

REGULATIONS 2020
B.E. / B.Tech. DEGREE PROGRAMMES
(CHOICE BASED CREDIT SYSTEM)

The regulations hereunder are effective from the academic year 2020 - 2021 and applicable to students admitted in Hindusthan Institute of Technology, an Autonomous Institution Affiliated to Anna University, Chennai. 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.

1. (a) PRELIMINARY DEFINITIONS AND NOMENCLATURE

In the following Regulations, unless the context otherwise requires

- i) **“Programme”** means Degree Programme that is B.E/B.Tech Degree Programme.
- ii) **“Choice Based Credit System”**: The choice based credit system provides a ‘cafeteria’ type approach in which the students can 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.
- iii) **“Branch”** means specialization or discipline of B.E/B.Tech Degree Programme, like Computer Science Engineering, Mechanical Engineering, etc.
- iv) **“Course”** means a theory or practical course that is normally studied in a semester, like Mathematics, Physics, etc.
- v) **“Head of the Institution”** and **“Chairman- Academic Council”** mean the Principal of the College who is responsible for all academic activities for the implementation of relevant rules and regulations.
- vi) **“Head of the Department”- HoD** means Head of the Department concerned.
- vii) **“Controller of Examinations”**- means the authority of the institution who is responsible for all activities of the Examinations of all the departments and hereafter called CoE.
- viii) **“University”** means Anna University, Chennai.

(b) CONDITION FOR ADMISSION

Students for admission to the B.E/B.Tech degree Programme will be required to satisfy the conditions of admission thereto prescribed by the University and Government of Tamil Nadu.

2. DURATION OF THE PROGRAMME

- i) **Minimum Duration:** The programme will extend over a period of Four years leading to the Degree of Bachelor of Engineering (B.E) / Bachelor of Technology (B.Tech) of the Anna University. The four Academic years will be divided into eight semesters with two semesters per year. Each semester shall normally consist of 90 working days including examination days.
- ii) **Maximum Duration:** 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 of 8 years (7 years for lateral entry) which includes one year of authorized break of study.

3. PROGRAMMES OFFERED

The following are the programmes of study offered

B.E

- 1. Aeronautical Engineering
- 2. Automobile Engineering
- 3. Computer Science and Engineering
- 4. Electronics and Communication Engineering
- 5. Mechanical Engineering

B.Tech

- 1. Information Technology
- 2. Pharmaceutical Technology
- 3. Artificial Intelligence and Data Sciences

4. STRUCTURE OF THE PROGRAMME

Every B.E / B.Tech. Programme will have a curriculum with syllabi consisting of theory and Practical courses that shall be categorized as follows

- i) **Humanities and Social Sciences (HS)** courses include Technical English, Engineering Ethics and Human Values, Communication skills, Environmental Science and Engineering.

- ii) **Basic Sciences (BS)** courses include Engineering Mathematics, Physics, Chemistry, etc.
- iii) **Engineering Sciences (ES)** courses include the Engineering Practices, Engineering Graphics, Basics of Electrical / Electronics / Mechanical / Computer Engineering etc.
- iv) **Professional Core (PC)** courses include the core courses relevant to the chosen specialization/ branch.
- v) **Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization/ branch.
- vi) **Open Elective (OE)** courses include the courses from other branches which a student can choose from the list specified in the curriculum of the students B.E / B.Tech. Programmes.
- vii) **Mandatory Courses (MC)** includes some of the courses as prescribed in the AICTE model curriculum Environmental Sciences, Induction Program, Indian Constitution, Essence of Indian Traditional Knowledge.
- viii) **Fast Track Courses:** The students shall undergo the eighth semester elective courses in sixth and seventh semester provided they shall have 7.5 CGPA with no history of arrears at the end of fourth semester. The Head of Department, in consultation with the faculty handling the said courses shall forward the proposal recommended by the Head of Institution to the Controller of Examinations for approval at least 4 weeks before the commencement of the sixth semester of the programme for approval.
- ix) **(a) B.E./B.Tech. Honours (specialisation in the same discipline):**
 - a. The student should have earned additionally a minimum of 18 credits from a vertical of the same programme.
 - b. Should have passed all the courses in the first attempt.
 - c. Should have earned a minimum CGPA of 7.50.**(b) B.E./B.Tech. (Minor in other specialization)**
 - a. The student should have earned additionally a minimum of 18 credits from a vertical of the same programme.
 - b. Should have passed all the courses in the first attempt.
 - c. Should have earned a minimum CGPA of 7.50.
- x) **Employability Enhancement Courses (EEC)** includes Project Work and / or Internship, Seminar, Professional Practices, Case Study and Industrial/Practical Training.

