



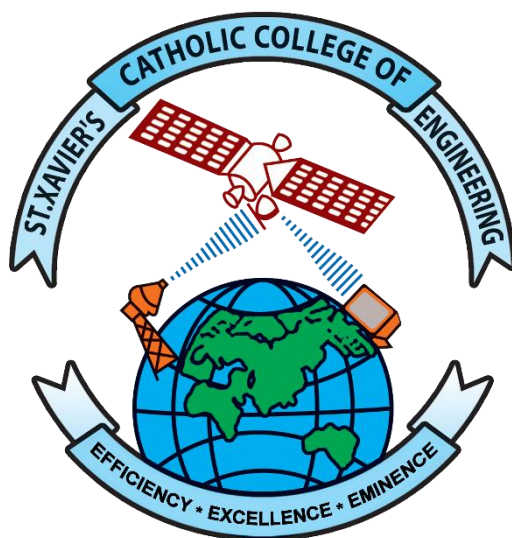
St. XAVIER'S
CATHOLIC COLLEGE OF ENGINEERING
(Autonomous)

Chunkankadai, Nagercoil - 629003
Kanyakumari District, Tamil Nadu

Approved by AICTE & Affiliated to Anna University, Chennai
Accredited with 'A' Grade by NAAC
UG Programs(ECE, EEE, Mech, Civil, CSE & IT) Accredited by NBA
Anna University Recognized Research Institute
Recognized under section 2(f) & 12(B) of UGC Act, 1956
UG Programs(ECE, EEE, Mech, Civil, CSE & IT),
MBA & MCA Programs Permanently Affiliated

ACADEMIC REGULATIONS 2026

POSTGRADUATE PROGRAMMES (PG)



M.E. / M.Tech., M.C.A. and M.B.A. Programmes (Full-Time)

*Applicable to the students admitted in M.E. / M.Tech., M.C.A. and M.B.A.
offered from the Academic year 2026 – 2027*

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1. Title and Theme

These regulations shall be called as 'Academic Regulations 2026'. In short, it is referred to as 'R-2026PG' and the theme of this regulation is "Innovation and Product Development for Sustainability".

2. Scope

2.1. The regulations provided herein shall apply to the students admitted in the Postgraduate (PG), M.E. / M.Tech., M.C.A. and M.B.A. Programmes offered in St. Xavier's Catholic College of Engineering, Nagercoil from the Academic year 2026 – 2027.

2.2. These regulations are quite comprehensive and include definitions of key terms, critical concepts, methods of calculations, roles of various committees, evaluation systems and other academic processes.

3. Definitions

3.1. 'University' refers 'ANNA UNIVERSITY, CHENNAI'.

3.2. 'Choice-Based Credit System (CBCS)' is a flexible system of learning that permits students to

- a) learn at their convenient pace.
- b) choose courses from a wide range of elective courses offered by the departments.
- c) adopt an inter / multi-disciplinary approach in learning and
- d) make the best use of the expertise of available faculty.

3.3. 'Programme' means Degree Programme (i.e) M.E. / M.Tech. / M.C.A. / M.B.A. Degree Programme.

3.4. 'Discipline' Branch of M.E. / M.Tech. Degree Programme, like Structural Engineering, Energy Engineering, etc.

3.5. 'Semester' means a term of study normally consisting of 75 working days, generally with eight 'CONTACT PERIODS' per day. The Semester scheduled between July / August and November / December shall be called 'Odd Semester' (I, III), and that scheduled between December / January and April / May, shall be called 'Even semester' (II, IV).

3.6. 'Course' refers to a Theory / Laboratory integrated theory / Laboratory subject that is offered in a semester of the Programme.

3.7. 'Contact Hours' means duration of Lecture, Tutorial, Practical or Project Work, as applicable.

3.8. 'Credit' means the weightage assigned to a particular course based on the contact hours to teach the prescribed syllabus. One credit is allocated to 15 contact hours for theory courses and 30 contact hours for practical courses.

3.9. 'Continuous Assessment' means evaluation of the students' progress and performance in a course during a semester through various activities such as Assignments, Solution to application-oriented problems using software, Solving of GATE questions, Internal Examinations, Project, Models, Flipped Class, Seminar, Group Activity, Report Writing, Assignments, Quizzes, Presentations, Practical Works, Case Studies, Technology enabled services to community, etc. Importantly, the students shall complete all activities, as prescribed in the syllabus of the respective course to get the internal marks.

3.10. 'End Semester Examination' means an examination conducted for a course at the end of the semester to evaluate the student's overall academic performance.

3.11. 'Faculty' means a group of allied Programmes.

- 3.12. A **'Bonafide Student'** refers to a student who has officially enrolled in an Postgraduate Programme and whose name is currently maintained on the institution's rolls.
- 3.13. **'Head of the Department'** means Head of the Department concerned, offering the programme.
- 3.14. **'Head of the Institution'** means the Principal of the Institution.
- 3.15. **'Disciplinary Committee'** means the committee constituted by the Head of the Institution to look after students' discipline.
- 3.16. **'Academic Administrative Committee'** means the committee constituted by the Head of the Institution to look after academic and development activities of the Institute.
- 3.17. **'BoS'** means Board of Studies.
- 3.18. **'Chairman, BoS'** means Head of the Faculty / Department.
- 3.19. **'Controller of Examinations'** means the authority of the college, who is responsible for all examination related activities.
- 3.20. **'Dean-Academics'** means the authority of the college who is responsible for all the activities in connection with academic regulations, curricula, syllabi & academic schedule for all the academic programmes and other academic activities, from time-to-time.
- 3.21. **'Academic Council'** means the principal academic body of the Institution and have control and general regulation of teaching and examination in the Institution and be responsible for the maintenance of the academic standards thereon.
- 3.22. **'Chairperson, Academic Council'** means the Principal of the college.
- 3.23. **'Governing Body'** means the apex governing body of the Institution.
- 3.24. **'Syndicate'** means the apex governing body of the University.
- 3.25. **'Grade'** means the letter grade assigned to each course based on the range of marks specified.
- 3.26. **'Grade Point'** means a numerical value (0 to 10) allocated based on the grade assigned to each course.
- 3.27. **'College / Institution'** means St.Xavier's Catholic College of Engineering, Nagercoil.
- 3.28. **'University'** means Anna University, Chennai.
4. **Admissions, Mode of Study, Programmes offered**
 - 4.1. Candidates for admission to the first semester of the Postgraduate 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 Common Engineering Admission Procedure (CEAP 2025) criteria. This is applicable for students admitted both under Single Window Counselling process and through the Management Quota. Other eligibility criteria such as marks, number of attempts and physical fitness shall be as prescribed by the Govt. of Tamil Nadu from time to time.
 - 4.2. The students, admitted provisionally or otherwise to any programme shall submit Photo ID proof issued by State / Central Govt., Original Transfer Certificate from the institution last studied, copies of grade / mark sheets of the qualifying examination and other relevant documents at the time of admission or by the last date prescribed by the competent authorities.
 - 4.3. The admission of a student, who fails to submit the prescribed documents by the above-said date in Clause 4.2, or fails to meet other stipulated

requirement(s), shall be cancelled by the Institute. The Institute shall also cancel the admission of a student at a later time, if the student is found ineligible / unfit at the time of admission or had furnished some false information / certificates or suppressed relevant information while seeking admission to the programme.

