

SETHU INSTITUTE OF TECHNOLOGY, PULLOOR, KARIAPATTI – 626115
(An Autonomous Institution, affiliated to Anna University, Chennai)

2015 REGULATIONS for M.E. / M.Tech. Degree Programmes

These regulations are applicable to all candidates admitted into M.E. / M.Tech. Degree Programmes (Full-Time and Part-Time) from the academic year 2015 – 2016.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise specifies:

- i. **“University”** means Anna University, Chennai
- ii. **“Programme”** means P.G Degree Programme that is M.E./M.Tech. Degree Programme
- iii. **“Branch”** means specialization or discipline of M.E./M.Tech. Degree Programme, like CAD/CAM, Communication System, etc.
- iv. **“Course”** means a theory or practical subject that is normally studied in a semester, like Mathematics.
- v. **“Credit”** means a numerical value allocated to course units to describe the student’s workload required per week.
- vi. **“Grade”** means the letter grade assigned to each course based on the range of marks specified.
- vii. **“Grade point”** means a numerical value (0 to10) allocated based on the grade assigned to each course.
- viii. **“CBCS”** means Choice Based Credit System
- ix. **“Controller of Examinations”** means the authority of the Institution who is responsible for all the activities of the Examinations of this Institute
- x. **“Head of the Institution”** means the Principal of the College / Institution / who is responsible for all the academic activities of the College / Institution and for implementation of relevant rules of this Regulations
- xi. **“Programme Head”** means Head of the PG Programme concerned

2. ADMISSION

- 2.1** Candidates seeking admission to the first semester of the M.E./ M.Tech. Degree programme shall be required to have passed an appropriate degree examination recognized by the University as specified under eligible qualification for admission or any appropriate degree accepted by Syndicate of the University/ Directorate of Technical Education, as equivalent thereto.

- 2.2. Part-time candidates should satisfy other conditions regarding experience, sponsorship, etc., that may be prescribed by the University.

3. PROGRAMMES OFFERED AND MODES OF STUDY

3.1 PROGRAMMES AND BRANCHES OF STUDY

The following Programmes and branches of study approved by Anna University, Chennai, and All India Council for Technical Education, New Delhi, are offered by the College. The eligible qualifications for admission to the respective Programmes are also listed below:

Department	Programme	Eligible Qualification	
MECHANICAL ENGINEERING	M.E - CAD/CAM	B.E./B.Tech 1. Mechanical Engg. 2. Automobile Engg. 3. Manufacturing Engg. 4. Production Engg. 5. Aerospace Tech.	6. Industrial Engg. 7. Mechatronics Engg. 8. Marine Engg. 9. Aeronautical Engg.
COMPUTER SCIENCE AND ENGINEERING	ME - Computer Science and Engineering	B.E./B.Tech. 1. Electronics and Communication Engg. 2. Information Technology 3. Computer Science and Engg. 4. Software Engineering M.Sc (5 years integrated) 5. Information Technology 6. Computer Science 7. Software Engineering	8.B.Sc (3 years) in Information Technology / Computer Science & M.Sc (2 Years) in Information Technology / Computer Science 9.M.C.A (10+2+3+3) years pattern 10.M.C.A Lateral Entry 2 years after 10+2+3 years degree in B.C.A or B.Sc (Information Technology/ Computer Science)
	ME – CSE (with specialization in Networks)	B.E./B.Tech. 1. Electronics and Communication Engg. 2. Electronics Engg. 3. Computer Science and Engg. 4. Information Technology 5. Software Engineering	

ELECTRONICS AND COMMUNICATION ENGINEERING	ME – Communication Systems	B.E./B.Tech. 1. Electronics and Communication Engg 2. Electronics Engg
	ME - VLSI Design	B.E./B.Tech. 1. Electrical and Electronics Engg. 2. Electronics and Communication Engg. 3. Electronics Engg. 4. Electronics and Instrumentation Engg. 5. Instrumentation and Control Engg 6. Instrumentation Engg. 7. Computer Science and Engg. 8. Information Technology 9. Software Engineering
ELECTRICAL AND ELECTRONICS ENGINEERING	ME – Power Electronics and Drives	B.E./B.Tech. 1. Electrical and Electronics Engg. 2. Electronics and Communication Engg. 3. Electronics Engg. 4. Electronics and Instrumentation Engg. 5. Instrumentation and Control Engg. 6. Instrumentation Engg.
CIVIL ENGINEERING	M.E – Structural Engineering	B.E. / B. Tech. Civil Engg.

