

K.L.N. COLLEGE OF ENGINEERING

Pottapalayam-630612, Sivagangai District

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



Estd: 1994

REGULATIONS 2020

For Under Graduate Program

CHOICE BASED CREDIT SYSTEM

(For the students admitted from the academic year 2020-2021 onwards)

**K.L.N. COLLEGE OF ENGINEERING,
POTTAPALAYAM – 630 612, Sivagangai District
(An Autonomous Institution, Affiliated to Anna University, Chennai)**

REGULATIONS 2020

**CHOICE BASED CREDIT SYSTEM (CBCS)
Common to all B.E. / B.Tech. Full-Time Programmes
(For the students admitted from the academic year 2020-2021 onwards)**

INDEX

Clause.NO.	CONTENT	PAGE NO.
	<u>VISION & MISSION</u>	3
1	<u>PRELIMINARY DEFINITIONS AND NOMENCLATURE</u>	3
2	<u>ADMISSION</u>	3
3	<u>PROGRAMMES OFFERED</u>	4
4	<u>STRUCTURE OF THE PROGRAMMES</u>	4
5	<u>DURATION OF THE PROGRAMME</u>	6
6	<u>COURSE ENROLLMENT AND REGISTRATION</u>	7
7	<u>ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER</u>	8
8	<u>COUNSELLING SYSTEM</u>	8
9	<u>CLASS COMMITTEE</u>	9
10	<u>COURSE COMMITTEE FOR COMMON COURSES</u>	10
11	<u>SYSTEM OF EXAMINATION</u>	10
12	<u>PROCEDURE FOR AWARDED MARKS FOR INTERNAL ASSESSMENT</u>	11
13	<u>REQUIREMENTS FOR APPEARING END SEMESTER EXAMINATIONS</u>	13
14	<u>PASSING REQUIREMENTS</u>	13
15	<u>AWARD OF LETTER GRADES</u>	14
16	<u>ELIGIBILITY FOR THE AWARD OF THE DEGREE</u>	16
17	<u>PROVISION FOR WITHDRAWAL FROM EXAMINATION</u>	17
18	<u>PROVISION FOR AUTHORISED BREAK OF STUDY FROM A PROGRAMME</u>	17
19	<u>DISCIPLINE AND BEHAVIOUR</u>	18
20	<u>REVISION OF REGULATIONS, CURRICULUM AND SYLLABI</u>	18

**K.L.N. COLLEGE OF ENGINEERING,
POTTAPALAYAM – 630 612, Sivagangai District
(An Autonomous Institution, Affiliated to Anna University, Chennai)**

REGULATIONS 2020

CHOICE BASED CREDIT SYSTEM (CBCS)

**Common to all B.E. / B.Tech. Full-Time Programmes
(For the students admitted from the academic year 2020-2021 onwards)**

DEGREE OF BACHELOR OF ENGINEERING / BACHELOR OF TECHNOLOGY

VISION:

To become a Premier Institute of National Repute by Providing Quality Education, Successful Graduation, Potential Employability and Advanced Research & Development through Academic Excellence.

MISSION:

To Develop and Make Students Competent Professional in the Dynamic Environment in the field of Engineering, Technology and Management by emphasizing Research, Social Concern and Ethical Values through Quality Education System.

1 PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- I. "Programme" means Degree Programme, that is B.E./B.Tech. Degree Programme.
- II. "Discipline" means specialization or branch of B.E./B.Tech. Degree Programme, like Automobile Engineering, Information Technology, etc.
- III. "Course" means a theory or practical subject that is normally studied in a semester, like Mathematics, Physics, etc.
- IV. "College / Institution" means K.L.N. COLLEGE OF ENGINEERING.
- V. "Chairperson, Academic Council" means the authority of the Autonomous Institution who is responsible for all academic activities of the Institute/Departments for implementation of relevant Rules and Regulations.
- VI. "Controller of Examinations" means the authority of the Autonomous Institute who is responsible for all activities of the End semester Examinations.
- VII. "Chairman, BoS" means Chairman of Board of Studies of each faculty.
- VIII. "Head of the Institution" means the Principal of the College.
- IX. "Head of the Department" means head of the Department concerned.
- X. "University" means ANNA UNIVERSITY, CHENNAI.

2 ADMISSION

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

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

(OR)

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

2.2. Lateral Entry Admission (LEA)

- (i) The candidates who possess the Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamilnadu or its equivalent are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech. in the branch corresponding to the branch of study.
- (OR)
- (ii) The candidates who possess the Degree in Science (B.Sc.,) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech. Such candidates shall undergo two additional Engineering subject(s) in the third and fourth semesters as prescribed by the University.

