

Regulations
for
Master of Engineering / Master of Technology /
Master of Business Administration
[R2019]



SRM VALLIAMMAI ENGINEERING COLLEGE

(An Autonomous Institution, Affiliated to Anna University, Chennai)

SRM Nagar, Kattankulathur, Chengalpattu District – 603203

Tamil Nadu

CHOICE BASED CREDIT SYSTEM

COMMON TO ALL M.E. / M.Tech. / M.B.A. FULL-TIME DEGREE PROGRAMMES

The following rules and regulations shall be applicable for all the Post Graduate (PG) programmes offered in SRM Valliammai Engineering College.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- i. **“University”** means Anna University, Chennai.
- ii. **“Programme”** means Post Graduate Degree Programme e.g. M.E. / M.Tech./ M.B.A. Degree Programme.
- iii. **“Specialization”** means a specialization or discipline of M.E./ M.Tech. / M.B.A. Degree Programme like “Structural Engineering” and “Communication Systems” etc.
- iv. **“Course/subject”** means a Theory or Practical subject that is normally studied in a semester, like Computer Architecture, Advanced Materials Technology etc.
- v. **“Controller of Examinations”** means the Authority of the SRM VALLIAMMAI ENGINEERING COLLEGE who is responsible for all the activities of the End Semester Examinations of SRM VALLIAMMAI ENGINEERING COLLEGE.
- vi. **“Head of the Institution”** means the Principal of the SRM VALLIAMMAI ENGINEERING COLLEGE who is responsible for all the academic activities of SRM VALLIAMMAI ENGINEERING COLLEGE and for implementation of relevant rules of this Regulation.
- vii. **“Head of the Department”** means Head of the Department concerned.

2. PROGRAMMES OFFERED, MODE OF STUDY & ADMISSION REQUIREMENTS

2.1 The following PG programmes are offered by SRM Valliammai Engineering College:

Programme	Branch
M.E.	Communication Systems Computer Science and Engineering Control & Instrumentation Industrial Safety Engineering Power Systems Structural Engineering
M.Tech.	Data Science
M.B.A.	Master of Business Administration

2.2. MODES OF STUDY:

2.2.1 Full-Time:

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

The Full-time 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 Full- Time programme. Violation of the above rules will result in cancellation of admission to the PG programme. The students should submit a undertaken in this regard to the Head of the Institution.

2.3 ADMISSION REQUIREMENTS:

2.3.1 Candidates for admission to the first semester of the Post-Graduate Degree Programme shall be required to have passed an appropriate Under-Graduate Degree **Examination of Anna University** or equivalent as specified under qualification for admission as per the Tamil Nadu Common Admission (TANCA) criteria.

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.

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

2.3.3 **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 Academic Council from time to time.

2.3.4 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 Syndicate of the University from time to time.

3. STRUCTURE OF THE PROGRAMMES

3.1 Categorization of Courses

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

- i. **Foundation Courses (FC)** may include Mathematics or other basic courses.
- ii. **Professional Core (PC)** courses include the core courses relevant to the chosen specialization/ branch.
- iii. **Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization/ branch.
- iv. **Employability Enhancement Courses (EEC)** include Project Work and/or Internship, Seminar, Professional Practices, Case Study and Industrial / Practical Training.

3.2 Courses per Semester

Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Courses. Each course may have credits assigned as per clause 3.3.

3.3 Credits will be assigned to the courses as given below:

3.3.1 The following will apply to all modes of P.G. Programmes.

Contact period per week	CREDIT
1 Lecture Period	1
1 Tutorial Period	1
2 Laboratory Periods (also for EEC courses like / Seminar / Project Work / Case study / etc.)	1
2 Weeks Industrial Training / Internship	1
3 Weeks Industrial Training / Internship	2
4 Weeks Industrial Training / Internship	3

3.3.2 Practical training or Industrial Training if specified in the Curriculum should be organized by the Head of the Department for a duration not exceeding 4 weeks.