4.4. **P.G. Programmes Offered**

1. M.E.
2. M.Tech.
3. M.C.A.
4. M.B.A.

4.5. **Modes of Study**

Full-Time Mode:

Students 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 students should not attend any other Full-Time programme(s) / course(s) or take up any Full-Time job / Part-Time job in any Institution or Company during the period of the Full-Time programme. Violation of the above rules will result in cancellation of admission to the P.G. programme.

5. **Programme Structure**

5.1 **Curriculum**

Every programme has a specific structure, known as the 'Curriculum', which prescribes all the details of courses for undergoing the programme and sets out the sequence semester wise.

5.2 **Programme Duration**

- (i). Duration of the programme is TWO years (Four Semesters) for a student admitted to a programme with qualifications as prescribed in Clause 4.1 of the regulations. The student shall successfully complete all the requirements as per the curriculum and regulations of the programme within the above-said duration of 'TWO' years.
- (ii). Duration mentioned period in Clause 5.2 (i) shall be extended for 'ONE' more year to a student, who is permitted to avail the authorised break of study or opt for dropping of courses, as per the regulations.
- (iii). 'Programme Completion' means that a student shall undergo all the courses as prescribed in the respective curriculum and become eligible for appearing in the end semester examination of all the courses within the period as given in Clauses 5.2 [(i) & (ii)].
- (iv). After programme completion if there are any arrear course(s), a student shall be permitted to successfully complete the same, within 'FOUR' years. This maximum duration for successful completion shall be reckoned from the commencement of the first semester of the programme.
- (v). In case of a student prevented from appearing in the end semester examination in all the courses of a semester due to shortage of attendance, the period of prevention shall be treated as a break in the programme. In such a case, total duration for completing the programme

including all such prevention periods shall not exceed the above-said 'FOUR' years.

5.3 Course Categories

Every M.E. / M. Tech., M.C.A. and M.B.A. Programme will have a curriculum consisting of theory and practical courses, with prescribed syllabi as categorized below:

- I. **Basic Science Course (BSC)** include courses such as Mathematics.
- II. **Foundational Courses (FC)** that are intended to provide the students with a broad-based understanding of engineering principles and concepts.
- III. **Professional Core Courses (PCC)** include the core courses relevant to the chosen specialization / branch. Core courses are mandatory courses the students must study to meet the requirements of the programme.
- IV. **Professional Elective Courses (PEC)** are Courses, which can be chosen from a larger pool of courses and are very specific / specialised / advanced / supportive to the discipline.
- V. **Open Elective Courses (OEC)** include the courses chosen from other disciplines, with an intention to expose the students to interdisciplinary / multidisciplinary / transdisciplinary fields.
- VI. **Employability Enhancement Courses (EEC)** include Project Work, Internship, Seminar, Professional Practices, Case Study and Industrial/Practical Training etc. crafted in order to bridge the gap between skills possessed by the students and the abilities that are looked for by the organization.
- VII. **Self Learning Courses (SLC)** are the courses to be selected by the students allowing them to be interacting with a global network of faculty, peers, and industry experts from anywhere in the world, that facilitates developing an aptitude for life-long learning.
- VIII. **Skill Development Courses (SDC)** are the courses offered to enhance specific abilities and competencies of the students in academic and professional contexts.
- IX. **Industry Collaborated Course (ICC)** that are offered to allow students to expand their knowledge and skills in niche areas and meet the ever-changing arising in the relevant industries, from time to time.
- X. **Value Added Courses (VAC)** are the courses not prescribed in the respective curriculum, but are offered to the students to provide additional value to the programme, for enhancing the knowledge and skills of the student. Completion of these course(s) is / are not mandatory for successful completion of the programme.
- XI. **Off Campus Courses (OCC)** are the courses that can be undergone by the student, offered by other institutions / firms.

5.4. Medium of Instruction

The medium of instruction for all M.E., M.C.A and M.B.A. programmes shall be English

5.5. Assignment of Credits

(i). Each course is assigned with credits with respect to contact hours as given in Table 1a.

Table 1a – Credits for Contact Hour(s)

Contact Hour	Credits
1 Lecture Hour	1
1 Tutorial Hour	1
1 Laboratory Hour	0.5

(ii). ONE credit is assigned to 'Industrial training / Internship' for every 'TWO WEEKS' duration.

(iii). Duration of the course and number of credit for 'SWAYAM / NPTEL' courses as given in table 1b.

Table 1b – Credits for Contact Hour(s)

Course duration in weeks	Credits
4 weeks	2
8 weeks	3
12 weeks	4

(iv). Duration of the course and Number of credits for IITB Spoken tutorial courses as given in Table 1c.

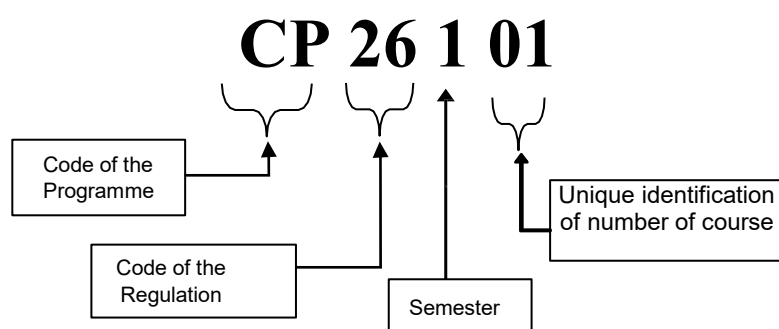
Table 1c – Credits for Contact Hour(s)

Contact Hour	Credits
6 Hours 30 Minutes	1
20 Hours	2
30 Hours	3
40 Hours	4

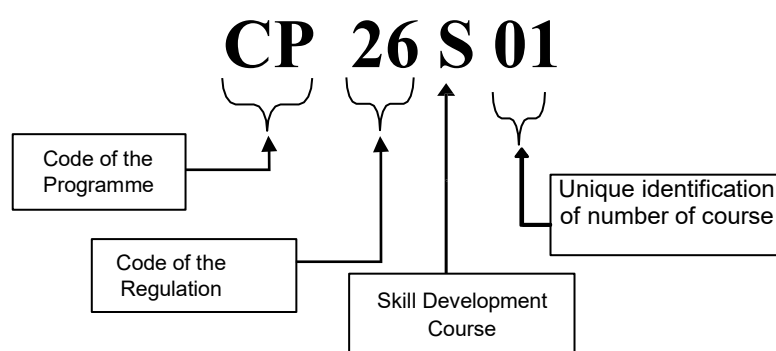
5.6. Course Code

Each course offered by a department under the Professional Core Courses (PCC) category is assigned with a course code consisting of two alphabets, followed by five numerals. First two alphabets denote the code of the Programme. First two numerals denote the code of the Regulation. The third numeral denotes 'Semester' and the last two numerals denote the unique identification number of the course.

For example, in M.E., Computer Science and Engineering programme, a particular PCC offered in the first semester is denoted as



- ★ For the Professional Elective Courses (PEC) category, offered by the Department, the third numeral denoting 'Semester' is designated as '0'.
- ★ For Open Elective Courses (OEC) offered by the Department, the third numeral denoting 'Semester' is designated as '9'.
- ★ For common courses offered by the Department, the third numeral denoting 'Semester' is designated as 'C'.
- ★ For Skill Development Courses / Self Learning Course / Industry Collaborated Course offered with respect to discipline, course codes are assigned as follows.



