



# **FRANCIS XAVIER<sup>TM</sup>** **ENGINEERING COLLEGE** **AUTONOMOUS INSTITUTION**

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Recognized under Section 2(f) & 12(B) of the UGC Act, 1956

Vannarpettai, Tirunelveli - 627003, Tamil Nadu

## **REGULATIONS - 2019**

### **CHOICE BASED CREDIT SYSTEM**

### **POST GRADUATE DEGREE PROGRAMMES**

**COMMON TO ALL POST GRADUATE PROGRAMMES**  
**(For Students admitted to Post Graduate Programmes**  
**under Autonomous from 2019-2020 onwards)**

#### **VISION**

To provide education in Engineering with excellence and ethics and to reach the unreached.

#### **MISSION**

To create innovative and vibrant young leaders and entrepreneurs in Engineering and Technology for building India as a super knowledge power and blossom into a University of excellence recognized globally.

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## **REGULATIONS 2019**

### **CHOICE BASED CREDIT SYSTEM**

**COMMON TO ALL POST GRADUATE PROGRAMMES**  
(For Students admitted to PG Programmes from 2019-2020 onwards)

**DEGREE OF MASTER OF ENGINEERING/ MASTER OF TECHNOLOGY/ MASTER OF  
BUSINESS ADMINISTRATION/ MASTER OF COMPUTER APPLICATION**

This Regulation is applicable to the students admitted from the Academic Year 2019-2020 onwards.

**1. PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In this regulation, unless the context otherwise requires:

- i. **“Programme”** means Post Graduate Degree Programme e.g. M.E., M.Tech., MBA, MCA Degree Programme
- ii. **“Discipline”** refers to Branch or Specialization in M.E./M.Tech. Degree Programme, viz., Communication Systems, Information Technology etc.,
- iii. **“Course”** means an arrangement of theory, tutorials and practice sessions of a subject studied in a semester, like Applied Mathematics, Advanced Operating System etc.,
- iv. **“Head of the Institution”** means the Principal of the Institution.
- v. **“Controller of Examinations”** means the authority who is responsible for all activities of the Examinations.
- vi. **“Dean Academics ”** means the authority who is responsible for all academic activities of the Institute for implementation of relevant Rules and Regulations.
- vii. **“Chairman, BoS”** means Chairman of Board of Studies of each faculty.
- viii. **“Head of the Department”** means Head of the Department concerned.
- ix. **“Credit”** means a numerical value allotted for each course
- x. **“Grade”** means the letter grade assigned to each course based on the range of marks specified.
- xi. **“Grade Point”** means a numerical value (0 to 10) allotted based on the grade assigned to each course.
- xii. **“LES”** means Lateral Entry Scheme.
- xiii. **“CBCS”** means Choice Based Credit System.
- xiv. **“L – T – P – C”** refers to Lecture, Tutorial, Practical and Credits respectively.
- xv. **“Curriculum”** refers to the various components/courses studied in each programme that provide appropriate outcomes (knowledge, skills and attitude/behaviour) in the chosen branch of study.
- xvi. **“Academic Consultative Committee” (ACC)** The committee includes Principal, Dean Academics, CoE, HoD concerned.

- xvii. **“Department Consultative Committee” (DCC)** The committee includes HoD, senior faculty member(s) of department, Faculty Mentor of the students
- xviii **“University”** means Anna University, Chennai.

## **2. PROGRAMMES OFFERED, MODES OF STUDY AND ADMISSION REQUIREMENTS**

### **2.1. P.G. PROGRAMMES OFFERED**

- M.E. : Master of Engineering
- M.Tech : Master of Technology
- M.B.A. : Master of Business Administration
- M.C.A. : Master of Computer Applications

### **2.2 MODE OF STUDY**

Candidates admitted should be available in the College/ Institution during the entire duration of working hours for the curricular, co-curricular and extra-curricular activities assigned to them. The candidates should not attend any other Full-Time programme(s)/course(s) or take up any Full-Time job in any Institution or Company during the period of the programme. Violation of the above rules will result in cancellation of admission to the PG programme.