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

3.4. The electives from the curriculum are to be chosen with the approval of the Head of the Department. A candidate may be permitted by the Head of the Department **to choose a maximum of two electives from other P.G. Programmes offered in the Department /any other Department of the Institution** during the period of his/her study, provided the Head of the Department offering such course also approves such requests subject to no clash in the time-table for the lecture classes of both the departments.

3.5 Project Work

3.5.1 The Project work is an important component of Post-Graduate programmes.

The Project work for M.E. / M.Tech. consists of Phase – I and Phase – II. The Phase – I is to be undertaken during III semester and Phase – II, which is a continuation of Phase – I is to be undertaken during IV semester.

3.5.2 The Phase-II Project work for **M.E. / M.Tech. / M.B.A.** shall be pursued for a minimum of 15 weeks **(or) 75 Days** during the final semester.

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

3.5.4 A student may, however, in certain cases, be permitted to work on projects in an Industrial / Research Organization, on the recommendations of the Head of the Department. In such cases, the Project work shall be jointly guided by a supervisor of the department and an expert as joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the reviews for evaluating the progress.

3.6. Industrial Training / Internship

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

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

3.7 Value Added Courses

The Students should undergo Value Added Courses and the credits earned through the Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. One / Two credit courses shall be offered by a Department **of an institution with the prior approval from the Head of the Institution. Students can take a maximum of two one credit courses / one two credit course** during the entire duration of the Programme. The credits earned through these optional courses will not be counted for CGPA calculation.

3.8 Online Courses

- 3.8.1 Students may be permitted to credit one / two online courses of **3 credits with the approval of the Head of the Institution.**
- 3.8.2 Students may be permitted to credit one / two online courses (which are provided with certificate) subject to a maximum of three credits. The approved list of online courses will be provided by the Head of the Institution from time to time. The student needs to obtain certification or credit to become eligible for writing the End Semester Examination to be conducted by Controller of Examinations, SRM VALLIAMMAI ENGINEERING COLLEGE. The details regarding online courses taken up by students should be sent to the Controller of Examinations, SRM VALLIAMMAI ENGINEERING COLLEGE one month before the commencement of End Semester Examination.

3.9 Medium of Instruction

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

4. DURATION OF THE PROGRAMME

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

Programme	Min. No. of Semesters	Max. No. of Semesters
M.E. / M.Tech. / M.B.A. (Full Time)	4	8

- 4.2 Every **Programme** will have a curriculum and syllabus consisting of core courses, elective courses and project work. The Programme may also include seminar, practical, Industrial training, Summer project if they are specified in the curriculum.
- 4.3 The Curriculum and Syllabi of all the P.G. Programmes shall be approved by the Academic Council of SRM Valliammai Engineering College. The number of Credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the respective specialization of the P.G. Programme
- 4.4.1 For M.E. / M.Tech. Programme each semester shall normally consist of **75 working days** (or) **300 periods of 60 minutes** (or) **350 periods of 50 minutes each.**
- 4.4.2 For M.B.A Programme each semester shall normally consist of **75 working days** (or) **350 periods of 60 minutes** (or) **400 periods of 50 minutes each.**

The Head of the Department shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.

- 4.5** The minimum prescribed credits required for the award of the degree shall be within the limits specified below:

PROGRAMME	PRESCRIBED CREDIT RANGE
M.E. / M.Tech.	65 – 75
M.B.A.	102 – 105

- 4.6.1 Due to extra-ordinary situation or student's non-contact hour situation, the theory classes may be conducted through online mode as per the instructions by the statutory bodies such as UGC, AICTE, Anna University and State/Central Government.
- 4.6.2 Due to extra-ordinary situation or student's non-contact hour situation, the Laboratory practical sessions and project works may be conducted through virtual mode as per the instructions by the statutory bodies such as UGC, AICTE, Anna University and State/Central Government.