- ★ The first two letters of the course code for Induction Programmes / Orientation Programmes are designated as IP.
- ★ Courses in Mathematics are identified by the first two letters MA.
- ★ Skill Development courses offered by the Placement and Training Department are denoted by the prefix SD in the course code.
- ★ For the Value Added Courses, the course code shall be assigned in the format VA26XXYY, where VA denotes Value Added Course, 26 denotes the regulation year, XX denotes the Programme Code, and YY denotes the Course Sequence Number.
- ★ The course codes corresponding to the various programmes offered by the institution are detailed in Table 1d.

Table 1d – Course Code for the various Programmes

Course Code	Programme
MS	Master of Business Administration
MC	Master of Computer Applications
CP	M.E. Computer Science and Engineering
EY	M.E. Energy Engineering
CU	M.E. Communication Systems
PX	M.E. Power Electronics and Drives
VL	M.E. VLSI Design
MX	M.E. Medical Electronics
SE	M.E. Structural Engineering

6. Academic Calendar

The dates of all academic activities including those of course registration, first and the last days of classes, examinations and vacation are published in the Academic Calendar every semester. The academic calendar for each semester shall be available in the College website

7. Mentoring

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students to a faculty member of the department who shall function as the mentor for those students throughout their degree programme.

The responsibilities for the mentor are to:

- regularly meet the students under their care, develop a quality professional rapport, get to know their strengths and weaknesses with regard to their studies and personality, understand their family and cultural backgrounds and to assist them for their optimal development.
- take keen interest to meet the students under their care to understand whether they are comfortable with the teaching in the beginning of the semester, encourage them before the examinations, assess their achievements after the internal exams and plan strategies for improvement, etc.
- identify the problems as regards to the students' learning and their personality development; and counsel them and suggest strategies appropriately so that they can get over the problems easily.
- have to refer students for professional counseling and healthcare when they deem it necessary and bring to the notice of the Head of the Institution if they come across serious issues that need special attention.
- be faithful to the best practices of mentorship, keep up the ethical and professional standards of a mentor like keeping confidentiality, respecting privacy, practice of getting consent, decent professional relationship, unprejudiced approach, non-manipulation of the relationship and privileged information they come across for their advantage.
- collect leave letters and monitor attendance in the class.
- monitor the progress of the students by making note of the marks scored in the internal tests and end semester exams and help the HoD to communicate the marks to the parents of the students.
- submit or upload regular reports in the college automation about their service in the proper format given without divulging any privileged information.
- maintain the students' records with necessary provisions for confidentiality.
- attend the students' welfare activities like awards, medals, scholarships, industrial visits and educational tours.

8. Class Timings

The classes are usually scheduled between 09:00 AM to 04:15 PM with necessary recesses and lunch break. The course instructors may also schedule some additional classes / exams / activities with prior approval of the respective Head of the Departments and the Principal.

9. Registration of Courses

- 9.1. Each student admitted is required to register before the commencement of each semester to undergo the courses during that semester as per the academic calendar. Registration is a very important procedural part of the academic system for ensuring that the student's name is on the roll list.
- 9.2. Registration of courses shall be only through the proper channel. Responsibility for completion of the registration process on time, rests with the student and the student shall approach the Head of the Department concerned, for any clarification.
- 9.3. A student will not be allowed to re-register for the courses which are successfully completed by the student, for any reason(s) whatsoever.
- 9.4. Students shall register the courses in a semester, subject to the maximum credit limit of 36 per semester, that includes Shortage of Attendance.
- 9.5. Students shall add or drop courses during the period specified for this purpose in the Academic Calendar. Each add / drop request shall be processed by the Head of the Department concerned, considering necessary pre-requisites, and other conditions (if any) for the same. Any drop / add of courses shall be communicated to the Dean(Academics) and Controller of Examinations(COE), within 10 working days from the commencement of the academic session. Under any circumstance drop / add of course in the registration process shall not be entertained after 10 working days from the commencement of the academic session. The following rules shall be adhered for add / drop of course(s).
 - Advancement of courses with prior approval of the respective Head of the Department and Head of the Institution shall be completed by a student only before the commencement of every semester. These courses shall be registered by a particular student.
 - Dropping of a course can be done within 7 working days from the commencement of academic session and under any circumstances dropping of a course shall not be allowed after 7 working days.
- 9.6. If PE and OE courses are not successfully completed by a student, in a particular semester, students shall be permitted to opt for alternate course(s) under these categories in the subsequent semester(s).
- 9.7. A student can choose the Professional Elective (PE) Courses from a pool of courses as specified in the curriculum. Minimum registration of 15 students is required to offer a PE course
- 9.8. A student can choose the Open Elective (OE) Courses from a pool of courses as specified in the curriculum of other disciplines / P.G. programmes. Minimum registration of 15 students is required to offer a OE course.
- 9.9. Students shall be permitted to register additional courses over and above the courses prescribed in the respective curriculum, under PC / PE / OE category in any programme with the prior permission of the Head of the Department

and Head of the Institution. The credits earned shall be printed in the grade sheet and shall not be considered for the computation of CGPA.

9.10. **Value-Added (VA) Course(s)**

- (i) Students have the option of registering for Value Added (VA) Course(s) and the credits earned after successful completion of VA courses shall be featured in the Grade sheet. However, credits earned (if any) will not be considered for computation of CGPA. Students shall be allowed to take these courses offered in other Departments also, but with the permission of the Head of the Department concerned.
- (ii) Syllabus content, timetable and faculty for conduct of VA course(s) shall be placed before the Departmental Committee (DC) for making recommendations. DC shall be constituted by the Head of the Institute, consisting of,
 - Head of the Department concerned
 - A Professor / Associate Professor from parent department
 - A Professor / Associate Professor from allied department
 - Assistant Professor from the Parent Department
 - Faculty Advisor(s) of the class.
- (iii) The recommendations of DC shall be sent to the Principal through the Dean(Academics), at least 30 working days before the end of a semester for offering VA course(s) in the subsequent academic semester. VA Course(s) once approved by the Principal shall be notified on the Institute website. Post-facto approval shall not be granted by the Principal, under any circumstances.
- (iv) The result(s) of VA Course(s) shall be printed in the grade sheet, only upon successful completion of the course. However, the credits earned shall not be considered for computation of CGPA.

9.11. **Off Campus (OC) Course(s)**

- (i) Students shall have the option of registering courses in physical / online / hybrid mode with other institutes or online platforms in a semester (except VIII semester), with prior permission from the Principal. The Department concerned shall notify and obtain such proposals from the interested students, within ONE month from the commencement of a semester, for undergoing the OC course(s) in the subsequent semester. Such proposals shall be processed through the above-said DC and recommendations of the DC shall be submitted to the Head of the Institution, 30 working days before the last working day of the semester. Repetition of courses already registered / completed shall not be permitted. Post-facto permissions shall not be entertained under any circumstances.
- (ii) Students shall opt the OC Course(s) offered
 - A. By SWAYAM / NPTEL portal / IITB Spoken Tutorial platforms
 - B. By State / Central funded Universities or Institutions, which are in the top 25 positions in the latest 'National Institutional Ranking Framework' (NIRF) ranking.
 - C. Directly by foreign Universities within QS ranking 500 for the last three years and not through Edutech platforms.

