducted in that semester for that particular course}}$	X 100
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- 7.5. A student who has not satisfied the attendance requirement as per clauses from 7.1 to 7.4, but having at least 50% of attendance in every course of that semester can appeal to the Head of the Institution or his nominee, for proceeding to the next higher semester. Head of the Institution will appoint a committee for examining these appeals. Based on the recommendations of the committee, Head of the Institution will take a final decision on the appeal by the student.

## 8. FACULTY COUNSELOR

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 Counselor



for those students throughout their period of study. The Faculty Counselor shall advise the students in registering for regular and reappearance courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Faculty Counselor may also discuss with or inform the parents about the progress / performance of the students concerned.

The responsibilities for the faculty counselor 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's enrollment and registration of the courses.
- To authorize the final registration of the courses at the beginning of each semester.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.

## **9 COURSE COMMITTEES**

### **9.1 Common Course Committee**

Any course (Theory, Practical, integrated) handled by more than one teacher shall have a committee for the course, comprising of all teachers teaching that course. One of the teachers shall be nominated as Course Coordinator by the concerned HoD or by the Dean Academics.

The first meeting of the committee for the common course shall be held within fifteen days from the date of formation of the committee. 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 to ensure uniform and effective delivery of the course.

In addition, the 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 committee shall prepare a common question paper for the continuous assessment tests also.

### **9.2 Overall Monitoring Committee**

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

## 10. PROCEDURE FOR AWARDING MARKS FOR CONTINUOUS ASSESSMENT TESTS

The weightage for continuous assessment for the theory subject is 40 %, for the laboratory 60%, for the integrated course ( Theory and Laboratory) 50% and for the project 40 % marks. The marks for these continuous assessments shall be awarded as per the following procedure:

### 10.1 Theory Courses

Three assessments shall be conducted during the semester. The total marks obtained in all assessments put together out of 200, shall be proportionately reduced for 40 marks and rounded off to the nearest integer

CAT-I	CAT-II	CAT-III	Other Assessment	Total
Written Test for Unit-1&2	Written Test for Unit-3	Written Test for Unit-4&5	MCQ/Individual Assignment / Case Study / Seminar / Mini Project	Internal Assessment
60	30	60	50	200

#### 10.1.1 Laboratory Courses

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

Evaluation of Laboratory Observation, Record and Viva voce	Model Test	Total Internal Assessment
75	25	100

### 10.2 Theory Courses with Laboratory Component

Weightage of internal assessment and End Semester Examination marks will be 50% each. The distribution of the marks for the theory and laboratory components in the internal assessments and End Semester Examination for the courses with different credit distributions are given below.

L	T	P	C	Internal Marks		End Semester Examination
				Theory	Laboratory	
1	0	6	4	25%	25%	Laboratory only (50%)

1	0	4	3	25%	25%	Laboratory only (50%)
1	0	2	2	25%	25%	Laboratory only (50%)
2	0	2	3	25%	25%	Theory (25%) Laboratory (25%)
2	0	4	4	25%	25%	Theory (15%) Laboratory (35%)
3	0	2	4	25%	25%	Theory (35%) Laboratory (15%)
3	0	4	4	25%	25%	Theory (35%) Laboratory (15%)

For internal assessment, for theory plus laboratory courses, the weighted average shall be converted into 50 marks.

The procedure for the conduct of internal assessments for theory which will be converted into 25% as internal marks

- For 1 credit: one written test (75%) and one assignment (25%) covering all the theory topics
- For 2 credits: Two written tests (75%) and two assignments (25%)
- For 3 credits: Three written tests (75%) and three assignments (25%) and for laboratory components as per clause 10.2
- The procedure for the calculation of internal assessment marks for laboratory component as mentioned in clause 10.2.

### 10.3 Assessment of Audit courses

For every Audit-credit course three assessments will be conducted during the semester and there is no end semester examination. The total marks obtained in all assessments put together out of 200, will be proportionately reduced for 100 marks and rounded to the nearest integer.

