

**PAAVAI ENGINEERING COLLEGE, NAMAKKAL – 637 018
(AUTONOMOUS)**

**Affiliated to Anna University Chennai and approved by AICTE, New Delhi.
Accredited by NBA, New Delhi and NAAC with “A” Grade**

**ACADEMIC REGULATIONS 2019
(CHOICE BASED CREDIT SYSTEM)
M.E./M.B.A. /M.C.A. PROGRAMMES**

(For the batches of student admitted during 2019-2020 onwards)

(Approved in the 5th Academic Council Meeting 25-05-2019 &

Amended in the 6th Academic Council Meeting 19-09-2020

Amended in the 7th Academic Council Meeting 04-09-2021)

1.0 PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- I. **“Programme”** means Postgraduate Degree Programme, (i.e.) M.E. / M.B.A./M.C.A, Degree Programme offered by the college and approved by the University.
- II. **“Discipline”** means specialization or branch of M.E., Degree Programme such as Power Systems Engineering, Applied Electronics etc.
- III. **“Course”** means a theory or practical subject that is normally studied in a semester, like Power Quality, Advanced Digital Signal Processing, etc.
- IV. **“University”** means ANNA UNIVERSITY, CHENNAI.
- V. **”College”** means **Paavai Engineering College, Namakkal**, an Autonomous Institution affiliated to Anna University Chennai and approved by AICTE, New Delhi.
- VI. **“Head of the Institution”** means the Principal of the college who is responsible for the academic administration of the college.
- VII. **“Dean Academics”** means the authority of the college who is responsible for all the academic activities of the institution and the implementation of relevant rules of these Regulations pertaining to the academic programmes.
- VIII. **“Controller of Examinations”** means the authority of the college who is responsible for all activities pertaining to the examinations conducted by the institution under the autonomous scheme.

- IX. **“Head of the Department”** means the authority of the department concerned and is responsible for all the academic activities and administration of the department.
- X. **“Curriculum”** refers to the various components / courses studied in each programme that provide appropriate outcomes (knowledge, skills and attitude/behavior) in the chosen branch of study
- XI. **“L-T-P-C”** refers to Lecture, Tutorial, Practical and Credits respectively.
- XII. **“Board of Studies”** means the academic body of the department in the college responsible for framing the curriculum and syllabi of the programme concerned.
- XIII. **“Credit”** refers to the numerical weightage given to each and every course of study based on the depth of teaching – learning process of that course.
- XIV. **“Grade”** means the alphabet assigned to each course based on the range of marks secured by the student.
- XV. **“Grade Point”** means a numerical value (0 to 10) assigned based on the grade secured.
- XVI. **“Department Advisory Committee”** consists of the Principal, the HoD, a senior faculty member(s), a member from an industry and the class coordinator of the department concerned.

2.0 ADMISSION AND MODE OF STUDY

2.1 ADMISSION

- 2.1.1 Candidates seeking admission to the **first semester** of the Postgraduate Degree Programme shall be required to have passed an appropriate Undergraduate Degree Examinations of Anna University or equivalent as specified under qualification for admission as per the Tamil Nadu Common Admission (TANCA) criteria. Such candidates get admitted through TANCA Counselling conducted by the Government of Tamil Nadu or through the common entrance test conducted by the Associations of Management of Coimbatore Anna University Affiliated Colleges.
- 2.1.2 Candidates seeking admission to M.C.A. degree programme under lateral entry scheme shall be required to have passed a recognized Bachelor’s degree of minimum 3 years duration of study such as B.C.A., B.Sc. (Information Technology / Computer Science) with mathematics as a course at 10+2 level or at

graduate level and obtained 50 % (45% in the case of candidates belonging to reserved community) in the qualifying degree examinations.

Note: TANCA releases the updated criteria during the admissions every academic year. Admission shall be offered only to the candidates who possess the qualification prescribed against each programme. Any other relevant qualification which is not prescribed against each programme shall be considered for equivalence by the committee constituted for the purpose. Admission to such degrees shall be offered only after obtaining equivalence to such degrees.

2.2 MODE OF STUDY

2.2.1 Full-Time

Candidates admitted under 'Full-Time' should be available in the college / institution during the entire duration of working hours (from morning to evening on a full-time basis) for the curricular, co-curricular and extra-curricular activities assigned to them.

The Full-Time candidates 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 PG programme.

3.0 PROGRAMMES OFFERED

A student may be offered one of the programme(s) in any one of the branches of study in the college approved by AICTE and affiliated to Anna University, Chennai. A student of a programme should earn that total minimum credits specified to enable him/her to be eligible for the award of the degree.

S.No.	Degree	Branch of Study
1	M.E.	Communication Systems
2	M.E.	Computer Science and Engineering
3	M.E.	Engineering Design
4	M.E.	Power Systems Engineering
5	M.E.	Structural Engineering
6	M.B.A	Master of Business Administration
7	M.C.A.	Master of Computer Applications

The range of credits given below

Name of the Programmes	Range of Credits
M.E	65-68
M.B.A.	98-102
M.C.A.	115-120
M.C.A. Lateral	72 - 77
M.C.A.(For the students admitted in the academic year 2020-21 onwards)	80-85

4.0 DURATION OF THE PROGRAMME

4.1 The minimum and maximum period for completion of the P.G. Programme is given below:

Programme	Minimum No. of Semesters	Maximum No. of Semesters
M.E.	04 (2 Years)	08 (4 Years)
M.C.A.	06 (3 Years)	12 (6 Years)
M.C.A. (Lateral Entry Scheme)	04 (2 Years)	08 (4 Years)
M.C.A. ((For the students admitted in the academic year 2020-21 onwards)	04 (2 Years)	08 (4 Years)
M.B.A.	04 (2 Years)	08 (4 Years)