- D. By State / Central Research Laboratories or Institutions (other than Universities & Colleges) or Companies / Firms (manufacturing, software or service) related to the programme and involved in transfer of knowledge (provided the knowledge transferring company is a spinoff from an Engineering / Technology practicing Industry) and sharing the experience of the respective industry.
- (iii) Maximum number of courses that a student can undergo is 'THREE' for the above clause 10.11 (ii) a) – d). The number of courses that can be registered shall not exceed 'TWO' per semester, subject to the maximum credit limit of 36, in a semester.
- (iv) Students shall also undergo OC Course in the 'University abroad' under students' exchange programme as per the Institution guidelines in force, from time to time. Number of courses to be undergone by a student in the 'University abroad' shall be as per the MoU & Learning agreement. Upon successful completion of the courses, the credits earned by the student shall be transferred as per the learning agreement.
- (v) For each department, a Coordinator shall be nominated as a Single Point of Contact (SPoC) by the respective Head of the Department, for coordinating all the activities related to the OC Course(s).
- (vi) Advancement of courses, if any shall be permitted as per Clause 9.5

10. Attendance Criterion

- 10.1. The students are expected to attend all the classes without fail. Attendance of the student in each course is calculated from

$$\% \text{ of attendance} = \left(\frac{\text{Actual No. of Classes attended}}{\text{Total No. of Classes conducted}} \right) \times 100$$

- 10.2. The College mandates a minimum overall attendance of 80%. This overall attendance percentage is calculated by taking the average of a student's attendance in all the registered courses in a semester. For example, if a student has attendance of ATT1, ATT2, ATT3, ATT4, ATT5 and ATT6 in the registered Course 1, Course 2, Course 3, Course 4, Course 5 and Course 6, respectively in a semester, then overall attendance of such student's is calculated from

$$\begin{aligned} \% \text{ of Overall attendance} \\ = \left(\frac{\text{ATT1} + \text{ATT2} + \text{ATT3} + \text{ATT4} + \text{ATT5} + \text{ATT6}}{\text{Total No. of Classes conducted for 'SIX' course}} \right) \times 100 \end{aligned}$$

Overall percentage of attendance in a semester for a student is calculated from,

$$\begin{aligned} \% \text{ of Overall attendance} \\ = \left(\frac{\text{Actual No. of periods attended in all registered courses (AP)}}{\text{Total No. of periods conducted in all registered courses (TP)}} \right) \times 100 \end{aligned}$$

- 10.3. Marks will be awarded for student's attendance in 'EACH' course and the distribution of marks is given below.

Attendance (%)	80 – 85%	86 – 90%	91 – 95%	Above 95%
Marks	1	2	3	5

The marks earned by a student shall be included in the Continuous Assessment for each course, based on the percentage of attendance secured in a particular course as given above.

Attendance marks shall form part of the Continuous Assessment component and shall carry a weightage of 5 marks of the prescribed internal assessment marks for each course.

- 10.4. For medical reasons, if a student is not able to attend classes, 'Medical Certificate' shall be furnished to the Head of the Institute within 5 days from the date of reporting back for class work. In the event of a student not able to secure 80% attendance, but has at least 70% attendance, such 'Medical Certificate' shall be considered, with the approval of the Head of the Institute. In this case, the overall percentage of attendance in all the registered courses in a semester is calculated from clause 11.2 of this regulation with inclusion of 'number of periods during the medical emergency (MEP)' as below.

$$\% \text{ of Overall attendance} = \left(\frac{AP}{TP - MEP} \right) \times 100$$

The same provisions shall apply for other genuine reasons and unavoidable circumstances (such as the death or hospitalization of parents or siblings, or the marriage of siblings), provided these are recommended by the Head of the Department and approved by the Head of the Institution.

The student shall be permitted to appear in the End Semester Examinations, if the overall attendance in each registered course is 75% and above.

- 10.5. Under any circumstances, medical certificate(s) submitted after the due date, as stipulated in Clause 10.4 shall not be accepted and in this case, Percentage of attendance of the student is calculated as given in Clause 10.1.
- 10.6. The student shall be prevented from appearing in the end semester examination for all courses in a semester, if the overall attendance secured by a student is less than 80%. Such prevented students shall not be permitted to go to next semester. Importantly, such prevented students shall be permitted to rejoin the programme in the semester of prevention, during only in the next academic year and undergo all the courses. If the academic regulation is changed, addition / deletion of course(s) shall be prescribed by the Dean-Academics, and such students shall undergo additional courses, if any, for completion of the programme.
- 10.7. The students should get prior approval from the Head of the Department to attend campus recruitments, seminars, project works, internships, co-curricular and extra-curricular activities. Only upon prior approval of the Head of the Department, attendance for the above said activities shall be considered as 'ON-DUTY'. Students shall be permitted to avail only 10% of total working days in a semester. However, students participating in sports activities, representing the institution in the University / State / National / International Level, Centrally Organized NCC / NSS Camps approved by the concerned authority / Any other such valid genuine matters approved by the competent

authorities and the HOD shall be permitted to avail ON-DUTY without any restriction period of 10%, only with prior approval of the Head of the Institution. Additional classes shall be conducted to the student(s) who are participating only in above said activities so that such students shall attain the prescribed overall percentage attendance to appear in the End Semester Examinations.

- 10.8. The list of students eligible for appearing in the end semester examination(s) and prevented from writing the end semester examination(s) shall be published by the Controller of Examinations within THREE working days from the last working day of a particular semester.
 - 10.9. A student, if eligible for appearing in the end semester examinations, shall be allowed to withdraw the course(s) for bonafide reason(s), only with prior approval of the Head of the Institution and the same shall be intimated to the CoE and Dean-Academics. In case of medical emergencies alone, post-facto approval may be accorded with prior intimation received from the student or parent or guardian by the Head of the Institution. Students shall appear for the 'End Semester Examination' in the subsequent semester. The course(s) withdrawn shall not be considered as an appearance for classification of degree. For any course that may be withdrawn by the student in the final semester of the programme, supplementary examination shall be conducted within a maximum period of 30 working days from the date of publication of the results.
11. **Break of Study**
- 11.1. Students shall be permitted to avail ONE 'Break of Study' for a period of ONE year (Two consecutive semesters) in the entire four years of the programme for bonafide reasons (such as hospitalization / accident / specific illness) only. However, Break of Study shall also be granted for above-said bonafide reasons, for a period of SIX months (One semester) to the students who have already completed up to the III semester of the programme. The student shall apply for Break of Study to the Head of the Institution through email / letter, which in turn shall be intimated to the CoE and Dean-Academics for further action. Under any circumstances, students shall not be permitted to request for Break of Study retrospectively and also request for Break of Study will not be accepted after the generation of 'Prevention list'. Duration of the Programme, is as given in Clause 5.2 includes the period of above approved Break of Study.
 - 11.2. Students who are granted 'Break of Study', shall be allowed to appear for the End Semester Arrear Examinations for backlog courses, if any, during the period of Break of Study
12. **Unauthorised Absence**
- If a student has not reported officially to the Institution for the entire duration of the semester, without any prior written request (hardcopy or email to official ID of the respective Head of the Department) for 'Break of Study', Head of the Department shall send the intimation on unauthorized absence to such Student / Parent / Guardian through email/registered post. Considering students' welfare and the natural justice, Head of the Department shall inform such Student / Parent / Guardian a minimum of three times periodically in a semester on the unauthorised absence. If a student has not reported after three intimations, then the Head of Department shall send the list of such student(s) to 'The Head of the Institute through Dean-Academics'. Upon verifying all relevant records, admission of such student(s) shall be cancelled by the

Institute and this decision shall be communicated to competent state authority for students' admission.

