



**SRI SHANMUGHA COLLEGE OF ENGINEERING AND  
TECHNOLOGY**

**(An Autonomous Institution)**

Pullipalayam, Morur (Po.), Sankari (Tk.),  
Salem (Dt.) - 637 304.

**M.E. / M.Tech. Programmes**

**REGULATIONS 2023**

**(Version 1.0)**



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G. M. S. Balaji

**CHAIRMAN-ACADEMIC COUNCIL**

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*G.M. Raja*  
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## PREAMBLE

The rapid transformation in every sphere of life is augmenting the need to prepare the present fast-paced generation to adapt to the changing knowledge & skill requirements on a life-long basis, in the fields of science, engineering, technology and humanities to influence society positively. The future looks up to multidisciplinary, competent leaders who are Information and Communication Technology ready and driven by strong ethical values. Master's degree is primarily industry-focused, though it can be used as a stepping stone for research as well. And the decision whether the degree is to be pursued for skill and knowledge upgradation or also for building research skills should rest with the student. The outcome based learning strategy is to be assessed with Bloom's taxonomy, levels in the curriculum design, pedagogy and assessment, to enable the development of learning as a skill, for life of inquiry, Industry and Inspiration.

Sri Shanmuga College of Engineering and Technology, envisions to nurture knowledge, skills, and attitude and values of the aspiring youth to enable them to become global citizens and towards that process, the institution has evolved a flexible integrated academic curriculum.

## SCOPE

These regulations are applicable to all students admitted into various M.E. / M.Tech programmes of the institution from the Academic Year (AY) 2023 - 2024 and onwards.

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Approved in Academic Council Meeting on 07.11.2023

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## 1 PRELIMINARY DEFINITIONS AND NOMENCLATURE

Table 1.1 Preliminary Definitions and Nomenclature

S. No	Name	Definition
1	Programme	Refers to Degree Programme viz., M.E. / M.Tech.
2	Discipline	Refers to Branch or Specialization in M.E. / M.Tech. Degree Programme, viz., Computer Science and Engineering etc.
3	Course	Refers to Theory, Practical, Theory cum Practical and Project.
4	Head of the Institution	Refers to the Principal.
5	Vice Principal Academics (VPA)	Refers to the authority of the Institution responsible for all the academic activities and for the implementation of relevant rules/regulations and audits.
6	Controller of Examinations (CoE)	Refers to the authority of the Institution who is responsible for all activities of the Examinations of the Institution.
7	Head of the Department	Refers to Head of the Department concerned.
8	University	Refers to Anna University, Chennai
9	Institution	Refers to Sri Shanmuga College of Engineering and Technology.
10	L – T – P – C	Refers to Lecture, Tutorial, Practical, and Credits, respectively.
11	Curriculum	Refers to the various components / courses studied in each programme that provide appropriate outcomes (knowledge, skills and attitude/ behaviour) in the chosen branch of study.
12	Academic Council (AC)	The committee includes Principal, CoE, HoDs, University Nominees, Academic Experts, Industry experts and senior faculty members. This committee is responsible for framing of academic policy, approval of courses, regulations and

*G. M. Sankar*  
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S. No	Name	Definition
13	Department Advisory Board (DAB)	The board includes HoD, senior faculty member(s) of department from various levels, Experts from other reputed institution and industries and responsible for framing the programme curriculum and syllabus. They develop and recommends new or revised targets and objectives of the programme. The board finds the gap between curriculum and industry requirements based on the feedback received from the stakeholders and suggests for suitable corrective actions.
14	Board of Studies (BoS)	The committee includes HoD, all faculty members of department, University Nominee, Alumni, Experts from other reputed institutions and industries. Its function includes reviewing and updating syllabi from time to time, introducing new courses of study, recommending panels of examiners.

## 2 CONDITIONS FOR ADMISSION

Students are admitted to M.E / M.Tech Degree Programme as per the procedures and norms prescribed by the Government of Tamil Nadu and Anna University, Chennai every year.

## 3 MEDIUM OF INSTRUCTION

The medium of instruction for written examinations and project reports is English.