5. COURSE ENROLLMENT AND REGISTRATION

The courses that a student registers in a particular semester may include

- i. Courses of the current semester.
 - ii. Reappearance for the core (Theory / Lab / EEC) courses in the earlier semesters.
 - iii. Reappearance for the Elective courses in the earlier semesters.
- 5.1** Each student, on admission shall be assigned to a Class Advisor (vide clause 7) who shall advise and counsel the student about the details of the academic programme and the choice of courses considering the student's academic background and career objectives.
- 5.2** Every student shall enroll for the course of the succeeding semester before the end of the current semester. However, the student shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the concerned semester.
- 5.3** After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations.
- 5.3.1 On admission, the student shall register for all the courses of the first semester as prescribed in the curriculum. The enrollment for all the courses of the Semester II will commence 10 working days prior to the last working day of Semester I. The student shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the Semester II.

5.3.2 The enrollment for the courses of the III and IV Semester will commence 10 working days prior to the last working day of the preceding semester.

5.3.3 Registration for Reappearance

If a student fails to secure a minimum pass in theory / Practical / Project Work / EEC courses, he/she has to register for reappearance for that course with same continuous assessment mark in the end semester examination.

5.3.4 However, if the student has failed in any of the professional elective or online course, he/ she has the option to take up correspondingly some other professional elective or online course in the final semester only, if permitted by the Head of the Department based on the availability of such courses. The registration details of the students may be approved by the CoE.

6. ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER

6.1 A Student who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester. Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as **medical reasons (prolonged hospitalization / accident / specific illness)** the student is expected to attend a minimum of 75% of the classes for every course of the semester.

Therefore, he/she **shall secure not less than 75% attendance** (after rounding off to the nearest integer) in every course that he/she has registered as calculated as per clause 6.4.

6.2 However, a student who secures an attendance for any course(s) between **65% and 74%** in the current semester due to **medical reasons (prolonged hospitalization / accident / specific illness)** may be permitted to appear for the current semester examinations subject to the condition that the student shall submit the medical certificate. The same shall be forwarded to the Controller of Examinations for record purposes.

6.3 Students who secure **less than 65% attendance** in any course and students who do not satisfy the clause 6.1 and 6.2 shall not be permitted to write the End Semester examination of that course. They are required to redo with the permission of the Head of the Institution.

6.4 For the purpose of calculation of attendance requirement for writing the end semester examinations by the students for every course, the following formula shall be used.

$$\text{Percentage of Attendance} = \frac{\text{Total no. of periods attended in all the courses per semester}}{(\text{No.of periods / week as prescribed in the curriculum}) \times 15} \times 100$$

taken together for all courses of the semester

7. CLASS ADVISER

There shall be a faculty adviser for each student. He / She will be appointed by the Head of the Department concerned. The responsibilities for the faculty adviser shall be:

- To act as the channel of communication between the HoD and the students of the respective class.
- To collect and maintain various statistical details of students.
- To help the class committee chairman in planning and conduct of the class committee meetings.
- To monitor the academic performance of the students including attendance and to inform the class committee chairman and parents concerned.
- To attend to the students welfare activities like awards, medals, scholarships and industrial visits.
- To inform the parents about their wards academic performance

8. CLASS COMMITTEE

8.1 A Class Committee consists of teachers of the concerned class, student representatives and a chairman who is not teaching the class. It is like the “Quality Circle” with the overall goal of improving the teaching-learning process. The functions of the class committee include:

- Solving problems experienced by students in the class room and in the laboratories.
- Clarifying the regulations of the programme and the details of rules therein.
- Informing the student representatives, the “academic schedule” including the dates of assessments and the syllabus coverage for each assessment period.
- Informing the student representatives, the details of regulations regarding the weightage used for each assessment. In the case of practical courses (laboratory / project work / seminar etc.) 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 improving the Students Performance.