- a. **Project Work:** Every student shall be required to undertake a suitable project in industry / research organization / department in consultation with the Head of the Department and the faculty guide and submit the project report thereon at the end of the semesters in which the student registered, on dates announced by the College/Department. A student shall register for the Project Work in 8th semester.
- b. **Online courses:** Students can register and earn credits for online courses approved by department committee consisting of HoD, Programme coordinator and subject expert. A candidate who completes online courses successfully to a maximum of 3 credits may obtain exemption from studying one Open Elective / one Professional Elective and in such case the credit points earned in those online courses will be included for calculation of Cumulative Grade Point Average (CGPA). Such exemption is permitted only for one elective course.

The list of online courses is to be approved by Chairman Academic Council on the recommendation of HoD at the beginning of a semester if necessary, subject to ratification in the next Academic council meeting. Candidates may do an online course and obtain certification between the fifth semester and the seventh semester. The Committee will monitor the progress of the student and recommend the grade or evaluate the candidate in 100% Continuous Assessment (CA) pattern, if necessary.
- c. **Industrial Training / Internship:** The students may undergo Industrial training for a period as specified in the Curriculum during summer / winter vacation. In this case the training has to be undergone continuously for the entire period. The students may undergo Internship at Research organization / University (after due approval from the Department Academic Committee) for the period prescribed in the curriculum during summer / winter vacation, in lieu of Industrial training.
- d. **Industrial Visit:** Every student is required to go for at least one Industrial Visit every year starting from the second year of the Programme. The Heads of Departments shall ensure that necessary arrangements are made in this regard.
- e. **Value Added Courses:** The Students may optionally undergo Value Added Courses and the credits earned through the Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. One / Two credit courses shall be offered by a Department with the prior approval from the Head of the Institution. The details of the syllabus, time table

and faculty may be sent to the Controller of Examinations after approval from the Head of the Institution concerned at least one month before the course is offered. Students can take a maximum of two one credit courses / one two credit course during the entire duration of the Programme.

- f. **Personality and Character Development:** All students shall enroll, on admission, in any one of the personality and character development activities (NCC / NSS / YRC/Sports & Games) and undergo training for 40 hours during the first year.

National Cadet Corps (NCC) will have parades.

National Service Scheme (NSS) will have social service activities in and around the College.

Youth Red Cross (YRC) society activities will include peace time activities like health & hygiene, international friendship, awareness camps etc.

Sports & Games activities will include preparation for inter-collegiate sports events. While the training activities will normally be during weekends, the camps will normally be during vacation period.

The students getting admitted into the programme should involve himself / herself atleast in any one of the personality and character development activity mentioned.

xi) Medium of Instruction

The medium of instruction, examination, project report etc. shall be English.

5. COURSE ENROLLMENT AND REGISTRATION

- a) Each student, on admission shall be assigned to a Tutor who shall advice and counsel the student about the details of the academic programme and the choice of courses considering the student's academic background and career objectives.
- b) Every student shall enroll for all the courses (including additional courses and excluding dropping courses) at the end of current Semester for the next Semester of study. Students who rejoined the Programme after availing permitted Break of Study or Readmitted by DOTE/University need not submit new Enrollment Form, but they have to submit the course registration form within the first 10 working days after the publication of results of the previous semester examinations. The student shall enroll for the courses with the guidance of the Tutor.
- c) From third semester onwards, (fourth semester in the case of lateral entry students) a student has the option to drop a maximum of 20 % of the credits (except Professional

Core Courses) in a semester and a student has to study courses which shall be open electives/ online courses / one credit courses.

d) In case of a student dropping a course of study (other than professional core courses) in one semester, he/she shall register for that course in the next given opportunity and earn necessary attendance in that course exclusively to become eligible to appear for the semester examination in that course.

e) The courses to be offered in a semester for candidates, who need to reappear or having attendance shortage etc., will be decided by HoD.

f) After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the end semester examinations.

g) To Register for B.E./B.Tech. Hons. and minor with the condition that the student should have earned 7.50 CGPA till V semester. For Hons. the student should have passed all the courses in the first attempt. The student should complete the additional 18 credits within 4 ½ years.