## 4 PROGRAMMES OFFERED

A student may be offered admission to the following full time programmes of study:

1. M.E. Computer Science and Engineering
2. M.E Industrial Safety Engineering

## 5 DURATION OF THE PROGRAMME

Table 5.1 Programme Duration

Programme	Minimum number of semesters	Maximum number of semesters
ME	4	8

Each semester will normally have 90 working days or 450 hours or 540 periods of 50 minutes each (including examination days).

*G. S. Sankar*

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## 6 STRUCTURE OF THE PROGRAMMES

Every Post Graduate Degree Programme will have a curriculum with syllabi consisting of Theory courses, Practical courses, Research Methodology and IPR Course and Employability Enhancement Courses prescribed by the respective Board of Studies from time to time.

### 6.1.Categorization of Courses

The following are the broad divisions of the various theory and practical courses:

**(i) Foundation Courses (FC)** may include Mathematics or other basic courses

**(ii)Professional Core (PCC)** courses include the core courses relevant to the chosen specialization/branch.

**(iii)Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization/ branch.

**(iv) Open Elective (Optional for M.E.):** A student may be permitted to select any one elective from other PG specializations offered in the department / any other department of the Institution with the approval of the Head of the Department offering such courses. M.E. students can opt for such elective courses in third semester.

**(v) Employability Enhancement Courses (EEC)** include Project Work and/or Internship, Seminar, Professional Practices, Case Studies and Industrial / Practical Training.

**(vi) Research Methodology and IPR Course (RMC)** has been developed with an orientation towards research-related activities and recognizing the ensuing knowledge as property. It will create consciousness for Intellectual Property Rights and its constituents.

### 6.2 Project work

Every student is required to undertake a suitable project work **independently** in Industry/ Department in consultation with the faculty guide and Head of the Department and submit the project report on dates specified by the Department.

- (a) Project work shall be carried out under the supervision of a faculty having PG degree with at least THREE years of teaching experience / Ph.D. degree in the Department concerned.
- (b) A student may, however, in certain cases, be permitted to work on projects in an Industrial / Research Organization, on the recommendations of the Head of the Department. In such cases, the Project work shall be jointly guided by a supervisor of the department and an expert as 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.
- (c) The project work for M.E., Programmes consists of Phase I and Phase II. The Phase I is to be undertaken during III semester and Phase II, which is a continuation of Phase I is to be undertaken in IV semester. In case of a student not completing Phase I of the project work

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successfully, he/she can undertake Phase-I again in the subsequent semester. In such case the student can enroll for Phase-II, only after successful completion of Phase I.

- (d) The Phase II Project work of M.E. Programmes shall be pursued for a minimum of 16 weeks in the final semester (whole semester).
- (e) The deadline for submission of final Project Report for Phase II of M.E. is 30 calendar days from the last working day of the FINAL semester.
- (f) The students may be encouraged to publish his/her project work in a reputed National / International journal before the viva voce examinations.

### 6.3. Electives

Every student shall opt for electives from the list of electives related to his/her degree programme in consultation with the Faculty Advisor and the Head of the Department.

### 6.4. Online courses

A student has a choice to study online courses conducted by agencies such as state and central government educational institutions like IIT, AICTE, Anna University and other reputed universities, edX etc, for which certificates are provided by the agencies offering the courses.

### 6.5. Self- study courses

A student can opt for self- study courses, provided the student does not have current arrears and has earned a CGPA of 8.0 and above. **The self-study course must be an elective course listed in the curriculum but it is not taught by the department in the semester.** The purpose of the self - study course is to permit the student to study an elective of his/her choice.

## 7 EXTRA CREDIT COURSES

A PG student can earn maximum of **FIVE** extra credits other than the total credits required for obtaining a degree during the course of study through one credit courses, Online courses, Self-study courses etc.,

## 8 ONE CREDIT COURSES

A student can study **one credit courses** offered by his / her department / other departments/ External Agencies (offering Certificate Courses).

**Note:** Course offered by the external agencies is assessed by the Department Academic Board (DAB) and the same is to be recommended to the Chairman, Academic Council for the award of one credit.

