

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

2021 REGULATIONS for M.E. Degree Programmes

These regulations are applicable to all candidates admitted into M.E. Degree Programmes from the academic year 2021– 2022.

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. Degree Programme
- iii. **“Branch”** means specialization or discipline of M.E.Degree Programme, like CAD/CAM, Communication Systems, 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

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

3. PROGRAMMES OFFERED

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.

TABLE-I: Programmes Offered

Department	Programme
Mechanical Engineering	M.E. CAD/CAM
Computer Science and Engineering	M.E. Computer Science and Engineering
Electronics and Communication Engineering	M.E. Communication Systems
Electrical and Electronics Engineering	M.E. Power Electronics and Drives
Civil Engineering	M.E. Structural Engineering

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

4. STRUCTURE OF PROGRAMMES

Choice Based Credit System (CBCS), is the solution for the 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

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

TABLE-II: Allotment of Credits

Contact period per week	Credits
1 Lecture Period	1
1 Tutorial Period	1

2 Practical Period (Laboratory / Seminar / Project Work etc.)	1
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4.1 Categorization of Courses

Every M.E.Degree Programme will have a curriculum with Syllabi consisting of theory and Practical courses that shall be categorized as given in Table.III

TABLE-III: Category of Courses

Course Category	Range of Total credits
Professional Core	26
Professional Electives	18
Open Electives	3
Project work	20
Mandatory Courses	3
Audit Course	Non-Credit

Professional Core Courses (PCC) are to be studied compulsorily by a student in his/her chosen discipline of study.

Professional Elective Courses (PEC) are the advanced courses which provide an expanded scope of a given programme. The student can choose professional electives offered by the Branch. Professional elective courses shall include multi-disciplinary and inter disciplinary courses which are essential for the expanded scope for all concerned programmes.

Open Elective Courses (OEC) include the courses offered by a branch to other branches, from the list specified in the respective curriculum of the M.E.. Programmes.

Project Work (PRW) The project work for M.E. / M.Tech. Programmes consists of Project Work–I and Project Work–II.

Mandatory Course (MAC) is to be studied compulsorily by all M.E. students, irrespective of the branch and the Mandatory course is given in Table-IV

TABLE- IV: MANDATORY COURSE

Name of the course	Semester
Research Methodology and IPR	Semester I

Audit Courses (AC) are to be studied by all M.E students, irrespective of the specialization without any credit

TABLE- V: Audit Course

Name of the course	Semester
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Pedagogy Studies	Semester I
English for Research Paper Writing	Semester III

4.2 Knowledge / Skill Enhancement Course

Knowledge and Skill Enhancement Courses are offered to the candidates to promote and enhance their technical and **skill-based knowledge to increase their employability.**

4.2.1 Categories of Knowledge / Skill Enhancement Course

- i. **Self-Learning Online Courses:** Students can register online learning Courses/ MOOC offered by SWAYAM and other reputed online platforms with the approval of Head of the Department. The course content and credit weightage are decided by course offering Institution/Organization.
- ii. **Self-Learning Elective Courses:** A student can register one additional professional elective course or open elective course already existing in curriculum as a self-learning course.
- iii. **Internship:** One Credit shall be assigned to two weeks of field training / Internship / Industrial / Practical Training/summer project, undergone in a Company / Organization / Reputed institutions. 40 hours of internship shall be equivalent to one week. The Students can earn maximum of three credits in this category.
- iv. **R&D Project:** Three credits shall be assigned for R&D Project that can be taken up by a student during the period of the programme. The student shall carry out a part of funded research & development project or Consultancy project under the guidance of a faculty. The student shall work with the R&D Supervisor with the prior approval of the Head of the Institution through the Programme Head.

4.2.2 The student can replace professional / open elective courses subject to a maximum of 3 credits or/and earn additional credits through Knowledge / Skill Enhancement courses.

4.2.3 If necessary, additional credits earned through Knowledge/Skill Enhancement courses can be withdrawn from CGPA calculation. The student has to submit an exemption request to Controller of Examinations with the approval of Head of the Department before the registration of end semester examination of the final semester of the programme. In any case, the additional credits withdrawn by the student will not be considered further.

4.3 Value added Courses

The students may optionally undergo Value Added Courses (VAC) over and above the topics covered in the curriculum to obtain practical and industry specific knowledge. The Courses facilitated by the organizations like CISCO, Oracle, EMC² etc. can also be considered as value added courses. Value added Courses with two credits shall be offered by a Department of an institution with the prior approval by the Head of the institution.

