

**R.M.K. Engineering College, Kavaraipettai  
(An Autonomous Institution)**

**REGULATIONS            2020**

**CHOICE BASED CREDIT SYSTEM**

**Common to all B.E. / B.Tech. Full-Time Programmes**

**Applicable to the Students admitted to B.E. / B.Tech. Programmes from the AY 2020-21 onwards**

**DEGREE OF BACHELOR OF ENGINEERING / BACHELOR OF TECHNOLOGY**

This set of Regulations is applicable to the students admitted to B.E / B.Tech. Programmes at R.M.K. Engineering College, Kavaraipettai, from the academic year **2020-21** onwards.

**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 Civil Engineering, Information Technology, etc.
- III) “**Course**” means a theory or practical subject that is normally studied in a semester, like Mathematics, Physics, etc.
- IV) “**Chairman, 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.
- V) “**Head of the Institution**” means the Principal of the College.
- VI) “**BoS Chairman**” means Chairperson of Board of Studies of each department / Division (S&H)
- VII) “**Head of the Department**” means the head of the Department concerned.
- VIII) “**Controller of Examinations**” means the authority of the Autonomous Institute who is responsible for all activities of the End semester Examinations.
- IX) “**Credit**” means a numerical value allocated for each course to describe the student’s workload required per week.
- X) “**Grade**” means the letter grade assigned to each course based on the range of marks specified.
- XI) “**Grade Point**” means a numerical value (0 to 10) allocated based on the grade assigned to each course.
- XII) “**University**” means ANNA UNIVERSITY, CHENNAI.

## 2. ADMISSION

- 2.1 Candidates seeking admission to the first semester of the eight semesters 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 study under Part-III or any examination of any other University or authority accepted by the Syndicate of Anna University 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

(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 Institution/College.

## 3. PROGRAMMES OFFERED

A candidate may be offered admission to any one of the following programme / discipline of study approved by the Academic Council of Institution. The total credits for each B.E. / B.Tech. Degree programme are prescribed as follows.

### B.E. Programmes

S.No	Programme	Total Credits	
		Regular	Lateral Entry
1	Civil Engineering	180-185	131-136
2	Computer Science and Engineering	180-185	131-136
3	Electronics and Communication Engineering	180-185	131-136
4	Electrical and Electronics Engineering	180-185	131-136
5	Electronics and Instrumentation Engineering	180-185	131-136
6	Mechanical Engineering	180-185	131-136
7	Computer Science and Design	180-185	131-136

## B.Tech. Programmes

8	Artificial Intelligence & Data Science	180-185	131-136
9	Computer Science & Business Systems	180-185	131-136
10	Information Technology	180-185	131-136

## 4. STRUCTURE OF PROGRAMMES

### 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, Biology, etc.
- iii. **Engineering Sciences (ES)** courses include Engineering 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 the B.E./ B. Tech. Programmes approved by BoS and Academic Council.
- vii. **Employability Enhancement Courses (EEC)** include Project Work and/or Industry Internship, Seminar, Professional Practices, Case Study, Placement Training Courses and Industrial/Practical Training.
- viii. **Mandatory Courses (MC)** should be studied compulsorily by all the students irrespective of the programme which includes Induction Program.

### 4.2 Personality and Character Development

All students shall enroll, on admission, in any one of the personality and character development programmes (NSS/YRC/UBA) and undergo training for about 40 hours (20 hours for lateral entry). 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 / Institution.

**Youth Red Cross (YRC)** will have activities related to social services in and around College/Institution.

**Unnat Bharath Abhiyan (UBA)** – will have activities related to rural development in and around the College / Institution under UBA Scheme for the 5 Villages adopted by the Institute / College.

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

#### 4.3 Number of courses per semester

Each semester, the curriculum shall normally have a blend of lecture courses not exceeding **7** and Laboratory courses and Employability Enhancement Course(s) not exceeding **4**. Each Employability Enhancement Course may have credits assigned as per clause 4.4. However, the total number of courses per semester shall not exceed **10**.