## 9 CREDIT ASSIGNMENT

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

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Table 9.1 Credit Assignment

S. No	Contact period per week	Credits
1	1 Lecture Hour	1
2	1 Tutorial Hour	1
3	2 Practical hours (Laboratory/Seminar/Project work etc.,)	1

The minimum prescribed credits required for the award of the degree is specified below:

Table 9.2 Minimum Credit Requirement

Programme	Prescribed Credit Requirement
ME Computer Science and Engineering	76
ME Industrial Safety Engineering	75

## 10 REQUIREMENTS TO APPEAR FOR THE END SEMESTER EXAMINATION

A student who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

- i. A student shall be permitted to take the End Semester Examination (ESE) of **any course**, if the student secures not less than 75% (after rounding off to the nearest integer) of attendance in the course during the semester and the conduct of the student has been satisfactory.
- ii. A student who has secured attendance between 74% and 65% (both included) in any course, due to medical reasons (Hospitalization / Accident / Specific Illness) or due to participation in University / District / State / National / International Level Sports or due to participation in Seminar / Conference / Workshop / Training Programme / Voluntary Service / Extension Activities or similar programmes with a prior permission taken from the Principal shall be exempted from the above prescribed requirements for attendance and shall be permitted to take the examination on the recommendation of the concerned HoD to condone the lack of attendance.
- iii. It is mandatory for the HoD to verify and certify the genuineness of the case before recommending the same to the principal.
- iv. A student who has secured less than 65% of attendance will not be permitted to write any of the current semester courses and also to continue the study in the subsequent semester. But the Student will be permitted to appear for his / her arrear examinations, if any. The student has to redo all the courses of that semester by rejoining the same semester in the subsequent academic year with the approval of the principal.

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- v. However, in order to redo the course, the student has to be recommended to the Principal by the HoD concerned.
- vi. Registration is mandatory for Semester Examinations as well as arrears examinations failing which the student will not be permitted to move to the higher semester.

## 11 COURSE ENROLLMENT AND REGISTRATION

Every student shall enroll for all the courses at the end of current Semester for the next Semester of study. A student shall normally be permitted to appear for ESE of the current semester if he / she has satisfied the semester completion requirements (vide Clause 10.0) and has registered for examination in all courses of that semester by paying the prescribed fee.

## 12 WEIGHTAGE OF ASSESSMENT COMPONENTS OF A COURSE

Performance in each course of study shall be evaluated based on Continuous Internal Assessments (CIA) throughout the semester and ESE at the end of the semester.

The following table shows the weightage of CIA and ESE to various courses of the PG programmes.

Table 12.1 Internal and External Assessment Mark Allotment

S. No.	Category of courses	CIA	ESE
1	Theory Courses	40	60
2	Practical Courses	60	40
3	Theory cum Practical Courses	50	50
4	Project Work	60	40
5	Any other EEC Courses	100	-

## 13 CONTINUOUS INTERNAL ASSESSMENT

The performance of students in each course will be continuously assessed in the following components by the respective faculty as per the guidelines given below:

### 13.1 Distribution of Marks

#### (i) Theory Courses

Table 13.1 Procedure for Internal Assessment (Theory)

Description	Marks
<b>Continuous Internal Assessment I</b>	
Written Test	60
Individual Assignment /Case Study /Seminar / Mini Project	40
<b>Continuous Internal Assessment II</b>	
Written Test	60
Individual Assignment /Case Study /Seminar / Mini Project	40
Total	200

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**(ii) Practical Courses**

Table 13.2 Procedure for Internal Assessment (Practical)

<b>Internal Assessment (100 Marks)</b>	
Evaluation of Laboratory Observation, Record	Test
75	25

**(iii) Theory cum Practical Courses**

Table 13.3 Procedure for Internal Assessment (Theory Courses with Laboratory Component)

Description	Marks
<b>Continuous Internal Assessment I</b>	
Written Test	60
Individual Assignment /Case Study /Seminar / Mini Project	40
<b>Continuous Internal Assessment II</b>	
Evaluation of Laboratory Observation,Record	75
Test	25
<b>Total</b>	<b>200</b>

The weightage of first assessment shall be 40 % and the second assessment be 60 %. The weighted average of these two assessments shall be converted into 50 marks and rounded to the nearest integer.

## 14 DECLARATION OF THE MARKS OF CONTINUOUS INTERNAL ASSESSMENT

Mark secured by a student in each evaluation component such as Internal Tests, Assignments, etc., shall be timely displayed by the course Faculty. At the end of the semester, course Faculty shall tabulate marks allotted to students for CIA, display it on notice board with the signature of the concerned HoD for students' reference and rectify grievances if any, and then the CIA mark is to be finalized. Course coordinator/ faculty shall enter CIA marks in the Examination Management System (EMS) and display it on notice board and hand over the copy of the same to the Department coordinator/HoD. He/she shall collect the marks for all Courses in all Semesters, compile them semester wise, and hand over the copy of the same to CoE.