3.2 MODES OF STUDY

3.2.1 Full - Time:

Candidates admitted under 'Full-Time' shall be available in the Department/ College during the entire duration of working hours of the College. The Full-Time candidates shall not attend any other Full-Time / Part-Time Programme(s) / course(s) or take up any Full-Time job / Part-Time job in any Institution or Company during the period of the Full-Time Programme. Violation of the above rules will result in cancellation of admission to the PG Programme.

3.2.2 Part – Time Day Time Mode:

This mode of study is applicable to those candidates admitted under sponsored category (Educational Institution/Industry). In this mode of study, the candidates shall attend classes along with Full-Time students for the required number of courses and complete the Programme in three to four years.

3.2.3 Conversion from one mode of study to the other is not permitted.

4. STRUCTURE OF PROGRAMMES

Choice based credit system (CBCS), is the solution for this type of transformation from the traditional teacher oriented education to a student-centered education. Taking

responsibility for their own education in this way, students can benefit the most from all the available resources. The semester system accelerates the teaching-learning process and enables vertical and horizontal mobility in learning.

The credit based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. The choice based credit system facilitates the students to take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning

The curriculum of every programme is designed with total number of credits ranging from 68 to 70.

- 4.1** Every Programme will have a curriculum and syllabi consisting of Programme core courses, Programme elective courses, open elective and project works.

Every candidate shall be required to opt for all the core courses of his/her specialization compulsorily as a requirement for completion of the programme.

- 4.2** PG students can opt for elective courses prescribed in the curriculum of other PG programmes based on their areas of interest and they are permitted to select one such elective course as open elective during the entire period of the programme. The students have to register for the elective courses through the Elective Course Registration Form before the commencement of the concerned semester. Each elective course carries 3 credits. If sufficient numbers of students do not opt for particular elective course other elective course shall be offered instead of.

- 4.3** Self Learning Elective Course: A student can register one additional programme elective course or open elective course already existing in curriculum as a self-learning course and not exceeding the credit maximum limit per semester.

- 4.4** The different courses shall be so designed that the candidate, at the end of the Programme, would have been trained not only in his / her relevant professional field but also would have developed as a socially conscious human being.

- 4.5** Each core and elective course is normally assigned certain number of credits with 1 credit per lecture period per week, 1 credit for 2 periods of laboratory / practical / seminar / project work/ tutorial per week.

4.6 Additional Credit Courses

4.6.1 R&D Project : One credit shall be assigned for R&D Project that can be take-up by a student who can take extra work load. The student shall carry out a part of funded research and development project, Consultancy project, Industry Institute Interaction activities or any other internal revenue

generation activities of the Institution during period of the programme, under the guidance of a faculty for a period of five to six months duration, including the summer or winter vacation periods. The student shall work with the R&D Supervisor with the prior approval of the Head of the Institution through the Programme Head.

- 4.6.2 If a student has a publication in SCI listed journals which has impact factor of 1.5 and above, his/her proficiency in publishing paper shall be consider for 3 credits. The committee nominated by the principal shall evaluate the quality of the journal and the paper. Based on the recommendation of the committee, the quality of the journal and the paper, 'S' grade will be awarded
- 4.6.3 Advanced R&D project: Four credits shall be assigned for advanced R&D Project that can be taken-up by a student who can take extra work load from 3rd semester onwards. The periods of the project may be one or two semesters which may lead to a quality publication/ patent filing or project proposal to funding agencies.

4.7 The medium of instruction, examinations and project report shall be English.

5.0 Course Registration

- 5.1 Through Programme Head, student can get information about academic program, eligibility, prerequisite and availability of courses that can be registered for the particular semester by considering the academic background and career objectives of the student.
- 5.2 Student shall register for a set of courses for the semester based on the advice of the Programme Head.
- 5.3 All the students have to register for the courses of next semester before the commencement of End semester examination of previous semester.
- 5.4 The student has the option of registering additional courses or dropping existing course. Total number of credits of such courses can not exceed six credits per semester.
- 5.5 If a student finds that he/she has registered for additional courses than his/her capability to study in a semester, he/she can withdraw one or more of courses within 15 days of the commencement of the semester
- 5.6 The maximum number of students to be registered in each course shall depend upon the infrastructure available and the minimum number of students registered for the course shall be resolved by the Programme Head

6. DURATION OF THE PROGRAMME

6.1 The minimum and maximum period of the M.E./M.Tech. Degree. Programme for various category are given below

- For full time candidates minimum of 4 semester and maximum of 6 semesters
- For part time candidates minimum of 6 semester and maximum of 8 semesters

However in any case not more than 8 Semesters for full time candidates and not more than 12 semesters for part time Candidates.