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

Contact Period per week	Credits
1 Lecture Period	1
1 Tutorial Period	1
2 Practical Periods (Laboratory / Project Work/ etc.)	1

The Contact Periods per week for Practical shall be in multiples of 2.

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

Programme	Prescribed Credit Requirement
BE Aeronautical Engineering	169

BE Automobile Engineering	165
BE Computer Science and Engineering	168
BE Electronics and Communication Engineering	167
BE Mechanical Engineering	165
B.Tech Information Technology	164
B.Tech Pharmaceutical Technology	166
B.Tech Artificial Intelligence and Data Sciences	168

6. REQUIREMENTS OF ATTENDANCE AND PROCESS

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

Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as Medical / participation in sports, the student is expected to attend at least 75% of the classes.

Therefore, he/she shall secure not less than 75% (after rounding off to the nearest integer) of overall attendance as calculated.

6.2 However, a candidate who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) / Participation in Sports events may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate attested by the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.

6.3 Candidates who **secure less than 65% overall attendance and candidates who do not satisfy the clause 6.1 and 6.2** shall not be permitted to write the End Semester Examination and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

7. CLASS ADVISOR

There shall be a class advisor for each class. The class advisor will be one among the (course-instructors) of the class. He / She will be appointed by the HoD of the department

concerned. The class advisor is the ex-officio member and the Convener of the class committee. The responsibilities for the class advisor shall be:

- To act as the channel of communication between the HoD and the students of the respective class.
- To collect and maintain various statistical details of students.
- To help the chairperson of the class committee in planning and conduct of the class committee meetings.
- To monitor the academic performance of the students including attendance and to inform the class committee.
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.

8. CLASS COMMITTEE

8.1 Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching- learning process. The functions of the class committee include

- Solving problems experienced by students in the class room and in the laboratories.
- Clarifying the regulations of the degree programme and the details of rules therein particularly (clause 2 and 6) which should be displayed on college Notice-Board.
- Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / 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.
- 8.2 The class committee for a class under a particular branch is normally constituted by the Head of the Department. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Head of the Institution.
- 8.3 The class committee shall be constituted within the first week of each semester.
- 8.4 At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee.
- 8.5 The Chairperson of the class committee may invite the Class adviser(s) and the Head of the Department to the class committee meeting.
- 8.6 The Head of the Institution may participate in any class committee of the institution.
- 8.7 The chairperson is required to prepare the minutes of every meeting, submit the same to Head of the Institution within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the Management by the Head of the Institution.
- 8.8 The first meeting of the class committee shall be held within one week 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 Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. The Class Committee Chairman shall put on the Notice Board the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 6 of this Regulation. During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

9. 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 / Head of the Institution depending upon whether all the teachers teaching the common course belong to a single department or to several departments. 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).

10. SYSTEM OF EXAMINATION

10.1 Performance in each course of study shall be evaluated based on (i) continuous internal assessment throughout the semester and (ii) End Semester examination at the end of the semester.

10.2 Each course, both theory and practical (including project work & viva voce Examinations) shall be evaluated for a maximum of 100 marks.

For all theory the continuous internal assessment will carry **40 marks** while the End semester examinations will carry **60 marks**.

For all practical courses including project work, the continuous internal assessment will carry **60 marks** while the End - Semester examination will carry **40 marks**.

For Theory Integrated Practical courses, the continuous internal assessment will carry **40 marks** and End semester examinations will carry **60 marks**.

For Practical Integrated Theory courses, the continuous internal assessment will carry **60 marks** and End semester examinations will carry **40 marks**.

10.3 Industrial training and seminar shall carry 100 marks and shall be evaluated through internal assessment only.

10.4 The End Semester examination (theory and practical) of 3 hours duration shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.

10.5 The End Semester examination for project work shall consist of evaluation of the final report submitted by the student or students of the project group (of not exceeding 4 students) by an external examiner and an internal examiner, followed by a viva-voce examination conducted separately for each student by a committee consisting of the

external examiner, the supervisor of the project group and an internal examiner.

- 10.6 For the End Semester examination in both theory and practical courses including project work the internal and external examiners shall be appointed by the Controller of Examinations.

11. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

For all theory and practical courses (including project work) the continuous assessment shall be for a maximum of 40 and 60 marks. The above continuous assessment shall be awarded as per the procedure given below:

11.1 THEORY COURSES

Three tests each carrying 50 marks shall be conducted during the semester by the Department concerned. The total marks obtained in all tests put together out of 150, shall be proportionately reduced for 20 marks and rounded to the nearest integer (This also implies equal weightage to all the three tests). And 20 marks awarded for capstone components such as mini project, Seminar, Case study, Internship, Industrial Training, Value Added Courses and Online courses approved by Department committee consists of Head of The Department and Course Coordinator.

Theory Course:

S. No.	Category	Maximum Marks
1.	Case study/ Mini Project / Innovative Work / Competitions / Prototype or Product Demonstration/Seminar Presentation /Assignment / Quiz /Paper presentation /Paper publication /Technical Writing / Open book test /Poster preparation / etc.(as applicable)	20
2.	Continuous Internal Assessment	20
Total		40

LABORATORY COURSES

The maximum marks for Internal Assessment shall be 60 in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained. There shall be two tests. The criterion for arriving at the Internal Assessment marks of 60 is as follows: 40 marks shall be awarded for continuous assessment of all the prescribed experiments done in the Laboratory and 20 marks for the model examination.

Practical Course:

S. No.	Category	Maximum Marks
1.	Continuous laboratory Assessment	40
2.	Model Examination	20
	Total	60

11.2 PROJECT WORK

The Project Work for B.E. / B.Tech. Programmes in the 8th semester will be evaluated by continuous evaluation and end semester viva-voce examination. The objective of Project Work & Dissertation is to enable the student to extend further investigative a study on the project. Three reviews shall be conducted with subject expert and the student(s) shall make a presentation on the progress made by him / her / them during the reviews. Student(s) shall submit a project technical report comprising of title, problem statement, importance of work, methodology, experimental work and outcome of the work carried out during the 3rd review. The work carried out may be either fully theoretical/practical or involving both theoretical and practical work, under the guidance of a supervisor from the department or jointly with a supervisor drawn from other department / academic institution / R& D laboratory / Industry. This is expected to provide a good training for the students in R& D work and technical leadership.

The project reviews (R1+R2+R3) shall carry a maximum of 50 marks. The project report shall be submitted as per the approved guidelines given by the college, the viva-voce examination shall carry 50 marks. Marks are awarded to each student of the project group based on the individual performance in the viva-voce examination.

Project Work Evaluation

Review I R1	Review II R2	Review III R3	End Semester Examination			
			Thesis Submission (20)		Viva-Voce (30)	
			Internal Examiner	External Examiner	Internal Examiner	External Examiner
10	20	20	10	10	15	15

11.2.1 The last date for submission of the project report is on the last working day of the semester. If a student fails to submit the project report on or before the specified deadline, it will be considered as fail in the Project Work and the student shall re-register for the same in the subsequent semester.

12. EMPLOYABILITY ENHANCEMENT COURSES

i) **The Seminar / Case Study** are to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar, marks can be equally apportioned. The three member committee appointed by Head of the Department will

evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper (40%), presentation (40%) and response to the questions asked during presentation (20%).

ii) The Industrial / Practical Training, Summer Project, 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 this report and a Viva-Voce Examination, conducted internally by a three member Departmental Committee constituted by the Head of the Department. The certificates (issued by the organization) submitted by the students shall be attached to the mark list sent by the Head of the Department to the Controller of Examinations.

iii) ASSESSMENT FOR VALUE ADDED COURSE

The one / two credit course shall carry 100 marks and shall be evaluated through continuous assessments only. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. A committee consisting of the Head of the Department, staff handling the course and a senior Faculty member nominated by the Head of the department shall monitor the evaluation process. The list of students along with the marks and the grades earned may be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of End Semester Examinations.

iv)ASSESSMENT FOR ONLINE COURSES

Students may be permitted to credit one online course (which is provided with certificate) subject to a maximum of three credits. The approved list of online courses will be provided by the Department Committee from time to time. This online course of 3 credits can be considered instead of one elective course. The student needs to obtain certification or credit to become eligible for writing the End Semester Examination to be conducted by Institution. The course shall be evaluated through the End Semester Examination only conducted by Controller of Examinations.

13. REQUIREMENT FOR APPEARING FOR END SEMSTER EXAMINATIONS

A candidate shall normally be permitted to appear for the End Semester Examinations for all the courses registered in the current semester (vide clause 5) if he/she has satisfied the semester completion requirements (subject to Clause 6).

A candidate who has already appeared for any subject in a semester and passed the examination is not entitled to reappear in the same subject for improvement of grades.