- 4.2** Each semester shall normally consist of 90 working days (including examination days) or the number of periods prescribed in the curriculum with each period of 50 minutes duration for M.E., M.B.A and M.C.A. programmes. The Head of the Institution shall ensure that every faculty member deliver the full content as per the number of periods specified in the syllabus.
- 4.3** The End Semester Examination will follow immediately after the last working day of the semester as per the academic schedule prescribed by the college from time to time.
- 4.4** 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 4.1 irrespective of the period of break of study (vide Clause 18.4) in order that he/she may be eligible for the award of the degree (vide Clause 17.1).

5.0 STRUCTURE OF THE PROGRAMME

The curriculum, syllabi and course contents under Regulations 2019 are designed and prepared in accordance with the Outcome Based Education (OBE) to meet out the Program Educational Objectives (PEOs), Program Outcomes (POs) and Course Outcomes (COs).

5.1 Categorization of Courses

The Board of Studies of each department comprises University nominee, two academic experts, industry expert, renowned alumni appointed by the Academic Council of the college and all faculty members of the department and HoDs of allied departments. The Head of the Department concerned will act as the Chairman of the Board of Studies and will convene the meeting as and when required with the approval of the Head of the Institution. Every Programme will have a curriculum with syllabi consisting of theory and practical courses (as decided by the respective Board of Studies) such as:

5.1.1 Foundation Courses (FC) courses include Mathematics, or basic courses.

5.1.2 Professional Core Courses (PC) include the core courses relevant to the chosen programme of study

- 5.1.3 **Professional Elective Courses (PE)** include the courses relevant to the chosen programme offered and registered by the student for specialization.
- 5.1.4 **Employability Enhancement Courses (EE)** include Project work , Internship, Seminar, Professional Practices, Summer Project, Case Study and Industrial /Practical training.
- 5.1.5 **Open Elective Courses (OE)** include the courses which are relevant to skill development and industry context, offered by the engineering and science departments are applicable to M.E Programme(s) only. The student can choose and study any course provided in the separate list of open elective courses and it should not be of their respective programme specialization. The open elective courses shall be offered by the departments during the 3rd semester of the M.E programmes. Any open elective course will be offered to the students, provided that minimum 10 students had registered for that open elective course.
- 5.1.6 **Audit Courses (AC)** include the courses for developing desired attitude among the learners on the line of initiatives as provided in the separate list of audit courses. The audit courses are applicable for M.E. Programmes only and shall be undertaken during first and second semester.
- 5.1.7 **Progress Norms**
The student admitted to any of one of the programme(s) should undergo **ANY** three non-credit courses as provided in the separate list.

5.2 **PROGRESS NORMS**

- 5.2.1 Every student shall be made to involve in any of the three non-credit courses available and provided to the students such as co-curricular, extra-curricular and club activities. The participation and involvement (provided with certificate) in the listed non-credit courses from approved institutions/organizations/industries shall be considered in the progress norms and will not be indicated by the grades and will not be counted for the computation of SGPA/ CGPA. The additional courses shall be included as Non- Credit Courses and provided to the students, if needed, based on the recommendations of the Academic Council of the college.

<i>Category</i>	<i>Code</i>	<i>Details Non-Credit of Courses</i>
<i>Associated Skills (Minimum any Two)</i>	PN101	Online course certification (Skill Development/Soft Skills) of minimum 4 weeks duration form MOOC
	PN102	Industry In-plant Training / Internship <i>(minimum 2 weeks during the entire duration of the course)</i>
	PN103	Publication in Scopus indexed / SCI/UGC/AICTE/ Anna University Annexure Journals
	PN104	Workshops / Seminars / Development Programmes – (minimum 7 days during the entire duration of the course)
<i>Personality and Character Development</i>	PN201	Participation in district/state / national level cultural competition/Yoga-Meditation conducted by recognized agencies
	PN202	Valid certificate from the Anna University Sports Board/ Interstate / Inter University / National level competition.

5.3 COURSES PER SEMESTER

Curriculum of a semester shall normally have a blend of theory courses and practical courses as mentioned in the table.

Programme	Theory Courses	Practical Courses	Maximum Courses
M.E.	5-6	2-3	7-9
M.B.A.	6-7	1-2	7-9
M.C.A.	5-6	2-3	7-9

5.4 CREDIT ASSIGNMENT

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

Contact period per week	Credits
1 Lecture period	1
1 Tutorial period	1
1 Practical period (laboratory / seminar /Project work)	0.5

5.5 ONE CREDIT COURSES (OC)

One Credit Courses are optional. The courses shall be provided from second semester onwards, either by industry/other academic institution /parent institution /or through online courses with the approval of Board of Studies of the department concerned and a maximum of three one credit courses can be opted during his/her period of study. The duration of the theory course is 15 hours, integrated theory and practical is 20 hours, practical course is 30 hours and for online courses, it shall be a minimum of 4 weeks. The grades earned by the students for the one-credit courses which are not opted for conversion into an open elective, shall not be included in the computation of CGPA. However, they shall be considered as additional credits earned in the grade sheet. Core courses cannot be replaced/ exempted by any on-line courses like NPTEL etc. The department advisory committee shall submit the necessary equivalent grades for the marks obtained in the online one credit courses to the COE Office.