- 4.4 The medium of Instruction, Examinations and Project report shall be English.

5. COURSE REGISTRATION

- 5.1 Through Faculty advisor/Mentor, 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 Faculty advisor/Mentor.
- 5.3 All the students have to register for the courses on or before the seventh working day of the current semester
- 5.4 The student has the option of registering additional courses with the approval of the HoD and the total number of credits of per semester shall be a maximum of 36 credits. The student shall be permitted to drop a maximum of 8 **credits**.
- 5.5 The student can register professional / open elective course in self learning mode, if the course is not offered by the Department in a particular semester.
- 5.6 If a student finds that he/she has registered for the 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
- 5.7 The maximum / minimum number of students to be registered in each course shall depend upon the infrastructure availability which shall be decided by the Head of the Department / the Head of the Institution.
- 5.8 A student who secures not less than 50% of total marks prescribed for the course [Continuous Internal Assessment + End semester Examinations] with a minimum of 45% of the marks prescribed for the end-semester Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for theory, practical, integrated and project work.
- 5.9 If a student fails to secure a pass in a theory, practical, integrated (except electives), the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (Continuous Internal Assessment + End Semester

Examination) as per clause 5.8, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the end semester examinations alone.

- 5.10** If the course, in which the student has failed, is a Professional Elective or an Open Elective course, the student may be permitted to complete the same course. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (Continuous Internal Assessment + End Semester Examination) as per clause 5.8, then the candidate shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the end semester examinations alone. If any other Professional Elective or Open Elective course is opted by the student, the previous registration is cancelled and henceforth it is to be considered as a new Professional Elective or Open Elective course. The student has to register and attend the classes, earn the continuous assessment marks, fulfil the attendance requirements as per clause 7 and appear for the end semester examination.

6. DURATION OF THE PROGRAMME

- 6.1** A student is ordinarily expected to complete the M.E. Programme in 4 semesters but in any case not more than 8 Semesters
- 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.
- 6.3** Each semester shall normally consist of 75 working days or 540 periods of 50 minutes each. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.
- 6.4** The Head of the Institution may instruct the Head of the Departments to conduct additional classes for improvement, special coaching, conduct of model test etc., over and above the specified periods for each course. But for the purpose of calculation of attendance requirement or writing the end semester examinations (as per clause 7) by the students, the periods conducted for each course within the given academic schedule as specified in the curriculum for each course shall be taken into account and the percentage of attendance of each course 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 theory examination.

The following method shall be used for calculating the percentage of attendance.

Total no. of periods attended in the course per semester

$$\% \text{ of Attendance} = \frac{\text{No. of periods / week as prescribed in the curriculum}}{15} \times 100$$

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.
- 7.2** 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.
- 7.3** A candidate who could not secure 75% attendance in each course he/she registered (except self-learning courses) 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 Head of the Institution 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.
- 7.4** The conduct of the candidate is satisfactory.
- 7.5** Candidates who do not complete the semester as per clause 7.2 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.

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
- 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 register for any course in

the next 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 student may, for valid reasons, (medically unfit/unexpected family situations /sports) approved by the Head of the Institution, shall be granted permission to withdraw from appearing for the end semester examination in any course or courses in ANY ONE of the semester examinations during the entire duration of the degree programme. The application shall be sent to the COE through the Head of the Department with required documents.

9.2 Withdrawal application is valid if the candidate is otherwise eligible to write the examination (Clause 7) and if it is made within TEN days after the date of the examination(s) in that course or courses and recommended by the Head of the Institution. For a student to withdraw from a course / courses, he/she should have registered for the course, fulfilled the attendance requirements (vide clause 7) and earned continuous assessment marks.

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

9.3 Withdrawal shall not be treated as an attempt for the purpose of classification (vide clause 20).

9.4 If a student withdraws from writing end semester examinations for a course or courses, he/she shall register for the same in the subsequent semester and write the end semester examination(s).

9.5 If a student applies for withdrawal from Project Work, he/she will be permitted for the withdrawal only after the submission of project report before the deadline. However, the student may appear for the viva voce examination within 30/60 days after the declaration of results for Project Work1 and Project Work2 respectively and the same shall not be considered as reappearance.