14. PASSING REQUIREMENTS

- 14.1 A candidate who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester Examinations] with a minimum of 50% 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 practical courses (including project work).
- 14.2 If a student fails to secure a pass in a theory course, the student shall do reappearance registration for that course in the subsequent semester, and attend the end semester examination. The internal marks secured by the student will be valid for three semesters and after that he has to secure 50 % marks in ESE to get pass in that subject.
- 14.3 If a student fails to secure a pass in a laboratory course, the student shall register for the course again, when offered next.
- 14.4 If a student has submitted the project report but absent in the end semester examination of project work, the student is deemed to be failed. In this case and also if a student attends and fails in the End semester examination of Project work of B.E. / B.Tech, he/she shall attend end semester examination again within 60 days from the date of declaration of the results. The subsequent viva-voce examination will be considered as reappearance with payment of exam fee. In case, the student fails in the subsequent viva-voce examination also, the student shall redo the course again, when offered next.
- 14.5 The passing requirement for the courses which are assessed only through purely internal assessments (EEC courses except project work), is 50% of the internal assessment

(continuous assessment) marks only.

- 14.6 A student can apply for revaluation of the student's semester examination answer paper in a theory course, within a week from the declaration of results, on payment of a prescribed fee along with prescribed application to the COE through the Head of the Department. The COE 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 laboratory course and project work.

15. AWARD OF LETTER GRADES

15.1 All assessments of a course will be evaluated on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each subject as detailed below:

Letter Grade	Grade Points	Marks Range
O (Outstanding)	10	91 - 100
A + (Excellent)	9	81 - 90
A (Very Good)	8	71 – 80
B + (Good)	7	61 – 70
B (Average)	6	50 - 60
RA	0	<50
SA (Shortage of Attendance)	0	-
W	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”.

‘SA’ denotes shortage of attendance (as per clause 6.3) and hence prevention from writing the end semester examinations. ‘SA’ will appear only in the result sheet.

“RA” denotes that the student has failed to pass in that course. “W” denotes withdrawal from the exam for the particular course. The grades RA and W will figure both in Marks Sheet as well as in Result Sheet). In both cases the student has to re-appear for the End Semester Examinations.

If the grade W is given to course, the attendance requirement need not be satisfied.

If the grade RA is given to a core theory course, the attendance requirement need not be Satisfied, but if the grade RA is given to a Laboratory Course/ Project work /

Seminar and any other EEC course, the attendance requirements (vide clause 6) should be satisfied.

15.2 For the Co-curricular activities such as National Cadet Corps (NCC)/ National Service Scheme (NSS) / NSO / YRC, a satisfactory / not satisfactory grading will appear in the mark sheet. Every student shall put in a minimum of 75% attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Head of the Institution may permit a student to complete this requirement in the second year. A satisfactory grade in the above co-curricular activities is compulsory for the award of degree.

15.3 The grades O, A+, A, B+, B obtained for the one credit course shall figure in the Mark sheet under the title 'Value Added Courses'. The Courses for which the grades are RA, SA will not figure in the mark sheet.

Grade sheet

After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- The college in which the candidate has studied
- The list of courses enrolled during the semester and the grade scored.
- The Grade Point Average (GPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

GPA for a semester is the ratio of the sum of the products of the number of credits for courses acquired and the corresponding points to the sum of the number of credits for the courses acquired in the semester.

CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded for calculating GPA and CGPA.

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

$$\sum_{i=1} C_i$$

where C_i is the number of Credits assigned to the course

G_{P_i} is the 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

16. CLASSIFICATION OF DEGREE

i. FIRST CLASS WITH DISTINCTION:

- A student who successfully gained the required number of credit as specified in the curriculum of corresponding programme of study and satisfies the following conditions shall be declared to have passed the examination in First class with Distinction.
- Should have passed the end semester examination in all the courses of all the eight semesters in his/her First appearance within 5 years and 4 years in case of lateral entry, which includes authorized break of study of one year. Withdrawal from examination 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.

ii. FIRST CLASS:

A student who successfully gained the required number of credit as specified in the curriculum of corresponding programme of study and satisfies the following condition shall be declared to have passed the examination in First Class.