3 PROGRAMMES OFFERED

Details of programmes being offered by the Institution are listed below:

B.E. Degree Programmes

1. Mechanical Engineering
2. Electrical and Electronics Engineering
3. Electronics and Communication Engineering
4. Computer Science and Engineering
5. Automobile Engineering
6. Electronics and Instrumentation Engineering

B.Tech. Degree Programme

1. Information Technology

4 STRUCTURE OF THE PROGRAMMES

Each programme shall have a curriculum comprising of Theory and Practical courses with well-defined Program Outcomes and Programme Educational Objectives (PEO) as per Outcome Based Education (OBE) framework. The content of each course is designed based on the Course Outcomes (CO).

4.1 Categorization of Courses

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 Mathematics, Physics, Chemistry, etc.
- iii. **Engineering Sciences (ES)** courses include Industrial Practices, Engineering Graphics, Basics of Electrical / Electronics / Mechanical / Computer Engineering, Instrumentation 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 B.E. / B. Tech. Programmes.
- vii. **Employability Enhancement Courses (EEC)** includes Project Work, Internship, Creative and Innovative Project, Seminar, Professional Practices, Industrial/Practical Training.
- viii. **Mandatory Courses (MC)** include Personality and Character development and the courses recommended by the regulatory bodies such as AICTE, UGC, etc

4.2 Personality and Character Development

All students shall enroll, on admission, in any one of the personality and character development programmes (NSS/NSO/YRC) and undergo training for about **80** hours and attend a camp of about seven days. The training shall include classes on hygiene and health awareness and also training in first-aid.

- **National Service Scheme (NSS)** will have social service activities in and around the College.
- **National Sports Organization (NSO)** will have sports, games, drills and physical exercises.
- **Youth Red Cross (YRC)** will have activities related to social services in and around College.

While the training activities will normally be during weekends, the camp will normally be during vacation period.

4.3 Mandatory Three Week Induction Programme

The students are expected to undergo a mandatory three week induction programme comprising of physical activity, creative arts, universal human values, proficiency modules, lectures by eminent people, visits to local areas and familiarization to department/branch & innovations immediately after admission.

4.4 Number of courses per semester

Curriculum of a semester shall normally have a blend of 5 or 6 lecture courses except the pre final and final semesters, and laboratory courses not exceeding 3. In addition, Employability Enhancement Course(s) may also be included. Each course may have credits assigned as per clause 4.5. However, the total number of courses per semester shall not exceed 10 (including EEC). Pre-final semester may have 4 to 6 theory courses and laboratory courses not exceeding 2. The final semester may have a blend of 2 or 3 theory courses and Project Work.

4.5 Credit Assignment

Each course is assigned with certain number of credits based on the following Table 4.1

Table 4.1 Credit Assigned for Contact Periods

Contact Period Per Week	Credits
1 Lecture Period	1
1 Tutorial Period	1
2 Practical Periods (Laboratory / Seminar / Project Work / etc.)	1

4.6 Industrial Training /Internship

The students may undergo any one Industrial Training / Internship either 2 or 4 weeks continuously during summer/ winter vacation to earn 1 or 2 credits over and above the total credit requirement prescribed in the curriculum for the award of the degree. The students may also undergo internship at Research organisation/ University. Recommendation from concerned Head of the Department and Prior approval from the standing committee of Academic Council should be obtained.

Duration	Credits
2 weeks	1
4 weeks	2

4.7 Industrial Visit

Every student is expected to go for at least one Industrial Visit starting from the second year of the Programme. The Heads of Departments shall ensure that necessary arrangements are made in this regard.

4.8 Value Added Courses

All the students have to undergo atleast one Value Added Course to earn 1 or 2 credits over and above the total credit requirement prescribed in the curriculum for the award of the degree. One-Credit / Two-Credit courses can be offered by the departments **during pre-final year of the programme**, with the prior approval from the Chairperson, Academic Council.

It is to be noted that the Value added courses offered should not be a course listed in the curriculum of any programme offered in the Institution. The details of the syllabus, time table and faculty should be approved by the Chairperson, Academic Council. Students can take a maximum of two 1-credit courses (15 periods each) or one 2 - credits course (30 periods) during the entire duration of the Programme.

