

SETHU INSTITUTE OF TECHNOLOGY, PULLOOR, KARIAPATTI – 626115

(An Autonomous Institution affiliated to Anna University, Chennai)

2013 REGULATIONS for M.E. / M.Tech. Degree Programmes

These regulations are applicable to all candidates admitted into M.E. / M.Tech. Degree Programmes (2 year Full-Time and 3 year Part-Time) from the academic year 2013-2014.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, the context requires:

- 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.

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.
- 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 (Mechanical Engg. / Automobile Engg. / Manufacturing Engg. / Production Engg. / Industrial Engg. / Mechatronics Engg.)
COMPUTER SCIENCE AND ENGINEERING	ME - Computer Science and Engineering	B.E./B.Tech. (Electrical and Electronics Engg. / Electronics and Communication Engg. / Electronics Engg. / Information Technology / Computer Science and Engg. / Electronics and Instrumentation Engg. / Instrumentation and Control Engg. / Instrumentation Engg. (or) M.Sc (2 years / 5 years) Software Engg./ IT/ Computer Tech./ CS / Computer Electronics (or) M.C.A
	ME- CSE (with specialization in networks)	B.E./B.Tech. (Electronics and Communication Engg. / Electronics Engg./ Computer Science and Engg. / Information Technology)
ELECTRONICS AND COMMUNICATION ENGINEERING	ME – Communication Systems	B.E./B.Tech. (Electronics and Communication Engg. / Electronics Engg)
	ME - VLSI Design	B.E./B.Tech. (Electrical and Electronics Engg. / Electronics and Communication Engg. / Electronics Engg. / Electronics and Instrumentation Engg. / Instrumentation and Control Engg. / Instrumentation Engg./ Computer Science and Engg. / Information Technology)
ELECTRICAL AND ELECTRONICS ENGINEERING	ME – Power Electronics and Drives	B.E./B.Tech. (Electrical and Electronics Engg. / Electronics and Communication Engg. / Electronics Engg. / Electronics and Instrumentation Engg. / Instrumentation and Control Engg. / 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 years.

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

4. STRUCTURE OF PROGRAMMES

4.1 Every Programmes will have a curriculum and syllabi consisting of core courses, elective courses and project work.

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 There shall be a specific number of core courses and elective courses for each Programme of study.

4.3 A provision of option is provided to the candidates of a particular branch to choose any one of the electives offered by the other branches of study.

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 per tutorial period per week, 1 credit for 2 periods of laboratory or practical or seminar or project work per week (2 credits for 3 or 4 periods of practical).

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

5. DURATION OF THE PROGRAMME

5.1 A candidate is normally expected to complete the M.E./M.Tech. Degree Programme in **4** consecutive semesters, but in any case not more than **8** semesters in the case of regular candidates and in **6** consecutive semesters, but in any case not more than **12** semesters in the case of Part-Time candidates.

- 5.2** For the purpose of regulation, the academic year will be divided into two semesters, the odd semester normally spanning from June to November and the even semester from December to May
- 5.3** 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.
- 5.4** The Head of the Institution/Principal may 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.
- 5.5** The courses in the curriculum of the odd semesters will be conducted only in odd semesters and that of the even semesters only in even semesters and a candidate may proceed to the next semester if and only if he / she has completed courses prescribed for the previous semesters.

6. REQUIREMENTS FOR COMPLETION OF A SEMESTER

- 6.1** 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.
 - 6.1.1** 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 of the total hours/periods taught during that semester.
 - 6.1.2** A candidate who could not secure 75% attendance but has secured 65% and above in the current semester due to medical reasons (hospitalization / accident / specific illness) /sports 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. A candidate shall avail this facility only twice during the entire course of study.
 - 6.1.3** The academic progress of the candidate is satisfactory.
 - 6.1.4** The conduct of the candidate is satisfactory.
- 6.2** Candidates who do not complete the semester as per clause 6.1 shall not be permitted to appear for the examinations at the end of the semester

and not be permitted to go to the next semester. They have to repeat the incomplete semester in the next academic year.

- 6.3** 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. A candidate is permitted to register and do Phase-2 only after passing Phase-1.
- 6.4** 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.