5.6 ONLINE COURSES

5.6.1 The students may be permitted to undergo one online course of 3 credits weightage between 1st and 2nd semester (which are provided with certificate after evaluation of the performance) for a minimum of 12 weeks duration for those courses listed as professional electives with the approval of respective Boards of Studies concerned.

5.6.2 After the successful completion of one online course, the students may obtain exemption from studying one Professional Elective and in such case the marks obtained in online course shall be converted to equivalent grade and included for calculation of Cumulative Grade Point Average (CGPA). The department Advisory Committee shall

submit the necessary equivalent grades for the marks obtained in the online courses to the respective BoS for approval and then to the COE Office.

5.7 INDUSTRIAL TRAINING/INTERNSHIP

The students may undergo industrial training for a period as specified in the Curriculum during summer/winter vacation at industry / research organizations / Universities/ academic institutions in India and abroad (after due approval from the Department Consultative Committee)

If Industrial training / internship is not prescribed in the curriculum, the students may undergo Industrial training / internship optionally for a minimum of two weeks and earns the certificate and such certificate shall be considered for progress norms requirement.

MoU with foreign universities

To provide international exposure for meritorious students, MoUs are signed by Paavai Engineering College with foreign universities. Students can utilize the opportunity of undergoing industrial training/Internship in foreign universities and shall transfer the credits of such industrial training/Internship done in foreign universities for exemption of courses.

5.8 INDUSTRIAL VISIT

Every student is expected to undergo one industrial visit every year starting from the first year of the programme, subject to the approval of the HoD and the Principal. The Heads of the department shall ensure that necessary arrangements are made in this regard.

5.9 PROJECT WORK

The Project Work is an important component of a postgraduate programme. The Project work for M.E. programme consists of Phase I work & Phase II work. The Phase I work is to be undertaken during 3rd semester of M.E. programme and Phase II work which is a

continuation of Phase I work is to be undertaken during 4th semester, for M.C.A. / M.B.A. programme, the project work has to be undertaken in the final semester.

- 5.9.1 The project work (Phase-II) for M.E./M.C.A./M.B.A. programme shall be pursued for a minimum of 16 weeks.
 - 5.9.2 Project work shall be carried out under the supervision of a faculty member possessing Ph.D. degree or postgraduate degree with a minimum of 3 years experience in teaching.
 - 5.9.3 A student may, however, in certain cases, be permitted to work on project in an industry / research organization, on the recommendation of the Head of the Department. 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. The student shall be instructed to meet the supervisor periodically and to attend the review committee meetings conducted in the department for the evaluation of the project work.
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- 5.10** Practical training or Industrial training as specified in the curriculum shall be organized by the Head of the Department / Institution for a duration not exceeding 4 weeks.
 - 5.11** The students of M.E. programme shall undergo 2 weeks training in teaching practices like handling theory and practical courses to the undergraduate programme.
 - 5.12** Summer project if specified in the curriculum, shall be organized by the Head of the Department / Institution for a duration not exceeding 6 weeks.
 - 5.13** The open electives as provided in the separate list are to be chosen by the students with the approval of the Head of the Department. The Head of the Department offering such courses also approves such requests subject to no clash in the time-table for the lecture classes.
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- 5.14 MEDIUM OF INSTRUCTION**

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

5.15 INDUSTRY ORIENTED COURSES (IOC)

Industry oriented courses are optional. The courses are offered from first semester to third semester by the industry, relevant to the specialization of the study. The students can opt maximum of six credits, each course of three credit weightage. The syllabus shall be approved by the respective Board of Studies. The courses shall be theory, practical and integrated theory cum practical mode. The duration and evaluation pattern of the courses shall be, as per the regulations followed. In such cases, the student shall be exempted from the equivalent professional elective courses offered in the respective semester of the curriculum with the approval from the DAC, and the same shall be forwarded to the COE within one week of the commencement of the classes. The credits earned by the students for IOC which are not opted for exemption shall be considered as additional credits earned in the grade sheet.

5.16 VALUE ADDED COURSES

Value added courses are optional. It is offered from the first semester onwards. A student can opt for maximum of three courses. Value added course offered should not be a course listed in the curriculum of the programme.

Course Structure

The request for approval of syllabus along with the schedule for the value added course should be communicated to Dean Academics and Controller of the Examinations prior to the commencement of the course. The Syllabus (minimum 30 hours), schedule and the details of faculty handling the course should be approved by the Head of Institution.

The value added courses may be also conducted during weekends/vacation period. Industry experts / eminent academicians from other Institutes / parent institutions are eligible to offer the value added course.

Assessment

The value added courses shall carry 100 marks and shall be evaluated through internal assessments only. Two Assessments shall be conducted preferably one in the middle and

the other at the end of the course by the department concerned. The duration of assessment is one hour each. The total marks obtained in the tests shall be converted to 100 marks and rounded to the nearest integer. The passing requirement for value added courses shall be 50% of the total marks and 75% of attendance. Those students who satisfy the above norms are eligible to get a certificate

6.0 COURSE REGISTRATION

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

6.2 Every student shall enroll for the courses of the succeeding semester, in the current semester. However, the student shall confirm the enrollment by registering the courses within the first five working days after the commencement of the semester concerned.

6.3 After registering a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Internal Assessment marks and appear for the End Semester Examination.

6.3.1 Each student on admission to the programme shall register for **all the courses prescribed in the curriculum in the first Semester of study (3rd semester for students admitted under lateral entry scheme).**

6.3.2 The enrollment for all the courses of the 2nd semester will commence 10 working days prior to the last working day of 1st semester. The student shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the 2nd semester. In case, if a student fails in a course, he/she may be permitted to register the course in the subsequent semester or when it is offered.