6.2 For the purpose of regulation, the academic year will be divided into two semesters, the winter semester normally spanning from June to November and the summer semester from December to May. The courses in the curriculum of the winter semester shall be conducted in winter semester only and that of the summer semester shall be conducted in summer semester only.

6.3 Each semester shall normally consist of a minimum of **350 periods** of 50 minutes each for regular candidates and **175 periods** of 50 minutes each for Part-Time candidates.

6.4 The Head of the Institution/Principal may instruct PG program head to conduct additional classes for improvement, special coaching, conduct of model test etc., over and above the specified periods. But for the purpose of calculation of attendance requirement or writing the end semester examinations (as per clause 6) by the students 350 periods conducted within the specified academic schedule alone shall be taken into account and the overall percentage of attendance shall be calculated accordingly.

7 REQUIREMENTS FOR COMPLETION OF A SEMESTER

7.1 A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester and be permitted to appear for the examinations of that semester.

7.1.1 Ideally every candidate is expected to attend all classes and secure 100% attendance. However, in order to allow for certain unavoidable reasons, a candidate is expected to have at least 75% attendance in each course he/she registered in the particular semester, **except self-learning courses**.

7.1.2 A candidate who could not secure 75% attendance in each course (except self-learning courses) he/she registered in the current semester but has secured 65% and above due to medical reasons (hospitalization / accident / specific illness) or participation in extracurricular activities shall be permitted to appear for the current semester examinations with the approval of the Principal on

payment of condonation fee fixed by the authorities from time to time. Medical / Participation certificate needs to be submitted along with the leave application

7.1.3 The conduct of the candidate is satisfactory.

7.2 Candidates who do not complete the semester as per clause 7.1 shall not be permitted to appear for the examinations at the end of the semester and he/she has to register for the courses again.

7.3 If a candidate fails to submit the report / dissertation on project work on or before the specified deadline, he/she is deemed to have failed in the Project Work / Dissertation and shall re-enroll the same in subsequent semester. This applies to both Phase-1 and Phase-2.

7.4 Every candidate shall, based on his/her project work, send a paper for publication in a journal or a conference in which the full paper is published after usual review. The proof of having published the paper shall be produced at the time of evaluation.

8 REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATIONS

A candidate shall normally be permitted to appear for the end semester examinations of the current semester if only,

- a) he/she satisfies the requirements prescribed above in clause 7.1 and
- b) he/she has paid the examination fees and has registered for the examinations for all the courses of the current semester and all the arrear courses, if any.

Registration is mandatory for the current semester examinations as well as for the arrear examinations, failing which the candidate will not be permitted to move on to the higher semester. A candidate, who has already appeared for any course in a semester and passed in the examination, is not entitled to reappear for the same course for improvement of grades / marks.

9 PROVISION FOR WITHDRAWAL FROM END SEMESTER EXAMINATIONS

- 9.1** A candidate may, for valid reasons, be granted permission to withdraw from appearing for the examination in any course or courses for only one semester examination during the entire duration of the degree programme. Application for withdrawal is permitted only once.
- 9.2** Withdrawal application shall be valid only if the candidate is otherwise eligible to write the examination and should be submitted to the Principal prior to the last examination of that semester recommended by the PG Programme Head.
- 9.3** Withdrawal shall not be treated as an attempt for the purpose of classification (vide clause 17).