## 15 ASSESSMENT OF ESE AND PASSING REQUIREMENTS

The courses offered fall under the following categories: Theory courses, Practical courses Theory cum Practical Courses and Project works.

### 15.1 Theory Courses

ESE will be held at the end of each semester for each course. The question paper is set for a maximum of 100 marks. A student who secures not less than 50% of total marks prescribed for the course (CIA + ESE) with a minimum of 45% of the marks prescribed for the ESE shall be declared to have passed in the examination. If a student fails to secure a pass in a particular course, it is mandatory that he/she shall register and reappear for the examination in that course when examination

  
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is conducted in that course by the CoE. He/she should continue to register and reappear for the examination till he / she secures a 'pass'.

## 15.2 Practical Courses

The maximum marks for each laboratory are 100. The performance of the student shall be continuously assessed throughout the semester for 60 marks and the remaining 40 marks for the ESE. The ESE is conducted for 100 marks and scored mark is reduced for 40. A student who secures not less than 50% of total marks prescribed for the course (CIA + ESE) with a minimum of 45% of the marks prescribed for the ESE shall be declared to have passed in the examination.

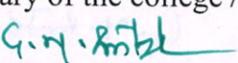
## 15.3 Theory cum Practical Courses

The maximum marks for each course is 100. The performance of the student shall be continuously assessed throughout the semester for 50 marks and the remaining 50 marks for the ESE. The ESE is conducted for 100 marks and score mark is reduced to 50. A student who secures not less than 50% of the total marks prescribed for the course (CIA + ESE) with a minimum of 45% of the marks prescribed for the ESE shall be declared to have passed in the examination. End Semester examination will be conducted only for theory courses.

## 15.4 Evaluation of Project Work

There will be a Project evaluation and vice-voce examination during the ESE conducted by a committee consisting of the supervisor, internal examiner and an External examiner. The External examiner shall be appointed by the Controller of Examination. The Project report shall be prepared and submitted as per the guidelines as given by the Head of the Department and duly signed by the supervisor(s).

- If a student fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester. This applies to both Phase-I and Phase-II in the case of M.E. Project Work.
- If a M.E student fails in the ESE of Phase-I of the project work, he/she can undertake Phase-I again in the subsequent semester. In such case the student can enroll for Phase-II, only after successful completion of Phase-I.
- If a student fails in the ESE of Phase-II of Project work of M.E. programme he/she shall resubmit the Project Report within 60 Calendar days from the date of declaration of the results and the same will be considered for assessment in the subsequent semester. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee.
- A copy of the approved Project Report after the successful completion of viva- voce examinations shall be kept in the library of the college / institution.

  
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- The evaluation of Project Work for Phase-I and Phase-II in the case of M.E., shall be done in the respective semester(s) and marks for CIA and ESE shall be allotted as per the weightage given in the table 15.1 and 15.2 respectively.

Table 15.1 CIA – 60 Marks

Review I ( 20 Marks)		Review II ( 20 Marks)		Review III ( 20 Marks)	
Review Committee (Excluding Supervisor)	Supervisor	Review Committee (Excluding Supervisor)	Supervisor	Review Committee (Excluding Supervisor)	Supervisor
10	10	10	10	10	10

Table 15.2 ESE – 40 Marks

Report Evaluation (10 Marks)	Viva – Voce (30 Marks)		
External Examiner	External Examiner	Internal Examiner	Supervisor
10	10	10	20

### 15.5 Online courses

As stated earlier in Clause 6.4, a student has a choice to study online courses. **Only one** such online course is considered as equivalent to a **professional elective** with 3 credit weightage subject to the approval by the Chairman, Academic Council.

If such an online course is studied by a student, the Department Academic Board (DAB) shall have to analyze the quality of such online course and decide whether to recommend the online course to the Chairman, Academic Council as equivalent to a **professional elective course** having 3 credit weightages. If it is considered for recommendation, the student may be allowed to pursue that online course. On successful completion of an online course, the DAB can forward the same with the letter of recommendation duly signed by the HoD to the Chairman, Academic council by enclosing the copies of the documents related to the online course. After scrutiny, the Chairman of Academic council may approve the same as equivalent to **one professional elective course**.