#### 4.4 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 Laboratory Periods	1
2 Periods of EEC courses like / Seminar / Project Work /Case study / etc.)	1

#### 4.5 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 HoD) for the period prescribed in the curriculum during summer/winter vacation, in lieu of Industrial training.

#### 4.6 Industrial Visit

Every student is required to go for at least two Industrial Visits every year starting from the second year of the Programme. The Heads of Departments shall ensure the necessary arrangements made in this regard.

#### 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 the Department of the institution **with the prior approval of BoS and Academic Council**. The details of the syllabus, time table and faculty may be sent to the **Head of the Institution** in advance (atleast one month before) for the approval before the course is offered. **Students can take a maximum of four one-credit courses / Two two-credit course** during the entire duration of the Programme.

## 4.8 Online Courses

4.8.1 Students may be permitted to credit **online course subject to a maximum of 3 credits**

- 8 weeks course -1 credit
- 12 weeks course -1.5 credit

4.8.1 The approved list of online courses will be provided by the concerned Department. The student needs to obtain certification or credit to become eligible for writing the End Semester Examination to be conducted by Controller of Examinations of the Institution.

## 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 PROGRAMME

5.1 A student is ordinarily expected to complete the B.E. / B.Tech. Programme in 8 semesters (four academic years) but, in any case not more than 14 Semesters for HSC (or equivalent) candidates and not more than 12 semesters for Lateral Entry Candidates.

5.2 Each semester shall normally consist of 80 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 permit to 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 7) by the students, the following method shall be used.

Percentage of Attendance =

[ (Total no. of periods attended in all the courses per semester) /

{(No. of periods / week as prescribed in the curriculum) x No. of Weeks taken together for all courses of the semester } ] X100

The University Examination will ordinarily follow immediately after the last working day of the semester commencing from I semester as per the academic schedule prescribed from time to time.

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) so that he/she may be eligible for the award of the degree (vide clause 16).

## 6 COURSE REGISTRATION

6.1 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 Head of the Institution and forwarded to the Controller of Examinations. This registration is to undergo the course as well as for writing the End Semester Examinations. No Elective course shall be offered by any department unless a minimum of 10 students registers 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/Lab /EEC) courses that the student has not cleared in the previous semesters.
- iii. Elective courses which the student failed.

**6.2 Flexibility to Drop courses**

A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree.

From the III to final semesters, the student has the option of dropping existing courses in a semester during registration. The total number of credits of such courses cannot exceed 6.

The student shall register for the project work in the final 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, to give provision for certain unavoidable reasons such as Medical/participation in sports, the student is expected to attend atleast 80% of the classes.

Therefore, he/she shall **secure not less than 80%** (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 79%** 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 clause 7.1 and 7.2** shall not be permitted to write the end semester examination and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

## **8 FACULTY**

### **8.1 Class Advisor**

There shall be a class advisor for each class. The class advisor will be one of the course-instructors of the class. He / She will be appointed by the HoD of the department concerned. The class advisor is the ex-officio member and the Convener of the class committee. The responsibilities of 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 the planning and conduct of the class committee meetings.
- To monitor the academic performance of the students including attendance and to inform the class committee.
- To attend to the students' welfare activities like awards, medals, scholarships, and industrial visits.

### **8.2 Counselor**

The Counselor shall advise and guide their counseling students in registering of courses, the reappearance of courses, monitor their attendance and progress, and counsel them periodically. The Counselor shall discuss/inform to the parents about the progress/performance of the students concerned.

## **9 CLASS COMMITTEE**

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

- Solving problems experienced by students in the classroom and in the laboratories. Clarifying the regulations of the degree programme and the details of rules therein particularly (clause 5 and 7).
- Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives, the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory/drawing/project work/seminar etc.) the breakup of marks for each experiment/exercise/module of work should be clearly discussed in the class committee meeting and informed to the students.
- Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
- Identifying the slow learners, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such slow learners.