13. **Re-joining the Programme**

After the end of the approved 'Break of study' period, students shall be permitted to re-join the programme in that particular semester, for which 'Break of Study' has been granted to the student. Student(s) shall re-join the programme within TEN working days from the date of commencement of semester. Under any circumstances, the period of rejoining shall not be extended. Regulations & Curriculum in force for the specific semester, at the time of re-joining shall be applicable to such student(s). Appearance of the student (including absence) in the end semester examinations for these courses in that particular semester shall be considered as 'First Appearance'. If there is any change of Academic Regulations & Curriculum, the student shall undergo additional course(s) or get exemption from undergoing the course(s), as recommended by the committee, constituted by the Head of the Department in association with Dean-Academics, for this purpose. Addition/exemption of course(s) if any due to change of regulations at the time of re-joining shall be prescribed to the student within FIFTEEN working days from the date of rejoining and the intimation shall be sent to the Head of the Institute.

14. **Disciplinary Proceedings**

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 the Institution shall constitute a disciplinary committee consisting of the Dean-Students affairs, two heads of departments of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the same to The Head of the Institution about the disciplinary action recommended for approval.

If a student indulges in malpractice in any of the end semester / internal examinations, he / she shall be liable for punitive action as prescribed by the college from time to time.

15. **Vacation**

There are two vacations (winter, summer) in an academic year. Periods of both vacations shall be announced in the academic calendar.

16. **Teaching & Evaluation**

- 16.1. Each course is conducted by a 'Course Instructor', who has the overall responsibility for successful conduct of class work. Responsibilities of the Course Instructor include the maintenance of attendance and assessment records for the courses handled.
- 16.2. Semester-wise performance assessment of the student is evaluated through continuous assessments & end semester examinations, and in some courses through continuous assessments only.
- 16.3. For '**Theory (T) Courses**', evaluation shall be through continuous assessments and end semester examination. Each course under theory type in the respective curriculum, students' performance shall be evaluated for a maximum of 100 marks. Continuous assessment shall have the weightage of 40% & End semester examination shall have the weightage of 60%.

- (i) Continuous assessments comprise of two Internal Examination (IE) and activities as prescribed in the syllabus content of the respective course. For each IE, there shall be a minimum of ONE 'activity' which include tutorials, assignments, group assignments, quizzes, etc, as prescribed in the respective course syllabus. Weightage for IE and activities is provided in Table 2. Average of marks obtained in two assessments, shall be taken as Continuous Assessment marks for a particular course.

Table 2 – Weightage for Continuous Assessment in Theory (T) Courses

Assessment – I	Assessment – II	Activities	Total
35%	35%	30%	100%

- (ii) End semester examination shall be conducted for 100 marks for a duration of THREE hours. However, for theory courses with ONE credit End semester examinations shall be conducted for a maximum of 50 marks, with a maximum time duration of 90 minutes. Marks secured in such ONE credit theory course shall be subsequently converted into equivalent marks out of 100.

16.4. For '**Laboratory Integrated Theory (LIT) Courses**', evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 50% & End semester examination shall have the weightage of 50%.

- (i) Continuous assessment comprises two IEs for theory part, a minimum of one IE for practical portion. and activities such as; assignments, group assignments, quizzes, etc, shall be completed as prescribed in the respective course syllabus. The assessment of laboratory practical components will be based on turn-to-turn supervision of the student's work and performance in laboratory practical tests. Rubrics for laboratory practical components shall be arrived at the common course committee at the beginning of the semester. Details of weightage for theory and practical components with respect to credits are presented in Table 3.

Table 3 – Weightage for Continuous Assessments in LIT Courses

S. No.	L-T-P	C	Continuous Assessments			
			Theory	Practical	Activities	Total
1.	1-0-2	2	40%	40%	20 %	100%
2.	1-0-4	3	20%	60%	20 %	100%
3.	2-0-2	3	60%	20%	20 %	100%

4.	3-0-2	4	60%	20%	20 %	100%
5.	2-0-4	4	40%	40%	20 %	100%
6.	3-0-3	4.5	60%	20%	20 %	100%
7.	3-0-4	5	60%	20%	20 %	100%

- (ii) End semester examination shall be conducted for 100 marks with a duration of THREE hours with a weightage as provided in Table 4.

Table 4 – Weightage for End Semester Examinations in LIT Courses

S. No.	L-T-P	C	End Semester Examination	
			Theory	Practical
1.	1-0-2	2	---	50%
2.	1-0-4	3	---	50%
3.	2-0-2	3	50%	---
4.	3-0-2	4	50%	---
5.	2-0-4	4	40%	10%
6.	3-0-4	5	40%	10%

- 16.5. For **‘Laboratory (L) Courses’**, evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 60% & End semester practical examination shall have the weightage of 40%.

- (i) Continuous assessments will be based on turn-to-turn supervision of the student’s work, submission of observation notebooks, activities as prescribed in the syllabus content of the respective course. Rubrics for each laboratory course shall be arrived at by the course instructor, with approval of the Head of the Department concerned, at the beginning of the semester. Weightage for continuous assessment is given in Table 5.

Table 5 – Weightage for Continuous Assessment in Laboratory (L) Courses

Evaluation of Student’s work, Observation, Record, Activities etc.	Test
75%	25%

- (ii) End semester practical examination shall be conducted for laboratory courses for 100 marks and this examination shall be scheduled

preferably before the commencement of theory examinations in a particular semester.

16.6. For '**Project Work**', evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 60% & End semester practical examination shall have the weightage of 40%.

- (i) 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, is to be undertaken during Semester IV.
- (ii) In case 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.
- (iii) 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 (i) PG degree with a minimum of 3 years' experience in teaching or (ii) Ph.D. degree.

16.6.1 For Project Work in industry/academic institutions of repute/ research institutions A student may, however, undergo Project Work-II (M.E./M.Tech. Programme) and final year project work (M.C.A & M.B.A.) in industry/academic institutions 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 and final year project work with the approval obtained from the Head of the institution.

The Project Work-II carried out in industry/academic institution of repute/research institutions 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 expert as a 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. The review meetings, if necessary, may also be arranged in online mode with prior approval from the Head of the Institution and a suitable record of the meetings shall be maintained.

16.6.2 For 'Internship cum Project Work', a student who is selected for the internship, shall work in a project in the industry concerned that mandatorily requires an internal guide & external guide. On receipt of the intimation letter / email regarding the internship, the Head of the Department concerned shall nominate a Guide and Co-Guide (if required), for smooth progression of the works and the list of such students' details shall be submitted to the Head of the Institute concerned.

- a. Internal Guide is a faculty from the department of the student. An internal co-guide from another department may also be nominated by the Head of the Department concerned, based on the nature of the project work, if required.