If a student fails to secure a pass by getting 50% average marks, all the 3 tests put together in such courses, he/she has to register and reappear for the three continuous assessment tests till he secures pass mark.

CAT-I	CAT-II	CAT-III	Other Assessment	Total
Written Test for Unit-1&2	Written Test for Unit-3	Written Test for Unit-4&5	Individual Assignment / CaseStudy / Seminar / Mini Project	
60	30	60	50	200

#### 10.4 Assessment for Project Work

The evaluation of Project Work for Phase I and Phase II in the case M.E. / M.Tech. shall be done independently in the respective semesters and MBA in the final semester. The marks shall be allotted as per the weightages given in Clause 10.5.1.

- 10.5.1 The Project work shall be evaluated for a maximum of 100 marks out of which 40 marks will be through internal assessment. There should be three reviews for each phase in the case of M.E. / M.Tech. (Phase I and Phase II) to be conducted separately with Internals 40 marks and External 60 marks. Similarly, there should be three reviews for the final year project work of MBA The marks are to be distributed detailed as follows:

Project Work	Continuous Assessment 40 Marks			End semester Examination 60 Marks			
	Review I	Review II	Review III	Thesis Evaluation	Viva-Voce		
M.E. / M.Tech. (Phase – I & II) and MBA	10	15	15	External	Supervisor	Internal	External
				25	10	10	15

- 10.5.2 There shall be three assessments during the semester by a review committee. The student shall make presentation on the progress made before the committee. The Head of the Department shall constitute the review committee consisting of supervisor, project coordinator and another faculty member from an allied Department for M.E/M.Tech Programmes. The total marks obtained in the three assessments shall be reduced to 40 marks and rounded to the nearest integer.
- 10.5.3 The Project Report shall be prepared according to approved guidelines as given by Dean-Academics and duly signed by the supervisor(s), Project Co-coordinator and the Head of the Department and shall be submitted to the Head of the Department.
- 10.5.4 The evaluation of the Project work Phase - I and Phase - II (M.E. /M.Tech.) in each of the Phase — I and Phase - II semesters respectively and a Viva- Voce Examination by a team consisting of the supervisor, internal examiner (other than the supervisor) and External Examiner and for MBA as per curriculum. The external examiner shall be appointed by the Controller of examinations from the panel of examiners submitted by the HOD for Phase — I and Phase — II project evaluation in the case of M.E. / M. Tech. and for the final semester Project work of MBA
- 10.5.5. If the student fails to obtain 50% of the continuous internal assessment marks in Phase–I as well as in Phase–II in case of M.E. / M.Tech. and the Final semester Project work in case of MBA, 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.

10.5.6. The deadline for submission of final semester Project Report is 15 days from the last working day of the semester in which project / thesis / dissertation is done.

10.5.7 If a student fails to submit the project report on or before the specified deadline, the student is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester. This applies to both Phase-I and Phase-II in the case of M.E. / M.Tech. and the Final semester Project work of MBA

In case of students of M.E. / M.Tech./ not completing Phase - I of Project work successfully, the students can undertake Phase - I again in the subsequent semester. In such cases, the students can enroll for Phase-II, only after successful completion of Phase I.

10.5.8. A copy of the approved project report after the successful completion of viva-voce examinations shall be kept in the library of the department and college.

#### **10.6. 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 ( in the first 3 semesters) before the evaluation committee and for each seminar, marks can be equally apportioned. The three member committee appointed by Head of the Department will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper / report (40%), presentation (40%) and response to the questions asked during presentation (20%).

#### **10.7 Assessment for Industrial / Practical Training / internship/ Summer Project**

10.7.1 Industrial / Practical training / internship/ Summer Project if specified in the Curriculum shall not exceed the maximum duration of 4 weeks and should be organized by the Head of the Department for every student.

10.7.2 The Industrial / Practical Training internship/ Summer Project which is a part of the curriculum shall carry 100 marks and shall be evaluated through continuous assessment only. At the end of Industrial / Practical training / Summer Project, the student shall submit a brief report on the training undergone and a certificate from the organization concerned. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a three member Departmental Committee constituted by the Head of the Department. Certificates (issued by the Organization) submitted by the student shall be attached to the mark list and sent to Controller of Examinations by the Head of the Department.