If it is approved by the Chairman, Academic Council, the student will be exempted from one professional elective course and 3 credits will be included for the calculation of CGPA.

The score/marks/grade obtained by the student in the online course will be converted into equivalent grade point by the CoE as shown in the table 15.3



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Table 15.3: Conversion of Marks into Grade

Marks Obtained	Equivalent Grade
Greater than 80	O
76 to 80	A+
71-75	A
61-70	B+
51-60	B
41-50	C

A student may opt to such online course in the second / third semester.

**Note: A student can do more than one online course only to earn extra credits.**

#### 15.6 Self-Study courses

As stated earlier in Clause 6.5, a student can opt for self-study courses **but only one** such self-study course is considered as equivalent to a **professional elective** with 3 credit weightages. If such course is opted by a student, he/she will be monitored by the faculty coordinator of the department. The student is evaluated for 40 marks as per the CIA components mentioned in 13.1(i). He / She has to register for that self-study course for ESE along with the other courses of the semester.

A student who successfully completes a **Self-Study course** may obtain an exemption from studying one elective course and the credit points earned in the self-study will be included for the calculation of CGPA. That is, the self-study course is considered as an equivalent to studying one elective course.

**Note: A student can do more than one self-study course only to earn extra credits.**

### 16. INDUSTRIAL TRAINING/INTERNSHIP AND TECHNICAL SEMINAR

A student may undergo industrial training/internship for a period of not exceeding six weeks. On completion of the training, the student has to submit a report on the training / internship undergone and a certificate from the organization concerned. A three member Departmental Committee constituted by the Head of the Department will evaluate the report, conduct viva voce examination and award appropriate grades and the credit points earned will depend on the duration of the

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industrial training/internship. Non submission of the industrial training report shall be considered as reappearance.

Table 16.1 Internship Time Duration and Credit Allotment

Duration of Training/Internship	Credits
2 Weeks	1
4 Weeks	2
6 Weeks	3

### 16.1 Technical Seminar

- i) A student can participate in National/International conference. If it is the case, he/she has to provide the certificate and proceedings issued by the concerned authority.
- ii) Also, a student can give a seminar on technical topics related to the course.

In both cases, a three members Departmental Committee constituted by the Head of the Department will evaluate the presentation, report and conduct viva voce examination and award marks appropriately. As per the curriculum the credit point is awarded for the same.

## 17 ONE CREDIT EMPLOYABILITY ENHANCEMENT COURSES

In order to enhance the employability skills and managerial skills one-credit courses have been included in the curriculum. The assessment of such courses is done internally by the Department Committee constituted by the Head of the Department which includes Viva-Voce Examination.

### 18 WITHDRAWAL

A student may for valid reasons can be permitted to withdraw from appearing for the ESE in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application for the same shall be sent to the Principal through HoD with the required documents.

Withdrawal application shall be valid only if the student is otherwise eligible to write the examination and if it is made prior to the commencement of the examination in that course or courses and also recommended by the respective HoD and the Principal of the Institution.

Withdrawal shall not be considered as an appearance for the eligibility of a student for First Class with Distinction.

### 19 AUTHORIZED BREAK OF STUDY

1. A student is permitted to go on a temporary break of study for a maximum period of one year, once in the entire duration of the programme. However, if a student intends to temporarily discontinue the programme in the middle for valid reasons (such as accident or hospitalization due to prolonged ill-health) and wishes to rejoin the programme in a later semester he / she shall apply to the Head of the Institution in advance as per the procedures and norms.

  
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2. The student permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.
3. The duration specified for passing all the subjects for the purpose of classification shall be extended if such break of study is approved by competent authorities.
4. The total period for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified irrespective of the period of break of study in order that he / she may be eligible for the award of degree.
5. If any student is detained for want of required attendance, progress or conduct, the period spent in that semester shall not be considered as permitted “Break of Study” is not applicable for this case.