- 9.4** 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 17.1

10 TEMPORARY BREAK OF STUDY FROM A PROGRAMME

- 10.1** A Candidate is normally not permitted to temporarily break the study. However, if a candidate intends to temporarily discontinue the programme in the middle for valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programme in a later semester, he/she shall apply in advance to the Principal, through the Head of the Department, stating the reasons thereof, in any case, not later than the last date for registering for that semester examination.
- 10.2** Break of Study shall be granted only once 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.
- 10.3** The candidate permitted to rejoin the programme after break shall be governed by the rules and regulations in force at the time of rejoining.
- 10.4** The duration specified for passing all the courses, for the purpose of classification vide clause 17.1 and 17.2 shall be increased by the period of such break of study permitted.
- 10.5** The total period of completion of the programme reckoned from the commencement of the semester to which the candidate was admitted shall not exceed the maximum period specified in clause 6 irrespective of the period of break of study in order to qualify for the award of the degree.
- 10.6** If any candidate is detained for want of requisite attendance or due to disciplinary action, the period elapsed in that semester shall not be considered as permitted 'Break of Study'.

11 SYSTEM OF EXAMINATION

- 11.1** Performance in each course of study shall be evaluated based on Continuous Internal Assessment throughout the semester and End Semester Examination at the end of the semester
- 11.2** The end semester examination of each course, both theory and practical (including project work) shall be evaluated for a maximum of 100 marks.
- 11.2.1 For all theory courses, the continuous internal assessment will carry 40 marks while the end semester examination will carry 60 marks. For all practical courses, the continuous internal assessment will carry 50 marks while the end semester examination will carry 50 marks.

11.2.2 Every candidate shall be required to undertake suitable project work (individually) of Phase-1 and Phase-2 in an industrial/research organisation or in the department in consultation with the PG Programme Head. Also he/she shall be required to undergo three reviews in each of the relevant semesters, and present the progress of the project work. In case of project work at industrial/ research organization, the project work shall be jointly supervised by a faculty supervisor and an expert from the organization. The continuous internal assessment shall be evaluated for 50 marks for phase-1 and Phase-2. The project report and final viva voce shall be evaluated for 50 marks for phase-1 and phase-2.

11.3 The end semester examination (theory and practical) of 3 hours duration shall normally be conducted between October and December during the winter semesters and between April and June during the summer semesters.

11.4 For R&D project the continuous internal assessment will carry 50 marks while the end semester examination will carry 50 marks.

11.5 The project work phase I, Phase II ,R&D project and Advanced R&D project shall be evaluated based on the project report submitted by the candidate and Viva-voce examination conducted by a committee consisting of an external examiner, internal examiner and the supervisor of the candidate.

11.5.1 The Project Report shall be evaluated for 20 marks and the final Viva Voce marks shall be evaluated for 30 marks for phase1 and phase 2.

11.6 The question pattern for the theory course which has 3 hrs end semester examination shall be of different types as given in the following table

TABLE V – END SEMESTER QUESTION PATTERN

Question pattern	1 mark	2 marks	3 marks	5 marks	14 marks	15 marks	16 marks	20 marks	Total
A	10	5	-				5 (either or type)		100
B	10		5 out of 7			5 (either or type)	--		100
C	5		5				5 (either or type)		100
D				20 out of 30 (4 out					100

				of 6 in each unit)					
E								5 (either or type)	100
F			5		5 (either or type)	1 (either or type)			100

11.7 Students are prohibited from entering into the examination hall / laboratories with any book or any portion of books, manuscript, or paper of any description or communicating with or copying from each other or communicating with anyone outside the examination hall / laboratories. Programmable calculator, Cell phones and other electronic gadgets shall not be permitted inside the examination hall / laboratories. However any required codebooks and data sheets / books, if necessary, may be permitted inside the examination hall / laboratories with the approval of the Chief Superintendent / Examiners. The students are warned that any form of malpractice will be dealt severely. The disciplinary action will be taken by the college authorities after conducting an enquiry. The punishment may even be cancelling all the end semester examinations written by the student in the particular semester and debarring permanently from all the end semester examinations in the particular semester.

11.8 The hall ticket must be produced by all the students at the time of writing the examination. If a student fails to produce the hall ticket on any grounds, he/she should get a duplicate Hall ticket from the Controller of Examinations office through the Chief Superintendent /Examiner by paying the duplicate hall ticket fee.

11.9 Examiners for setting end semester examination question papers for theory courses, evaluating end semester examination answer scripts, conducting practical examinations and evaluating project works shall be appointed by the Controller of Examinations after obtaining approval from the Chairperson, Academic Council of the College.