9.6 Withdrawal is permitted for the end semester examinations in the final semester, as per clause 20.

10. TEMPORARY BREAK OF STUDY FOR A PROGRAMME

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

10.2 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the student may apply for additional break of study not exceeding another one year. If a student intends to temporarily discontinue the programme in the middle of the

semester for valid reasons, and to re-join the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Head of the institution, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Department stating the reasons thereof and the probable date of re-joining the programme.

- 10.3** The student permitted to re-join the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of re-joining. The students re-joining in new Regulations shall register for additional courses, if any, as notified by the Head of the Department under change of Regulations and approved by the Head of the Institution. These courses may be from any of the semesters of the curriculum in force, so as to bridge the curriculum in force and the old curriculum. In such cases, the total number of credits to be earned by the student may be more than or equal to the total number of credits prescribed in the curriculum in force.
- 10.4** The authorized break of study is included in the duration specified for passing all the courses for the purpose of classification (vide Clause 20).
- 10.5** The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 6.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 10.6** If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 10.1).
- 10.7** If a student in Full Time mode wants to take up a job / start-up / entrepreneurship during the period of study he/she shall apply for authorized break of study for one year. The student shall join the job / start-up / entrepreneurship only after getting approval of the same by the Head of the Institution with due proof to that effect.

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. However, mandatory courses shall be assessed based on continuous internal assessment only. The assessment procedure for knowledge /skill enhancement courses is given vide clause 15.
- 11.2** The duration of end semester examination for theory, integrated course and practical courses shall be three hours and normally conducted between October and December during the winter semesters and between April and June during the summer semesters.
- 11.3** The duration of end semester examination for theory course is normally based on number of credits with minimum of one hour of examination per credit. However, it is not applicable for integrated courses.
- 11.4** Each course, theory, practical, integrated and project viva voce shall be evaluated for a maximum of 100 marks.

11.5 The total marks shall consist of the continuous internal assessment marks and the end semester examination marks. The respective apportionment of the continuous internal assessment marks and the end semester examination marks is given below:

11.5.1 For all theory courses the continuous internal assessment will carry 40 marks while the End Semester Examination will carry 60 marks.

11.5.2 For all practical courses, the continuous internal assessment will carry 60 marks while the End Semester Examination will carry 40 marks.

11.5.3 For all integrated courses the continuous internal assessment will carry 50 marks while the End Semester Examination will carry 50 marks.

11.5.4 The continuous internal assessment for the project work will carry 40 marks while the End Semester Examination will carry 60 marks.

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 code books 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 with 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 and validating 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 of the Academic Council of the College.

12. PROCEDURE FOR AWARDING MARKS FOR CONTINUOUS INTERNAL ASSESSMENT (CIA)

The continuous internal assessment for all theory, practical, integrated, project viva

voce and mandatory courses shall be awarded as per the procedure given below:

12.1 THEORY COURSES

Minimum of two assessments each carrying 100 marks shall be conducted during the semester. The total marks obtained in all assessments put together shall be proportionately reduced for 40 marks and rounded to the nearest integer

TABLE-VI: Internal Assessment for Theory Courses

Assessment I (100 Marks)		Assessment II (100 Marks)	
Individual Assignment / Case Study / Seminar / Mini Project	Written Test	Individual Assignment /Case Study / Seminar / Mini Project	Written Test
40	60	40	60

12.2 Practical Courses

The maximum marks for Internal Assessment shall be 60 marks in case of practical courses. For all practical courses the continuous assessment shall be for a maximum of 100 marks which includes 75 marks for regular class work (Record, conduct of experiments, observation, result and viva in regular class work) and 25 marks for model examination. Internal assessment marks shall be converted into 60 marks and shall be rounded off to the nearest integer.

TABLE-VII: Internal Assessment for Practical Courses

Record, conduct of experiments, observation, result and viva in regular class work	Model Examination
75	25

12.3 Integrated Courses (Theory Courses with Laboratory Component)

The theory and the practical components of the integrated courses shall be evaluated individually for these courses. The weightage of the theory component shall be 40% and the weightage of the practical component shall be 60%. The pass marks obtained in either theory or practical part of the integrated course shall be maintained till the entire course is passed by a student. There shall be Minimum of two internal assessments as given in Table VIII. The weighted average of the two assessments shall be converted into 50 marks and rounded to the nearest integer.

