

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

*(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai*

*Accredited by `NAAC with "A" Grade)*

**REGULATIONS 2023**

**(CHOICE BASED CREDIT SYSTEM)**

**M.E./M.B.A. /M.C.A. PROGRAMMES**

*(Approved in the 11<sup>th</sup> Academic Council Meeting 22-09-2023)*

*(Applicable for the students admitted during the academic year 2023-2024 onwards)*

**NOTE:** *The Regulations hereunder are subject to amendments based on the decisions made by the Academic Council of the College from time to time. Any or all such amendments will be effective from such date and to such batches of students (including those already undergoing the programme as per the decisions by the Academic Council)*

**1.0 PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In these Regulations, unless the context otherwise requires:

- I **"Programme"** refers to Post Graduate Degree Programme,(i.e) M.E.,M.B.A. and M.C.A, Programme offered by the college and approved by the University.
- II **"Discipline"** stands for specialization or branch of M.E. Degree Programme such as Power Systems Engineering, Computer Science and Engineering etc.
- III **"Course"** refers to a theory, practical and theory with laboratory courses that are normally studied in a semester such as Power Quality, Advanced Digital Signal Processing etc.
- IV **"University"** means ANNA UNIVERSITY, CHENNAI.
- V **"College"** refers to **Paavai Engineering College, Namakkal**, an Autonomous Institution affiliated to Anna University Chennai and approved by AICTE, New Delhi.
- VI **"Head of the Institution"** refers to the Principal of the college, responsible for the academic administration of the college.

- VII **"Dean Academics"** refers to the authority of the college, responsible for all the academic activities of the institution and the implementation of relevant rules of these Regulations related to the academic programmes.
- VIII **"Controller of Examinations"** refers to the authority, responsible for all the examination activities conducted by the institution under the autonomous scheme.
- IX **"Head of the Department"** means the authority of the department concerned, responsible for all academic activities and administration of the department.
- X **"Curriculum"** refers to the various components / courses studied in each and every programme that provides 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 **"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.
- XIII **"Grade"** means the alphabet assigned to each course based on the range of marks secured by the student.
- XIV **"Grade Point"** means a numerical value (0 to 10) assigned based on the grade secured.
- XV **"Department Advisory Committee"** consists of the Principal, the Head of the Department, the senior faculty member(s), a member from an industry and the class coordinators of the departments concerned.
- XVI **"Standing Committee"** consists of the Principal, the Dean Academics, the Controller of Examinations and all the Heads of Departments for the smooth functioning of the institution.
- XVII **"Review Committee" (RC)** consists of a Supervisor, a senior faculty member and a project coordinator from the department. The review committee shall review the progress of the project work, design thinking and evaluate Industrial training.

## **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 Counseling conducted by the Government of Tamil Nadu or through the Management Quota.

2.1.2 However, the University may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed at the time of admission.

2.1.3 Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the University from time to time.

2.1.4 Eligibility conditions for admission such as the class obtained, the number of attempts in qualifying examination and physical fitness will be as prescribed by the University from time to time.

**Note:** Every academic year TANCA releases the updated criteria during the admissions. Admission shall be offered only to the candidates who possess the qualification prescribed for each programme. Any other relevant qualification not prescribed to 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. However, taking up of job is permitted with authorized break of study as explained in Clause 18.5.

### 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 the 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

### 4.0 DURATION OF THE PROGRAMME

4.1 The minimum and maximum period for completion of the Post Graduate Degree Programme is given below:

Programme	Minimum No. of Semesters	Maximum No. of Semesters
M.E.	04 (2 Years)	08 (4 Years)
M.C.A.	04 (2 Years)	08 (4 Years)
M.B.A.	04 (2 Years)	08 (4 Years)

- 4.2** Each semester shall normally consists of 75 working days including continuous assessment test period or 450 periods with each period of 50 minutes duration or the number of periods specified in the curriculum with each period of 50 minutes duration. The Head of the Institution shall ensure that every faculty member delivers the full content of the specified syllabus in the scheduled period.
- 4.3** The End Semester Examinations 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 15.2).
- 4.5** The minimum prescribed credits required for the award of the degree shall be within the limits specified below:

<b>Name of the Programmes</b>	<b>Range of Credits</b>
M.E	70 - 75
M.B.A.	100 - 105
M.C.A.	80 - 85

## **5.0 STRUCTURE OF THE PROGRAMMES**

The curriculum, syllabi and course contents under Regulations 2023 are designed and prepared in accordance with the Outcome Based Education (OBE) to meet out the Program Educational Objectives (PEOs), Program Outcomes (POs) , Programme Specific Outcomes (PSOs) and Course Outcomes (COs).