### **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 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 Syndicate of the University from

time to time.

2.3.3 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 Institution and University.

### 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. **Open Elective (OE) Courses** includes the Elective offered by the other PG Programmes. These Courses may be offered by Internal/External Experts.
- v. **Employability Enhancement Courses (EEC)** include Project Work and/or Internship, Seminar, Professional Practices, Summer Project, 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 CREDIT ASSIGNMENT

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

Contact period Per Week	Credits
1 Lecture Period	1

1 Tutorial Period	1
2 Practical Periods (Laboratory / Seminar / Project Work etc.)	1

The Contact Periods per week for Practical can only be in multiples of 2.

### **3.4 PROJECT WORK**

3.4.1 The project work for M.E./M.Tech./MCA Programmes consist 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.

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

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

3.4.4 A candidate 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 Concerned. In such cases, the Project work shall be jointly supervised by a supervisor of the department and an expert, as a joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.

3.4.5 The Project work (Phase II in the case of M.E/M.Tech./MCA) shall be pursued for a minimum of 16 weeks during the final semester.

**3.5** The deadline for submission of final Project Report is 60 calendar days from the last working day of the semester in which project/thesis/dissertation is done. However, the Phase-I of the Project work in the case M.E./M.Tech. Programmes shall be submitted within a maximum period of 30 calendar days from the last working day of the semester as per the academic calendar.

### 3.6 INDUSTRIAL TRAINING/INTERNSHIP

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 Research Organization/University (after due approval from the Department Consultative Committee) for the period prescribed in the curriculum during summer/winter vacation, in lieu of Industrial training.

### 3.7 VALUE ADDED COURSES

**The Students may optionally 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 Academic Consultative Committee.** The details of the syllabus, time table and faculty may be sent to the Dean Academics after approval from the **Department Consultative Committee** concerned atleast one month before the course is offered. Students can take a maximum of two one credit courses/one two credit course during the entire duration of the Programme.

### 3.8 ONLINE COURSES

3.8.1 Students may be permitted to credit only one online course of 3 credits with the approval of **Head of the Department** and Dean Academics.

3.8.2 Students may be permitted to credit one online course (which are provided with certificate) subject to a maximum of three credits. The list of online courses will be approved by the Departmental Consultative Committee and Academic Consultative Committee. Two week courses offered under the Global Initiative of Academic Networks (GIAN) program of MHRD, NPTEL, Swayam Online Courses can be considered instead of electives. A student can be permitted to do a maximum of two online courses. The online courses can be considered instead of elective courses (should not have done it in UG).The details regarding online courses taken up by the students should be sent to the Controller of Examinations 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 / dissertation reports.

### 4. DURATION AND STRUCTURE OF THE PROGRAMMES

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. (Full-Time)	4	8
M.C.A. (Full Time)	6	12
M.C.A. (Lateral)	4	8
M.B.A. (Full Time)	4	8

4.2 The Curriculum and Syllabi of all the P.G. Programmes shall be approved by the Academic Council. 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

4.3 Each semester shall normally consist of 80 working days or 540 periods of each 50 minutes duration, for full-time mode of study. The Head of the Institution 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. For the purpose of calculation of attendance requirement for writing the end semester examinations (as per clause 9) by students, following method shall be used.

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

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

<b>Programme</b>	<b>Prescribed Credit Range</b>
M.E. / M.Tech.	70 to 75
M.C.A.	115 to 120
M.B.A.	97 to 102

## **5. COURSE REGISTRATION**

- 5.1** The Institution is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of 6 credits (vide clause 5.2). The student can also register for courses for which the student has failed in the earlier semesters. In such cases the student shall do **reappearance registration** for those courses for which the attendance requirement is not compulsory. However, the student have the option to take up some other professional elective or open elective that he has failed to pass. The registration details of the candidates may be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations. **No Elective course shall be offered by any department of any institution unless a minimum 5 students register for the course.** However, if the students admitted in the associated Branch and Semester is less than 5, this minimum will not be applicable.