- b. An external guide shall be identified at the time of offering the internship to the students by the industry concerned and the external guide has to interact with the internal guide / co-guide at regular intervals for formulation, monitoring and completion of the project work. External guide shall be a review committee member for evaluating the progress of the work and performance of the student(s). Bonafide certificate for the completion of the 'Internship cum Project Work' shall be approved by both internal guide(s) and external guide.
 - c. Any confidential / Intellectual Property Rights matters related to the industry concerned, shall be discussed by the external guide from the industry, at the beginning of the internship cum project work with the student(s) and the internal guide(s), in order to arrive at the problem definition & formulation of objective(s) of the Internship cum Project Work.
 - d. For undergoing 'Internship cum Project Work' in hassle-free manner and also in the large academic interest of the students and also to maintain the quality of the project work, sufficient information and data shall be provided by the industry concerned to the student / group of students and the same shall be ensured by the internal guide(s) at the beginning and at regular intervals, for successful completion of the 'Internship cum Project Work'.
 - e. Students who are undergoing 'Internship cum Project Work' in the industries located in the vicinity of the Institution (60 km from the Institute) shall attend the review in physical mode. Whereas those students who undergo 'Internship cum Project Work' in the industries located beyond 60 km from the Institution shall be allowed to attend the review, either in physical or online mode. Importantly, the external guide shall attend the review, either through online or physical mode.
 - f. Evaluation of 'Internship cum Project Work' is as per Clause 16.6.
- 16.7. The deadline for submission of final Project Report (Project Work-II for M.E./M.Tech. programmes or final project work for M.C.A. / M.B.A. programmes) is 60 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 College.
- 16.8. **Evaluation of Project Work**
 - (i) 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.C.A shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause (ii)
 - (ii) Evaluation of project shall be through continuous assessments (Three reviews at regular intervals), evaluation of project report and the final viva-voce examination. Project reviews shall be conducted by a committee constituted by the respective Head of the Department, comprising the Guide(s), Project Coordinator and one internal subject expert. Continuous assessment shall have a weightage of 60%.

- (iii) Student(s) shall submit a project report and defend it in front of a panel of examiners to evaluate students' performance. Evaluation of Project thesis report shall have the weightage of 20% and the final viva-voce examination shall have the weightage of 20%. Break-up of marks with weightage for continuous assessment and end semester examinations is presented in Table 6. For conduct of the viva-voce examination, one internal from the respective department and one external examiner shall be nominated by the Controller of Examinations.
- (iv) The Project Report prepared according to approved guidelines as given by the Dean-Academics and duly signed by the supervisor(s) and the Head of the Department concerned shall be submitted to the Head of the Institution.

Table 6 - Weightage for Continuous Assessment & End-Semester Examination for Project Work

Continuous Assessment (60%)			End-Semester Examination (40%)			
Review I	Review II	Review III	Project Thesis Report Evaluation		Viva-Voce	
			Guide	External Examiner	External Examiner	Internal Examiner
10%	20%	30%	10%	10%	10%	10%

- 16.9. (i) **Practical / Industrial Training, 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. At the end of Practical / Industrial Training, Summer Project, the student shall submit an Attendance certificate from the organization where he/she has undergone training and also a brief report. The evaluation for 100 marks will be carried out internally based on this report and a viva-voce Examination will be conducted by a Departmental Committee constituted by the Head of the Department with the approval of the Head of the Institution. The attendance certificate submitted by the students shall be attached to the mark list sent by the Head of the Department to the Controller of Examination through the Head of the Institution .
- (ii) The **Technical Seminar / Seminar / Case study course** is to be considered as purely INTERNAL (with 100% internal marks 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. A three member committee constituted by the Head of the Department with the approval of the Head of the Institution, consisting of course coordinator and two experts from 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 (40%), presentation (40%) and response to the questions asked during presentation (20%).

- 16.10. For **‘Internship / Industrial Training’**, a student shall undergo ‘Internship / Industrial Training’ for a period as stipulated in the respective curriculum of the Programme. The industry in which the student proposes to undergo Internship / Industrial Training, shall be involved in Design / Fabrication / Production / Manufacturing / Testing / Research & Development / Services, etc. in alignment with the fields related to the programme. After completion of the Internship / Industrial Training, the student shall submit a report, describing the observations, skills acquired, usefulness, etc., along with the attendance certificate issued by the industry concerned. Evaluation shall be carried out by the committee comprising of three faculty members, and a representative from the industry concerned (preferably Unit Head) constituted by the respective Head of the Department with the approval of the Head of the Institution and one among the faculty shall be nominated as the coordinator. Marks are awarded to the students based on the evaluation with the weightage of 40% for report evaluation, 30% weightage for presentation and 30% weightage for viva-voce examination (out of which 10% marks from the industry concerned), as presented in Table 7. In case of pre-occupation of the industry representative for the conduct of viva-voce examination, then the marks awarded by the representative shall be obtained through email.

Table 7 – Weightage for Continuous Assessment of Internship / Industrial Training

Report	Presentation	Viva-Voce
40%	30%	30%

- 16.11. For **‘Mini-Project’**, an academic activity as part of the curriculum, a student or a group of students shall undergo the practice of doing theoretical or experimental works for understanding the concepts elaborately. A review committee shall be constituted by the respective Head of the Department with the approval of Head of the Institution, consisting of three faculty members viz. an internal expert, coordinator and respective supervisor for periodical reviews. Performance of the students is assessed by this committee only through continuous assessments, which include three reviews. Weightage is 25% each for the first two reviews and 50% for the third review as given in Table 8. Student(s) shall submit a report in the prescribed format within the deadline as specified by the Head of the Department. This committee evaluates the project report submitted by the student(s) with a weightage of 30% out of 50% and conducts a viva-voce examination with a weightage of 20% out of 50%, in the third review.

Table 8 – Weightage for Assessment of Mini Project

Review I	Review II	Review III	
		Report	Viva-Voce Examination
25%	25%	30%	20%

16.12. Industry Collaborated Course (ICC)

- (i) There shall be 'TWO' Industry Collaborated Course (ICC) to be successfully completed by student, as prescribed in the respective curriculum. Students shall also be permitted to register for these courses offered by other departments, provided the student has fulfilled the necessary pre-requisites of the course being offered.
- (ii) The proposal for conducting ICC(s) shall be submitted by the respective department to the Head of the Institution at the end of each semester, in accordance with the curriculum, for offering the ICC(s) in the subsequent semester.
- (iii) Course content of ICC shall be framed by the identified industrial expert in consultation with the department concerned. A faculty member shall be nominated as coordinator by the respective Department. Content shall be of trans / multidisciplinary in nature, with practical applications such as case studies, standards, certifications, etc.
- (iv) The proposal shall contain a brief introduction about the expert, title of the course, lesson plan, tentative schedule of the classes and pre-requisite(s), if any, for the students to undergo the ICC.
- (v) List of approved ICCs shall be widely published among the students through the website and other official media of the Institution, before the last examination date of the ongoing semester. Approved ICCs shall be offered in the subsequent semester.
- (vi) Classes shall be conducted by the industry expert through physical / hybrid mode and slots for these courses shall be allotted depending on the availability of the expert in the regular timetable, before or after the working hours. However, time slots on Saturdays may also be judiciously decided by the respective Head of the Department, depending on the convenience of the students and experts. For all sessions, the coordinator shall attend the classes along with the students. Attendance register for ICC shall be maintained by the Coordinator.
- (vii) Size of the batch shall be preferably below 75 for both physical and hybrid mode.
- (viii) Classes for ICC shall be held in the Institute premises and the practical classes or case studies / project, if any shall be conducted at the Institute / Industry, which shall be decided by the Industry Expert in consultation with the Coordinator.
- (ix) Performance of the students shall be evaluated only through continuous assessments, and it is at the discretion of the Industrial Expert and Coordinator. End Semester Examinations shall not be conducted for ICC courses.
- (x) Students shall also be permitted to attend the ICCs as 'Value Added Courses' over and above the two mandatory ICCs. The result(s) of such VACs shall be printed in the Grade sheet and the credit acquired shall not be considered for computation of CGPA.
- (xi) At the end of each ICC, students' feedback shall be obtained and reviewed by the respective Head of the Department, for further refinement of the course.