### **5.1 Categorization of Courses**

The Board of Studies of each department comprises the Head of the Department, the University nominee, two academic experts, the industry expert, the renowned alumni appointed by the Academic Council of the college and all the faculty members of the department and the Head of the

Departments of the allied departments. The concerned Head of the Department 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 specialization/branch.

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, Research Methodology and IPR, 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 applicable to M.E. /M.C.A. 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 third semester of the M.E./M.C.A. programmes. Any open elective course will be offered to the students, provided that minimum of 10 students have registered for that open elective course.

5.1.6 **Audit Courses (AC)** include the courses to develop the 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. /M.C.A. Programme(s) only and shall be undertaken during first and second semester of the degree programme.

### 5.3 Courses per Semester

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

<b>Programme</b>	<b>Theory Courses</b>	<b>Practical Courses</b>	<b>Maximum Courses</b>
<b>M.E.</b>	5-6	2-3	7-9
<b>M.B.A.</b>	6-8	1-2	7-10
<b>M.C.A.</b>	5-6	2-3	7-9

### 5.4 Credit Assignment

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

<b>Contact period per week</b>	<b>Credits</b>
1 Lecture period	1
1 Tutorial period	1
1 Practical period (laboratory / seminar /Project work)	0.5
2 Weeks / 40 – 45 hours	1

### 5.5 One Credit Courses (OC)

The one credit courses are optional. The courses shall be provided from first semester onwards, either by industry/other academic institution /parent institution / through online courses with the approval of Board of Studies of the concerned department and a maximum of three one credit courses can be opted during his/her period of study. The duration of the theory course is of 15 hours, theory with laboratory course is of 20 hours, practical course is of 30 hours and for online courses, it shall be a minimum of 4 weeks. The students shall be exempted from any one open elective course provided in the curriculum upon the successful completion of three one credit courses and the same has to be approved by the respective department. 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. The core courses cannot be replaced/ exempted by any online courses like NPTEL etc. The syllabus review committee shall submit the necessary equivalent

grades for the marks obtained in the online one credit courses to the respective Board of Studies for the approval and the same shall be forwarded to the Office of the Controller of Examinations.

## **5.6 Online Courses**

5.6.1 The students may be permitted to undergo a maximum of two online courses in his/her chosen area of specialization (which are provided with certificate after examination) of each 3 credits weightage between first and second semester of their period of study. Such online courses shall be undergone for a minimum of 12 weeks duration and listed in the curriculum as professional electives. The respective Board of Studies shall approve such online courses for exemption from studying the professional elective courses.

5.6.2 After the successful completion of a maximum of two online courses, the students may be exempted from studying a maximum of two professional elective courses listed in the curriculum and in such case, the marks obtained in the respective online course shall be converted to equivalent grade and included for calculation of Cumulative Grade Point Average (CGPA). The Syllabus Review Committee shall submit the necessary equivalent grades for the range of marks obtained in the online courses to the respective Board of Studies for the approval and then to the office of the Controller of Examinations.

5.6.3 The Head of the Institution shall form a three member committee comprising of the HOD, faculty member from the Department of the student and the HOD of any other department to ensure that the student has not studied such courses and would not repeat it again as Professional Core/Professional Elective courses. Suitable online courses shall be chosen from the SWAYAM platform.

## **5.7 Industrial Training/Internship**

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



as specified in the curriculum. The students may undergo Industrial training at a Research organization / University / industry of State/National and International level (after due approval from the Head of the Institution) for the period prescribed in the curriculum during the summer / winter vacation.

5.7.2 In lieu of Industrial training, the students may be permitted to travel to the International Universities with the approval of the Head of the Department and the Head of the Institution for Industrial training. The credits are awarded as per AICTE's Internship policy i.e. 40-45 hours of internship work merits 1 credit.