4.9 Online Courses

4.9.1 Students may be permitted to undergo online courses (which are provided with certificates) with the approval of Head of the Department.

4.9.2 Students may be permitted to credit any approved online course instead of elective courses subject to a maximum of three credits for each course. The approved list of online courses will be provided by standing committee of Academic Council from time to time. The details of online courses taken by the students should be sent to the COE through HOD within one month from the commencement of the classes.

Copies of the online course certificates should be submitted to the Head of the Department.

4.10 Medium of Instruction

The medium of instruction is English for all courses, examinations, seminar, presentations and project reports.

5 DURATION OF THE PROGRAMMES

5.1 A student is normally expected to **complete the B.E. / B.Tech. Programme** as shown in the Table 5.1

Table 5.1 Duration of UG Programmes

Admission Stream	Minimum Duration (Years / Semesters)	Maximum Duration (Years / Semesters)
Regular	4 / 8	7 / 14
Lateral Entry	3 / 6	6 / 12

5.2 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.

5.3 The Head of the Institution may conduct additional classes for improvement, special coaching, conduct of model test etc., over and above the specified periods. But for the purpose of calculation of attendance requirement for writing the end semester examinations (as per clause 6) by the students, following method shall be used. Percentage of attendance is given by,

$$\text{Percentage of Attendance} = \frac{\text{Total no. of periods attended in all the courses per semester}}{(\text{No. of periods / week as prescribed in the curriculum}) \times 15 \text{ taken together for all courses of the semester}} \times 100$$

- 5.4 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 5.1 irrespective of the period of break of study (vide clause 18) in order that he/she may be eligible for the award of the degree (vide clause 16).
- 5.5 The minimum prescribed credits required for the award of the degree shall be within the limits specified in the Table 5.2.

Table 5.2 Credit Range for UG Programme

Programme	Prescribed credit range
B.E/B.Tech	165 – 175

6 COURSE ENROLLMENT AND REGISTRATION

- 6.1 The Department is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of 6 credits (vide clause 6.2)). The student can also register for courses for which the student has failed in the earlier semesters.

The registration details of the candidates may be approved by the chairperson, Academic Council and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations. No Elective course shall be offered by any department unless a minimum 10 students register for the course. However, if the students admitted in the associated Branch and Semester is less than 10, this minimum will not be applicable.

The courses that a student registers in a particular semester may include

- i. Courses of the current semester.
- ii. The core (Theory / Theory cum practical / practical /EEC) courses that the student has not cleared in the previous semesters.
- iii. Elective courses which the student failed (either the same elective or a different elective instead).

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.

6.2 Flexibility to Add or Drop Courses

- 6.2.1 A student has to earn the total number of credits specified in the curriculum of the respective Program of study in order to be eligible to obtain the degree.
- 6.2.2 From the III to VIII semesters, the student has the option of dropping existing courses except professional core course and practical course. The Total number of credits that a student can drop is limited to 6.
- 6.2.3 The students satisfying the following conditions shall be permitted to carry out their final semester Project work for six months in industry/research organizations.

The student should not have current arrears and shall have CGPA of 7.50 and above. The student shall undergo the eighth semester courses in the sixth and seventh semesters. 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 through the standing committee of the Academic Council for approval at least 2 weeks before the commencement of the sixth/seventh semester of the program.

6.2.4 The student shall register for the project work in the VIII semester only.

7 ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER

7.1 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 atleast 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 as per clause 5.3).

7.2 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.

7.3 Candidates who secure less than 65% overall attendance and candidates who do not satisfy the clause 7.1 and 7.2 shall not be permitted to write the End semester examinations and not be 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.

7.4 Reappearance Registration

The attendance requirement is not compulsory for the reappearance registration courses. The Continuous Assessment mark is valid for the next three consecutive semesters.

7.5 Repeating the Course

When the Student repeats the course, the student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations.

8 COUNSELLING SYSTEM

Every program will have an academic mentors, class coordinators and student counselors to monitor and improve the academic performance of the students.

8.1 Academic Mentor

There shall be one academic mentor for each batch of students. He / She will be appointed by the Head of the department concerned. Academic mentor is the chairperson of the class committee. The responsibility of Academic mentor 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 act as 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 members of class committee.
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.

8.2 Class Coordinator

There shall be one class coordinator for one class. He / She will be appointed by the Head of the department concerned. The responsibility of the Class coordinator shall be:

- To act as the channel of communication between counselors and Academic mentor of the respective class.
- To make arrangements for class committee meeting.
- To arrange coaching classes for the weak students.
- To monitor the academic performance and attendance of the entire class.