6.3.3 The enrollment for the courses of the 2nd semester to final semester will commence 10 working days prior to the last working day of the preceding semester. The student shall enroll for the courses with the guidance of the student's class coordinator. If a student wishes, the student may drop or add

courses (vide Clause 6.4) within five working days after the commencement of the semester concerned and complete the registration process duly authorized by the Class Coordinator.

- 6.3.4 In any department, the preference for registration shall be given to the students of that department for whom the course is a programme core course. The registration for any course shall be on first come first served basis, provided the student fulfills prerequisites for that course, if any. The number of students to be registered shall be based on the class room and laboratory capacity. Every effort shall be made by the Department/Centre to accommodate as many students as possible.
- 6.3.5 No course shall be offered by a department unless a minimum of 5 students are registered for that course. However, if the student admitted is less than 5, this minimum will not be applicable.
- 6.3.6 The student shall register for the Project Phase I work in the third semester and Project Phase II work in the fourth semester of M.E programme. In case of MBA programme the student shall register for project work in the fourth semester. In case of MCA programme, the student shall register for project work in the sixth semester. However, if the student does not satisfy the requirement of undergoing the Non-Credit Courses, viz any three of the Non-Credit Courses as specified in the list, the student may not be permitted to register for the Project Work (Phase II in the case of M.E.)

6.4 FLEXIBILITY TO ADD OR DROP COURSES

- 6.4.1 A student has to earn a total minimum number of credits specified in the curriculum of the respective programme of study in order to be eligible to obtain the degree. However, if a student wishes, the student is permitted to earn more than the total number of credits prescribed for the semester in the curriculum by opting for additional courses.
- 6.4.2 From the 2nd to final semesters, the student has the option of registering for additional courses provided that the prerequisite of the courses should be fulfilled

or by dropping the elective courses. Total number of credits of such courses cannot exceed 6 for Postgraduates. However the maximum number of credits that a student can register in a particular semester for M.E. programme shall not exceed 24 credits, for M.B.A. programme shall not exceed 36 credits and M.C.A. programme shall not exceed 28 credits. In such cases, the attendance requirement as stated Clause 7 is mandatory.

6.5 REAPPEARANCE REGISTRATION

- 6.5.1 If a student fails in a course, the student shall do reappear registration for that course in the subsequent semester or when it is offered next. The registration of reappear courses in the subsequent semester is mandatory.
- 6.5.2 On registration, a student may attend the classes for the reappear registration courses, if he/she wishes. However, the attendance requirement (vide Clause 7) is not compulsory for such courses.
- 6.5.3 If the theory course, in which the student has failed, is a professional elective or an open elective or an audit course, or an integrated theory and practical the student may register for the same in the subsequent semesters.
- 6.5.4 If a student is prevented from writing the End Semester Examination of a course due to lack of attendance, the student has to register for that course again, when offered next, attend the classes and fulfill the attendance requirements as per Clause 7. If the course, in which the student has 'lack of attendance', is a professional elective or an open elective, the student may register for the same or any other professional elective or open elective course(s) respectively in the subsequent semesters and appear in the examination as per Clause 7.

7.0 REQUIREMENTS FOR ATTENDANCE AND PROGRESS NORMS

7.1 ELIGIBILITY NORMS

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 and secure 100% attendance for the specified hours. However, the student should **secure not less than 75%** (after rounding off to the nearest integer) of overall attendance for the specified hours.

The student's academic progress should be satisfactory for each and every semester and is ascertained through the appearance and performance in the Continuous Internal Assessment Tests.

The student's character / conduct should be satisfactory.

- 7.2** However, a student who secures overall attendance between 65% and 74% in the current semester for the specified hours due to medical reasons (prolonged hospitalization / accident / specific illness) / participation in sports events may be permitted to appear for the current semester examinations to a maximum of TWO times during the period of study. In such case, the student shall submit the medical certificate/sports participation certificate attested by the Head of Department and approved by the Principal during the period of medical leave and prior in advance for participation in sports. The same shall be forwarded to the Controller of Examinations for record purposes.

7.3 PROGRESS NORMS

Students who do not satisfy the requirement of undergoing the non-credit courses viz. any of the **THREE** non-credit courses provided in the separate list, within the **Third / Fifth** semester will not be allowed / permitted to register for **Fourth / Sixth** (For the MCA students who has been admitted in the academic year 2019-20 only) semester. Such Students are permitted to register for the **Fourth / Sixth** (For the MCA students who has been admitted in the academic year 2019-20 only) semester only after completing the above mentioned requirements. The satisfactory completion of the non-credit courses to meet the progress norms will be mentioned in the grade sheet as **COMPLETED**.

- 7.4** Students who **secure less than 65% overall attendance and students who do not satisfy the Clause 7.1 and 7.2** and / or qualify the norms for progress specified in **Clause 7.3** shall not be permitted to write the End Semester Examinations at the end of the semester and to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed by the Directorate of Technical Education, Chennai and Anna University, Chennai. The student will however

be readmitted not more than once during the period of study. However, under specific circumstances, second readmission is permitted for the students on valid medical reasons.