5.7.3 On the successful completion of the Industrial Training during the summer / winter vacation, the student has to submit the report on the Industrial Training undergone along with the attendance certificate signed by the competent authority of the industry.

5.7.4 If Industrial Training/ Internship is not prescribed in the curriculum, the student may undergo Industrial Training/ Internship during Summer/Winter vacation optionally and the credits earned will be indicated in the grade sheet. If the student earns three credits in Industrial Training/ Internship, the student may drop one professional elective. In such cases, Industrial Training / Internship needs to be undergone continuously from one organization. However, if the number of credits earned is 1 or 2, these credits shall not be considered for classification of the degree. Students shall get permission from the Head of the Institution for taking industrial training/internship and the Certificate of completion of Industrial Training / Internship shall be forwarded to office of the Controller of Examinations.

### **MoU with foreign universities**

To provide international exposure to the students, the MoUs are signed by the college with the foreign universities. Students can utilize the opportunity to undergo industrial training/Internship in such foreign universities and shall transfer the credits of such industrial training/Internship done in foreign universities for exemption of open elective or professional elective courses.

The syllabus review committee and the respective Board of Studies has to approve the exemption for the same. Such industrial training/Internship undergone and used for exemption of open elective or professional elective courses, shall not be specified as in the part of curriculum.

## **5.8 Industrial Visit**

Every student is expected to undergo one industrial visit from the second semester of the programme, subject to the approval of the Head of the department and the Principal. The Head 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.

5.9.1 The Project work for M.E. Programme consists of Phase I work & Phase II work. The Phase I work is to be undertaken during third semester of the M.E. Programme and Phase II work which is a continuation of Phase I work is to be undertaken during fourth semester. The Phase II work when carried out in an industry need not to be a continuation of Phase I work.

5.9.2 In case of students of M.E. 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.

5.9.3 For M.C.A. / M.B.A. programme, the project work has to be undertaken in the final semester of the degree programme.

5.9.4 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.

5.9.5 A student may, however, in certain cases, be permitted to undergo Project Work (Project Work-II in the case of M.E.) in an industry / research organization / academic institute of repute, 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. The reviews may be conducted in online mode, if the student cannot travel to college to attend the reviews and this shall be approved by concerned Head of the Institution and the Head of the Department and such reviews have to be recorded.

5.9.6 The Project Work (Project Work-II in the case of M.E.) shall be pursued for a minimum of 16 weeks during the final semester.

5.9.7 The deadline for submission of final Project Report (Project Work-II for M.E. 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. Programmes shall be submitted within the last working day of the semester.

5.9.8 The students pursuing M.E./M.B.A./M.C.A. Programmes should publish /communicate the project work to refereed / Scopus indexed journals. The publications of the project work in the refereed / Scopus indexed journals is MANDATORY to submit the thesis.

**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** Summer project if specified in the curriculum, shall be organized by the Head of the Department / Institution for a duration of not exceeding 6 weeks.

**5.12** 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.

### **5.13 Industry Oriented Courses (IC)**

The industry oriented courses are optional. These courses offered by the industry, shall be opted from second and third semester relevant to the

specialization of their study. The students can opt maximum of three 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 theory with laboratory 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 Syllabus Review Committee, and the same shall be forwarded to the office of the Controller of Examinations within a week of the commencement of the classes. The credits earned by the students from the industry oriented courses, and not opted for exemption, shall be considered as additional credits earned in the grade sheet.

#### **5.14 Value Added Courses**

The value added courses are optional. It is offered from the first semester onwards. A student can opt for maximum of three courses. Those offered courses should not be a course listed in the curriculum of the programme and shall be over and above the topics covered in the curriculum.

##### **Course Structure**

The syllabus of the value added courses along with the schedule for conducting them should be communicated to the Dean Academics 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 also be conducted during weekends/vacation period. The industry experts / eminent academicians from other Institutes / parent institutions are eligible to offer the value added courses. The course shall be offered only if there are at least 20 students opting for it. If there are less than 20 students opted, the concerned Head of the Department should approve the course.