TABLE-VIII: Internal Assessment for Integrated Courses

Assessment I (40% weightage) (Theory Component)		Assessment II (60% weightage) (Laboratory Component)	
Individual Assignment / Case Study / Seminar / Mini Project	Written Test	Evaluation of Laboratory Observation, Record	Test
40	60	75	25

12.4 Mandatory Course The above course shall be conducted as a regular theory course without credits. The assessment of this course shall be similar to that of theory course vide clause 11 & 12

12.5 Audit courses

The student may optionally study audit courses and it will be mentioned in the Grade Sheet. However, it will not be considered for computation of CGPA. For the students who complete the Audit Course satisfying attendance requirement, the title of the Audit Course will be mentioned in the Grade Sheet. If the attendance requirement is not satisfied, it will not be shown in the Grade Sheet.

12.6 If any course requires alternate internal assessment system, the faculty member, who is handling the course, should submit a request to the Principal through the HoD for the alternate continuous internal evaluation system, within seven days of the commencement of classes in a particular semester. The internal assessment suggestion committee formed by the Head of the Institution, shall scrutinize the request and recommend suitable alternate continuous internal assessment system for approval of the Head of the Institution.

12.7 Attendance and Continuous Assessment Record

Every faculty member is required to maintain an Attendance and Continuous Assessment Record which consists 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 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 Head of the Institution 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.

13 Project Work

13.1 The project work for M.E. Programmes consist of Project Work–I and Project Work–II. The Project Work–I is to be undertaken during Semester III and Project Work–II, which is a continuation of Project Work–I, (except when project work II is carried out in the industry) is to be undertaken during Semester IV.

13.2 In case of students of M.E. Programmes not completing Project Work-I of project work successfully, the students can undertake Project Work-I again in the subsequent semester. In such cases the students can enroll for Project Work-II, only after successful completion of Project Work-I.

13.3 Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means the faculty member

possessing (i) PG degree with a minimum of 3 years experience (ii) Ph.D. degree.

- 13.4** A student may, however, undergo Project Work-II (M.E. Programme) in industry/academic institution of repute offering PG programmes in Engineering/Technology (other than affiliated colleges of Anna University)/research institutions for a minimum of 16 weeks during the final semester. In such cases, the students shall undergo the Project Work-II with the approval obtained from the Head of the institution preferably one month before the start of the industrial project.

The Project Work-II carried out in industry/academic institution of repute/research institutions need not be a continuation of Project Work-I. In such cases, the Project Work shall be jointly supervised by a supervisor of the department and an expert as a joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress. The review meetings, if necessary, may also be arranged in online mode with prior approval from the Head of the Institution and suitable record of the meetings shall be maintained.

- 13.5** The Project Work (Project Work-II) shall be pursued for a minimum of 16 weeks during the final semester.
- 13.6** The deadline for submission of final Project Report (Project Work-II) is 60 calendar days from the last working day of the semester in which project work / thesis / dissertation is done. However, the Project Work-I shall be submitted within the last working day of the semester as per the academic calendar published by the Institution.

14 EVALUATION OF PROJECT WORK

The evaluation of Project Work for Project Work-I & Project Work-II in M.E shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in **Clause 14.1**.

- 14.1** There shall be three assessments (each 100 marks) during the Semester by a review committee. The student shall make presentation on the progress made before the Committee. The Head of the Institution shall constitute the review committee for each programme. The review committee shall have a minimum of three members consisting of supervisor, experts from the Department and a project coordinator from the Department. The total marks obtained in the three assessments shall be reduced to 40 marks and rounded to the nearest integer (as per the Table). There will be a vice-voce Examination during End Semester Examinations conducted by a Committee consisting of the supervisor, one internal examiner and one external examiner. The internal examiner and the external examiner shall be appointed by the Controller of Examination. The distribution of marks for the internal assessment and End semester examination is given below:

TABLE-IX: Assessment for Project Work

Internal Assessment (40 Marks)			End Semester Examination (60 Marks)			
Review - I	Review - II	Review - III	Thesis Submission	Viva - Voce		
			External Examiner	Internal Examiner	External Examiner	Supervisor Examiner
10	15	15	25	10	15	10

14.2 The Project Report prepared according to approved guidelines as given by Head of the institution and duly signed by the supervisor(s) and the Head of the Department concerned shall be submitted to the Controller of Examinations.

14.3 If the student fails to obtain 50% of the internal assessment marks in the Project Work-I and Project Work-II / final project, he/she will not be permitted to submit the project report and has to register for the same in the subsequent semester.