8.3 Student Counselor

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students to a teacher of the Department, who shall function as student counsellor for those students throughout their period of study. The student counsellor shall advise the students in registering of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the student counsellor may also discuss with or inform the parents about the progress / performance of the students concerned.

The responsibilities of the student counsellor shall be:

- To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- To guide student enrolment and registration of the courses.
- To authorize the final registration of the courses at the beginning of each semester.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- To collect and maintain the academic and co-curricular records of the students.

9 CLASS COMMITTEE

9.1 Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson/Academic Mentor who is not teaching the class.

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 5 and 7) which should be displayed on college Notice-Board.
- 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 weightage used for each assessment. In the case of practical courses (Theory cum practical / practical / 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.

- 9.2 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.
- 9.3 The class committee shall be constituted within the first week of each semester.
- 9.4 At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee.
- 9.5 The Chairperson/Academic Mentor invites the Class Coordinator(s), Course Handlers and The Head of the Department to the class committee meeting.
- 9.6 The Head of the Institution may participate in any class committee of the institution.
- 9.7 The chairperson/Academic Mentor 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.
- 9.8 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 Chairperson 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 7 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.

10 COURSE COMMITTEE FOR COMMON COURSES

- 10.1 A Theory and Practical course handled by more than one teacher shall have a "Course Committee" comprising of all teachers teaching that course. One of the senior teachers shall be nominated as Course Coordinator by the Course Coordination Committee (CCC) duly approved by the Head of the Department.
- 10.2 The Common Course Committee meeting shall be held before fifteen days from the date of commencement of the semester. The nature and weightage of the continuous assessments shall be decided in the meeting, within the framework of the Regulations. During the meetings, the Program Assessment Committee recommendations will be considered to improve the effectiveness of the teaching-learning process.
- 10.3 Wherever feasible, the common course committee shall prepare a common question paper for the continuous assessment tests also. The question paper for the end semester examination is common.

11 SYSTEM OF EXAMINATION

- 11.1 Performance in each course of study shall be evaluated based on (i) continuous internal assessment throughout the semester and (ii) End Semester Examination.
- 11.2 Each course, both theory and practical (including project work) shall be evaluated for a maximum of 100 marks.
For all theory and practical courses including project work, the continuous internal assessment will carry 30 marks while the End - Semester examination will carry 70 marks.
- 11.3 Industrial training and seminar shall carry 100 marks and shall be evaluated through internal assessment only.

- 11.4 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.
- 11.5 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.
- 11.6 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.

12 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 30 marks. Assessment of courses is shown in Table 12.1. The above continuous assessment shall be awarded as per the procedure given below:

Table 12.1 Assessment of Courses

S.No	Category of Course	Continuous Assessments	End-Semester Examinations
i.	Theory Courses	30 Marks	70 Marks
ii.	Laboratory Courses	30 Marks	70 Marks
iii.	Theory courses with Laboratory Component	30 Marks	70 Marks
iii.	Project Work	30 Marks	70 Marks
iv.	All other EEC Courses	100 Marks	-

12.1 Theory Courses

Three tests shall be conducted during the semester by the Exam Management Cell (EMC) in a centralized manner. One improvement test is allowed at the end of the semester. Average of best three assessments shall be arrived to 30 marks and rounded to the nearest integer.

12.2 Laboratory Courses

The maximum marks for Internal Assessment shall be 30 in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained. There shall be at least two tests namely midterm test and model exam. The criteria for arriving at the Internal Assessment marks of 30 are as follows: 70 marks shall be awarded for successful completion of prescribed experiments done in the laboratory and 30 marks shall be awarded for midterm test and for model exam. The total marks shall be arrived to 30 and rounded to the nearest integer.

12.3 Theory Courses With Laboratory Component

If there is a theory course with Laboratory component, there shall be three tests. The first two tests (each 100 marks) will be from theory portions and the third test (maximum mark 100) will be for laboratory component. The sum of marks of first two tests shall be arrived to 60 marks and the third test mark shall be arrived to 40 marks. The sum of these 100 marks may then be arrived at for 30 rounded to the nearest integer.

