

JERUSALEM COLLEGE OF ENGINEERING

(An Autonomous Institution, affiliated to Anna University, Chennai-25)

REGULATIONS 2019

CHOICE BASED CREDIT SYSTEM

COMMON TO ALL POST GRADUATE PROGRAMMES

The following Regulations is applicable to the students admitted to M.E. and M.B.A. Programmes at Jerusalem College of Engineering (An Autonomous institution affiliated to Anna University, Chennai) from the academic year 2019-2020 onwards.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- a. **“Programme”** means Post graduate Degree Programme that is M.E. and M.B.A. Degree Programmes.
- b. **“Branch”** means specialization or discipline of M.E. / M.Tech. Degree Programme like “Construction Engineering and Management”, “Computer Science and Engineering”, etc.
- c. **“Course”** means Theory or Practical subject that is normally studied in a semester, like Applied Mathematics, Advanced Thermodynamics, etc.
- d. **“Dean - Academic”** means the authority of the Institution who is responsible for all academic activities of the Institution and for implementation of relevant Rules and Regulations.
- e. **“Head of the Department”** means Head of the Department concerned.
- f. **“Head of the Institution”** means the Principal of the Institution
- g. **“Controller of Examinations”** means the Authority of the Institution who is responsible for all activities of the Examinations.
- h. **“University”** means ANNA UNIVERSITY, CHENNAI.
- i. **“Institution”** means Jerusalem College of Engineering, Chennai – 100, Tamil Nadu, India.

2. ADMISSION PROCEDURE

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

Note: TANCA releases the updated criteria during the admissions every academic year. Admission shall be offered only to the candidates who possess the qualification prescribed against each programme.

Any other relevant qualification which is not prescribed against each programme shall be considered for equivalence by the committee constituted for the purpose. Admission to such degrees shall be offered only after obtaining equivalence to such degrees.

- 2.2 However, the Syndicate of the University may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed at the time of admission.

2.3 Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the Syndicate of the University from time to time.

2.4 Eligibility conditions for admission such as the class obtained, the number of attempts in qualifying examination and physical fitness will be as prescribed by the Syndicate of the University from time to time.

3. PROGRAMMES OFFERED AND MODE OF STUDY

3.1 A student may be offered admission to any one of the following programme of study approved by the Anna University

1. M.E Construction Engineering and Management
2. M.E. Power Electronics and Drives
3. M.E. Applied Electronics
4. M.E. Computer Science and Engineering
5. M.E. Software Engineering
6. Master of Business Administration

3.2 MODE OF STUDY

Full-Time:

Candidates should be available in the Institution during the entire duration of working hours for the curricular, co-curricular and extra-curricular activities assigned to them.

The candidates should not attend any other Full-Time programme(s) / course(s) or take up any Full-Time job / Part-Time job in any Institution or Company during the period of the programme. Violation of the above rules will result in cancellation of admission to the PG programme.

4. STRUCTURE OF THE PROGRAMMES

4.1 Categorization of Courses

Every Post Graduate Degree Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

- i. **Foundation Courses (FC)** may include Mathematics or other basic courses
- ii. **Professional Core (PC)** 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. **Employability Enhancement Courses (EEC)** include Project Work and/or Internship, Seminar, Professional Practices, Summer Project, Case Study and Industrial / Practical Training.

Instead of two electives in the curriculum, the student may be permitted to choose a maximum of 2 courses from other PG programmes with the approval of the Head of the Department offering such courses.

4.2 Courses per Semester

Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Courses. Each course may have credits assigned as per clause 4.3.

4.3 Credit Assignment

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

CONTACT PERIOD PER WEEK	CREDITS
1 LECTURE PERIOD	1
2 TUTORIAL PERIODS	1
2 PRACTICAL PERIODS (Laboratory/Seminar/Project work etc)	1

The Contact Periods per week for Tutorials and Practical can only be in multiples of 2.

4.4 Project Work

4.4.1 The project work for M.E. Programmes consist 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 during IV semester.

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

4.4.3 Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means the faculty member possessing (i) PG degree with a minimum of 3 years experience in teaching or (ii) Ph.D. degree.