8.0 CLASS COORDINATOR

The class coordinator will be one among the faculty members who are handling the respective classes. He / She will be appointed by the Head of the Department concerned. The responsibilities for the class coordinator shall be:

- To act as the channel of communication between the Head of the Department and the students of the respective class.
- To collect and maintain various statistical details of students.
- To help the chairperson of the class committee in planning and conducting the class committee meetings.
- To monitor the academic performance of the students including attendance periodically and to inform the Head of the Department and parents about the student's progress.

9.0 CLASS COMMITTEE

9.1 Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson should be the senior faculty member of the department who is not teaching the class. The overall goal of the class committee is to improve the teaching-learning process. The functions of the class committee include:

- Solving problems encountered by students in the classroom and in the laboratories.
- **Displaying the Regulations of the degree programme on the notice board and explaining the details of the rules particularly clause 5, 6 and 7**
- Informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives about the details of Regulations and mark details of each assessment. In case of practical courses, the breakup of marks for each experiment / exercise / module of work should be clearly discussed in the class committee meeting and informed to the students.

- Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
 - Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.
- 9.2** The class committee for a class under a particular branch is normally constituted by the Head of the Department.
- 9.3** The class committee shall be constituted within the first week of each semester.
- 9.4** At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.
- 9.5** The Chairperson of the class committee may invite the Class Coordinator(s) and the Head of the Department to the class committee meeting.
- 9.6** The Head of the Institution may participate in any class committee meeting of the class.
- 9.7** The Chairperson is required to prepare the minutes of every meeting, submit the same to Head of the Department within two days of the meeting and arrange to circulate it among the students and the teachers concerned and a copy of the minutes of meeting should be submitted to the Head of the Institution. If there are some points in the minutes requiring remedial action to be taken by the management, the same shall be brought to the notice of the management by the Head of the Institution for further action.
- 9.8** The first meeting of the class committee shall be held within one week from the date of commencement of the semester in order to inform the students about the nature and assessment process within the framework of the Regulations. Three subsequent meetings may be held in a semester at suitable intervals. During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

10.0 COURSE COMMITTEE FOR COMMON COURSES

Each common theory course offered to more than one discipline or group shall have a “Course Committee” comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the Head of the Department / Head of the Institution depending upon whether

all the teachers teaching the common course belong to a single department or to several departments. The 'Course Committee' shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests. Wherever feasible, the course committee may also prepare a common question paper for the internal assessment test(s).

11.0 SYSTEM OF EVALUATION

11.1 Performance in each course of study shall be evaluated based on

- (i) Continuous Internal Assessment and
- (ii) End Semester Examination at the end of the semester.

11.2 Each theory course shall be evaluated for a maximum of 100 marks with 40 marks as Internal marks based on the Continuous Internal Assessment and 60 marks as External marks based on the End Semester Examination. Similarly each practical course (including Project Work & Viva Voce examinations) shall be evaluated for a maximum of 100 marks with 50 marks as Internal marks based on the Continuous Internal Assessment and 50 marks as External marks based on the End Semester Examinations.

11.3 The End Semester Examination (theory and practical) of 3 hours duration shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.

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

11.5 For the End Semester Examination in both theory and practical courses including Project Work, the internal and external examiners shall be appointed by the Controller of Examinations.

12.0 ASSESSMENT SCHEME

12.1 THEORY & PRACTICAL COURSES

Theory Courses		Practical Courses / Project Work	
Continuous Internal Assessment	40 Marks	Continuous Internal Assessment	50 Marks
End Semester Examination	60 Marks	End Semester Examination	50 Marks
Total	100 Marks	Total	100 Marks
Internal Assessment		Internal Assessment	
Continuous Internal Assessment Test 1	10 Marks	Preparation & Conduct of Experiment	20
Continuous Internal Assessment Test 2	10 Marks	Observation & Results	10
Continuous Internal Assessment Test 3	10 Marks	Record	05
Attendance	05 Marks	Viva	05
Practices adopted by the student (Seminar Presentation / Assignment /case study)	05 Marks	40 Marks for each experiment as specified above will be averaged as the Internal Assessment Marks 40 Marks	
		Model Practical Examinations	10 Marks
Total	40 Marks	Total	50 Marks
End Semester Examination		End Semester Examinations	
Examination Duration : 3 Hours Max. Marks : 100 (Converted to 60 marks)		Examination Duration : 3 Hours Max. Marks : 100 (Converted to 50 marks)	

The assigned 05 marks for attendance in the continuous internal assessment process are detailed below.

Range of Attendance	Marks
75 % - 84 %	03
85 % - 89 %	04
90 % - 100 %	05

12.2 INTEGRATED THEORY AND PRACTICAL COURSES

Three tests will be conducted for assigning internal marks. First two tests will be from the theory portions and the third test will be on practical content. The sum of first two tests will be converted to 20 marks; each test will be contributing to the weightage of 10. The third test will be on practical content and it is converted to 10 marks. The practical

experiment marks are averaged to 10 marks. The attendance marks for both theory and practical is summed up to 5. The assignment carries 5 marks either from theory or practical content. For end semester examination the theory and practical examinations are conducted for 100 marks and converted to 50, with the constraint that the student shall obtain a minimum of 50% from theory and practical exams.