- Identifying the slow learners, if any, in any specific subject and requesting the teachers concerned to provide some additional help or guidance or coaching to such slow learners as frequently as possible.
- 8.2** The class committee for a class under a particular programme is normally constituted by the Head of the Department. However, **if the students of different programmes are mixed in a class, the class committee is to be constituted by the Head of the Institution.**
- 8.3** The class committee shall be constituted within the week of each semester.
- 8.4** At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.
- 8.5** The chairman of the class committee shall invite the Class adviser(s) and the Head of the Department to the meeting of the class committee.
- 8.6** The Head of the Institution may participate in any class committee of the Institution.
- 8.7** The Chairman of the Class Committee is required to prepare the minutes of every meeting, submit the same to the Head of the Institution within two days of the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Head of the Institution.
- 8.8** 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 weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held at suitable intervals. During these meetings the student members, representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process.

9. COURSE COMMITTEE FOR COMMON COURSES

Each common course offered to more than one group of students 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 as often as possible and ensure uniform evaluation of the tests and arrive at a common scheme of evaluation for the tests. Wherever it is feasible, the course committee may also prepare a common question paper for the Assessment Test(s).

10. SYSTEM OF EXAMINATION

- 10.1 Performance in each course of study shall be evaluated based on (i) Continuous Assessment (CA) throughout the semester and (ii) End Semester Examination (ESE) at the end of the semester.
- 10.2 Each course, both theory and practical (including project work & viva voce Examinations) shall be evaluated for a maximum of 100 marks.

For **all theory, practical and project work courses**, the internal assessment will carry **50% weightage** while the End Semester Examination will carry **50% weightage**. (i.e.) Each course shall be evaluated for a maximum of 100 marks as shown below:

Sl. No	Category of course	Continuous Assessment Test	End-Semester Examinations
1	Theory Courses/ Theory Courses with Laboratory Component	50 Marks	50 Marks
2	Laboratory Courses	50 Marks	50 Marks
3	Project Work	50 Marks	50 Marks
4	All other EEC Courses	100 Marks	--

- 10.3 Industrial training and seminar shall carry 100 marks and shall be evaluated through internal assessment only.
- 10.4 **The Continuous Assessment Test (theory and practical) of 3 hours duration will be conducted.**

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.

- 10.5 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 project group and an internal examiner.
- 10.6 For the end semester examination in both theory and practical courses including project work the examiners shall be appointed by the Controller of Examinations.
- 10.7 Due to extra-ordinary situation or student's non-contact hour situation, Performance in each course of study shall be evaluated based on (i) Continuous

Assessment (CA) throughout the semester and (ii) End Semester Examination (ESE) at the end of the semester through online mode as per the instructions by the statutory bodies such as UGC, AICTE, Anna University and State/Central Government.

11. PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

- For all theory courses, the continuous assessment shall be for a maximum of 50 marks.
- For all practical courses, the continuous assessment shall be for a maximum of 50 marks.
- For project work, the continuous assessment shall be for a maximum of 50 marks.

11.1 The marks for the continuous assessment shall be awarded as per the procedure given below:

11.1. (a) Theory Courses:

The award of marks for continuous assessment shall be based on two continuous assessments tests during the semester.

First and Second continuous assessment may contain 25% weightage respectively.

The criteria for arriving at continuous assessment test marks of 50 are as follows:

- (i) Two tests each carrying 100 marks will be conducted by the department.
- (ii) The total marks for 100 obtained in first and second tests shall be converted to 25 marks each resulting 50 marks as total continuous assessment marks.

(iii) Retest:

On Extraordinary circumstances/medical reasons, retest for the continuous assessment tests may be conducted on receiving request from the student with suitable evidence with the approval of the Head of the Department concerned.

The student must attend the end semester examination for 100 marks and the marks obtained shall be converted to 50 marks.