4.4.4 A candidate 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 Concerned. In such cases, the Project work shall be jointly supervised by a supervisor of the department and an expert, as a joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.

4.4.5 The Project work (Phase II in the case of M.E) shall be pursued for a minimum of 16 weeks during the final semester.

4.5 The deadline for submission of final Project Report is 60 calendar days from the last working day of the semester in which project / thesis / dissertation is done. However, the Phase-I of the Project work in the case M.E. Programmes shall be submitted within a maximum period of 30 calendar days from the last working day of the semester as per the academic calendar published by the University.

4.6 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 **Head of the Department** for the period prescribed in the curriculum during summer / winter vacation, in lieu of Industrial training.

4.7 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 of an institution 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 atleast 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.

4.8 Online Courses

4.8.1 Students may be permitted to credit only one online course of 3 credits with the approval of Head of the Institution and Dean Academics.

4.8.2 Students may be permitted to credit one online course (which are provided with certificate) subject to a maximum of three credits. The approved list of online courses will be provided by the Dean Academics from time to time. The student needs to obtain certification or credit to become eligible for writing the End Semester Examination to be conducted by Controller of Examinations. The details regarding online courses taken up by students should be sent to the Controller of Examinations and Dean Academics one month before the commencement of end Semester Examination.

4.9 Medium of Instruction

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

5 DURATION OF THE PROGRAMMES:

5.1 The minimum and maximum period for completion of the P.G. Programmes are given below:

Programme	Minimum number of semesters	Maximum number of semesters
M.E.	4	8
M.B.A	4	8

5.2 The Curriculum and Syllabi of all the P.G. Programmes shall be approved by the Academic Council of the Institution. The number of Credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the respective specialization of the P.G. Programme

5.3 Each semester shall normally consist of 75 working days or 540 periods of each 50 minutes duration, for full-time mode of study or 250 periods for part-time mode of study. 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. For the purpose of calculation of attendance requirement for writing the end semester examinations (as per clause 9) by students, following method shall be used.

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

End Semester Examinations conducted by the Institution will be scheduled after the last working day of the semester.

5.4 The minimum prescribed credits required for the award of the degree shall be within the limits specified below:

Programme	Prescribed Credit Range
M.E.	70 to 75

Programme	Prescribed Credit Range
M.B.A.	86 to 90

6. COURSE REGISTRATION

6.1 The Institution 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. 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 Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations.

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

- i. Courses of the current semester.
- ii. The core (Theory/Lab /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)

7 ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER

7.1 A candidate who has fulfilled the following conditions shall be deemed to have satisfied the attendance requirements for completion of a semester. Ideally every student is expected to attend all classes and earn 100% attendance. However, in order to allow provision for certain unavoidable reasons such as prolonged hospitalization / accident / specific illness the student is expected to earn a minimum of 75% attendance to become eligible to write the End-Semester Examinations. Therefore, every student shall secure not less than 75% of overall attendance in that semester as per clause 4.3.

7.2 However, a candidate who secures overall attendance between 65% and 74% in that 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 to the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.

7.3 Candidates who could secure less than 65% overall attendance and Candidates who do not satisfy the clauses 10.1 & 10.2 will not be permitted to write the end-semester examination of that current semester and are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year.

8 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 Head 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.

9 CLASS COMMITTEE

9.1 A Class Committee consists of teachers of the concerned class, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (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 programme and the details of rules therein. Informing the student representatives, the "academic schedule" including the dates of assessments and the syllabus coverage for each assessment period.
- Informing the student representatives, the details of regulations regarding the weightage used for each assessment. In the case of practical courses (laboratory / project work / seminar etc.) the breakup of marks for each experiment/ exercise/ module of work, should be clearly discussed in the class committee meeting and informed to the students.
- Analyzing the performance of the students of the class after each test and finding the ways and means of improving the Students Performance

- Identifying the weak students, if any, in any specific subject and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students as frequently as possible.

9.2 The class committee for a class under a particular programme is normally constituted by the Head of the Department. However, if the students of different programmes are mixed in a class, the class committee is to be constituted by the Head of the Institution.

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

9.4 At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.

9.5 The chairperson of the class committee shall invite the Class adviser(s) and the Head of the Department to the meeting of the class committee.