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/some 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 (one day scholar, one hosteller) and 2 girls (one day scholar, one hosteller)) shall be included in the class committee.
- 9.5 The Chairperson of the class committee may invite the Class advisor(s) 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 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 a week from the date of commencement of the semester, 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. 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 to improve the effectiveness of the teaching-learning process.

#### **9.9 Online Feedback**

Online Feedback from students shall be collected for every subject about the faculty for various parameters and the consolidated Feedback Information shall also be conveyed to the concerned faculty member through respective HoD to improve the Teaching Process by the Faculty members.

### **10 COURSE COMMITTEE FOR COMMON COURSES**

Each common theory course offered to more than one discipline or group shall have a "Course Committee" comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the Head of the Department / Head of the Institution depending upon whether all the teachers teaching the common course belong to a single department or several departments. The 'Course committee' shall meet to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests. Wherever feasible, the course committee may also prepare a common question paper for the internal assessment test(s).

### **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 & viva voce Examinations) shall be evaluated for a maximum of 100 marks.

For all theory and practical courses including project work, the continuous internal



assessment will carry **40 marks** while the End - Semester examination will carry **60 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 an 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 all theory and practical courses (including project work) the end semester examination is conducted for 100 marks and the total mark shall be reduced to 60 and rounded to the nearest integer. The continuous assessment shall be for a maximum of 40 marks. The continuous assessment shall be awarded as per the procedure given below:

### **12.1 Theory Courses**

Three tests each carrying 100 marks shall be conducted during the semester by the Department / College. The total marks obtained in all tests put together out of 300, shall be proportionately reduced for 20 marks and rounded to the nearest integer (This also implies equal weightage to all the three tests). The remaining 20 marks will be awarded based on the other continuous assessments like MCQs (5 Marks), Assignment (5 Marks), Mini Project/Others (5 Marks), and attendance (5 Marks).

### **12.2 Laboratory Courses**

The maximum marks for Internal Assessment shall be 40 in case of practical courses. Every practical exercise/ experiment shall be evaluated based on the conduct of the experiment / exercise and records maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 40 is as follows: 20 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory, 10 marks for the test and 10 marks for the attendance.

### **12.3 Theory Courses with Laboratory Integrated Component**

If there is a theory course with a 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 the laboratory component. The sum of marks of the first two tests shall be reduced to 60 marks and the third test mark shall be reduced to 40 marks. The sum of these 100 marks may then be arrived at for 40 marks and rounded to the nearest integer.

## 12.4 Project Work

Project work may be allotted to a single student or a group of students not exceeding 4 per group.

The Head of the Institutions shall constitute a review committee for project work for each branch of study. There shall be three reviews during the semester by the review committee. The student shall make a presentation on the progress made by him/her before the committee. The total marks obtained in the three reviews **for 40 marks** and rounded to the nearest integer (as per the scheme given in 12.4.1).

12.4.1 The project report shall carry a maximum of 10 marks. The project report shall be submitted as per the approved guidelines as given by the Project Review Committee. The same mark shall be awarded to every student within the project group for the project report. Thesis Evaluation and viva-voce examination shall carry 50 marks. Marks are awarded to each student of the project group based on the individual performance in the Thesis Evaluation and viva-voce examination.

Review I	Review II	Review III	End semester Examinations				
			Thesis Submission (10)		Thesis Evaluation and Viva-Voce (50)		
10	15	15	Supervisor	Internal	Internal	External	Supervisor
			5	5	20	20	10

12.4.2 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) The seminar / Case study is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar, marks can be equally apportioned. The three-member committee appointed by the Head of the Institution will evaluate the seminar. At the end of the semester, the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper (40%), the presentation (40%) and response to the questions asked during the presentation (20%).
- (b) The Industrial / Practical Training, Summer Project, Internship, shall carry 100 marks and shall be evaluated through internal assessment only. At the end of Industrial/Practical training/internship/Summer Project, the candidate shall submit a certificate from the organization where he / she has undergone training and a brief report. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a three - member Departmental Committee constituted by the Head of the Institution. The certificates (issued by the organization) submitted by the students and mark list shall be forwarded to the Controller of Examinations with the approval of the Head of the Institution.
- (c) Assessment of Aptitude and Coding skills – EEC course is presented as below
1. Continuous Assessment -50%
    - Daily MCQ – 20%
    - Coding – 70% (Daily challenge -35% & Coding webinar – 35%)