The question pattern for first continuous assessment test will be as follows: 10 questions in Part A each carrying two marks, 5 questions in part B each carrying 13 marks from first and second Units and one question in part C carrying 15 marks.

The question pattern for second continuous assessment test will be as follows: 10 questions in Part A each carrying two marks, 5 questions in part B each carrying 13 marks from third and fourth Units and one question in part C carrying 15 marks.

The **End Semester Examination** question pattern is **10 questions in Part A** each carrying two marks, **5 questions in Part B** each carrying 13 marks from all five units and **one question in Part C** carrying 15 marks.

The duration of **Continuous Assessment Tests and End Semester Examinations** is **3 hours**. For **Continuous assessment tests** valuation is **single valuation** and for the **End Semester Examinations** it is evaluated by both **Internal Examiner and External Examiner**.

11.1. (b) Practical Courses:

(i) With End Semester Examination:

The maximum marks for Internal Assessment shall be 50%. Every practical exercise / experiment shall be evaluated based on conduct of Experiments / Execution, Record, Model Exam and viva-voce.

The criteria for arriving at the Internal Assessment marks and End Semester Examinations are as follows:

Internal Examination (50 Marks)			End Semester Examinations (50 Marks)
Execution	Record	Model Exam	External
25	10	15	50

The student must attend the end semester examination for 100 marks and the marks obtained shall be converted to 50 marks.

(ii) Purely based on Internal Assessment:

The practical courses of the above category for which there are no end semester examinations shall be evaluated purely based on the internal assessment only.

11.1. (c) Theory Courses with Laboratory component:

If there is a theory course with Laboratory component, there shall be three assessments: the first two assessments will be from theory portions and the third assessment will be for laboratory component. The sum of marks of all three assessments shall be reduced to 50 marks and rounded to the nearest integer.

Internal Examinations (50 Marks)			End Semester Examinations (50 Marks)
First continuous assessment	Second continuous assessment	Model Exam	External
15	15	20	50

The student must attend the end semester examination for 100 marks and the marks obtained shall be converted to 50 marks.

11.1. (d) EMPLOYABILITY ENHANCEMENT COURSES:

- (a) The seminar / Case study is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars / case study per semester before the evaluation committee and for each seminar, marks can be equally apportioned. The three member committee appointed by Head of the Department will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. **The evaluation shall be based on the seminar paper / case study report (40 marks), presentation (30 marks) and response to the questions asked during presentation (30 marks).**
- (b) The Industrial / Practical Training, Summer Project, Internship, shall carry 100 marks and shall be evaluated through internal assessment only. At the end of Industrial / Practical training / internship / Summer Project, the candidate 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 Department.

11.2 Internal marks approved by the Head of the Institution shall be displayed by the respective Head of the Department within 5 days from the last working day.

12. EVALUATION OF PROJECT WORK

The evaluation of Project Work for Phase-I & Phase-II of M.E. / M.Tech. shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause 12.1.

The evaluation of Project Work for M.B.A. shall be done in the fourth semester and marks shall be allotted as per the weightages given in Clause 12.1.

12.1 There shall be three assessments during the Semester by a review committee. The Student shall make presentation on the progress made before the Committee. The Head of the Department shall constitute the review committee for each branch of study. The total marks obtained in the three assessments shall be reduced to 50 marks and rounded to the nearest integer (as per the Table given below).

There will be a vice-voce Examination during End Semester Examinations conducted by a Committee consisting of the supervisor, one internal examiner and one external examiner. The internal examiner and the external examiner shall be appointed by the Controller of Examination. The distribution of marks for the internal assessment and End semester examination (Phase I & Phase II) is given below:

Internal Examinations (50 Marks)			End Semester Examinations (50 Marks)		
Review I	Review II	Review III	Thesis (20)	Viva-voce (30)	
			External	Internal	External
10	15	25	20	15	15

The student must attend the end semester examination for 100 marks and the marks obtained shall be converted to 50 marks.