INTERNAL 50 MARKS		EXTERNAL 50 MARKS	
Continuous Internal Assessment Test 1(70)	10	Practical	- 100
Continuous Internal Assessment Test 2(70)	10	Theory	- 100
Continuous Internal Assessment Test 3 (100) (Practical)	10		
Average marks for Laboratory Experiment	10	Converted to 50 marks	
Attendance	5	Minimum 50% each	
Assignment	5		

- 12.3** Courses such as Technical Seminar / Case study are to be considered as purely **INTERNAL** with **NO CREDIT**. Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar, marks can be equally apportioned. The three member committee of various cadres appointed by Head of the Institution/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 marks), presentation (40 marks) and response to the questions asked during presentation (20 marks).
- 12.4** Courses such as Industrial / In-plant training and summer project shall be evaluated through internal assessment only. At the end of Industrial / Practical training / Summer Project, the student shall submit a certificate from the organization where he / she has undergone training and a brief report. The evaluation will be made based on this report and a Viva Voce Examination, conducted internally by a three member Departmental Committee constituted by the Head of the Institution. The certificates (issued by the organization) submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examinations.

12.5 The evaluation process for theory based one credit courses should be of 40 % internal assessment and 60 % external assessment, for practical oriented one credit courses; it shall be of 50 % internal assessment and 50 % external assessment and for online one credit courses, the assessment shall be conducted by the respective certification authority and its marks shall be made grade equivalents. The question papers for the one credit courses have to be provided by the expert concerned who handle the practical/ theory course to the COE office. The duration of examination for one credit courses may be of 1 ½ hours.

12.6 ASSESSMENT FOR ONE CREDIT COURSES

The evaluation process for theory based one credit courses shall be of 40 % internal assessment and 60 % external assessment, for integrated theory and practical and practical oriented one credit courses; it shall be of 50 % internal assessment and 50 % external assessment and for online one credit courses, the assessment shall be conducted by the respective certification authority and its marks shall be made grade equivalents by the respective advisory committee. The question papers for the one credit courses have to be provided by the expert concerned who handle the practical/ theory course to the COE office. The duration of examination for one credit courses may be of 1½ hours. The students have to appear for One Continuous Internal Assessment of and End Semester examinations

12.7 ASSESSMENT FOR ONLINE COURSE (MOOC)

On successful completion of any MOOC, the student shall submit the digitally signed / verified certificate (after performance evaluation) to the Head of the department. The grade equivalence shall be approved by Department Advisory Committee and forwarded to the Controller of Examinations

12.8 PROJECT WORK

12.8.1 The Project work for M.E consists of Phase I work and Phase II work. The Phase I work is to be undertaken during 3rd semester and Phase II work, which is a continuation of Phase I work, is to be undertaken during 4th semester.

12.8.2 In case of students of M.E. Programme not completing Phase I work of project work successfully, the students can undertake Phase I work again in the

subsequent semester. In such case, the students can enroll for Phase II work, only after the successful completion of Phase I work.

- 12.8.3 Project work shall be carried out under the supervision of a “qualified faculty member” in the department concerned. In this context “qualified faculty member” means the faculty member possessing (i) PG degree with a minimum of 3 years experience in teaching or (ii) Ph.D. degree.
- 12.8.4 The deadline for submission of final project report is 30 calendar days from the last working day of the semester in which project / thesis / dissertation is done. However, the Phase-I of the project work in the case of M.E shall be submitted within a maximum period of 30 calendar days from the last working day of the semester as per the academic calendar published by the college.
- 12.8.5 The students pursuing M.E. programmes should publish /communicate the project work to refereed / Scopus indexed journals and national / international level conferences. The publications of the project work in the refereed / Scopus indexed journals and national / international level conference is **MANDATORY** for submitting the thesis.

12.9 EVALUATION OF PROJECT WORK

- 12.9.1 The evaluation of Project Work for Phase I & Phase II of M.E., project work of M.B.A and M.C.A shall be done independently in the respective semesters and marks shall be allotted as per the weightage.
- 12.9.2 The Head of the Institution shall constitute a Review Committee for project work for each branch of study. There shall be three reviews of 100 marks each during the semester by the Review Committee. The student shall make a presentation on the progress made by him / her before the committee. The project report shall be submitted as per Anna University, Chennai. The total marks obtained in the three reviews and the marks for thesis submission shall be **converted as internal marks (50 marks)** and rounded to the nearest integer.

Review I	Review II	Review III	Project Submission & Assessment by the Supervisor	Total Marks
10	20	30	40	100

12.9.3 The End Semester Viva Voce Examination shall carry 100 marks. Marks are awarded to each student based on the performance in the viva-voce examination and **converted as external End Semester Examination marks (50 marks)** and rounded to the nearest integer.

End Semester Examinations				
Project Evaluation (40)		Viva-Voce (60)		Total Marks
Internal	External	Internal	External	
20	20	30	30	100

12.9.4 If the student fails to obtain 50% of the internal assessment marks in the Phase I and Phase II / final project, 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.

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

12.9.6 If a student fails in the End Semester Examination of Phase I of project work, he/she has to resubmit the project report within 30 days from the date of declaration of the results and the viva-voce examinations will be conducted in the subsequent semester and he/she has to take up the project work (Phase-II) after the successful completion of Project work (Phase-I). If he/she fails in the End Semester Examination of Phase–II of Project work of M.E.. Or the final project work of M.B.A. / M.C.A, he/she shall resubmit the Project Report within 60 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with the payment of exam fee.

12.9.7 A copy of the approved project report after the successful completion of Viva Voce examination shall be kept in the library of the college / institution.

12.9.8 Practical / Industrial training, Summer project as specified in the curriculum shall not exceed the maximum duration of 6 weeks and should be organized by the Head of the Department for every student.