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

- i. Courses of the current semester.
- ii. The core (Theory/Lab /Theory cum Lab/EEC) courses that the student has not cleared in the previous semesters.
- iii. Elective courses which the student failed (either the same elective or a different elective instead)

## **6 FLEXIBILITY TO DROP COURSES**

- 6.1** A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree.
- 6.2** From the Second to Final semesters, the student has the option of dropping existing courses in a semester during registration. Total number of credits of such courses cannot exceed 6 for PG (Full Time) programmes.

## **7. ACADEMIC GUIDANCE/SUPPORT**

### **7.1 FACULTY MENTOR**

To help the students in planning their courses of study and for general advice on the academic programme, extra and co-curricular activities, the Head of the Department of the student will attach a certain number of students (say 30) to a faculty from the Department of the student, throughout his / her period of study. The Faculty Mentor shall advise the students in registering and reappearance of courses, authorize the processes concerned, monitor their attendance and progress and counsel them regarding academic and other activities periodically. If necessary, the Faculty Mentor may also discuss with or inform the parents about the progress / performance of the students concerned. The responsibilities for the faculty mentor shall be:

- To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- To guide student registration of the courses.
- To maintain academic records, details of industrial visits, extra-curricular and co-curricular activities of their wards.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.

### **7.2 CLASS COMMITTEE**

**7.2.1** There will be a class committee for every semester with the Head of the Department as the convener and the monitoring committee members as members. At-least two student representatives from each batch will be invited for the class committee meetings. The Class Committee shall meet at least thrice in a semester, once at the beginning of the semester, once after the CAT1 examination and once after the CAT2 examination to finalize the grades. The responsibilities of the class committee includes the following:

- To review periodically the progress of the classes
- To discuss issues concerning curriculum and syllabi and the conduct of the classes with the students and address their concerns if any
- Communicate the feedback to the course instructors through the monitoring committee members

**7.2.2** 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.

**7.2.3** The class committee shall be constituted on the first working day of any semester or

earlier.

- 7.2.4 At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.
- 7.2.5 The chairperson of the class committee shall invite the Faculty Mentor of the class and the Head of the Department to the meeting of the class committee.
- 7.2.6 The Head of the Institution may participate in any class committee of the institution.
- 7.2.7 The Chairperson 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.
- 7.2.8 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.

### **7.3 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).

## **8. ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER**

- 8.1 A candidate 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 classes and earn 100% attendance. However in order to allow provision for certain unavoidable reasons such as

prolonged hospitalization/accident/specific illness the student is expected to earn a minimum of 75% attendance to become eligible to write the End-Semester Examinations.

Therefore, every student shall secure not less than 75% of overall attendance in that semester as per clause 4.3.

- 8.2 However, a candidate who secures overall attendance between 65% and 74% in that current semester due to medical reasons (prolonged hospitalization/accident/specific illness/participation in sports events) may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate/sports participation certificate and to pay Condonation Fee to the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.
- 8.3 Candidates who could secure less than 65% overall attendance and **Candidates who do not satisfy the clauses 9.1 & 9.2** will not be permitted to write the end-semester examination of that current semester and are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year.

## 9. PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

The maximum marks assigned to different courses shall be as given below:

Each of the theory shall carry a maximum of 100 marks of which 40 marks will be through internal assessment and 60 marks through End Semester Examination (ESE).

Each of the practical and Theory cum Practical courses including project work shall carry a maximum of 100 marks of which 50 marks will be through internal assessment and 50 marks through the End Semester Examinations (ESE) .