- 12.2** The Project Report prepared according to approved guidelines as given by Academic committee.
- 12.3** If the candidate 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.

If a candidate 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 the subsequent semester. This applies to both Phase–I and Phase–II of **M.E./M.Tech. Project Work / M.B.A. Final Semester Project work.**

If a candidate fails in the end semester examinations of 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 Phase–II of Project work of M.E./M.Tech. 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 payment of exam fee. For this purpose the same Internal and External examiners shall evaluate the resubmitted report.**

- 12.3.1 A copy of the approved Project Report after the successful completion of viva-voce examinations shall be kept in the library of the college / institution.
- 12.3.2 Practical / Industrial Training, Summer Project if specified in the Curriculum shall not exceed the maximum duration of 4 weeks **and should be organized by the Head of the Department for every student.**

12.3.3 At the end of **Practical / Industrial Training, Summer Project** the candidate shall submit a certificate from the organization where he/she has undergone training and also a brief report. **The evaluation for 100 marks will be carried out internally based on this report and a Viva-Voce Examination** will be conducted by a Departmental Committee constituted by the Head of the Department. Certificates submitted by the students shall be attached to the mark list sent by the Head of the Department to the Controller of Examination.

12.4 Assessment for Seminar / Professional Practices / Case Study

The seminar / Case study shall carry 100 marks and shall be evaluated through continuous assessment only. Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar, marks can be equally apportioned. The three member committee appointed by Head of the Department will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. **The evaluation shall be based on the seminar paper / report (40 marks), presentation (30 marks) and response to the questions asked during presentation (30 marks).**

13. PASSING REQUIREMENTS

- 13.1 A candidate who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End Semester Examinations] **and appearing for the end-semester Examination is mandatory**, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for theory, practical and project work.
- 13.2 The passing requirement for the courses which are assessed only through purely internal assessments (EEC courses except project work), is 50% of the internal assessment (continuous assessment) marks only.
- 13.3 The internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secure a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (IA + End Semester Examination) as per clause 13.1, then the candidate shall be declared to have passed the examination if he/she secure a minimum of 50% marks prescribed for the end semester examinations alone.

14. AWARD OF LETTER GRADES

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

Letter grade	Grade Points	Marks Range
O (Outstanding)	10	91 – 100
A+ (Excellent)	9	81 – 90
A (Very Good)	8	71 – 80
B+ (Good)	7	61 – 70
B (Average)	6	50 – 60
RA (Reappear)	0	<50
SA (Shortage of Attendance)	0	-
W (withdrawal)	0	-

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+” and “B”.

‘SA’ denotes shortage of attendance (as per clause 6.3) and hence prevention from writing the end semester examinations. ‘SA’ will appear only in the result sheet.

“RA” denotes that the student has failed to pass in that course. “W” denotes **withdrawal** from the exam for the particular course. The grades RA and W will figure both in Marks Sheet as well as in Result Sheet). In both cases the student has to reappear for the End Semester Examinations.

- 14.2 The grades O, A+, A, B+ and B obtained for the one credit course shall figure in the Mark sheet under the title ‘**Value Added Courses**’. The Courses for which the grades are RA, SA **will not figure in the mark sheet.**

Grade sheet:

After results are declared, Grade Sheets will be issued to each student.

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

$$\text{GPA} = \frac{\text{Sum of (Credits Earned X Grade Points)}}{\text{Total Credits}}$$

CGPA will be calculated in a similar manner, considering all the courses registered from first semester.

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

'RA', 'SA' and 'W' grades will be excluded for calculating GPA and CGPA.

Where,

C_i - is the Credits assigned to the course

GP_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 GPA and during all the semesters in the case of CGPA.

The GPA and CGPA indicate the academic performance of a candidate at the end of a semester and at the end of successive semesters respectively.