## **20 REJOINING THE PROGRAMME**

A student who is required to repeat the study of any semester for want of attendance/progress/conduct or who desires to rejoin the course after a period of discontinuance or who upon his/her own request is permitted by the authorities to repeat the study of any semester, may join the semester which he/she is eligible or permitted to join, only at the time of its normal commencement for a regular batch of students and after obtaining the approval from Directorate of Technical Education (DoTE) and Anna University, Chennai. No student will however be enrolled in more than one semester at any time. In that case he/she has to come under the regulation which is being followed in that Academic year.

## **21 AWARD OF LETTER GRADES**

The award of letter grades will be decided based on relative grading principle. The relative grading is applicable to ONLY those students who have passed the examination as per the passing requirements enumerated above. Relative grading is applicable only to theory and theory cum practical courses. For those students who have not passed the examination, Reappearance (U) shall be awarded as shown in the below table. For those students who have passed the course, the relative grading shall be done. The marks of those students who have passed only shall be inputted in the software developed for relative grading. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards the grade to each student. For a given course, if the students' strength is greater than 30, the relative grading method shall be adopted. However, if the students' strength is less than 30 then the fixed grading shall be followed with the grade range as specified in the table 21.1.

Table 21.1 Grade Assignment when student strength in below 30

O	A+	A	B+	B	C	U
91 -100	81 – 90	71 – 80	61 – 70	56 – 60	50 – 55	<50

The performance of a student shall be reported using letter grades, each carrying certain points as detailed in table 21.2

G.M.Ramalakshmi

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Table 21.2 Grade Assignment after relative grading

<b>Letter Grade</b>	<b>Grade Points</b>
O (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8
B + (Good)	7
B (Average)	6
C (Satisfactory)	5
U (Re-appearance)	0
W (Withdrawal)	0

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: "O", "A+", "A", "B+", "B", "C".

"U" denotes that the student has failed to pass in that course. "W" denotes withdrawal from the exam for the particular course. The grades U and W will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the End Semester Examinations.

If the grade U is given to Theory Courses/ Laboratory Courses it is not required to satisfy the attendance requirements, but has to appear for the end semester examination and fulfill the passing requirements to earn a pass in the respective courses.

If the grade U is given to EEC (Employability Enhancement Course) (except Project Work), which are evaluated only through internal assessment, the student shall register for the course again in the subsequent semester, fulfill the passing requirements to earn pass in the course. However, attendance requirement need not be satisfied.

After the results are declared, Grade Sheets will be issued to each student which will contain the following details. Grade Point Average (**GPA**) of a Semester (**SGPA**) and Cumulative Grade Point Average (**CGPA**) of a programme are calculated as follows.

$$\text{SGPA} = \frac{\text{Sum of the product of the GP by the corresponding credits of the courses offered in that Semester}}{\text{Sum of the credits of the courses of that Semester}}$$

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$$\text{GPA / CGPA} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

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

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

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

## 22 CLASSIFICATION OF THE DEGREE AWARDED

### 22.1 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 4 semesters in the student's First Appearance within 3 years respectively, which includes authorized break of study of one year. If availed withdrawal from examination, it 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 ESE due to lack of attendance in any of the courses.

### 22.2 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 the 4 semesters within 3 years respectively, which includes one year of authorized break of study (if availed) or prevention from writing the ESE due to lack of attendance (if applicable).
- Should have secured CGPA of not less than 6.50

### 22.3 Second Class

All the other students who qualify for the award of the degree shall be declared to have passed the examination in Second Class.

**Note:** A student who is absent in ESE in a course /project work after having registered for the same shall be considered to have appeared in the examination for the purpose of classification.

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## 23 METHODS FOR REDRESSAL OF GRIEVANCES IN EVALUATION

Students who are not satisfied with the grades awarded in the End Semester Examination of Theory and Embedded Courses (with theory component) for regular and arrear exams can seek redressal as illustrated in Table 23.1

Table 23.1: Grievance Redressal Mechanism

S. No	Redressal Sought	Methodology
1	Revaluation	<ul style="list-style-type: none"> <li>➤ Apply for photo copy of answer Script.</li> <li>➤ Then apply for revaluation after course expert recommendation</li> </ul>
2	Challenge of Evaluation	<ul style="list-style-type: none"> <li>➤ Apply for photo copy of answer book.</li> <li>➤ Then apply for revaluation after course expert recommendation.</li> <li>➤ Next apply for challenge of Evaluation.</li> </ul>

*Note: All applications to be made to CoE along with the payment of the prescribed fee.*

A student can apply for photocopy of his/her End Semester Examination answer script in a Theory and Theory cum practical courses, within a week from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations with the approval of Head of Department. The answer script is to be valued and justified by a course expert, who handled the course and recommend the student to apply for revaluation. Based on the recommendation, the student can register for revaluation through proper application and prescribed fee payment approved by course expert, Head of The Department. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Department. Revaluation is not permitted for Practical Courses, Continuous Assessment Courses and EEC courses.