12.4 Project Work

- Project work may be assigned to a single student or to a group of students not exceeding 4 per group.
- For Project work out of 100 marks, the maximum marks for Continuous Assessment is fixed as 30 and the End Semester Examination (project report evaluation and viva-voce examination) carries 70 marks.
- The Head of the Department shall constitute a review committee for each programme. There shall be a minimum of three members in the review committee.
- The project **supervisor** will be one of the members of the Review Committee.
- There shall be **three assessments** during the semester by a review committee. The student shall make presentation on the progress made before the committee. The total marks obtained in the three Reviews shall be arrived to 30 marks.
- The project report shall carry a maximum 20 marks. The project report shall be submitted as per the approved guidelines as given by Academic Council. Same mark shall be awarded to every student within the project group for the project report. 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.
- The continuous assessment and End Semester Examinations marks for Project Work and the Viva-Voce Examination will be distributed as indicated in Table 12.2.

Table 12.2 Assessment of Project Work

Continuous Assessment 30 Marks			End Semester Examination 70 Marks			
Review 1 (5 Marks)	Review 2 (10 Marks)	Review 3 (15 Marks)	Report Evaluation (20 Marks)		Viva – Voce (50 Marks)	
Review Committee and Guide			External Examiner	Internal Examiner	External Examiner	Internal Examiner Supervisor
30			10	10	20	15 15

- If a candidate 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-register for the same in a subsequent semester.

12.5 Other Employability Enhancement Courses

(a) Assessment for Technical seminar / Professional practices / Creative and Innovative project/ Mini project

The **Technical Seminar / Creative and Innovative Project** shall carry 100 marks and shall be evaluated through continuous assessment only. Every student is expected to present a minimum of 2 technical seminars / demonstrations per semester before the evaluation committee and for each technical 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/report (40%), presentation (40%) and response to the questions asked during presentation (20%).

(b) Assessment for Industrial / Practical Training / Internship / Summer Project

The Industrial / Practical Training shall carry 100 marks and shall be evaluated through continuous assessment only as per Table 12.3. At the end of Industrial / Practical training / internship / Summer Project, the student shall submit a certificate from the organization where the student has undergone training and a brief report about the

training. The evaluation will be made based on this report, presentation and a Viva-Voce Examination conducted internally by a three member Departmental Committee constituted by the Head of the Institution. Certificates (issued by the Organization) submitted by the student shall be attached to the mark list and sent to Controller of Examinations by the Head of the Department.

Table 12.3 Assessment of Industrial/Practical Training

Internship / Industrial Training		
Evaluation		
Report	Presentation	Viva Voce
40	40	20

12.6 Assessment for Value Added Courses

- 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 duration of assessment is one hour each. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. The Head of the Department may identify a faculty member as coordinator for the course.
- A committee consisting of the Head of the Department, staff handling the course and a senior Faculty member nominated by the Head of the Institution shall monitor the evaluation process. The grades shall be assigned to the students by the above committee based on their relative performance. The coordinator for the course is responsible for maintaining and processing the records with regard to assessment marks and results.
- The passing requirement for value added courses shall be 50% of the marks prescribed for the course (Internal assessment only).
- 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.

12.7 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 Chairperson, Academic Council from time to time. This online course of 3 credits (minimum 8 weeks of course duration) can be considered instead of one elective course.

12.8 Internal marks approved by the Head of the Institution shall be displayed by the respective HODs within 5 days from the last working day.

12.9 Attendance Record

Every teacher is required to maintain an 'ATTENDANCE cum ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the department will put his/her signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Institution who will keep this document in safe custody (for five years). The records of attendance and assessment of both current and previous semesters should be available for inspection.

13 REQUIREMENTS FOR APPEARING FOR END SEMESTER 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 6) if he/she has satisfied the semester completion requirements (subject to Clause 7).

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, theory cum practical and practical courses (including project work).

14.2 If a student fails to secure a pass in theory courses in the current semester examination, he/she is allowed to write arrear examinations for the next three consecutive semesters and their internal marks shall be carried over for the above mentioned period of three consecutive semesters. If a student fails to secure a pass in a course even after three consecutive arrear attempts, the internal marks of that course will become invalid and the students will be evaluated only through the end semester examination for that particular course.

14.3 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.

14.4 Photocopy /Revaluation

A candidate can apply for photocopy of his/her semester examination answer paper in a theory course, within two weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Department. 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.

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:

The performance of a student will be reported using letter grades, each carrying certain points as detailed in the Table 15.1.

Table 15.1 Award of Letter Grades

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 (Reappearance)	0	<50
W (Withdrawal)	0	
SA (Shortage of Attendance)	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 and hence prevented from writing end semester examination.