##### **Assessment**

The value added course 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 concerned department. The duration of each assessment is one and half hour. The total marks obtained in the tests shall be converted to 100 marks and rounded to the nearest integer. The passing requirement for the value added courses shall be 50% of the total marks prescribed and should have 75% of attendance. Those students satisfying the above norms are eligible to get a certificate. The value added courses done by the students shall not be considered in the grade sheet.

### **5.15 Medium of Instruction**

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

## **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 has to register for all the courses in the curriculum to be undergone of a particular semester with the facility to drop courses to a maximum of six credits per semester from the first to pre-final semester (vide clause 6.4.2).
- 6.3** The student's registration of the courses shall be approved by the Head of the Institution and forwarded to the Controller of Examinations. The registration is for undergoing the course as well as for writing the End Semester Examinations. The courses that a student registers in a particular semester may include courses of the current semester and the courses dropped in the lower semesters.
- 6.4** 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.

6.4.1 No course shall be offered by a department unless a minimum of 5 students are registered for that course. However, if the admitted students are less than 5, this minimum criterion shall not be applicable.

6.4.2 The maximum number of credits that can be registered in a semester is 36. However, this does not include the number of Reappearance (U) and Withdrawal (W) courses registered by the student for the appearance of the examinations.

## **6.5 Flexibility to Drop Courses**

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 will be permitted to drop the courses. In such cases, the attendance requirement as stated Clause 7 is mandatory.

## **6.6 Reappearance Registration**

6.6.1 If a student fails in a course, the student shall do reappearance registration for that course in the subsequent semester. The registration of reappearance courses in the subsequent semester is mandatory.

6.6.2 If a student fails in a professional elective or an open elective course, and opts for any other professional elective or open elective course, the previous registration will be cancelled and henceforth it will be considered as a new professional elective or open elective course. The student has to register, attend the classes, earn the continuous assessment marks and fulfil the attendance requirements as per the Clause 7 and appear for the End Semester Examinations.

6.6.3 If a student is prevented from writing the End Semester Examination for the course(s) available in that semester due to lack of attendance, the student should re-register for that course, 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', either in the professional elective or 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 for examination as per Clause 7.

## **7.0 REQUIREMENTS FOR ATTENDANCE**

### **7.1 Eligibility Norms**

A student who has fulfilled the following conditions, shall be deemed to have satisfied the attendance requirements for completion of a semester. Ideally, every student is expected to attend all the classes and secure 100% attendance for the specified hours. However, the student should **secure not less than 75%** of overall attendance for the prescribed hours.

The student's academic progress should be satisfactory in 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 74.9%** in the current semester for the prescribed hours due to medical reasons (prolonged hospitalization/accident/specific illness)/participation in sports events may be permitted to appear for the current semester examinations 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 in advance for participation in sports. The same shall be forwarded to the Controller of Examinations for record purposes.

**7.3** Students who **secure less than 65% overall attendance and not satisfied the Clause 7.1 and 7.2**, 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. However, the student will be readmitted only 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 concerned Head of the Department. 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 academic and non-academic records of students.
- 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 the parents about the student's progress.

## **9.0 CLASS COMMITTEE**

**9.1** Every class shall have a class committee consisting of a chairperson who is the senior faculty of the department and not teaching that class, the faculty members of the class concerned, student representatives. 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 the students in the classroom and in the laboratories.
- Clarifying 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 regarding the mark details of each assessment. In the 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 slow learning students, if any, and requesting the concerned faculty members to provide some additional help or guidance or coaching to such slow learners.

**9.2** The class committee for a class under a particular branch, is normally constituted by the Head of the Department. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee will be constituted by the Head of the Institution.

**9.3** The class committee shall be constituted within the first week of each semester.

**9.4** Minimum of 2 student representatives (usually 1 boy and 1 girl) or maximum of 6 student representatives (usually 3 boys and 3 girls) 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 the Head of the Department within two days of the meeting and circulate it among the students and concerned faculty members; 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. Two/three subsequent meetings may be held in a semester at suitable intervals. During these meetings, the students representing the entire class, shall meaningfully interact and express the opinions and suggestions of 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 course offered to more than one discipline or group shall have a "Course Committee" comprising of all the faculty members 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 faculty members teaching the common course belonging to a single department or different 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 60 marks as Internal marks based on the Continuous Internal Assessment and 40 marks as External marks based on the End Semester Examinations.