12 PROCEDURE FOR AWARDING MARKS FOR CONTINUOUS INTERNAL ASSESSMENT

12.1 THEORY COURSES

For all the theory courses the continuous internal assessment shall be for a maximum of 40 marks (consisting of 20 marks for 2 tests, 5 marks for assignment, 10 marks for technical seminar and 5 marks for attendance). Three tests shall be conducted during the semester by the Department / College concerned. Average marks of 3 tests marks will be considered for 20 marks. All marks put together

(maximum 40) should be rounded off to the nearest integer.

The apportionment of continuous assessment marks for theory courses shall be as follows:

Sl.No.	Components	Max. Marks
1.	Tests	20
2.	Assignment	5
3.	Technical seminar	10
4.	Attendance	5 *
Total		40

* 5 Marks for attendance shall be awarded as given

76% to 80% of attendance	-	1 mark
81% to 85% of attendance	-	2 marks
86% to 90% of attendance	-	3 marks
91% to 95% of attendance	-	4 marks
96% to 100% of attendance	-	5 marks

12.1.1 There shall be no marks for attendance for the self-learning elective courses as given in 12.1 however assignment shall carry 10 marks

12.1.2 Absence from a test due to medical reason or authorized participation in college or university programmes including extracurricular activities will be considered for retest. The student is required to submit Medical / Participation Certificate for the period of absence during the regular test. The marks obtained in retest shall be considered against the test absented.

12.1.3 In order to motivate the students, as per the guidelines of UGC, various components of internal assessment may be adopted such as group discussion, quiz and online tests etc. In line with the UGC guidelines, the Internal Assessment Suggestion Committee (vide clause 19) can recommend alternate continuous internal assessment system to the Principal. The alternate continuous internal assessment system should contain at least 2 tests.

12.1.4 If any course requires alternate internal assessment system, the faculty member, who is handling the course, should submit a request to the Dean Academics through the PG Programme Head for the alternate continuous internal evaluation system, within two days of the commencement of classes in a particular semester. The Dean Academics shall convene the Internal Assessment Suggestion Committee and the Committee shall scrutinize the request and recommend suitable alternate continuous internal assessment system for approval by the Principal

12.2 PRACTICAL COURSES

12.2.1 For all the For all the practical courses the continuous assessment shall be for a maximum of 50 marks which includes 20 marks for the Record (conduct of experiment, observation and result in regular class work), 5 marks for viva in regular class work, 20 marks for model examination and 5 marks for attendance (vide clause 12.1). All marks put together (maximum 50) should be rounded off to the nearest integer.

12.2.2 In line with the UGC guidelines, the Internal Assessment Suggestion Committee (vide clause 19) can recommend alternate continuous internal assessment system to the Principal. The alternate continuous internal assessment system (vide clause 12.1.3) shall be incorporated after the approval of the Principal.

12.3 PROJECT WORK/ R&D PROJECT

12.3.1 The PG programme Head shall constitute review committees for project work for phase-1, phase-2 and R&D project separately. There shall be three reviews during the semester by the review committee. The candidate shall make a presentation on the progress made by him / her before the committee. The apportionment of continuous assessment marks for the project work (phase I & phase II) and R&D project is as follows.

Internal			External				Total
Review I	Review II	Review III	End semester Examinations				
			Thesis Submission	Viva-Voce (30)			
				Internal	External	Superviso	
50			20	10	10	10	100 marks

12.3.2 A candidate may be permitted to work on the project in an Industrial/Research Organization, on the recommendations of PG Programme Head, with the approval of the Head of the Institution, if necessary. These candidates will have to produce a certificate of authorization from the Industry / Research Organization where the Project is done.

12.3.3 R&D Project shall be evaluated by a review committee consisting of the R&D Supervisor and a senior faculty member, nominated by the Principal, in the related field of the project. There shall be three assessments during the period of the project. At the end of the project period, the marks shall be awarded by the same committee for the report and the viva-voce.

12.4 Attendance and Continuous Assessment Record

Every teacher is required to maintain an Attendance and Continuous Assessment Record which consist of attendance marked for each lecture or practical or project work classes, the tests & assignment marks and record of class work (topics covered) separately for each course. This should be submitted to the PG Programme Head concerned at the end of every month for checking the syllabus coverage and the record of test marks and attendance. The PG Programme Head will put his/her signature and date after due verification. At the end of the semester, the PG Programme Head should verify the register and keep this document in his/her safe custody for five years. The register will have to be produced for scrutiny by the Principal or any inspecting authority whenever called for. The faculty handling courses for a particular programme from other departments (e.g. Mathematics) shall submit the records to the HOD of the faculty concerned.