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

- 15.2 For the Co-curricular activities such as 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 NSS 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/two 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:

- College name.
- 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.

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

Where C_i is the number of 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 cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.

16.0 ELIGIBILITY FOR THE AWARD OF DEGREE

16.1 A student shall be declared to be eligible for the award of the B.E./B.Tech Degree, provided the student has

- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- ii. Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 8 semesters within a maximum period of 7 years and 6 years in the case of lateral entry reckoned from the commencement of the first semester (third in the case of lateral entry) to which the candidate was admitted.
- iii. Successfully passed any additional courses prescribed by the Chairperson, Academic Council whenever readmitted under new regulations.
- iv. Successfully completed the NSS / NSO / YRC requirements.
- v. No disciplinary action pending against the student.
- vi. The award of Degree must have been approved by the syndicate of the University.

16.2 CLASSIFICATION OF THE DEGREE AWARDED

16.2.1 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 eight semesters (6 semesters in case of lateral entry) in the student's First Appearance within **five years (four 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 8.5
- One year authorized break of study (if availed of) is included in the five years (four years in the case of lateral entry) for award of First class with Distinction.
- Should **not** have been prevented from writing end semester examination due to lack of attendance in any of the courses.

16.2.2 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 eight semesters (6 semesters in case of lateral entry) within **FIVE years, (four years in case of lateral entry)**
- In case of one year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable), should have passed all the examination in all the courses of all eight semesters within **six years (five years in the case of lateral entry)**.
- Should have secured a CGPA of not less than 7.00.

16.2.3 Second Class

All other students (not covered in clauses 16.2.1 and 16.2.2) who qualify for the award of the degree (vide Clause 16.1) shall be declared to have passed the examination in Second Class.

16.2.4 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 for the purpose of classification.

16.3 Ranks Awarded to Students

Ranks are awarded to the students for each program based on the following Criteria,

- The total number of ranks awarded is Top 5 % of the students enrolled in the particular programme.
- The students who have scored more than 8.5 CGPA will be eligible for rank calculations.
- Students should have passed the end semester examinations in all the courses of all the eight semesters (six semesters in case of LEA) in their first appearance without any break of study.

17.0 PROVISION FOR WITHDRAWAL FROM EXAMINATION

17.1 A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Chairman, Sports Board, Anna University / Head of the Institution) be granted permission to withdraw from appearing for the end semester examination in any course or courses in ANYONE of the semester examinations during the entire duration of the degree programme.

17.2 Withdrawal application shall be valid only if the student is otherwise eligible to write the examination and if it is made within TEN working days before the commencement of the end semester examination in that course or courses and also recommended by the Head of the department, approved by Head of the Institution and intimated to Controller of Examination.

17.2.1 Not with standing the requirement of mandatory 10 days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

17.3 In case of withdrawal from a course / courses (Clause 13) the course will figure both in Marks Sheet as well as in Result Sheet. **Withdrawal essentially requires the student to register for the course/courses.** The student has to register for the course, fulfill the attendance requirements (vide clause 7), earn continuous assessment marks and attend the end semester examination. However, withdrawal shall not be considered as an appearance for the eligibility of a candidate for First Class with Distinction.

17.4 Withdrawal is permitted for the end semester examinations in the final semester, only if the period of study the student concerned does not exceed 5 years as per clause 16.2.1.

18.0 PROVISION FOR AUTHORISED BREAK OF STUDY FROM A PROGRAMME

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

18.2 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 candidate may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. 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 he /she applies to the Chairperson, Academic council in advance, but not later than the last date for registering for the end semester examination of the semester in question, through Head of the Department, stating the reasons therefore and the probable date of rejoining the programme.

18.3 The candidates permitted to rejoin 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 rejoining. The students rejoining in new Regulations shall apply to the Chairperson, Academic Council in the prescribed format through Head of the Department at the beginning 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.

- 18.4 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 16.2).
- 18.5 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 5.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 18.6 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 18.1)

19.0 DISCIPLINE AND BEHAVIOUR

Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the Institution and the University. The Head of Institution shall constitute a disciplinary committee consisting of Head of Institution, Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a special committee shall be constituted by the Head of the Institution for taking the final decision and same be communicated to the Anna University.

- 19.1 If a student indulges in malpractice in any of the End Semester Examination / Internal Examination he / she shall be liable for punitive action as prescribed by the Institution from time to time.

20.0 REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The Institution may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and Scheme of examinations with the approval of Academic Council.