10.7.3 The Industrial / Practical Training /Summer Project, Internship which is not part of the curriculum (Clause 4.5.2), 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 certified report (evaluated out of 100 marks by a mentor / guide) from the organization where he / she 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 / organization and two members of the department. Certificates (issued by the organization) submitted by the students shall be attached to the mark (with grade) and sent to the Controller of Examinations by the Head of the department. The marks distribution will be 40 marks for the report, 30 marks for the presentation and 30 marks for the viva-voce.

#### **10.8 Assessment for Value Added Courses**

Students may be permitted to credit value added courses with approval of the committee, consisting of the Head of the Department, staff handling the course and a senior Faculty member nominated by Dean Academics. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the assessments shall be reduced to 100 marks and rounded to the nearest integer. The list of students along with the marks and the grades earned may be forwarded to the Controller of Examinations.

#### **10.9 Assessment for Online Course**

Students may be permitted to credit online courses (which are provided with a certificate) with the approval of internal committee headed by Dean-Academics, **subject to a maximum of 15 credits**. The credits earned in such online course(s) which can be 4 or 3+1 or 2+2 or 3 or 2+1 credits, can be considered, instead of one elective course subject to the **maximum of FIVE elective courses**. The committee will take a decision on the evaluation methodology for the online course. At the beginning of the semester, the Committee can decide whetherto evaluate the online courses by conducting the End Semester Examination or by taking the marks / grade obtained in the online course itself, depending on the assessment method followed by the organization offering the online courses. The Head of the Department may identify a faculty member as coordinator for these courses, who will be responsible for the evaluation process (if required).

In case of credits earned through online mode from an institute approved by appropriate authorities of the college, the credits may be transferred and grades shall be assigned by an internal committee headed by the Dean-Academics.

### **11 PASSING REQUIREMENTS**

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

- 11.2 If a student fails to secure a pass in any one or more of the theory or laboratory course or theory cum laboratory courses, in such case, the Continuous assessment marks obtained by the student in the first appearance shall be retained and valid for second attempt in a subsequent semester when he /she reappears. However, If he/she fails to secure a pass in the second attempt also then he/she can reappear in subsequent semester but then onwards, the continuous assessment marks will not be considered and he/she has to secure minimum of 50% marks prescribed for end semester examination alone.
- 11.3 The passing requirement for the courses (EEC and Audit courses) which are assessed only through internal assessments is 50% of the continuous assessment marks only.
- 11.4 If a student wants to apply for revaluation in any subject(s), he / she can submit an application to the COE office. The COE office will arrange for revaluation and student will be informed of the result

## **12. AWARD OF LETTER GRADES**

- 12.1 The award of letter grades will be decided based on relative grading principle. The marks of those students who have passed only shall be inputted in the software developed for relative grading. The evolved relative grading method normalizes the results data and computes the grade range for each course separately and awards the grade to each student.

For a given course, if the students' strength is greater than 30, the relative grading method shall be adopted. However, if the students' strength is less than 30 then the fixed grading shall be followed with the grade range as specified below.

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

The performance of a student shall be reported using letter grades, each carrying certain points as detailed below:

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

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: “O”, “A+”, “A”, “B+”, “B”, “C”. “SA” denotes shortage of attendance and hence prevented from writing the end semester examinations. “SA” will appear only in the result sheet.

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

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

- 12.2 The grades U and W will figure both in the Grade Sheet as well as in the Result Sheet. In all these cases, the student has to appear for the End Semester Examinations.
- 12.3 For Audit courses, a **Pass / U** will appear in the grade sheet, and a passing these courses is compulsory for the award of degree.
- 12.4 The grades O, A+, A, B+, B, C obtained for the **“Value Added Courses” and „Online Courses” shall figure in the grade sheet.** The Courses for which the grades are U, SA and WD **will not appear in the grade sheet.**

### 13. GPA and CGPA Calculation and Grade Sheet

- 13.1 After results are declared, Grade Sheets will be issued to each student which will contain the following details:
  - The Name of the college and affiliating university.
  - The list of courses enrolled during the semester and the grades scored.
  - The Grade Point Average (GPA) for the semester
  - 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 for courses acquired and the corresponding points to the sum of the number of credits for the courses assigned in the semester.