13 PASSING REQUIREMENTS

- 13.2** A candidate who secures not less than 50% of total marks (continuous internal assessment + end semester examination) prescribed for the courses with a minimum of 50% of the marks prescribed for the end semester examination in both theory and practical courses (including project work), shall be declared to have passed the examination.
- 13.3** A candidate who has appeared and failed to secure pass in the end semester examinations in current courses shall be permitted to appear in the subsequent supplementary examinations on registration and payment of prescribed fees. For the first two courses appeared in the supplementary examination shall not be considered as attempt and for the remaining appearances are considered as attempts.
- 13.4** Supplementary examinations may also be conducted immediately after the publication of revaluation results of End semester examination.
- 13.5** If a candidate fails to secure a pass in a particular course both in end semester examination and supplementary examination, it is mandatory that he/she shall register and reappear for the end semester examination in that course during the next semester when examination is conducted in that course; he/she should continue to register the course as well as examination and reappear for the examination till he/she secures a pass, subjected to the stipulated period (vide clause 6.1).
- 13.6** 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 secures a pass.

14 REVALUATION

14.1 A candidate can apply for direct revaluation or revaluation with photocopy of his/her end semester examination answer paper in a theory course, within a week from the declaration of results on payment of the prescribed fee.

14.2 Direct Revaluation application form must be submitted to the Controller of Examinations through the PG programme Head. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned.

14.3 A candidate shall apply for the Photocopy of his/her end semester examination answer script on payment of the prescribed fee and apply for revaluation through Revaluation with Photocopy application form to the Controller of Examinations within a week after the photo copy of the answer script is received.

14.4 A candidate can apply for direct revaluation/revaluation with photocopy of answer scripts for not exceeding 5 subjects in a semester at a time. Revaluation is not permitted for practical courses and for project work.

14.5 Review: Candidates not satisfied with Revaluation can apply for Review of his/her Examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee with proper application to Controller of examination through the Head of the Institution. Candidates applying for Revaluation only are eligible to apply for Review.

15 AWARD OF LETTER GRADES

15.1 All assessments of a course will be done on absolute mark 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 marks obtained by the candidate in each course as detailed below:

TABLE VIII – LETTER GRADING

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	60 – 70
B (Above average)	6	50 – 59
RA (Reappearance Registration)	0	< 50
SA (Shortage of Attendance)	0	
AB (Absent)	0	

‘**RA**’ denotes Reappearance registration is required for that particular course, ‘**SA**’ denotes Shortage of Attendance (as per clause 7) and hence prevented from writing

the end semester examination.

The Grade point average (GPA) for each semester is calculated using the formula

$$GPA = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

The Cumulative Grade Point Average (CGPA) is calculated from the first semester to final semester using the formula

$$CGPA = \frac{\sum_{i=1}^N C_i GP_i}{\sum_{i=1}^N C_i}$$

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 completed during the particular semester in case of GPA

N - is number of all courses successfully completed during all the semesters in case of CGPA

"**U**", "**I**", "**AB**" and "**W**" grades will be excluded for calculating GPA and CGPA.

The GPA and CGPA are computed only for the candidates with a pass in all the courses.

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.

The formula for the conversion of CGPA to equivalent percentage of marks shall be as follows:

Equivalent Percentage of Marks = CGPA X 10

15.2 Grade sheet

A grade sheet for each semester shall be issued containing the following information

1. The credits registered and earned
2. Grade obtained in each course
3. Grade Point Average of the semester and Cumulative Grade Point Average earned up to the semester
4. Month and year of appearance
5. Procedure for calculation of GPA and CGPA

16 ELIGIBILITY FOR THE AWARD OF DEGREE

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

- Successfully completed the course requirements and passed all the prescribed courses in the Curriculum corresponding to his/her Programme within the stipulated time (vide clause 6.1).
- No disciplinary action is pending against him/her.
- Successfully completed the field visit / industrial training, if any, as prescribed in the curriculum.
- Successfully completed any additional courses prescribed by the Dean-Academics, whenever any candidate is readmitted.
- The award of the Degree shall be approved by the syndicate of the University.