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

S.No	Course Type	Mark Breakup*													
		Continuous Assessment Components									End Semester Components				
		CAT1	CAT2	Other Assessments#	Average of Pre/post - test/viva for each experiment	Average of marks for Experiment report for each experiment	Model Exam/Report	Review1	Review2	Review3	Written Exam	Practical Exam	Practical Exam Viva- voce	Capstone Project Report and viva-voce	Capstone Project Outcome
1	Theory	15 (100)	15 (100)	10 (50)	-	-	-	-	-	-	60 (100)	-	-	-	-
2	Lab	-	-	-	10	20	20 (100)	-	-	-	-	45 (90)	5 (10)	-	-
3	Theory + Lab	Theory	15 (100)	15 (100)	-	-	-	-	-	-	50 (100)	-	-	-	-
		Lab	-	-	-	-	10	10 (100)	-	-	-	-	-	-	-
4	Project (capstone)	-	-	-	-	-	-	10 (50)	20 (50)	20 (50)	-	-	-	45 (90)	5 (10)

**(i) Other 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 per semester before the evaluation committee and for each seminar marks can be equally apportioned. The three member committee appointed by Head of the Institution will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper (40%), presentation (40%) and response to the questions asked during presentation (20%).
- (b)** The Industrial / Practical Training 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 Institution. Certificates submitted by the candidate shall be attached to the mark list sent by the Head of the Department.

### 9.1 ASSESSMENT FOR VALUE ADDED COURSES

The one / two credit course shall carry 100 marks and shall be evaluated through **continuous assessments only**. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. A committee consisting of the Head of the Department, staff handling the course and a senior faculty member nominated by the Head of the Institution shall monitor the evaluation process. The list of students along with the marks and the grades earned may be forwarded to the Controller of Examinations for appropriate action .

### 9.2 ASSESSMENT FOR ONLINE COURSES

Students may be permitted to credit one online course (which are provided with certificate) with the approval of the Departmental Consultative Committee and the Dean Academics. In case of credits earned through online mode from a University / Authority approved by Institution, the credits (and equivalent grades) may be transferred after due approval procedures from the Departmental Consultative Committee and the Academic Consultative Committee. Two week courses offered under the Global Initiative of Academic Networks (GIAN) program of MHRD, NPTEL and SWAYAM online courses can be considered instead of electives. A student can be permitted to do a maximum of two online courses. **The online course of 3 credits can be considered instead of elective courses.**

### 9.3 ATTENDANCE AND ASSESSMENT RECORD

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

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 (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. At the end of the semester, the record should be verified by the Dean Academics who will keep this document in safe custody (for five years). An inspection team appointed by the Academic

Consultative Committee may inspect the records of attendance and assessments of both current and previous semesters.

#### 9.4 EVALUATION OF PROJECT WORK

The evaluation of Project Work for Phase - I & Phase - II in the case of M.E./M.Tech./MCA and project work of M.B.A shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause 7.1.

9.4.1 There shall be three assessments (each 100 marks) during the Semester by a review committee. The Student shall make presentation on the progress made before the Committee. The Head of the Institution 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 is given below:

Internal Assessment (50 Marks)			End Semester Examination (50 Marks)			
Review - I	Review - II	Review - III	Thesis Submission (20 Marks)	Viva - Voce (Rounded to 30 Marks)		
			External Examiner	Internal Examiner	External Examiner	Supervisor Examiner
10	20	20	20	10	10	10

9.4.2 The Project Report prepared according to approved guidelines as given by Dean, Academics and duly signed by the supervisor(s) and the Head of the Department concerned shall be submitted to the Head of the Institution.

9.4.3 If the student fails to obtain 50% of the internal assessment marks in the Phase-I and Phase-II in the case of M.E./M.Tech/M.C.A or the Final Project work of M.B.A., 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.



The deadline for submission of Final project Report is 60 calendar days from the last working day of the semester in which project/thesis/dissertation is done. However, the Phase-I of the Project Report in the case of M.E/M.Tech/M.CA., shall be submitted within a maximum period of 30 calendar days from the last working day of the semester as per the academic calendar published by the University or the Re-opening of next semester whichever is earlier .

9.4.3.1 A copy of the approved Project Report after the successful completion of viva- voce examinations shall be kept in the central library .

9.4.3.2 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.

9.4.3.3 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 Consultative Committee constituted by the Head of the Department Concerned and Senior Faculty Members. Certificates submitted by the students shall be attached to the mark list sent by the Head of the Department Concerned to the Controller of Examination.