- Should have passed the end semester examination in all the courses of all eight semesters within 5 years and 4 years in case of lateral entry, 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

iii. SECOND CLASS:

All other students (not covered in clauses 16(i) and 16 (ii) who successfully gained the required number of credit as specified in the curriculum of corresponding programme of study shall be declared to have passed the examination in Second class.

iv. RANK :

A student shall be eligible for award of ranking only if he/she has passed the examination in first class with distinction or first class in having passed all the courses in first attempt. Those who have availed the provision of break of study / withdrawal will not be eligible for rank.

Photocopy / Revaluation

A candidate can apply for photocopy of his/her semester examination answer paper in a theory course, within a week from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institution. The answer script is to be valued and justified by a faculty member, who handled the subject and recommend for revaluation with breakup of marks for each question. Based on the recommendation, the candidate can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Institution. Revaluation is not permitted for practical courses and for project work. A candidate can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

17. WITHDRAWAL FROM EXAMINATION

- i. A student may, for valid reasons, be granted permission to withdraw from appearing for the examination in any course or courses of only one semester if he/she does not have any history of arrears at the time of request for withdrawal. Prior permission for withdrawal from semester examinations is to be obtained from Principal. Also, only one application for withdrawal is permitted for that semester examination in which withdrawal is sought. Withdrawal may be granted only once during one semester examination throughout the period of study what so ever the reasons may be.

- ii. 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 Head of the Department.

18. AUTHORIZED BREAK OF STUDY

18.1 A student may be permitted to go on a break of study for a maximum period of one year as a single spell.

18.2 Break of study shall be granted only for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situations, the candidate may apply for additional break of study not exceeding another one year by paying the prescribed fee for the break of study.

18.3 If a candidate intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided that he / she applies to the Principal through the Head of the Department in advance, but not later than the last working day of the semester in question stating the reasons thereof and the probable date of rejoining the programme.

18.4 The candidates permitted to rejoin the programme after a break of study / prevention due to lack of attendance, shall be governed by the curriculum and regulations in force at the time of rejoining. The students rejoining in a new Regulation shall apply to the Principal in the prescribed format through the Head of the department before the commencement of the readmitted semester itself for prescribing additional courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in force and the old curriculum.

18.5 The period of the authorized break of study would not be counted towards the duration specified for passing all the courses for the purpose of classification vide clause 10.2.

18.6 The total period for the completion of the programme, when reckoned from, the 1 day of commencement of the 1 semester to which the candidate was admitted shall not exceed the maximum period specified in clause 2 (ii). Irrespective of the period of break of study in order that he / she may be eligible for the award of the degree.

19. Guidelines for Visually Impaired & Orthopedically Challenged Candidates using Scribe

Those candidates who are blind / low vision or affected by cerebral palsy with loco- motor impairment whose writing speed is affected and Physically Handicapped (PH) candidates who are not in a position to write in their own hand-writing can request for a scribe during the examination. Compensatory time and facility of scribe would not be provided to other Physically Handicapped candidates. In all such cases where a scribe is to be used, the following rules will apply:

- The candidate should ensure that he/she is eligible to use a scribe as per the rules governing for attempting examinations by individuals with disabilities as mentioned above. The scribe can be from any academic stream, but not relevant to the branch of study of the candidate.
- Both, the candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfills the stipulated eligibility criteria as mentioned above. Further, in case if later transpires that he/she did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.

Procedure to be followed:

1. The candidate should send a separate application along with the DECLARATION form duly completed to the Principal about such requirement and obtain permission at least 30 days before the commencement of the examination.
2. Attested copy of the certificate issued by a competent authority in respect of the disability of the candidate as mentioned above is to be attached with the above DECLARATION.
3. The Principal / Controller of Examinations will scrutinize such applications and if found in order return the DECLARATION form duly endorsing the permission granted to the candidate for the use of the scribe.
4. The Principal shall inform the concerned HoD / Chief Superintendent of examination and also request them to make separate seating arrangement so as not to cause any disturbance to other regular candidates.
5. The candidate will have to produce the DECLARATION (duly endorsed by the

Principal and the CoE) along with hall ticket in the examination hall.

20. 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.

21. 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.

22. REVISION OF REGULATION AND CURRICULUM

The College may from time to time revise, amend or change the Regulations, scheme of examinations and syllabi if found necessary, through the approval of BoS and Academic Council of the College.

23. SPECIAL CASES

In the event of any clarification in the interpretation of the above rules and regulations, they shall be referred to the Standing Committee. The Standing Committee will offer suitable interpretation/ clarifications/ amendments required for special case on such references and get them ratified in the next meeting of the academic council. The decision of the academic council is final.