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

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



Where

- $C_i$  - is the Credits assigned to the course
- $GP_i$  - is the grade point corresponding to the letter grade obtained in that course
- $n$  - is number of Courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.

13.2 The credits earned through value added courses shall not be considered for calculating GPA and CGPA.

## **14 ELIGIBILITY FOR THE AWARD OF DEGREE**

14.1 A student shall be declared to be eligible for the award of the PG Degree (M.E./ M.Tech./ MBA) provided the student has

- Successfully gained the required number of total credits as specified in the curriculum corresponding to programme underwent by the student within the stipulated time.
- 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.
- Successfully passed all the prescribed audit courses.
- Successfully passed any additional courses prescribed by the Dean-Academics, whenever readmitted under subsequent new regulations (vide clause 16.3)
- No disciplinary action pending against the student.

The award of Degree must have been approved by the authorized body 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 **two** years, which excludes authorized break of study (if availed), of one year. 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 excludes one year of authorized break of study (if availed) of one year or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- **Should have secured a CGPA of not less than 6.5**

#### 14.2.3 **Second Class**

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

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

### **15 PROVISION FOR WITHDRAWAL FROM EXAMINATION**

- 15.1. A student may, for valid reasons, (medically unfit / unexpected family situations / participants in sports approved by Director, Physical Education and 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 Dean-Academics through HOD with required documents.
- 15.2. Withdrawal application shall be valid only if the student is otherwise eligible to write the examination (Clause 7) and if it is made within **TEN** working days before the commencement of the end semester examination in that course or courses and also recommended by the Head of the Department.
- 15.3. Notwithstanding the requirement of mandatory **TEN** working days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered based on the merit of the case.
- 15.4. Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction and First Class.
- 15.5. Withdrawal is permitted for the end semester examinations in the final semester, only if the period of study the student concerned does not exceed 3 years for **M.E. / M.Tech./ MBA**

## **16. BREAK OF STUDY FROM A PROGRAMME**

- 16.1. A student is permitted to go on break of study for a maximum period of one year either as two different semesters or a single break of one year.
- 16.2. The student applies for break of study; the student shall apply to the Dean-Academics in advance, in any case, 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. In the case of short term employment/ training/ internship, the application for break of study shall be approved and forwarded by the Departmental Advisory Board to the Dean-Academics.
- 16.3. The students permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Dean- Academics 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 regulations in which a student is joined.
- 16.4. The total period for completion of the programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study in order that the student may be eligible for the award of the degree (vide clause 14).
- 16.5. In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the programme only if the approval is obtained from the Dean-Academics through the concerned Head of the Department before the end of the semester in which the student has taken break of study.
- 16.6. If a student has not reported to the department for a period of two consecutive semesters without any intimation, the name of the student shall be deleted permanently from the college enrollment. Such students are not entitled to seek readmission under any circumstances.

## **17. DISCIPLINE**

- 17.1. Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the College. 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 the student, to enquire into acts of indiscipline and initiate necessary action.
- 17.2. If a student indulges in malpractice in any of the end semester / internal examination he / she shall be liable for punitive action as prescribed by the college from time to time.

## 18. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The College may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and scheme of examinations through the Academic Council.

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### **ANNEXURE - I**

#### **DETAILS OF THE POST GRADUATE COURSES**

<b>SL NO</b>	<b>PG Programmes</b>	<b>Year of Starting</b>
1	M.E. Avionics	2017
2	M.E. Communication Systems	2006
3	M.E. Computer Science and Engineering	2004
4	M.E. Embedded System Technology	2012
5	M.E. Engineering Design	2011
6	M.E. Medical Electronics	2011
7	M.Tech. Biotechnology	2006
8	M.Tech. Data Science	2019
9	MBA Master of Business Administrations	2002