If a student fails to submit the project report on or before the specified deadline as mentioned in **clause 13.6**, he/she is deemed to have failed in the Project Work and shall register for the same in a subsequent semester. This applies to both for Project Work-I and Project Work-II

If a student fails in the end semester examinations of Project Work-I, he/she has to resubmit the Project Report within 30 days from the date of declaration of the results. If he / she fails in the End semester examination of Project Work-II, he/she shall resubmit the Project Report within 60 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee. For this purpose the same Internal and External examiners shall evaluate the resubmitted report.

If a student has submitted the project report but did not appear for the viva-voce examination, it will be considered as fail and he/she will be permitted to resubmit the report within 30/60 days from the declaration of results and permitted for reappearance in viva- voce examination, for Project Work-I and II respectively.

15 Procedure For assessment of Knowledge / Skill Enhancement Courses and value added courses

15.1 Self Learning online Courses are assessed and evaluated by the certification Institute/ organization or by the Institution. A committee constituted by the Head of the Institution shall assign number of credits based on the duration of the course and award the grade for these courses based on the quality of the online courses, the assessment procedure and the performance of the student. **The credits earned shall be transferred and the marks earned shall be converted into grades and transferred, provided the student has passed in the examination as per the norms of the offering organization.**

The marks earned shall be converted in to grades , provided the student has passed in the examination as per the norms of the offering organization. The credits earned by the students may be used for credits replacement or additional credits

15.2 Self-Learning Elective Courses: The assessment for these courses shall be conducted as per theory courses vide clause 11.5.1. There will be a faculty coordinator for such courses and the faculty coordinator shall conduct the Continuous Internal Assessment as per clause 12.1. The end semester examinations shall also be conducted by the faculty coordinator concerned.

15.3 Internship: There shall be one final assessment after the completion of internship. Internship shall carry 100 marks and shall be evaluated through internal assessment only. At the end of Industrial / Practical training/ Internship/summer project, the candidate shall submit a certificate from the organization where he/she has undergone training and a brief report. The evaluation will be made based on the report and a viva-voce examination conducted by a three member Departmental Committee constituted by the Head of the Department / Head of the Institution.

TABLE-X: Internal Assessment for Internship

Internship report	Viva voce
40	60

15.4 R&D Project: There shall be three Reviews, conducted by the review committee constituted by the Head of the Institution. R&D project shall carry 100 marks and shall be evaluated through internal assessment only. The student shall submit a report of his/her R&D project to the supervisor and the assessment procedure for the R&D Project is given below.

TABLE-XI: Internal Assessment for R&D Project

Review - I	Review - II	Review - III	R&D Project Report
20	25	25	30

If a student has a publication in SCI listed journals which has impact factor of 1.5 and above, the student will be awarded 'O' grade,

15.5 Value added Courses: The students can earn two credits for a value added course. There are two category of Value added courses, the first category of value added courses are offered by reputed organizations and the second category of value added courses are offered by the departments. The assessment procedure for the two category of value added courses are given below.

15.5.1 For the value added courses offered by reputed organizations the credits shall be assigned by the committee constituted by the Head of the Institution. The marks earned shall be converted into grades and transferred, provided the student has passed in the examination as per the norms of the offering organization.

15.5.2 For the value added courses offered by the department shall be evaluated through continuous internal assessments only. The department offering the value added course shall conduct two assessments.

The grades earned by the students for Value Added Courses will be recorded in the Grade Sheet, however the same shall not be considered for the computation of CGPA.

16 PASSING REQUIREMENTS

16.1 A student who secures not less than 50% of total marks prescribed for the course [Continuous Internal Assessment + End semester Examinations] with a minimum of 45% of the marks prescribed for the end-semester Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work).

16.2 If a student fails to secure a pass in a theory course / laboratory course (except electives), the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (Continuous Internal Assessment + End Semester Examination) as per clause 16.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the end semester examinations alone.

16.3 If the course, in which the student has failed, is a Professional Elective or an Open Elective course, the student may be permitted to complete the same course. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (Continuous Internal Assessment + End Semester Examination) as per clause 16.1, then the candidate shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the end semester examinations alone.

If any other Professional Elective or Open Elective course is opted by the student, the previous registration is cancelled and henceforth it is to be considered as a new Professional Elective or Open Elective course. The student has to register and attend the classes, earn the continuous assessment marks, fulfil the attendance requirements as per clause 7 and appear for the end semester examination.

- 16.4** If a student is absent during the viva - voce examination, it would be considered as fail. The students shall register for the course again in the subsequent semester and can do Project Work.