16.13. Self-Learning Course (SLC)

- (i) Students shall undergo 'ONE' SLC in the entire programme as prescribed in the respective curriculum of UG Programmes. This course shall not be a part of any other course prescribed in the respective UG curriculum, but should be relevant to engineering and technology.
- (ii) Students shall opt for the courses offered by SWAYAM / NPTEL / IIT Bombay Spoken Tutorial / as well as State / Central funded Institutions or Research Laboratories, which are in the top 25 positions in the latest NIRF ranking or Foreign Universities within QS 500 rankings or list of EduTech firms approved by the Institute, from time to time. The learning platform should have a clear process of awarding grades / marks to the students.
- (iii) Students shall submit a request with a maximum of three interested SLCs to the Head of the Department concerned along with the details of course contents, Name & Affiliation of the instructor, Mode of evaluation, etc., at least 'ONE MONTH' before the end of the ongoing semester, for undergoing SLC in the subsequent semester. List of proposed SLC shall be placed in the IAAC for consideration. The recommended proposals shall be forwarded to the Head of the Institution, for approval.
- (iv) In case the SLC undergone by the student fetches more than one credit, only one credit shall be taken for computation of CGPA, upon successful completion of the course.

16.14. Courses offered under '**Skill Development (SD)**' category shall be evaluated through continuous Assessment as prescribed in the syllabus.

16.15. Passing Criteria in a Course

A Student is declared 'PASS' in a course upon satisfying the following conditions.

- (i) For **Theory, Laboratory Integrated Theory & Laboratory course**, students should secure a minimum 45% of marks in the end semester examination and also obtain a minimum 50% marks in total, combining both Continuous assessments and End semester examination.
- (ii) For **Project Work / Internship cum Project Work**, student should secure a minimum 45% of marks in the end semester examination (Project report evaluation & Viva-Voce examination) and also obtain a minimum 50% marks in total combining both 'Continuous assessments and End semester examination (Project report evaluation & Viva-Voce examination)'.
- (iii) For **Internship / Industrial Training**, students should secure a minimum 50% of marks in the continuous assessments.
- (iv) For **Mini Project**, students should secure a minimum 50% of marks in the continuous assessments through three reviews, as given in Clause 16.11.
- (v) For '**Industry Collaborated Courses**' under EE Category, students should secure a minimum 50% of marks in continuous assessments.
- (vi) For '**Self-Learning Course**', students should secure a minimum 50% of marks as per the evaluation processes, prescribed by Institute / Firm/ Company offering the SLC. However, in the case of courses offered by

NPTEL / SWAYAM / IIT Bombay Spoken Tutorial , the student shall secure a minimum 40% of marks. Published results of the SLC obtained from the source of learning shall be submitted by students concerned to the respective Head of Department, after completion of the course. Marks obtained by a student in the SLC shall be converted to an equivalent grade, adopting the procedure as prescribed in Clause 17.12 of this regulation. In this case, a grade point is awarded to SLC and in such case, an equivalent new grade shall be arrived at by converting the grade points secured by the student on a 10-point scale and a new equivalent grade shall be awarded as per Clause 17.1 of the regulations. If the decimal of grade point is equal or greater than to 0.50, then the grade point shall be rounded-off to the next higher integer. If the decimal of grade point is less than 0.50, the grade point shall be rounded-off to integer of grade point. For example 1, if a student secures a grade point of 3.4 on 4-point scale, then the grade point on 10-point scale shall be 8.50 and rounded-off to 9. Hence, the new equivalent grade for grade point '9' is 'A' as per Clause 17.1 of the regulations. For example 2, the grade point secured by a student is 3.6 out of 7-point, then the grade point on the 10-point scale shall be 5.14 and rounded-off to 5. Hence, the new equivalent grade for grade point '5' is 'C'.

- (vii) For '**Off Campus Courses**', students must submit the result of these courses to the Head of the Department, after successful completion of the course(s), within a week's time from the date of publication of the results. Marks obtained by a student in the course(s) shall be converted to equivalent Grade, adopting the procedure as prescribed in Clause 17.2 of this regulation. In the case where a grade point is awarded to Off Campus Courses, a new equivalent grade shall be awarded as described in Clause 16.15.vi.
- (viii) For '**Value Added Courses**', a student should secure a minimum 50% marks, as per the evaluation processes, prescribed by the approved Firm / Company offering the VAC. Grades shall be awarded as prescribed in Clause 17.2 of the regulations. Credits earned shall not be considered for computation of CGPA.
- (xii) For '**Skill Development courses**' under SD Category, students should secure a minimum 50% of marks in continuous assessments.

16.16. **Publication of Results and Revaluation**

- (i) Publication of examination results shall be within TWENTY working days from the date of completion of regular end semester examinations of a particular programme.
- (ii) After publication of end semester examination results, students can apply for revaluation of the answer script(s), as per the guidelines prescribed by the Controller of Examinations from time-to-time.
- (iii) Students will not be permitted to apply for revaluation of the answer script(s) for the course(s) in which the students' performance is evaluated based only on continuous assessment.
- (iv) Students will not be permitted to apply for revaluation of the answer script(s) for the course(s) offered under SD category.

- (v) The COE will arrange for the revaluation and the results of revaluation shall be published within 15 days from the last date for submission of application for revaluation answer script, as notified by the Controller of Examinations.
- (vi) OCoE shall arrange for review/challenge revaluation of the revaluated answer scripts, if candidates approach the office with valid reason through proper channel. Review of the revalued answer scripts shall be considered only on the ground of merit of the application of the students.

16.17. NOT SATISFYING 'PASSING' CRITERIA

A student who has not satisfied the passing conditions in,

- (i) **Theory, Laboratory Integrated Theory, & Laboratory courses**, students have to reappear in the 'End Semester Examination' in the subsequent semester(s). In such a case, the continuous assessment marks obtained 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 (Continuous Assessments + End Semester Examination) then the student shall be declared to have passed the examination if the student secures a minimum 50% of total marks in the end semester examinations alone.
- (ii) **Project Work or Internship cum Project Work or Internship / Industrial Training or Mini Project**, a supplementary viva-voce examination shall be conducted within a minimum period of 30 days from the date of publication of results. If the student is not able to successfully complete the course in the supplementary examination, then the student has to repeat the course in the ensuing semester.
- (iii) **Industry Collaborated Courses** under EE category, registration of the particular ICC shall stand cancelled. Students shall register for the same ICC / any other ICC, in the ensuing semester.
- (iv) **Self-Learning Course**, under EE category, student shall register for the same course or one from other two courses opted by the student in the same semester itself within one week from the date of declaration of result, with prior intimation to the Head of the Department. If the student is still unable to successfully complete any one of the SLCs within the semester, the student shall opt for the same courses in the subsequent semester or submit a list of alternative three SLCs again and obtain the approval of Dean-Academics adhering to Clause 16.13 (iii) of this regulation.
- (v) **Skill Development Courses**, special sessions shall be arranged to the student(s) in the ensuing semester by the Head of the Department, during the free slots or before or after the working hours, in the working days. If the student is still not able to successfully complete the course, then the student shall repeat the course, when it is offered in the subsequent semester(s).