The End Semester Examinations for the Theory with Laboratory Course 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 Examinations (theory, practical and theory with laboratory course) of 3 hours duration shall be conducted between October and December during the odd semesters; between April and June during the even semesters.

**11.4** The End Semester Examinations for project work shall consist of evaluation of the final report 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 Examinations 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**

#### **M.E. Programme(s)**

<b>Theory Courses</b>		<b>Practical Courses</b>	
Continuous Internal Assessment (CIA)	40 Marks	Continuous Internal Assessment (CIA)	60 Marks
End Semester Examinations	60 Marks	End Semester Examinations	40 Marks
Total	100 Marks	Total	100 Marks
<b>Internal Assessment</b>		<b>Internal Assessment</b>	
Continuous Internal Assessment Test 1	12.5 Marks	Preparation & Conduct of Experiment	20
Continuous Internal Assessment Test 2	12.5 Marks	Observation & Results	10
<b>Formative Assessments</b> 1. Seminar presentation 2. Surprise Test 3. Open Book Test 4. Moodle Assignments 5. Cycle Test	15 Marks	Record	05
		Viva	05

The course instructor has to choose 3 assessment methods from the given options for their respective theory course and maximum mark for each assessment is 5 marks.		40 Marks for each experiment as specified above will be averaged as the Internal Assessment Marks <b>40 Marks</b>	
		Model Practical Examinations	20 Marks
<b>Total</b>	<b>40 Marks</b>	<b>Total</b>	<b>60 Marks</b>
<b>End Semester Examination</b>		<b>End Semester Examination</b>	
<b>Examination Duration : 3 Hours Max. Marks : 100 (Converted to 60 marks)</b>		<b>Examination Duration : 3 Hours Max. Marks : 100 (Converted to 40 marks)</b>	

### M.B.A./M.C.A. Programme(s)

Theory Courses		Practical Courses	
Continuous Internal Assessment (CIA)	40 Marks	Continuous Internal Assessment (CIA)	60 Marks
End Semester Examinations	60 Marks	End Semester Examinations	40 Marks
Total	100 Marks	Total	100 Marks
Internal Assessment		Internal Assessment	
Continuous Internal Assessment Test 1	7.5 Marks	Preparation & Conduct of Experiment	20
Continuous Internal Assessment Test 2	7.5 Marks	Observation & Results	10
Continuous Internal Assessment Test 3	10 Marks	Record	05
<b>Formative Assessments</b> 1. Seminar presentation 2. Surprise Test 3. Open Book Test 4. Moodle Assignments 5. Cycle Test	15Marks	Viva	05
The course instructor has to choose 3 assessment methods from the given options for their respective theory course and maximum mark for each assessment is 5 marks.		40 Marks for each experiment as specified above will be averaged as the Internal Assessment Marks <b>40 Marks</b>	
		Model Practical Examinations	20 Marks
<b>Total</b>	<b>40 Marks</b>	<b>Total</b>	<b>60 Marks</b>
<b>End Semester Examination</b>		<b>End Semester Examination</b>	
<b>Examination Duration : 3 Hours Max. Marks : 100 (Converted to 60 marks)</b>		<b>Examination Duration : 3 Hours Max. Marks : 100 (Converted to 40 marks)</b>	

## 12.2 Theory with Laboratory Courses

<b>Theory with Laboratory Course</b>	
<b>End Semester Examinations (Converted to 50 marks)</b>	<b>Continuous Internal Assessment (Marks : 50)</b>
Theory Component & Practical component Examination Duration : 3 Hours Max. Marks : 100	Continuous Internal Assessment Test 1- (Theory) - 10 Marks
	Continuous Internal Assessment Test 2- (Theory) - 10 Marks
	Averaged Practical Assessment Marks - 15 Marks
	Model Practical Examinations – 10 Marks
	Formative Assessments – 5 Marks 1. Seminar presentation 2. Surprise Test 3. Open Book Test 4. Moodle Assignments 5. Cycle Test <i>The course instructor has to choose any 1 assessment method from the given options for their theory with laboratory course.</i>

## 12.3 Audit Courses

Audit Courses such as English for Research Paper Writing and Pedagogy Studies are of Zero credit weightage. The assessment and evaluation pattern shall be considered of purely **INTERNAL MODE**.