17 CLASSIFICATION OF THE DEGREE AWARDED

17.1 A candidate who qualifies for the award of the Degree (vide clause 16) after having passed the examination in all the courses as per the requirement of the curriculum in his/her first appearance within three years securing a CGPA of not less than 8.5 shall be declared to have passed the examination in First Class with Distinction. For this purpose the withdrawal from examination (vide clause 9) will not be construed as an appearance. Further, the authorized break of study (vide clause 10) is permitted in addition to two years for award of First Class with Distinction.

17.2 A candidate who qualifies for the award of the Degree (vide clause 16) having passed the examination in all the courses the requirement of the curriculum within two to three years, securing a CGPA of not less than 7 shall be declared to have passed the examination in First Class. For this purpose the withdrawal from examination (vide clause 9) will not be construed as an appearance. Further, the authorized break of study (vide clause 10) is permitted in addition to four years (three years in the case of lateral entry) for award of First Class.

17.3 All other candidates (not covered in clauses 16.1 and 16.2) who qualify for the award of the degree (vide Clause 15) shall be declared to have passed

the examination in Second Class.

- 17.4** A candidate who is absent in the end semester examination in a course / project work after having enrolled for the same shall be considered to have appeared in that examination for the purpose of classification.

18 FACULTY ADVISOR (PROCTOR)

To help the students in planning their courses of study and for general advice on the academic Programme, the PG Programme Head will attach a certain number of students to a teacher of the Department who shall function as Faculty Advisor for those students throughout their period of study. Such Faculty Advisor shall advise the students and monitor the courses undergone by the students, check the attendance and progress of the students attached to him/her and counsel them periodically. If necessary, the faculty advisor may also discuss with or inform the parents about the progress of the students.

19 INTERNAL ASSESSMENT SUGGESTION COMMITTEE

The Internal Assessment Suggestion Committee for PG COURSES shall consist of the HODs of PG Courses and HOD of Mathematics as members of the Committee and the Dean Academics as the Convenor.

19.1 Dean Academics may invite any number of faculty members from the college who are expert in the particular subject(s) as special invitees to the committee.

19.2 The committee shall suggest alternate continuous internal assessment system for the particular course(s) for which request has been made.

19.3 The committee shall scrutinize and recommend suitable alternate continuous internal assessment system within a week to the Principal for ratification.

19.4 The Principal shall carefully examine the recommendation of the Committee and ratify the recommendation before the commencement of the first Class Committee Meeting (vide clause 20). The Principal may approve or reject the alternate continuous internal assessment system and the approval is up to the discretion of the Principal.

19.5 The alternate continuous internal assessment system shall be incorporated after the approval of the Principal.

20 CLASS COMMITTEE

A Class Committee consists of teachers of the concerned class, student representatives and a Chairperson 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 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 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 solving problems, if any
- Identifying the weak students, if any and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.

20.1 The class committee for a class under a particular programme is normally constituted by the PG Programme Head. 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.

20.2 The class committee shall be constituted on the first working day of any semester or earlier.

20.3 At least 2 student representatives shall be included in the class committee.

20.4 The Chairperson of the class committee may invite the Faculty advisor(s) and the Head of the department to the meeting of the class committee.

20.5 The Head of the Institution may participate in any class committee of the institution.

20.6 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 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 through the Head of the Institution.

20.7 The Head of the Institution may participate in any class committee of the

institution. The first meeting of the class committee shall be held within two weeks 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 Academic 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.

21 DISCIPLINE

Every student is required to be disciplined and behave with propriety both inside and outside the Institution and not indulge in any activity which will bring down the prestige of the Institution. The Principal shall constitute a disciplinary committee to enquire into acts of indiscipline and disciplinary action will be taken based on the recommendations of the committee. 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 Institution (from time to time). The disciplinary action is subject to review by the Principal, in case the student represents the case to the Principal.

22 REVISION OF REGULATIONS AND CURRICULUM

The Academic Council of the College reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.

Any condition which has not been covered in the above regulations may be referred in the Academic Council for a decision.

23 SPECIAL CASES

In the event of any clarification in the interpretation of the above rules and regulations, they shall be referred to the Standing Committee. The members of Standing committee shall be nominated by the Chairperson of the Academic Council. The Standing Committee will offer suitable interpretations/ clarifications /amendments required for special cases on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council will be final.