9.6 The Head of the Institution may participate in any class committee of the institution.

9.7 The Chairperson of the Class Committee is required to prepare the minutes of every meeting, submit the same to the Head of the Institution within two working days of the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management 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 at suitable intervals. During these meetings the student members, representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process.

10 COURSE COMMITTEE FOR COMMON COURSES

Each common course offered to more than one group of students 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 as often as possible and ensure uniform evaluation of the tests and arrive at a common scheme of evaluation for the tests.

Wherever it is feasible, the course committee may also prepare a common question paper for the Assessment Test(s).

11 ASSESSMENT PROCEDURES FOR AWARDING MARKS

All PG M.E and M.B.A Programmes consist of Theory Courses, Laboratory Courses and Employability Enhancement Courses. Employability Enhancement Courses include Project Work, Seminar, Professional Practices, Case Study and Industrial / Practical Training. Appearance in End Semester Examination is mandatory for all courses including Theory, Laboratory, Theory Courses with Laboratory Component and Project work.

Performance in each course of study shall be evaluated based on (i) Continuous Assessments throughout the semester and (ii) End Semester Examination at the end of the semester. The evaluation shall be based on Outcome Based Education (OBE). For Theory Courses and Theory Courses with Laboratory Component, out of 100 marks, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination carries 50 marks. For Laboratory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination carries 50 marks. The continuous assessment is 50 marks for the Project Work, and project report evaluation and viva-voce examination carries 50 marks. All other courses included under Employability Enhancement Courses are evaluated by Continuous Assessments only. There is no evaluation for Audit Courses. However, minimum attendance requirement as per clause 7 shall be satisfied.

(i.e.) Each course shall be evaluated for a maximum of 100 marks as shown below:

S.No	Category of course	Continuous Assessments	End-Semester Examinations
i.	Theory Courses/ Theory Courses with Laboratory Component	50 Marks	50 Marks
ii.	Laboratory Courses	50 Marks	50 Marks
iii.	Project Work	50 Marks	50 Marks
iv.	All other EEC Courses	100 Marks	-

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' for every semester, which consists of attendance marked in each theory / Laboratory / EEC / AC class, the assessment marks and the record of class work (topics covered), separately for each course handled by the teacher. 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 assessment marks and attendance. The Head of the Department will affix his/her signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Department who shall keep this document in safe custody (for four years). The records of attendance and assessment of both current and previous semesters should be available for inspection.

11.1 ASSESSMENT FOR THEORY COURSES

For Theory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination carries 50marks.

The End Semester examinations for theory courses will be of 3 hours duration and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters. End semester Examination is a mandatory requirement for passing the course and every student should appear for the examination for theory, theory course with laboratory, laboratory courses and project work.

Continuous Assessment comprises of two assessments of equal weightage, conducted by the course instructor / coordinator / department. The total marks obtained in the **2 assessments** put together shall be reduced to 50 marks and rounded to the nearest integer. One assessment would be conducted in a day, in the case of tests, and they would be minimum of one and a half hours durations each. Students will have regular classes during the assessment period. In case a student misses the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University /

State / National / International level Sports, events with prior permission from the Head of the Institution, only one **Reassessment** may be given at the end of the semester after getting approval from the Head of the Department through the concerned course instructor.

11.2 ASSESSMENT FOR LABORATORY COURSES

For Laboratory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination carries 50 marks.

Every laboratory exercise / experiment shall be evaluated based on the student's performance during the laboratory class and the student's records maintained. There shall be at least one assessment test. The criteria for arriving at the Continuous Assessment marks of 50 shall be decided at the respective course committee meetings.

The University examinations for Laboratory courses will be of 3 hours duration and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters.

11.3 ASSESSMENT FOR THEORY COURSES WITH LABORATORY COMPONENT

The maximum marks for Continuous Assessment shall be 50 in case of theory courses with Laboratory component. For a theory course with Laboratory component, there shall be three assessments: the first two assessments (each with a maximum of 100 marks) will be from theory portions and the third assessment (maximum marks 100) will be for laboratory component. The sum of marks of all three assessments shall be reduced to 50 marks and rounded to the nearest integer.