12.10 Internal marks approved by the Head of the Institution shall be displayed on the notice board by the respective HODs within 5 days from the last working day (except the Project work marks)

12.11 ATTENDANCE RECORD

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or tutorial or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the Department periodically (15 days once to maximum of 5 times per semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the Department will sign with date after due verification. At the end of the semester, the record should be verified by the Head of the Institution and submitted to the Controller of Examinations who will keep this document in safe custody (for five years). The inspection team appointed by the College / University may verify the records of attendance and assessment of both current and previous semesters.

12.12 MALPRACTICE

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 university from time to time.

13.0 REQUIREMENTS FOR APPEARING AND PASSING THE EXAMINATIONS

13.1 APPEARING REQUIREMENTS

13.1.1 A student shall normally be permitted to appear for the End Semester Examinations of the current semester if he/she has satisfied the semester

completion requirements (subject to Clause 7) and has registered for examination in all courses of the semester.

13.1.2 Registration is mandatory for current semester examinations as well as for arrear examinations.

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

13.2 PASSING REQUIREMENTS

13.2.1 A student who secures not less than 50% of total marks prescribed for the course [Continuous Internal Assessment + End Semester Examinations] with a minimum of 50% of the marks prescribed for the End Semester Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and practical courses (including project work).

13.2.2 If a student fails to secure a pass in a particular course, it is mandatory that he/she shall register and reappear for the examination in that course during the subsequent semester when examination is conducted in that course; he/she should continue to register and reappear for the examinations in the failed subjects till he / she secures a pass.

13.2.3 The internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent registrations till the student secures a pass. However, from the third registration onwards if a student fails to obtain pass marks (Internal Assessment + End Semester Examination) as per clause 13.2.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for end semester examinations alone.

13.2.4 The passing requirement is essential for completing audit courses which are assessed by internal and external assessments.

14.0 AWARD OF GRADES

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

Range of Marks	Letter Grade	Grade Point	Description
90 -100	O	10.0	Outstanding
80 - 89	A+	9.0	Excellent
70 -79	A	8.0	Very Good
60 - 69	B+	7.0	Good
50 - 59	B	6.0	Average
0-49	RA	0.0	Fail
	SA	0.0	Shortage of Attendance
	RA*	0.0	Absent
	W	0.0	Withdrawal
	SATISFACTORY	0.0	Pass in audit non-credit course
	NOT SATISFACTORY	0.0	Fail in audit non-credit course

Non-credit courses shall be indicated as COMPLETED or NOT COMPLETED instead of the grades and this will not be counted for the computation of SGPA/ CGPA.

Audit courses shall be indicated as “SATISFACTORY” or “NOT SATISFACTORY” instead of grades as a student is deemed/ registered to get “satisfactory” in the audit course, in order to be declared for eligible for the award of the degree.

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”.

‘SA’ denotes **shortage of attendance** (as per Clause 6.4) and hence prevented from writing the end semester examination. ‘SA’ will appear only in the result sheet.

“RA*”denotes Absent for which reappearance is required for the examination in the course.

“W” denotes withdrawal from the exam for the particular course. (The grades RA will figure both in Grade Sheet as well as in the Result Sheet)

Grade sheet

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

- The college in which the student has studied
- The list of courses enrolled during the semester, grade scored and grade points earned
- The Semester Grade Point Average (SGPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

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

CGPA will be calculated in a similar manner, considering all the courses registered from the first semester to the final semester. “W” grade will be excluded for calculating SGPA and CGPA.

The SGPA / CGPA will be available in the grade sheets only if the student has passed all the courses registered for that particular semester.

$$\text{SGPA / CGPA} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where

C_i is the Number of credits assigned to the course

G_i is the point corresponding to the grade obtained for each course

n is number of all courses successfully cleared during the particular semester in the case of SGPA and during all the semesters in the case of CGPA.

The Equivalent marks to the CGPA will be printed in the grade sheet.

15.0 AWARD OF THE DEGREE – ELIGIBILITY & CLASSIFICATION

15.1 ELIGIBILITY

A student shall be declared to be eligible for the award of the Degree if he/she has

- Passed the End Semester Examinations for all the courses of all the semesters as specified in the Curriculum.
- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her programme within the stipulated time.
- No disciplinary action pending against him/her.
- Been recommended by the Academic Council of the college to the University, which in turn shall award the degree.
- Successfully completed any additional courses prescribed by the Dean Academics of the college, whenever any student is readmitted under Regulations other than Regulations 2019 based on the recommendations of the Academic Council.

15.2 CLASSIFICATION OF THE DEGREE AWARDED

15.2.1 First Class with Distinction

A student shall be declared to have passed the examination in **First Class with Distinction** under the following conditions.

M.E, M.B.A. & MCA (LES)

- Should have passed the End Semester Examination in all the courses of all the four semesters in his/her **First Appearance** within two years. Withdrawal from examination (vide Clause 17) will not be considered as an appearance. One year authorized break of study (if availed of) is permitted in addition to two years for the award of First Class with Distinction.

- Should have secured a CGPA of not less than 8.50

M.C.A

- Should have passed the End Semester Examination in all the courses of all the six semesters in his/her **First Appearance** within three years. Withdrawal from examination (vide Clause 17) will not be considered as an appearance. One year authorized break of study (if availed of) is permitted in addition to three years for the award of First Class with Distinction.
- Should have secured a CGPA of not less than 8.50

M.C.A (For the students admitted in the academic year 2020 – 2021 onwards)

- Should have passed the End Semester Examination in all the courses of all the four semesters in his/her **First Appearance** within two years. Withdrawal from examination (vide Clause 17) will not be considered as an appearance. One year authorized break of study (if availed of) is permitted in addition to two years for the award of First Class with Distinction.