## **10 REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATIONS**

10.1 A candidate shall normally be permitted to appear for the End Semester examinations of the current semester if he/she has satisfied the semester completion requirements as per clause 8.1 & 8.2 and has registered for examination of all courses of the current semester.

10.2 Further, registration is mandatory for all the courses in the current semester as well as for arrear(s) course(s) for the End Semester examinations failing which, the candidate will not be permitted to move to the higher semester.

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

## **11 END SEMESTER EXAMINATIONS**

- 11.1 There shall be an End- Semester Examination of 3 hours duration in each lecture based course. The examinations shall ordinarily be conducted between October and December during the odd semesters and between April and June in the even semesters. **The Controller of Examinations (CoE) shall appoint Internal and External Examiners for the End Semester Examination .**

## **12 PASSING REQUIREMENTS**

- 12.1 A student who secures not less than 50% of total marks prescribed for the course with a minimum of 50% of the marks prescribed for each of the course of the End-Semester Examination in both theory and practical courses shall be declared to have passed in the course and acquired the relevant number of credits.
- 12.2 If a student fails to secure a pass in any course , **the student shall do reappearance registration** for that course in the subsequent semester, he/she should continue to register and reappear for the examination in the failed course till he/she secures a pass.
- 12.3 If the course, in which the student has failed, is a professional elective or an open elective, the student may be permitted to register for the **same course**, earn continuous assessment marks and attend the End Semester Examination or **any other** professional elective or open elective course in the subsequent semesters, attend the classes and fulfill the attendance requirements as per Clause 8.
- 12.4 If a student fails to secure a pass in a laboratory course, **the student shall register** for the course again, when offered next.
- 12.5 If a student fails to secure a pass in project work even after availing clause (9.4.3), the course again when offered next.
- 12.6 The passing requirement for the courses which are assessed only through purely internal assessment (EEC courses except project work), is 50% of the internal assessment marks only.
- 12.7 If a student has failed in the final semester examination he/ she may be allowed to register for the course in the next semester itself.
- 12.8 A student can apply for revaluation of the student's semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment

of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for laboratory course and project work.

### 13 AWARD OF LETTER GRADES

13.1 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	0	< 50
SA (Shortage of Attendance)	0	
W	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+", "B".

'SA' denotes shortage of attendance (as per clause 8.3) 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.

If the grade W is given to course, the attendance requirement need not be satisfied. If the grade RA is given to a core **theory course**, the attendance requirement need not be satisfied, but if the grade RA is given to a **Laboratory Course/Project work /Seminar and any other EEC course**, the attendance requirements (vide clause 8)

should be satisfied.

- 13.2 The grades O, A+, A, B+, 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.**

#### **14. GRADE SHEET**

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

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

SGPA for a semester is the ratio of the sum of the products of the number of credits for courses acquired and the corresponding points to the sum of the number of credits for the courses acquired in the semester. CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded for calculating SGPA and CGPA.

$$\text{SGPA/CGPA} = \frac{\sum_{i=1}^N (C_i \times GP_i)}{\sum_{i=1}^N C_i}$$

where

$C_i$  is the number of credits assigned to the course

$GP_i$  is the Grade point corresponding to the grade obtained for each Course

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

#### **15. ELIGIBILITY FOR THE AWARD OF THE 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., M.C.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.

**a) M.E./ M.Tech., M.B.A.**

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 candidate was admitted.

**b) M.C.A.**

Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 6 semesters within a maximum period of 6 years (5 years for lateral) reckoned from the commencement of the first semester to which the candidate was admitted(Third semester in case of lateral).

ii. No disciplinary action pending against the student.

iii. The award of Degree must have been approved by the Syndicate of the University.