11.4 ASSESSMENT FOR PROJECT WORK

The evaluation of Project Work for Phase I and Phase II in the case M.E. shall be done independently in the respective semesters and marks shall be allotted as per the weightage given in Clause 10.4.1.

- 11.4.1** The Project work shall be evaluated for a maximum of 100 marks of which 50 marks will be through continuous assessment. There should be two reviews for each phase in the case of M.E. (Phase I and Phase II) to be conducted separately with Internals 50 marks and External 50 marks. The committee for the conduct of reviews shall be constituted by the Head of the Department. Similarly, there should be two reviews for the Project works of M.B.A to be conducted separately with Continuous Assessment 50 marks and End-Semester Examination 50 marks. The marks are to be distributed as detailed below.

Project work	Continuous Assessment (50 marks)		End-Semester (50 Marks)		
	Review I	Review II	Project Evaluation (External)	Viva – Voce (20 Marks)	
				External	Internal
Phase – I & Phase - II	25	25	30	10	10

- 11.4.2** There shall be two assessments (each 100 marks) during the semester by a review committee. The student shall make presentation on the progress made before the committee. The Head of the Department shall constitute the review committee consisting of supervisor,

project coordinator and another faculty member from the Department for each branch of study. The total marks obtained in the two assessments shall be reduced to 50 marks and rounded to the nearest integer.

11.4.3 The Project Report prepared according to approved guidelines as given by the Dean-Academics and duly signed by the supervisor(s), Project Co-ordinator and the Head of the Department and shall be submitted to the Head of the Department.

11.4.4 The evaluation of the Project work Phase – I and Phase – II of M.E. shall be based on the project report submitted in each of the Phase – I and Phase – II semesters respectively and a Viva-Voce Examination by a team consisting of the supervisor, internal examiner (other than the supervisor) and External Examiner. The Project Co-ordinator shall act as Internal Examiner. The External examiner shall be appointed by the Controller of Examinations from the panel of examiners submitted by the HOD for project evaluation in the case of M.E. (Phase – I and Phase – II) and the Project work of M.B.A.

11.4.5 If the student fails to obtain 50% of the Continuous Assessment marks in the Phase – I and Phase – II in the case of M.E. or the Project work of M.B.A., he / she will not be permitted to submit the report for that particular semester and has to re-enroll for the same in the subsequent semester.

11.4.6 The deadline for submission of final Project Report is 60 calendar days from the last working day of the semester in which project / thesis / dissertation is done. However, the Phase – I of the Project report in the case M.E. shall be submitted within a maximum period of 30 calendar days from the last working day of the semester as per the academic calendar published by the College or the Re-opening of next semester whichever is earlier.

11.4.7 If a student fails to submit the project report on or before the specified deadline, student 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. and the Project work of M.B.A.

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

11.4.8 A copy of the approved project report after the successful completion of viva-voice examinations shall be kept in the library of the college.

11.5 ASSESSMENT FOR SEMINAR / PROFESSIONAL PRACTICES / CASE STUDY:

The seminar / Case study shall carry 100 marks and shall be evaluated through continuous assessment 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 consisting of one co-ordinator and two members appointed by the 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%).

11.6 ASSESSMENT FOR INDUSTRIAL / PRACTICAL TRAINING / INTERNSHIP / SUMMER PROJECT

11.6.1 Practical training / Industrial Attachment / Summer Project if specified in the Curriculum shall not exceed the maximum duration of 4 weeks and should be organized by the Head of the Department for every student.

11.6.2 The Industrial / Practical Training shall carry 100 marks and shall be evaluated through continuous assessment only as per Table 2. At the end of Industrial / Practical training / internship / Summer Project, the student shall submit a brief report on the training undergone and a certificate from the organization concerned. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a three member Departmental Committee consisting of one co-ordinator and two members constituted by the Head of the Department. Certificates (issued by the Organization) submitted by the student shall be attached to the mark list (with grade) and sent to the Office of the Controller of Examinations by the Head of the Department.