17. Grading of Courses

17.1. The grades and corresponding grade points are given in Table 9.

Table 9 – Grading of Courses

Grade	Description	Grade Points
S	Outstanding performance with respect to course learning objectives; exhibits original and creative thinking, and demonstrates the ability to analyze critically and synthesize information	10
A+	Excellent performance with respect to course learning objectives and creative thinking	9
A	Very Good achievement with respect to course learning objectives	8
B+	Good achievement with respect to course learning objectives	7
B	Above Average achievement with respect to course learning objectives	6.5
C+	Average achievement with respect to course learning objectives	6
C	Satisfactory achievement	5
U	Re-appearance	0
SA	Shortage of Attendance	0
WC	Withdrawal of Course	0

- 17.2. Absolute grading system shall be followed for all categories of courses. The range of marks for corresponding grades is presented in Table 10.

Table 10 – Range of Marks for Grades

S	A+	A	B+	B	C+	C	U
91 – 100	81 – 90	71 – 80	66 – 70	61 – 65	56 – 60	50 – 55	< 50

For courses categorised under OC, SL & VA, absolute grading system shall be followed as given in 'Table 12' and for NPTEL / SWAYAM / IIT Bombay Spoken Tutorial courses alone, the corresponding range of marks for each grade is presented in Table 11.

Table 11 – Range of Marks for grading of NPTEL courses / IIT Bombay Spoken Tutorial courses

S	A+	A	B+	B	C+	C	U
91 – 100	81 – 90	71-80	61 – 70	51 – 60	46-50	40 – 45	< 40

18. Calculation of Grade Point Average (GPA) / Cumulative Grade Point Average (CGPA)

18.1. Two parameters, Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) are used to evaluate the academic performance of the student.

18.2. The GPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester. For example, if a student passes five courses (Theory / Laboratory / Project / Seminar etc.) in a semester with credits C1, C2, C3, C4 and C5 and the students' grade points in these courses are g1, g2, g3, g4 and g5 respectively, then GPA of the student is calculated as:

$$GPA = \frac{(C1 \times g1) + (C2 \times g2) + (C3 \times g3) + (C4 \times g4) + (C5 \times g5)}{C1 + C2 + C3 + C4 + C5}$$

18.3. At the end of each semester, the student is given with a semester wise grade sheet. This is a consolidated list of courses registered and grades obtained in that particular semester along with the appropriate GPA calculation.

18.4. The CGPA indicates the overall academic performance of a student and is computed to two decimal places in the same manner as the GPA, except that all the courses registered up to and including the latest completed semester. Grades obtained after successful completion of additional courses, that are not mandatory for minimum requirement for award of degree, shall not be considered for computation of CGPA. However, results of these courses will be printed only in the grade sheet.

18.5. If the student is absent for the registered course in the End Semester Examination(s) or Viva-Voce Examinations or absent for the assessments in case of courses evaluated only through continuous assessments, this absence shall be considered as an appearance for the purpose of classification of degree.

18.6. If a student opts to drop PE Courses(s) as per the Clause 10.6, this appearance in the particular PE Course shall be considered as an appearance for the purpose of classification of degree.

18.7. After successful completion of the courses as required for the award of degree, as per the curriculum, a consolidated grade sheet shall be printed and issued to all the students through respective Head of the Department.

18.8. The percentage of marks shall be printed in the consolidated grade sheet from the CGPA earned using,

$$\% \text{ of Marks} = CGPA \times 10$$

19. Award of Degree

19.1. A student is deemed to have completed the requirements for the award of degree, if the student has:

- Successfully completed all courses as per the respective curriculum of the discipline satisfying the minimum credit requirement and other academic requirements for the programme.
- No pending disciplinary action against him / her.

19.2. The award of Degree shall be approved by the 'Syndicate'.

- 19.3. A student, who fulfils the following criteria shall be declared to have successfully completed the degree programme classified under **'First Class with Distinction'**.
- (i) Should have passed the examination of all the courses prescribed in curriculum of the respective programme in the 'FIRST APPEARANCE' itself, within the prescribed duration as per Clauses 5.2 (i), 5.2 (ii), and 5.2 (iii) of this regulations.
 - (ii) Should have secured a CGPA of at least 8.50.
 - (iii) Should not have been prevented from appearing for any end semester examination(s), for the courses prescribed in the curriculum.
- 19.4. A student who fulfils the following criteria shall be declared to have successfully completed the degree programme as **'First Class'**
- (i) Should have passed the examination of all the courses within the prescribed duration as per Clauses 5.2 (i), 5.2 (ii), and 5.2 (iii) of the regulations.
 - (ii) Should have secured a CGPA of at least 6.50.
 - (iii) Should not have been prevented from appearing for the end semester examination.
- 19.5. A student who fulfils the following criteria shall be declared to have successfully completed the degree programme as **'Second Class'**
- (A) Should have passed the examination of all the courses within the prescribed duration as per Clauses 5.2 (i), 5.2 (ii), and 5.2 (iii) of the regulations. Has secured a CGPA below 6.50.
 - (OR)
 - (B) Should have passed the examination of all the courses within the prescribed duration as per Clauses 5.2 (iv) and 5.2 (v) of the regulations.
- 20 Academic Audit**
- The Dean-Academics shall initiate the academic audit process once in every semester, by inviting external expert(s) approved by the competent authority. The Dean-Academics shall make the arrangements for the conduct of Academic Audit.
- Academic audit shall cover (not limited to),
- 20.1. Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for continuous assessments, end semester examinations, practical assignments, mini projects and conduct of practical classes and the evaluation.
 - 20.2. Co-curricular and extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students.
 - 20.3. Academic functioning of the Institute encompassing students, faculty and administration covering punctuality, attendance, discipline, academic environment, learning ecosystem, academic achievements and benchmarking.
 - 20.4. The quality criteria prescribed by statutory bodies.
 - 20.5. Academic documents of PG programmes for a particular batch of students shall be kept for a period of 'THREE' years after the end of programme duration.
 - 20.6. Academic audit reports and subsequent action taken in every academic year shall be placed in Academic Council meetings for continuous improvement towards academic excellence.

21 Induction Programme and Orientation programme

The students shall undergo a mandatory induction programme as specified in the curriculum consisting of lectures by eminent people, visits to various departments and ice- breaking events within the department / branch immediately after getting admitted in the Institution.

The Induction Programme shall be conducted by the Head of the Institution, aimed at offering the incoming students an interface to understand and interact with the diverse student community in the Institute. The objectives of this induction programme include:

- Welcoming and orienting the new students.
- Guiding the new students about life at the Institute and its activities, college fests, etc.
- Providing academic guidance to the students.
- Enforcing the anti-ragging rule.

On the whole, the Induction Programme aims to provide the incoming students with a cordial environment to make their transition to the Higher Education system as smooth as possible.

In addition to this Induction programme, various Orientation Programmes shall be conducted as specified in the curriculum for the holistic development of the students.

- List of students who have successfully completed the Induction Programme / Orientation Programme shall be certified by the Head of Institution.
- The completion of the Induction Programme / Orientation Programme shall be printed in the Grade sheet as “COMPLETED”.
- In the case of students who have got admitted later and those who have not attended the Induction Programme at the time of joining the degree programme, it shall be conducted later and on completion, it shall be recorded in the Grade sheet.
- In the case of students who have not attended the Orientation Programme due to valid reasons, it shall be conducted later and on completion, it shall be recorded in the Grade sheet.
- No fee will be charged towards the conduct of the Induction Programme / Orientation Programme and for including in the STATEMENT OF GRADES for the successful completion of the Induction Programme / Orientation Programme.
- “Successful completion” means the students shall secure a minimum 50 % of the marks through the continuous assessment prescribed in the syllabus

22. Revision

Notwithstanding all that has been stated above, the **Governing Body** has the right to modify any of the above regulations, based on the recommendations of the Academic Council, from time to time.