## 24 FACULTY ADVISOR

To help students in planning their courses of study, the Head of the Department / Senior Faculty Advisor will allot 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. The faculty advisor will guide the student during enrollment, registration of courses and authorize the final registration of the courses at the beginning of each semester and monitor their attendance and counsel them periodically. If necessary, the Faculty Advisor may also inform the parents about the progress of the students.

## 25 CLASS COMMITTEE

Every class shall have a class committee consisting of faculty members of the class concerned, three student representatives (including at least one female student) and a chairperson who is not teaching the course for the class. The class committee for a class is constituted by the Head of the department within the first week of each semester. The overall goal of the class committee is to improve the teaching-learning process. The class committee meeting should be conducted as per the table 25.1

*G. V. Rambal*

**CHAIRMAN-ACADEMIC COUNCIL**

Table 25.1 Tentative schedule for Class Committee Meeting

<b>Meeting</b>	<b>Tentative Period</b>
I	Within one week from the Commencement of Semester
II	Two Weeks before CIA I
III	Two Weeks before CIA II

The functions of the class committee include:

- Clarifying the regulations of the degree programme and the details of rules therein.
- Resolving difficulties experienced by students in the classroom and in the laboratories.
- Informing the student representatives, the academic schedule including the dates of assessments (Tests & Assignments) and the syllabus coverage for each assessment.
- Evaluating the performance of the students of the class after each test and finding the ways and means of improvement.
- Identifying the slow learners, if any, and requesting the faculty handling the course to provide some additional help or guidance or coaching to such slow learners.
- The principal may participate in any class committee meeting of the institution as and when required.
- The Chair person is required to prepare the minutes of the meeting, signed by the members and submit the same to HoD within two working days of the meeting. HoD will in turn forward the same to the principal.
- Student representatives of the class committee should collect information regarding the teaching learning process of the class from the fellow students of the class before attending the class committee meeting. Also, during these meetings they shall meaningfully interact and express the opinions and suggestions of the other students of the class to improve the effectiveness of the teaching-learning process.

## 26 COURSE COMMITTEE FOR COMMON COURSES

Each common theory course offered to more than one discipline or group shall have a “Course Committee” comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the course Coordinator shall be made by the Head of the Department. The ‘Course committee’ shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests. Wherever feasible, the course committee may also prepare a common question paper for the internal assessment test(s). Three meetings should be conducted as per the time schedule mentioned in the table 26.1

G.N. Rangwala  
CHAIRMAN-ACADEMIC COUNCIL

Table 26.1 Tentative Schedule for Common Course Committee Meeting

<b>Meeting</b>	<b>Tentative Period</b>
I	Before the Commencement of Semester
II	Two Weeks before CIA I
III	Two Weeks before CIA II

## 27 DISCIPLINE

Every student is required to observe discipline and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the College and the University. The principal shall constitute a disciplinary committee consisting of Heads of Departments, two faculty members of which one should be a class advisor of the student, to enquire into acts of indiscipline and report to the principal. 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 University and College from time to time.

## 28 MALPRACTICE

If a student indulges in malpractice in the ESE, he / she shall be liable for punishment as prescribed in the book of **Examination Rules and Regulations**.

## 29 REVISION OF REGULATIONS AND CURRICULUM

A Review and Revision Committee will be formed under the leadership of the Head of the Institution with Controller of Examinations, Member Secretary of the Academic Council and four members nominated by Head of the Institution. The regulations are subject to amendments as may be made by the Academic Council of the Institution from time to time. Any or all such amendments will be effective from such date to such batches of students (including those already in the middle of the programme) as may be decided by the Academic Council.

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*G. M. Sankar*

**CHAIRMAN-ACADEMIC COUNCIL**