11.6.3 The Industrial / Practical Training **which is not part of the curriculum**, shall carry 100 marks and shall be evaluated **through continuous assessment only** as per Table 2. At the end of Industrial / Practical training / internship / Summer Project, the student shall submit a certified report (evaluated out of 100 marks by a mentor/guide) from the organization where the student has undergone training. The Viva-Voce Examination will be conducted by a three member committee constituted by the Head of the Department. The committee comprises of one expert from an industry/organisation and two members (co-ordinator and member) from the Department. Certificates (issued by the Organization) submitted by the student shall be attached to the mark list (with grade) and sent to the Office of the Controller of Examinations by the Head of the Department.

INTERNSHIP / INDUSTRIAL TRAINING		
EVALUATION		
REPORT	PRESENTATION	VIVA VOCE
40	30	30

11.7 ASSESSMENT FOR VALUE ADDED COURSES

The one 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. 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 (if available), coordinator and a senior Faculty member nominated by the Head of the Department shall monitor the evaluation process. The grades shall be assigned to the students by

the above committee based on their relative performance and the same should be send to the Office of the Controller of Examinations by the Head of the Department.

11.8 ASSESSMENT FOR ONLINE COURSE

Students may be permitted to credit online courses (which are provided with certificate) with the approval of the Head of the Department and Dean-Academics subject to a maximum of three credits. 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 Controller of Examinations. The Head of the Department may identify a faculty member as coordinator for the course, who is responsible for evaluation process. The course shall be evaluated through the End Semester Examination only. The evaluation methodology shall be the same as that of a theory course.

11.9 ASSESSMENT FOR SELF STUDY COURSE

The Faculty member approved by the Head of the Department shall be responsible for periodic monitoring and evaluation of the course. The course shall be evaluated through Continuous Assessment and End Semester Examination. The evaluation methodology shall be the same as that of a theory course.

12 PASSING REQUIREMENTS

- 12.1** A candidate who secures not less than 50% of total marks prescribed for the course [Continuous 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).
- 12.2** If a student fails to secure a pass in theory courses in the current semester examination, he/she is allowed to write arrear examinations in the consecutive semesters and their Continuous Assessment marks shall be carried over.
- 12.3** If a student fails to secure a pass in a laboratory course, the student has to register for the course again in the consecutive semesters.
- 12.4** If a candidate fails in the end semester examinations of Phase I, he/she has to resubmit the Project Report within 30 days from the date of declaration of the results. If he / she fails in the end semester examination of Phase II of M.E. or the Project work of M.B.A he/she shall resubmit the Project Report within 60 days from the date of declaration of the results. The resubmission of the project report and the subsequent viva- voce examination will be considered as reappearance with payment of exam fee. In case if a student fails to resubmit the project report within the stipulated period and fails in the subsequent viva-voce examination, the student shall register for the course again, in the subsequent semester.
- 12.5** The passing requirement for the courses which are assessed only through continuous assessment (EEC courses except project work), shall be fixed as minimum 50% and rest of the grades are decided by the faculty concerned.

12.6 A student can apply for revaluation of the student's semester examination answer paper in a theory course, within prescribed duration from the declaration of results, on payment of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for there valuation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for laboratory course and project work.

13 PHOTOCOPY /REVALUATION

A candidate can apply for photocopy of his/her semester examination answer paper in a theory course, within prescribed duration from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institution. After getting the photocopy, if the student wants to apply for revaluation, 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 all answer scripts for which he / she appeared.

14 REVIEW

Candidates not satisfied with Revaluation can apply for Review of his / her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to Controller of Examination through the Head of the Institution.

Candidates applying for Revaluation only are eligible to apply for Review.

15 AWARD OF LETTER GRADES

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

Letter Grade	Grade Points
O (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8
B + (Good)	7
B (Average)	6
RA (Reappearance Registration)	0
SA (Shortage of Attendance)	0
W (Withdrawal)	0

'RA' denotes Reappearance. Registration is required for that particular course.

'SA' denotes shortage of attendance (as per Clause 7) and hence prevented from writing end semester examination.

'W' indicates withdrawal from the course.