7. 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 6.1 and
- c) 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 subject in a semester and passed in the examination, is not entitled to reappear for the same subject for improvement of grades / marks.

8. PROVISION FOR WITHDRAWAL FROM END SEMESTER EXAMINATIONS

- 8.1** 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.
- 8.2** 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 Head of the PG Course.
- 8.3** Withdrawal shall not be treated as an attempt for the purpose of classification (vide clause 16).

9. TEMPORARY BREAK OF STUDY FROM A PROGRAMME

- 9.1** 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.
- 9.2** The candidate permitted to rejoin the programme after break shall be governed by the rules and regulations in force at the time of rejoining.
- 9.3** The duration specified for passing all the courses, for the purpose of classification vide clause 16.1 and 16.2 shall be increased by the period of such break of study permitted.
- 9.4** 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 5 irrespective of the period of break of study in order to qualify for the award of the degree.
- 9.5** 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'.

10. SYSTEM OF EXAMINATION

- 10.1** Performance in each course of study shall be evaluated based on
 - (i) Continuous Internal Assessment throughout the semester and
 - (ii) End Semester Examination at the end of the semester.
- 10.2** The end semester examination of each course, both theory and practical (including project work) shall be evaluated for a maximum of 100 marks.
 - 10.2.1** 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.
 - 10.2.2** 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 Head of the PG Course. 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 45 marks for phase-1

and Phase-2. The project report and final viva voce shall be evaluated for 55 marks for phase-1 and phase-2.

- 10.3** The end semester examination (theory and practical) of 3 hours/periods duration shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters.
- 10.4** The project work 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.
- 10.4.1** The Project Report shall be evaluated for 25 marks and the final Viva Voce marks shall be evaluated for 30 marks for phase1 and phase 2.
- 10.5** 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.
- 10.6** 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.
- 10.7** 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 Chairman, Academic Council of the College.

11. PROCEDURE FOR AWARDING MARKS FOR CONTINUOUS INTERNAL ASSESSMENT

11.1 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. Out of the three tests the best two tests will be considered with equal weightage of 10 marks each. 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

11.1.1 Absence from a test due to medical reason or authorized participation in college or university programmes including sports events will be considered for retests. The student is required to submit the retest form duly authorized by the HOD to the Exam Cell along with the Medical/Participation Certificate for the period of absence during the regular test. The students will be given one retest only, even if they are absent for more than one test. The retest will be given after the last internal test, with the portions of all the tests conducted in the semester. The retest schedule will be given by the Exam Cell. The marks obtained shall be considered against the test absented.

- 11.1.2** 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 18) can recommend alternate continuous internal assessment system to the Principal. The alternate continuous internal assessment system should contain at least 2 tests.
- 11.1.3** 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 Head of the PG Course 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

11.2 PRACTICAL COURSES

- 11.2.1** 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 11.1). All marks put together (maximum 50) should be rounded off to the nearest integer.
- 11.2.2** In line with the UGC guidelines, the Internal Assessment Suggestion Committee (vide clause 18) can recommend alternate continuous internal assessment system to the Principal. The alternate continuous internal assessment system (vide clause 11.1.3) shall be incorporated after the approval of the Principal.

11.3 PROJECT WORK

- 11.3.1** The Head of the PG course shall constitute review committees for project work for phase-1 and phase-2. There shall be three reviews (each 15 marks) 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) is as follows.

Internal			External				Total
Review I	Review II	Review III	End semester Examinations				
			Thesis Submission	Viva-Voce (30)			
				Internal	External	Supervisor	
15	15	15	25	10	10	10	100 marks

11.3.2 A candidate may be permitted to work on the project in an Industrial/Research Organization, on the recommendations of Head of the PG course, 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.

11.4 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 Head of the PG course concerned at the end of every month for checking the syllabus coverage and the record of test marks and attendance. The Head of the PG course will put his/her signature and date after due verification. At the end of the semester, the Head of the PG course 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.

12. PASSING REQUIREMENTS

12.1 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.

12.2 If a candidate fails to secure a pass in a particular course, 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 and reappear for the examination till he / she secures a pass, subjected to the stipulated period (vide clause 5.1).

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.