<b>Audit Course</b>	
Continuous Internal Assessment (CIA)	100 Marks
End Semester Examinations	-
<b>Total</b>	<b>100 Marks</b>
<b>Internal Assessment</b>	
Continuous Internal Assessment Test 1	100 Marks
Continuous Internal Assessment Test 2	100 Marks
The average of both the CIA test marks out of 200 marks will be considered for result.	

#### 12.4 Technical Seminar / Case study

The assessment and evaluation pattern for the courses such as Technical Seminar / Case study shall be considered purely as **INTERNAL MODE**. Every student is expected to present a minimum of 2 seminars in a semester before the evaluation committee and for each seminar, marks can be equally apportioned. The three member committee 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 marks out of 100 marks. The marks shall be awarded to each student based on the individual performance.

Seminar contents	40 Marks
Presentation	40 Marks
Queries	20 Marks
<b>Total</b>	<b>100 Marks</b>

#### 12.5 Industrial Training / Summer Project

Industrial Training/ Summer Project which is the part of the curriculum and undergone during the summer / winter vacation shall be evaluated in the subsequent semester through internal assessment only and carry 100 marks. At the end of Industrial Training, the candidate shall submit a report along with the certificate obtained from the organization where he / she has undergone industrial training. The evaluation shall be made based on the report submitted along with the presentation and a Viva voce Examination, conducted internally by a three member Review Committee constituted by the Head of the Institution. The certificates (issued by the organization) submitted by the students along with the marks obtained by the students based on the evaluation shall be sent to the Controller of Examinations by the Head of the Institution. The marks shall be awarded to each student based on the individual performance.

Industrial Training report	Review Committee	20 Marks
	Faculty Mentor	20 Marks
Presentation	Review Committee	15 Marks
	Faculty Mentor	15 Marks
Viva Voce	Review Committee	15 Marks
	Faculty Mentor	15 Marks
Total		100 Marks

## 12.6 One Credit Courses

Category	Assessment Pattern	
Online Courses	The examination shall be conducted through the respective online agencies. The final marks/grade obtained during the online certification examination has to be submitted to the office of the Controller of Examinations along with the certificate copy. The respective Board of Studies has to approve the equivalency of grades/marks obtained and the same has to be submitted to the office of the Controller of Examinations.	
Practical (Industry / Academia)	The examination shall be conducted as similar for regular practical courses (internal Mode). The examination has to be conducted by the industry expert / academic expert during the practical schedule and enter the final marks out of 100. The course in-charge has to submit the records on the examination conducted and the computation of marks to the office of the Controller of Examinations at the end of the End Semester Examinations.	
Theory	Continuous Internal Assessment (CIA)	40 Marks
	End Semester Examinations	60 Marks
	Total	100 Marks
	<b>Continuous Internal Assessment</b>	

	Continuous Internal Assessment Test 1	15 Marks
	Continuous Internal Assessment Test 2	15 Marks
	Formative Assessments – 10 Marks 1. Seminar presentation 2. Surprise Test 3. Open Book Test 4. Moodle Assignments 5. Cycle Test <i>The course instructor has to choose any 1 assessment method from the given options for their respective integrated theory and practical course.</i>	
	Total	40 Marks
	<b>End Semester Examinations</b>	
	Examination Duration : 3 Hours Max. Marks : 100 (Converted to 60 marks) <i>The course in-charge has to enter the final marks out of 100 and submit the records on the examination conducted and computation of marks to the office of the Controller of Examinations at the end of the End Semester Examinations.</i>	

### 12.7 Online Courses (MOOC)

On successful completion of any 3 credits MOOC courses, the student shall submit the digitally signed / verified certificate (after examination) to the Head of the department. The grade equivalence shall be approved by the respective Board of Studies and the same shall be forwarded to the Controller of Examinations.

### 12.8 Project Work

12.8.1 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 the marks shall be allotted as per the weightage.