15.2 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 other grades RA, SA **will not figure in the mark sheet.**

16. GPA AND CGPA CALCULATION

16.1 The Course Teacher shall handover the foil sheet, grade sheet and attendance sheet to the HOD concerned for onward transmission to the COE for processing of results. After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- the list of courses registered during the semester and the grades scored.
- the Grade Point Average (GPA) for the semester and
- the Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards.

During each semester, the list of courses registered and the grades scored in each course are used to compute the Grade Point Average (GPA). GPA is the ratio of the sum of the products of the number of credits of courses registered and the grade points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

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

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.

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

16.2 The credits earned through one / two credit courses shall not be considered for calculating GPA and CGPA.

16.3 If a student studies more number of electives than required as per the student's programme curriculum, the courses with higher grades alone will be considered for calculation of CGPA.

17 ELIGIBILITY FOR THE AWARD OF DEGREE

17.1. A student shall be declared to be eligible for the award of the PG Degree (M.E., M.B.A) provided the student has

- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the students' Programme within the stipulated time.

a. M.E. M.Tech. and M.B.A

Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted.

- ii. Successfully passed any additional courses prescribed by the Dean-Academics.
- iii. No disciplinary action pending against the student.

iv. The award of Degree must have been approved by the Syndicate of the University.

17.2 CLASSIFICATION OF THE DEGREE AWARDED

17.2.1 FIRST CLASS WITH DISTINCTION:

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

M.E. and M.B.A.

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within **three** years, which includes authorized break of study of one year. Withdrawal from examination (vide Clause 15) 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.
- 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.

17.2.2 FIRST CLASS:

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

M.E. and M.B.A

- Should have passed the examination in all the courses of all four semesters **within three years** , which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- Should have secured a CGPA of not less than **7.00**.

17.2.3 SECOND CLASS:

All other students (not covered in clauses 14.2.1 and 14.2.2) who qualify for the award of the degree (vide Clause 14.1) shall be declared to have passed the examination in **Second Class**.

17.2.4 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 (except approved withdrawal from end semester examinations as per clause 15) for the purpose of classification.

18 PROVISION FOR WITHDRAWAL FROM EXAMINATION:

18.1 A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by the HOD and the Head of the Institution) be granted permission to withdraw from appearing for the end semester examination in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application

shall be sent to Dean-Academics through HOD with required documents.

- 18.2** Withdrawal application shall be valid only if the student is otherwise eligible to write the examination (Clause 7) 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.
- 18.3** Notwithstanding the requirement of mandatory TEN working days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 18.4** If a student withdraws a course or courses from writing end semester examinations, he/she shall register the same in the subsequent semester and write the end semester examination(s).
- 18.5** Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.
- 18.6** Withdrawal is permitted for the end semester examinations in the final semester only if the period of study the student concerned does not exceed 3 years for **M.E., M.B.A** as per clause 14.2.1.

19 BREAK OF STUDY FROM A PROGRAMME

- 19.1** A student is permitted to go on break of study for a fixed period of one year as a single break in the entire course of study.
- 19.2** The student applies for break of study, the student shall apply to the Dean-Academics in advance, in any case, not later than the last date of the first assessment period. The application (downloaded from website) duly filled by the student shall be submitted through the Head of the Department.
- 19.3** The students 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 Dean-Academics in the prescribed format through Head of the Department at the beginning of the readmitted semester itself for prescribing additional/equivalent courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.
- 19.4** 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 in clause 5.1 irrespective of the period of break of study in order that the student may be eligible for the award of the degree (vide clause 14).
- 19.5** In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the programme only if the approval is obtained from the Director, Academic Courses through the concerned Head of the Department before the end of the semester in which the student has taken break of study.
- 19.6** If a student has not reported to the department for a period of two consecutive semesters without any intimation, the name of the student shall be deleted permanently from the college enrollment. Such students are not entitled to seek readmission under any circumstances.

20 DISCIPLINE

- 20.1** 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 college / Department. The Head of the Institution shall constitute a disciplinary committee consisting of Head of the Institution, Head of the departments to which the student concerned belongs, and the Head of another department to enquire into acts of indiscipline and notify the about the disciplinary action recommended for approval.
- 20.2** If a student indulges in malpractice in any of the examinations, the student shall be liable for punitive action as prescribed by the college from time to time.

21 REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

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