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

15. ELIGIBILITY FOR THE AWARD OF DEGREE

- 15.1** A student shall be declared to be eligible for the award of the PG Degree (M.E./ M.Tech./ M.B.A.) provided the student has

i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.

ii. Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the student was admitted.

iii. Successfully passed any additional courses prescribed by the Department Committee, whenever readmitted under subsequent new regulations (**vide clause 17.2**)

iv. No disciplinary action pending against the student.

The award of Degree must have been approved by the authorized body of the University.

15.2 Classification of the Degree Awarded

15.2.1 First Class with Distinction

- A student who satisfies the following conditions shall be declared to have passed the examination in **First class with Distinction**:
- Should have secured a **CGPA of not less than 8.50**.
- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within two years, **which excludes authorized break of study (if availed), of one year. Withdrawal from examination (vide Clause 14) will not be considered as an appearance.**
- Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the semester.

15.2.2 First Class

- A student who satisfies the following conditions shall be declared to have passed the examination in First class:
- Should have secured a **CGPA of not less than 7.00**
- Should have passed the examination in all the courses of all four semesters within three years , which excludes one year of authorized break of study (if availed) of one year or prevention from writing the End Semester Examination due to lack of attendance (if applicable).

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 15.1) shall be declared to have passed the examination in Second Class.

15.3 Photocopy / Revaluation

A candidate can apply for photocopy of his/her semester examination answer paper 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 Examinations through the Head of the Department. The answer script is to be valued and justified by a faculty member, who handled the subject 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 Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Department. Revaluation is not permitted for practical courses and for project work.

A candidate can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

16. REVIEW

Candidates who have not satisfied with results can apply for review of his/ her examination answer paper in a theory course, within **one week from the declaration of results on payment of a prescribed fee** through proper application to the Controller of Examination through the Head of the Department. The paper can be evaluated in front of the students with 3 subject experts.

Candidates applying for Revaluation only are eligible to apply for Review.

17. AUTHORIZED BREAK OF STUDY FROM A PROGRAMME

- 17.1** 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. However, in extraordinary situation the candidate may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a candidate intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Head of the Institution in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Institution stating the reasons thereof and the probable date of rejoining the programme.
- 17.2** The candidates 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 Head of the Institution in the prescribed format through Head of the Department for prescribed additional courses, if any, at the beginning of the readmitted semester itself, so as to compensate for the shortage of the credits.
- 17.3** The authorized break of study (for a maximum of one year) will not be counted for the duration specified for passing all the courses for the purpose of classification (vide Clause 15). However, additional break of study granted will be counted for the purpose of classification.
- 17.4** The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate 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.
- 17.5** If any student is detained for want of required attendance, the period spent in that semester shall not be considered as authorized 'Break of Study'.

17.6 If a student cannot complete the degree within the maximum period specified in clause 4.1, including all authorised and unauthorised Break of study, the student could apply for extension to the Head of the Institution. The student may be permitted for one more year based on the merit of the case.

18. DISCIPLINE

18.1 Every student is expected to observe discipline and decorum both inside and outside the college and not to indulge in any activity which will tend to bring down the reputation of the College. In the event of an act of indiscipline being reported, the Head of the Institution shall constitute a disciplinary committee consisting of two Heads of Departments of which one should be from the faculty of the student and two senior professors and his/her class advisor, to inquire into acts of indiscipline and notify the Head of the Institution about the disciplinary action taken. Any expulsion of the student from the college shall be done with prior concurrence of the University.

18.2 If a student indulges in malpractice in any of the end semester / internal examination he / she shall be liable for punitive action as prescribed by the College from time to time

19. SPECIAL CASES

In the event of any clarification in the interpretation of the above rules and regulations, they shall be referred to the Academic Appeals Board. The Academic Appeals Board will offer suitable interpretations/ clarifications / amendments required for special case on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council will be final.

20. REVISION OF REGULATIONS, CURRICULUM AND SYLLABUS

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