17 AWARD OF LETTER GRADES

- 17.1** The award of letter grades will be decided using relative grading principle. The performance of a student will be reported using letter grades, each carrying certain points as detailed below:

TABLE-XII: LETTER GRADING

Letter Grade	Grade Points
O (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8
B + (Good)	7
B (Average)	6
C (Satisfactory)	5
RA (Re-appearance)	0
SA (Shortage of Attendance)	0
W (Withdrawal)	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

"RA", "SA" and "AB" 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:

$$\text{Equivalent Percentage of Marks} = \text{CGPA} \times 10$$

18.3 Grade Sheet

A grade sheet for each semester shall be issued containing the following information after the publication of the results

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

18 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 by earning required number of credits specified in the curriculum and passed all the prescribed courses in the Curriculum including mandatory courses 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 Head of the Institution whenever any candidate is readmitted.
- The award of the Degree shall be approved by the syndicate of the University

19 REVALUATION

- 19.1** 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.
- 19.2** 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.
- 19.3** 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.
- 19.4** 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.
- 19.5** **Review:** Candidates not satisfied with Revaluation can apply for Review of his/her examination answer script for theory courses, on payment of a prescribed fee with proper application to Controller of examination through the Head of the Institution. Candidates those who applied for Revaluation are eligible to apply for Review.

20 CLASSIFICATION OF THE DEGREE AWARDED

20.1 FIRST CLASS WITH DISTINCTION:

A Student who satisfies the following conditions shall be declared to have passed the examination in **First class with Distinction**:

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within **three** years, which includes authorised break of study of one year (if availed). Withdrawal from examination (vide Clause 9) will not be considered as an appearance.
- Should have secured a CGPA of not less than **8.50**.
- Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.

20.2 FIRST CLASS:

A student who satisfies the following conditions shall be declared to have passed the examination in **First class**:

- Should have passed the examination in all the courses of all four semesters **within three years**, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- Should have secured a CGPA of not less than **6.50**.
-

20.3 SECOND CLASS:

All other students (not covered in clauses 20.1 and 20.2) who qualify for the award of the degree (vide Clause 18) shall be declared to have passed the examination in **Second Class**.

- 20.4** A student who is absent in End Semester Examination in a course / project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from end semester examinations as per clause 9) for the purpose of classification.

21 CLASS ADVISOR (MENTOR)

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 Class Advisor / Mentor 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.

22 INTERNAL ASSESSMENT SUGGESTION COMMITTEE

The Internal Assessment Suggestion Committee shall consist of a convener who is the HoD of the course offering department for which alternate internal assessment suggested, relevant HODs as members and the course handling faculty members.

- 22.1** The committee shall suggest alternate continuous internal assessment system for the particular course(s) for which request has been made.
- 22.2** The committee shall scrutinize and recommend suitable alternate continuous internal assessment system within a week to the Head of the Institution for ratification.
- 22.3** The Head of the Institution shall carefully examine the recommendation of the Committee and ratify the recommendation before the commencement of the first Class Committee Meeting (vide clause 23). The Head of the Institution may approve or reject the alternate continuous internal assessment system and the approval is up to the discretion of the Head of the Institution.

- 22.4** The alternate continuous internal assessment system shall be incorporated after the approval of the Head of the Institution.

23 CLASS COMMITTEE

A Class Committee consists of teachers of the class concerned, 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 / 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.

- 23.1** 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.
- 23.2** The class committee shall be constituted on the first working day of any semester or earlier.
- 23.3** At least 3 student representatives shall be included in the class committee
- 23.4** 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.
- 23.5** The Head of the Institution may participate in any class committee of the institution.
- 23.6** 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.

- 23.7** 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.

24 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 Head of the Institution 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 Head of the Institution, in case the student represents the case to the Head of the Institution.

25 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.

26 SPECIALCASES

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.

TABLE-XIII: MINIMUM TOTAL CREDITS FOR M.E./M.Tech. DEGREE PROGRAMMES

S.No	Name of the Programme	Minimum Total Credits *
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1	M.E. CAD/CAM	70
2	M.E. Computer Science and Engineering	70
3	M.E. Communication Systems	70
4	M.E. Power Electronics and Drives	70
5	M.E. Structural Engineering	70

Minimum Total Credits to be earned by the student admitted to the particular PG Programme to become eligible for the award of Degree as per Clause 18 of Regulations 2021(PG).