Should have secured a CGPA of not less than 8.50

15.2.2 First Class

A student shall be declared to have passed the examination in **First class** if he/she satisfies the following conditions.

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

- Should have passed the End Semester Examination in all the courses of all the four semesters within three years. One year authorized break of study (if availed of) or prevention from writing the End Semester Examination due to lack of attendance (if applicable) is included in the three years.
- Should have secured a CGPA of not less than 7.0

M.C.A

- Should have passed the End Semester Examination in all the courses of all the six semesters within four years. One year authorized break of study (if availed of) or prevention from writing the End Semester Examination due to lack of attendance (if applicable) is included in the four years.

- Should have secured a CGPA of not less than 7.0.

M.C.A (For the students admitted in the academic year 2020 – 2021 onwards)

- Should have passed the End Semester Examination in all the courses of all the four semesters within three years. One year authorized break of study (if availed of) or prevention from writing the End Semester Examination due to lack of attendance (if applicable) is included in the three years.
- Should have secured a CGPA of not less than 7.0

15.2.3 Second Class

- All other students (not covered in Clauses 15.2.1 and 15.2.2) who qualify for the award of the degree (vide Clause 15) shall be declared to have passed the examination in **Second Class**.
- 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 for the purpose of classification. (subject to Clause 17 and 18)

16.0 REVALUATION

16.1 A student can apply for photocopy of his/her semester examination answer script in a theory course, within 1 week from the declaration of results on payment of a prescribed fee through proper application to the Controller of Examination through the Head of Institution. The answer script is to be valued and justified by a faculty member, who handled the course and recommend for revaluation with breakup of marks for each question. Based on the recommendation, the candidate can register for the revaluation through proper application to the Controller of Examination. The Controller of Examination will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the institution. Revaluation is not permitted for practical courses and for project work.

16.2 A student can apply for revaluation of answer scripts for not exceeding 5 courses at a time.

17.0 WITHDRAWAL FROM END SEMESTER EXAMINATION

17.1 A student may be granted permission to withdraw from appearing for the examination of any regular course(s) of only one semester examinations. Such withdrawal is permitted **only once during the entire period** of study of the degree programme.

17.2 Withdrawal application shall be valid only if the student is otherwise eligible to write the examination and if it is made prior to the commencement of the examination in that course or courses in normal circumstances and also recommended by the Head of the Department, otherwise the applications shall not be considered. In case of accidents or unforeseen circumstances, the withdrawal will be considered even after the conduct of examination, however the application is made within a week time subject to the approval of the Head of the Department and the Head of the Institution.

17.3 Withdrawal shall not be construed as an appearance for the eligibility of a student for First Class with Distinction. Withdrawal from the End Semester Examinations is **NOT** applicable to arrear subjects of previous semesters. The student shall reappear for the withdrawn courses during the examination conducted in the subsequent semester. Withdrawal shall not be permitted in the **Fourth / Sixth** (For the MCA students who has been admitted in the academic year 2019-20 only) End Semester Examinations.

18.0 AUTHORISED BREAK OF STUDY

18.1 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. If a student intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Dean Academics of the college in advance, but not later than the last date for registering for the End Semester Examination of the semester through the Head of

the Institution stating the reasons therefore and the probable date of rejoining the programme.

- 18.2** 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 of the college in the prescribed format through the Head of the Institution at the beginning of the readmitted semester itself for prescribing additional courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum and the same may be approved by the Dean Academics of the college.
- 18.3** The authorized break of study will not be counted with the duration specified for passing all the courses for the purpose of classification (vide Clause 15.2).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 Clause4.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 18.4** If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause18.1)

19.0 CO-CURRICULAR DEVELOPMENT

Every student being admitted to any postgraduate degree programme should undergo and involve in any of the curricular and co-curricular activities / events during the period of study.

- **Industry Internships** will equip the students with the latest ongoing trends in the industries.
- **Technical Workshops / Seminars / Skill Development Courses** will enhance the skills and domain knowledge of the students.
- **Publications** in national and international level conferences and Scopus indexed and refereed Journals will improve higher level thinking and presentation skills.

20.0 PERSONALITY AND CHARACTER DEVELOPMENT

All students shall enroll, on admission to M.B.A/ MCA programmes should attend any of the personality and character development programmes (NSS / YRC) and undergo training for stipulated hours and in case of NSS, a special camp for about seven days. The training shall include classes on hygiene and health awareness and also training in first-aid.

- **National Service Scheme (NSS)** will have social service activities in and around the College.
- **Youth Red Cross (YRC)** will have activities related to social services in and around college.
- **Sports & Games** activities will include preparation for inter-collegiate sports events.
- **Yoga** for training the body and mind.
- **Club Activities** initiate the Corporate Social Responsibility.

The training activities will normally be conducted during the weekends and the camp will normally be during the vacation period.

21.0 DISCIPLINE

Every student is required to observe discipline 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 the Heads of Department of which one should be from the faculty of the student to enquire into acts of indiscipline and notify to the Head of the Institution about the disciplinary action recommended for approval.

22.0 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 if deemed necessary based on the approval of Academic council of the college.

23.0 AUDITS ON THE EXAMINATION SYSTEM

An audit on the examination system such as verification of the standard of question papers prepared by the examiners, valuation of answer scripts and methods adopted in awarding marks will be conducted by a team of expert members from IIT/NIT/Government Engineering Colleges and reputed autonomous engineering colleges, appointed by the Head of the Institution, after the completion of all the End Semester Examinations activities of the semester.