12.8.2 The Head of the Institution shall constitute a Review Committee for project work for each programme and specialization. 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 the guidelines of Anna University, Chennai. The total marks obtained in the three reviews and the marks for thesis submission shall be **converted as internal marks (60 marks)** and rounded to the nearest integer.

<b>Review I</b>	<b>Review II</b>	<b>Review III</b>	<b>Project Submission &amp; Assessment by the Supervisor</b>	<b>Total Marks</b>
10	20	30	40	100

12.8.3 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 (40 marks)** and rounded to the nearest integer.

<b>End Semester Examinations</b>					
<b>Thesis Submission(20)</b>	<b>Project Evaluation (40)</b>		<b>Viva-Voce (40)</b>		<b>Total Marks</b>
<b>External</b>	<b>Internal</b>	<b>External</b>	<b>Internal</b>	<b>External</b>	
20	20	20	20	20	100

12.8.4 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.

12.8.5 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 register 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. Programme(s).

12.8.6 If a student fails in the End Semester Examination of Project Work Phase I, he/she has to resubmit the project report within 30 days from the date of declaration of the results. If he/she fails in the End Semester Examination of project work Phase-II 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.

12.8.7 If a student has submitted the project report but did not appear for the viva-voce examination, it will be considered as fail and he/she will be permitted to resubmit the report within 30/60 days from the declaration of results and permitted for reappearance in viva voce examination, for Project Work-I and II respectively.

12.8.8 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** 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).

#### **12.10 Attendance Record**

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topics covered), separately for each course. This should be submitted to the Head of the Department periodically (once in 15 days to a 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 three years). The inspection team appointed by the College / University may verify the records of attendance and assessment of both current and previous semesters.

#### **12.11 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 satisfies the semester completion requirements (subject to Clause 7) and has registers for examination in all courses of the semester.

13.1.2 Registration is mandatory for current semester examinations as well as arrear examinations failing which the students will not be permitted to move to the subsequent semesters.

13.1.3 A student who has already appeared for any subject in a semester and passed the examination is not entitled to reappear in the same subject for improvement of grades.

### **13.2 PASSING REQUIREMENTS**

13.2.1 A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End Semester Examinations] with a minimum of 45% of the marks prescribed for the End Semester Examinations, 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 registration for the courses 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 examination alone.

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

13.2.5 If a student is absent during the viva - voce examination, it would be considered as fail. If a student fails to secure a pass in Project Work-I, the student shall register for the course again in the subsequent semester and do Project Work-I and II together.

13.2.6 In addition to the above, for M.C.A. Programme, the students undergoing the bridge courses prescribed for the M.C.A. Programme should complete all the bridge courses prescribed for the non-computer science background students

#### **14.0 AWARD OF GRADES**

The award of letter grades will be decided using relative grading principle except laboratory and project related courses. 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:

<b>Range of Marks</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Description</b>
91 -100	O	10.0	Outstanding
81 - 90	A+	9.0	Excellent
71 -80	A	8.0	Very Good
61 - 70	B+	7.0	Good
56 - 60	B	6.0	Average
50 – 55	C	5.0	Satisfactory
0-49	U	0.0	Re-appearance
	SA	0.0	Shortage of Attendance
	W	0.0	Withdrawal
	SATISFACTORY	0.0	Pass in mandatory non-credit course
	NOT SATISFACTORY	0.0	Fail in mandatory non-credit course

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

'SA' denotes **shortage of attendance** (as per Clause 7.3) and hence prevented from writing the End Semester Examinations. 'SA' will appear only in the result sheet.

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

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

### **Grade Sheet**

After the declaration of results, the grade sheet will be issued to each student containing the following details:

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

GPA for a semester is the ratio of the sum of the products of the number of credits for the 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 fourth semester. "W" grade will be excluded for calculating GPA and CGPA.

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

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

Where

- C<sub>i</sub>** is the credits assigned to the course
- G<sub>i</sub>** 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 GPA 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**

#### **15.1.1 A student shall be declared to be eligible for the award of the M.E./M.B.A./M.C.A. Degree if he/she has**

- ❖ successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her programme within the stipulated time.
- ❖ successfully completed the course requirements, appeared for the End – Semester Examinations and passed all the subjects within the period as prescribed in the Clause 4.1.
- ❖ successfully completed the audit courses.
- ❖ successfully completed any additional courses approved by the Dean Academics of the college, whenever any student is readmitted under Regulations other than Regulations 2023 based on the recommendations of the Academic Council of the college.