**16. CLASSIFICATION OF THE DEGREE AWARDED**

<b>Sl. No.</b>	<b>Class Awarded</b>	<b>Criteria</b>
1	First class with distinction	<p>A Student who satisfies the following conditions shall be declared to have passed the examination in <b>First class with Distinction</b>:</p> <p>a) Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within <b>three</b> years, which includes authorised break of study of one year (if availed).</p> <p>b) Withdrawal from examination (vide Clause 18) will not be considered as an appearance.</p> <p>c) Should have secured a CGPA of not less than <b>8.50</b>.</p>

Sl. No.	Class Awarded	Criteria
		<p>d) Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.</p> <p><b>M.C.A</b></p> <p>a) Should have passed the examination in all the courses of all the six semesters(four semesters in case of lateral) in the student's First Appearance within <b>four</b> years(three years in case of lateral), which includes authorised break of study of one year (if availed).</p> <p>b) Withdrawal from examination (vide Clause 18) will not be considered as an appearance.</p> <p><b>c) Should have secured a CGPA of not less than 8.50.</b></p> <p>d) Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.</p>
2.	First Class	<p>A student who satisfies the following conditions shall be declared to have passed the examination in <b>First Class</b>:</p> <p>a) Should have passed the examination in all the courses of all four semesters <b>within three years</b> , which includes one year of authorized break of study (if availed) .</p> <p><b>b) Should have secured a CGPA of not less than 7.00</b></p> <p><b>M.C.A</b></p> <p>a) Should have passed the examination in all the courses of all six semesters <b>within four years(three years in case of lateral)</b> , which includes one year of authorized break of study (if availed).</p> <p><b>b) Should have secured a CGPA of not less than 7.00</b></p>

Sl. No.	Class Awarded	Criteria
3	Second Class	<p>All other students (not covered in clauses 16.1 and 16.2) who qualify for the award of the degree (vide Clause 15.1) shall be declared to have passed the examination in <b>Second Class</b>.</p> <p>A student who is absent in End Semester Examination in a course / project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from end semester examinations as per clause 15) for the purpose of classification.</p>

**Note:** A student who is absent for the end semester examination in a course / project work Viva Voce after having registered for the same will be considered to have appeared for that examination (except approved withdrawal from end semester examinations as per Clause 15) for the purpose of classification.

## 17 PHOTOCOPY/ REVALUATION

A candidate can apply for photocopy of his/her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institutions. 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 Institutions. 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.

## 18. PROVISION FOR WITHDRAWAL FROM EXAMINATION

18.1 A student may, for valid reasons, (medically unfit / unexpected family situations /sports approved by Chairman, sports board and HOD) be granted permission to withdraw from appearing for the end semester examination in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree

programme. The application shall be sent to the Controller of Examination with required documents through the Head of the Department and Dean Academics.

18.2 Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 8) and if it is made within TEN days prior to the commencement of the examination in that course or courses and recommended by the Dean Academics and approved by the Controller of Examinations.

18.2.1 Notwithstanding the requirement of mandatory 10 days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

18.3 In case of withdrawal from a course / courses (Clause 10) the course will figure both in Marks Sheet as well as in Result Sheet. **Withdrawal essentially requires the student to register for the course / courses.** The student has to register for the course, for which the continuous assessment marks already earned for the course will be taken into account and he/she shall appear for the End semester examination. However, withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction.

18.4 Withdrawal is permitted for the end semester examinations in the final semester only if the period of study the student concerned does not exceed 3 years as per clause 16.1.

## **19 AUTHORIZED BREAK OF STUDY FROM A PROGRAMME**

19.1 A student is permitted to go on break of study for a maximum period of one year as a single spell.

19.2 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 to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the 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 Department and Dean Academics stating the reasons therefore and the probable date of rejoining the programme.



- 19.3 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 Dean, Academics 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.
- 19.4 The authorized break of study would not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 16.1).
- 19.5 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.
- 19.6 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 19.1)

## **20. DISCIPLINE**

- 20.1 Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University / College. The Head of Institution shall refer any act of indiscipline by the students to the Discipline & Welfare Committee or the appropriate committee for action and to enquire into acts of indiscipline.
- 20.2 If a student indulges in malpractice in any of the internal or external examination he/she shall be liable for punitive action as prescribed by the Institution from time to time.

## **21. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI**

The institution may from time to time revise, amend or change the regulations, Scheme of Examinations and Syllabi, if found necessary. Academic Council assisted by Board of Studies and Standing Committee will make such revisions/ changes.