

SETHU INSTITUTE OF TECHNOLOGY, PULLOOR, KARIAPATTI – 626115

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

2014 REGULATIONS for B.E. / B.Tech. Degree Programmes

These regulations are applicable to all candidates admitted into B.E./B.Tech. Degree Programmes from the academic year 2014 - 2015.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these regulations, the context requires:

- i. **“University”** means Anna University, Chennai.
- ii. **“Programme”** means UG Degree Programme that is B.E./ B.Tech. Degree Programme.
- iii. **“Branch”** means specialization or discipline of B.E./B.Tech. Degree Programme like Mechanical Engineering, Information Technology, etc.,
- iv. **“Course”** means a theory or practical subject that is normally studied in a semester, like Mathematics, Physics, etc.,
- 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 (0to10) allocated based on the grade assigned to each course.

2. ADMISSION

2.1 First year B.E. /B.Tech. admission

Candidates seeking admission to the first semester of the eight semester B.E. /B.Tech. Degree Programme:

Should have passed the Higher Secondary Examinations of (10+2) Curriculum (Academic Stream) prescribed by the Government of TamilNadu with Mathematics, Physics and Chemistry as three of the four courses of study under Part-III or any examination of any other University or authority accepted by the Syndicate of the University/ Directorate of Technical Education, as equivalent thereto.

(OR)

Should have passed the Higher Secondary Examination of Vocational stream (Vocational groups in Engineering/Technology) as prescribed by the Government of TamilNadu.

2.2 Lateral Entry Admission

- i. The candidates who possess the Diploma in Engineering/Technology awarded by the State Board of Technical Education, TamilNadu, or its equivalent are eligible to apply for Lateral Entry Admission to the third semester of B.E./B.Tech. in the branch corresponding to their branch of study.

(OR)

- ii. The candidates who possess the Degree in Science (B.Sc.,) (10+2+3 stream) with Mathematics as a subject at the B.Sc. level are eligible to apply for Lateral entry admission to the third semester of B.E./B.Tech. such candidates shall under go two additional Engineering subjects in the third or fifth and fourth or sixth semesters respectively as prescribed by the Dean Academics.

3. PROGRAMMES OFFERED

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.

Programme	Branch
B.E.	Mechanical Engineering
	Computer Science and Engineering
	Instrumentation and Control Engineering
	Electronics and Communication Engineering
	Electrical and Electronics Engineering
	Civil Engineering
	Electronics and Instrumentation Engineering
B.Tech.	Information Technology

4. STRUCTURE OF PROGRAMMES

- 4.1 Every Programme will have curricula with syllabi consisting of theory and practical's such as:
- (i) General core courses comprising Mathematics, Basic Sciences, Engineering Sciences, Humanities and Engineering.
 - (ii) Core courses of Engineering/Technology.
 - (iii) Elective courses for specialization in related fields.
 - (iv) Workshop Practice, Computer Practice, Engineering Graphics, Laboratory work, Seminar presentation, Project work, etc.
 - (v) Value added courses

- 4.2 There shall be a certain minimum number of core courses and sufficient number of elective courses and value added courses for each Programme of study.
- 4.3 UG students can opt for elective courses prescribed in the curriculum of other branches based on their areas of interest from sixth semester onwards and they are permitted to select one such elective course 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 number of students do not opt for particular elective course other elective course shall be allotted instead of.
- 4.4 The 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). For value added courses, credits are not assigned, but securing a pass is necessary for the award of degree.
- 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 B.E./B.Tech. Programme in 8 semesters (four academic years) but in any case not more than 14 Semesters for HSC candidates and not more than 12 semesters for Lateral Entry Diploma / B.Sc. 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 450 periods of 50 minutes each or 90 working days. The Principal / Head of the Department shall ensure that every teacher imparts instruction as per the number of hours / periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.
- 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 450 periods conducted within the specified academic schedule alone shall be taken into account and the overall percentage of attendance shall be calculated accordingly. The academic schedule normally commences from the opening/reopening day specified by the Head of the Institution for a particular

semester and ends with the previous working day of the end semester examination.

- 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 the 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

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) or participation in sports events 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.

6.1.3 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 in complete semester in the next academic year.

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
- 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 onto 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 commencement of the examinations of that semester recommended by the Head of the Department (HoD).
- 8.3** Withdrawal shall not be treated as an attempt for the purpose of classification (vide clause 16).