However, from the 3rd attempt onwards if a candidate fails to obtain pass marks (Continuous Internal Assessment + End Semester Examination) as per clause 12.1 then the passing requirement shall be as per clause 12.3

- 12.3** The candidate should secure not less than 50% of the maximum marks prescribed for the course in the end semester examinations alone.

13. REVALUATION

- 13.1** A candidate can apply for revaluation of his/her end semester examination answer paper in a theory course, within 2 weeks from the declaration of results on payment of the prescribed fee. Revaluation application form must be submitted to the Controller of Examinations through the HOD. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned. Revaluation is not permitted for practical courses and for project work.
- 13.2** A candidate shall apply for the Photocopy of his/her end semester examination answer script on payment of the prescribed fee through proper application to the Controller of Examinations after the revaluation results are announced to get himself / herself convinced of the valuation/revaluation.

14. AWARD OF GRADES

- 14.1** All assessments of a course shall be done on absolute mark basis. However, for the purpose of reporting the performance of the candidate, letter grades, each carrying certain number of points specified, will be awarded as per the range of total marks (out of 100) obtained by the candidate (Regular/Arrear), as detailed below:

Range of marks	Letter Grade	Grade Point (GP)
90 to 100	S	10
80 to 89	A	9
70 to 79	B	8
60 to 69	C	7
55 to 59	D	6
50 to 54	E	5
< 50	U	0

Inadequate Attendance	I	0
Withdrawal	W	0
Absent	AB	0

A student is deemed to have passed and acquired the Grade points in a particular course if he / she has obtained any one of the following grades: "S", "A", "B", "C", "D", "E".

"**U**" denotes unsatisfactory performance which requires Reappearance in the examination for that particular course. (U will figure in Result sheets & Grade sheets), "**I**" denotes inadequate attendance as per clause 7, "**W**" denotes withdrawal from the end semester examination as per clause 8 and "**AB**" denotes absent.

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

$$GPA = \frac{\sum_{i=1}^n CiGpi}{\sum_{i=1}^n Ci}$$

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

$$CGPA = \frac{\sum_{i=1}^N CiGpi}{\sum_{i=1}^N Ci}$$

Where

Ci - is the Credits assigned to the course

Gpi - 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

A grade sheet for each semester shall be issued containing Grade obtained in each course, GPA and CGPA.

14.2 Grade sheet

A grade sheet for each semester will be issued, through the Head of the PG course concerned, containing the following information after the publication of the results.

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
6. CGPA to equivalent percentage of marks formula

15. 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 5.1).
- 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.

16. CLASSIFICATION OF THE DEGREE AWARDED

- 16.1** A candidate can who qualifies for the award of the Degree (vide clause 15) after having passed the examination in all the courses in his/her first appearance within the specified minimum number of semesters 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 8) will not be construed as an appearance. Further, the authorized break of study (vide clause 9) will not be counted for the purpose of classification.

- 16.2** A candidate who qualifies for the award of the Degree (vide clause 15) having passed the examination in all the courses within the specified minimum number of semesters plus one year (two semesters), securing a CGPA of not less than 6.5 shall be declared to have passed the examination in First Class. Further, the authorized break of study (vide clause 9) will not be counted for the purpose of classification.
- 16.3** 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.
- 16.4** 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.

17. FACULTY ADVISOR (PROCTOR)

To help the students in planning their courses of study and for general advice on the academic Programme, the Head of the PG course 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.

18. 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.

- 18.1** 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.
- 18.2** The committee shall suggest alternate continuous internal assessment system for the particular course(s) for which request has been made.
- 18.3** The committee shall scrutinize and recommend suitable alternate continuous internal assessment system within a week to the Principal for ratification.
- 18.4** 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 19.7). The Principal may

approve or reject the alternate continuous internal assessment system and the approval is up to the discretion of the Principal.

- 18.5** The alternate continuous internal assessment system shall be incorporated after the approval of the Principal.

19. 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.

19.1 The class committee for a class under a particular programme is normally constituted by the Head of the PG Course. 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.

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

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

19.4 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.

- 19.5** The Head of the Institution may participate in any class committee of the institution.
- 19.6** 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.
- 19.7** 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.

20. 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.

21. 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.

22 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 Chairman 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.