- Daily attendance -10%
- 2.Final Assessment – 50%( Using AMCAT)
  - Technical – 10%
  - Aptitude – 60%(Quants-20%, English-20% and Logical – 20%)
  - Writex -10%
  - Automata -20%

### 12.6 Assessment for Value Added Course

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

### 12.7 Assessment for Online Courses

Students may be permitted to credit online courses (which are provided with a certificate) subject to a maximum of three credits. The approved list of online courses will be provided by the BoS Chairman with the approval of the Head of the Institution from time to time. **These online courses of 3 credits (8 Week Courses – 3 OR 12 Week Courses -2) can be considered instead of one elective course as approved by BoS of the respective Department.** The student needs to obtain certification or credit to become eligible for writing the End Semester Examination to be conducted by Institution. **The course shall be evaluated through the End Semester Examination conducted by Controller of Examinations of the Institution.**

### 12.8 Attendance Record

Every teacher is required to maintain an 'ATTENDANCE AND 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 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 Academic Audit Team may verify the records of attendance and assessment of both current and previous semesters.

## 12.9 Marks for Attendance

Attendance marks (**rounded to the nearest integer**) for the theory and laboratory courses will be awarded as per the procedure given below:

Attendance %	Theory Course	Laboratory Course
97 to 100	5	10
93 to 96	4	8
89 to 92	3	6
85 to 88	2	4
80 to 84	1	2

## 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 for 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 45% of the marks prescribed for the end-semester Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and practical courses (including project work).
- 14.2 If a student fails to secure a pass in courses in any semester, he/she is allowed to write arrear examinations in the supplementary / Arrear Examinations conducted within a period of one month after the publication of results, when the examination is conducted in that course; he/she should continue to register and reappear for the examinations in the failed subjects till he/she secures a pass. However, the absentees in any current semester examinations may be permitted to write the supplementary examination conducted within a period of one month after the publication of results is subject to, the valid reason provided by the student and the recommendation by the HoD with approval of the Academic Council.
- 14.3 The Continuous Internal Assessment (CIA) marks obtained by the candidate in the current semester (n) shall be retained and carried forward up to the next three consecutive ESEs (n+3) till the candidate secures a pass. However from the (n+4)<sup>th</sup> ESE onwards, the candidate shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the end semester examinations alone. Conducting Continuous Internal Assessment test and other Assessments for improving CIA marks shall not be permitted from (n+1)<sup>th</sup> semester onwards.
- 14.4 The passing requirement for the courses which are assessed only through purely internal assessments (EEC courses except for project work), is 50% of the internal assessment (continuous assessment) marks only.

14.5 A student can apply for Photocopy and review of the student's semester examination answer paper in a theory course, within 1 week 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 the review and the results will be intimated to the student concerned through the Head of the Institution. Review is not permitted for laboratory courses and project work.

## 15. AWARD OF LETTER GRADES

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

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

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

"SA" denotes shortage of attendance (as per clause 7.3) and hence prevention from writing the end semester examinations. "SA" will appear only in the result sheet.

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

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

15.2 For the Co-curricular activities such as NSS / YRC / UBA, a satisfactory / not satisfactory grading will appear in the mark sheet. Every student shall put in a minimum of 80% attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the First/Second Year of the programme. However, for valid reasons, the Head of the Institution may permit a student to complete this requirement in the Third /Fourth year. **A satisfactory grade in the above co-curricular activities is compulsory for the award of the degree.**

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

15.4 For the Mandatory Course, a “**Passed / Not Cleared**” grading will appear in the Mark Sheet. The Courses for which the grades U, SA will not figure in the mark sheet. A “Passed” grade in the Mandatory Course is compulsory for the award of a degree.