- ❖ no disciplinary action pending against him/her.
- ❖ recommended by the Academic Council of the college to the University, which in turn shall award the degree.

15.1.2 In addition, for the M.C.A. students admitted under non-computer science back ground category, the prescribed bridge courses also have to be completed within the maximum duration mentioned above.

## **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.

- Should have passed the End Semester Examinations in all the courses of all the four semesters in his/her **FIRST APPEARANCE** within 3 years.
- Withdrawal from examination (vide Clause 17) will not be considered as an appearance.
- One year authorized break of study (if availed of) is included in the three years for award of First Class with Distinction.
- Lack of Attendance will not be considered.
- Should have secured a CGPA of not less than 8.50

### **15.2.2 FIRST CLASS**

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

- Should have passed the End Semester Examinations 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 Examinations due to lack of

attendance (if applicable) is included in the duration of three years for award of First Class.

- Should have secured a CGPA of not less than 6.50

### 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**.

- 15.3** A student who is absent in 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)

### 15.4 **Conversion of GPA / CGPA into Percentage of Marks**

$$\text{Percentage of Marks} = \text{GPA / CGPA} * 10$$

## 16.0 **REVALUATION**

- 16.1** A student can apply for photocopy of his/her semester examinations answer script of 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 shall 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 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 project work.

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



### **16.3 Review revaluation**

A student who is not satisfied with the revaluation, can apply for Review of his /her answer script for a particular theory course, on payment of a prescribed fee through proper application to the Controller of Examinations with the recommendation from the Head of the Department and the approval of the Head of Institution. Students who have applied for revaluation only are eligible to apply for Review revaluation.

### **17.0 WITHDRAWAL FROM END SEMESTER EXAMINATION**

**17.1** A candidate may be granted permission to withdraw from appearing for the examination of any regular course(s) in **ANY ONE** of the End Semester Examinations. Such withdrawal is permitted **only once during the entire period of study** of the degree programme.

**17.2** The 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 examinations; however the application is made within a week after the date of examination subjected to the approval of the Head of 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.

**17.4** Withdrawal is permitted for the End Semester Examinations in the final semester, as per clause 15.2.1.

### **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 as a single spell during the entire period of study of the degree

programme. However, in extraordinary situation the student may apply for additional break of study not exceeding another one year. 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 that 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 Examinations 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 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 is included in 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 Clause 4.1 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' (Clause 18.1)
- 18.5** If any student wants to take up a job / start-up / entrepreneurship during the period of study, he/she shall apply for authorized break of study for a period of one year. The student shall join the job / start-up / entrepreneurship only after getting approval of the same by the Dean- Academics of the college with due proof to that effect.

## **19.0 CO-CURRICULAR DEVELOPMENT**

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

**In plant Training** will equip the students with the latest ongoing trends in the industries.

**Technical Workshops / Seminars / Skill Development Courses** will enhance the skills and knowledge of the students.

**Publications** in National and International Journals / Conferences and symposiums will improve higher order thinking and presentation skills.

## **20.0 PERSONALITY AND CHARACTER DEVELOPMENT**

All students shall enroll, on admission, in 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, state and national sports events.

**Yoga** for training the body and mind.

**Club Activities** initiate the Corporate Social Responsibility.

The training activities will usually be conducted during the weekends and the camps 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 STANDING COMMITTEE**

The standing committee of the college is constituted for the effective functioning of all the academic activities related to the various programmes of the college. The committee shall meet periodically and also in necessitate to discuss the academic matters, its implementation and developments and to review the overall performance of the students. The committee shall submit the decisions and recommendations taken to the Academic Council of the college for approval, consideration and ratification.

## **23.0 REVISION OF REGULATIONS, CURRICULUM AND SYLLABI**

The college may, from time to time, revise or amend or change the Regulations, Curriculum, Syllabus and Scheme of examinations, if deemed necessary, based on the approval of Academic council of the college.

## **24.0 AUDIT 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 the 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.