9. TEMPORARY BREAK OF STUDY ROMA 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 alter semester, he/she shall apply in advance to the Principal, through the Head of the Department, stating the reasons there of, in anycase, not later than the last date for registering for that semester examination.
- 9.2** 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.
- 9.3** The candidate permitted to rejoin the programme after break shall be governed by the rules and regulations in force at the time of rejoining.
- 9.4** 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.
- 9.5** 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 5 irrespective of the period of break of study in order to qualify for the award of the degree.
- 9.6** 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'.

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 100marks.
- 10.2.1** For all theory courses the continuous internal assessment will carry 30 marks while the end semester examination will carry 70 marks and for all practical courses the continuous internal assessment will carry 50 marks while the end semester examination will carry 50 marks.
- 10.2.2.** For project work the continuous internal assessment will carry 30 marks while the end semester examination will carry 70 marks. Project work may be allotted to a single student or to a group of students not exceeding 3 per group. (See also 10.4.1)
- 10.2.3** For value added courses having no credit shall be evaluated through internal assessment and shall carry 100 marks.
- 10.3** The end semester examination (theory and practical) of 3 hours duration shall normally be conducted between November and December during the odd semesters and between May and June during the even semesters.
- 10.4** The end semester examination for project work shall consist of evaluation of the final report submitted by the student or students of the project group (not exceeding 3 students) by an external examiner followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the guide of the project group and an internal examiner.
- 10.4.1** The Project Report shall carry a maximum of 25 marks (the same mark shall be awarded for the report submitted to every student within the project group) while the viva-voce examination shall carry a maximum of 45 marks (marks shall be awarded to each student of the project group based on the individual performance in the viva-voce examination).
- 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 calculators and Cell phones shall not be permitted inside the examination hall / laboratories. However any required code books and datasheets / 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 canceling 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 Chairperson, 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 30marks (consisting of 20 marks for tests, 5 marks for assignment / 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 30) should be rounded off to the nearest integer.

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

S.No	Component	Max. Marks
1	Tests	20
2	Assignment / Seminar	5
3	Attendance	5 *
Total		30

* 5 Marks for attendance shall be awarded as given below

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

- 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, paper reading, viva-voce, technical seminar, 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 atleast 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 HoD 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 of the Principal.

11.2 Practical Courses

- 11.2.1** 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 HoD shall constitute a review committee. There shall be three assessments during the semester by the review committee. The student shall make a presentation on the progress made by him / her before the committee.

The apportionment of continuous assessment marks for the project work is as follows:

Internal			External				Total
Review I	Review II	Review III	End semester Examinations				
			Thesis Submission	Viva-Voce (45)			
				Internal	External	Supervisor	
30			25	15	15	15	100 marks

11.3.2 A candidate may be permitted to work on the project in an Industrial / Research Organization, on the recommendations of the HoD, 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 consists of attendance marked or 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 HoD concerned at the end of every month for checking the syllabus coverage and the record of test marks and attendance. The HoD will put his/her signature and date after due verification. At the end of the semester, the HoD 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. English, Mathematics, Science, etc.) 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 45% 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.

13. REVALUATION

- 13.1** 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.
- 13.2** Direct 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.
- 13.3** 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.
- 13.4** 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. AWARD OF GRADES

- 14.1** All assessments of a course will be done on absolute marks basis. However, for the purpose of reporting the performance of a 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), in each subject as detailed below:

Range of Percentage of Total 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	-
Withdrawal	W	-
Absent	AB	-

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

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

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

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)
- Successfully passed in the value added courses prescribed in the curriculum corresponding to his/her Programme within the stipulated time.
- 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 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 HoD of the students will attach a certain number of students to a teacher of the Department who shall function as Faculty Advisor / Proctor for those students throughout their period of study. Such faculty Advisors 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 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 FIRST YEAR COURSES shall consist of the HoDs of Science & Humanities, HoD of Mechanical Engineering, HoD of Computer Science & Engineering and HoD of Electrical & Electronics Engineering as members of the Committee and the Dean Academics as the Convenor.

The Internal Assessment Suggestion Committee for HIGHER SEMESTER UG COURSES (III to VIII Semester) shall consist of the HoDs of all Engineering Departments, HoD of Mathematics and HoD of English 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 upto the discretion of the Principal.

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

19. CLASSCOMMITTEE

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 classroom 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 / projectwork/ 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 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.

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

19.3 Atleast 6 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 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 the 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 and get them ratified in the next meeting of the Academic Council, if necessary. The decision of the Academic Council will be final.