**Grade sheet**

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

- The college in which the candidate has studied
- The list of courses enrolled during the semester and the grade scored.
- The Grade Point Average (GPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from the 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 similarly, considering all the courses registered from the first semester. RA grades will be excluded for calculating GPA and CGPA.

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

Where **C<sub>i</sub>** is the number of credits assigned to the course

**GP<sub>i</sub>** is the point corresponding to the grade obtained for each course

**n** is the 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. ELIGIBILITY FOR THE AWARD OF THE 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. 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 and third semester in the case of Lateral Entry to which the candidate was admitted.
- iii. Successfully passed any additional courses prescribed by the regulations of the Institution (vide clause 18.3)
- iv. Completed the NSS / YRC / UBA 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 (and 6 semesters in the case of Lateral Entry) in the student's First Appearance within **five** years and (Four years in the case of Lateral Entry).
- Withdrawal from examination (vide Clause 17) will not be considered as an appearance.
- Should have secured a CGPA of not less than **8.50**.
- One year authorized break of study (if availed of) is included in the five years and four years in the case of lateral entry for the award of First class with Distinction.
- Should NOT have been prevented from writing end semester examination due to lack of attendance in any semester.

### 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 and 6 semesters in the case of Lateral Entry **within Six years** and Five years in the case of Lateral Entry.
- One year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included in the duration of six years and five years in the case of lateral entry for the award of First class
- 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**.

16.3 A candidate 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. (subject to clause 17 and 18)

## 16.4 Valuation

Double valuation is adopted for all the theory courses to overcome any subjectivity in single valuation in the end semester examinations. So the provision for revaluation does not arise. However, if a student wants to appeal for Photocopy and review of the result in any subjects, he / she can submit a challenge review applications to the Institution CoE office. A committee consisting of the Head of the Department, concerned course instructor and a subject expert (Internal / External) nominated by the COE will review and give its recommendations.

16.4.1 If the difference of total marks obtained between two valuations is less than 15 marks, the highest mark among the two valuations will be considered for the award of marks.

16.4.2 If the difference in total marks obtained between two valuations is more than 15 marks, a third valuation is applicable. Out of the three valuations, the highest mark between two nearest marks (the mark obtained in third valuation and the marks obtained nearer to the third valuation out of the first two valuations) shall be considered for the award of marks. However, the difference between these two nearest marks must be less than 15.

## 17. PROVISION FOR WITHDRAWAL FROM END SEMESTER EXAMINATION

17.1 A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by HoD and 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 the Academic Council through the Head of the Institution with required documents.

17.2 Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 7) and if it is made within TEN days prior to the commencement of the examination in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations.

17.2.1 Notwithstanding 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, the withdrawal shall not be construed 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.

17.5 Second Time Withdrawal from a Course / Courses under Special Recommendations by the BOS and with the Approval of AC and GB, the student shall be permitted for genuine and valid reasons.

## 18. PROVISION FOR AUTHORISED BREAK OF STUDY

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

18.2 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in an extraordinary situation, the candidate may apply for an additional break of study not exceeding another one year by paying the prescribed fee for the 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 Academic Council in advance, but not later than the last date for



registering for the end semester examination of the semester in question, through the Head of the Institution stating the reasons therefore and the probable date of rejoining the programme.

- 18.3 The candidates permitted to rejoin the programme after a break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Academic Council in the prescribed format through the Head of the Institution at the beginning of the readmitted semester itself for prescribing additional courses, if any, from any semester of the regulations in force, 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 classification (vide Clause16.2).
- 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 so 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' (Clause18.1)

## **19. DISCIPLINE**

- 19.1 Every student is required to observe disciplined and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the Institution / College. 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 the Academic Council about the disciplinary action recommended for approval.
- 19.2 If a student indulges in malpractice in any of the End Semester / internal examination he / she shall be liable for punitive action as prescribed by the Institution from time to time.

## **20. 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 through the Academic Council with the approval of Governing Body.

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