

# **Sri Venkateswara College of Engineering**

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

Regulations - 2016

(Common to all B.E./B.Tech. Degree Program)

## **CREDIT SYSTEM**

These regulations are applicable to the candidates admitted into B.E./B.Tech. programmes from the academic year 2016-17 onwards.

### **1. PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In these Regulations, unless the context otherwise requires:

1. “**University**” means Anna University, Chennai.
2. “**Programme**” means Under Graduate Degree Programme. i.e., B.E. / B.Tech. Degree Programme.
3. “**Specialization/Branch/Discipline**” means a specialization or branch or discipline of B.E. / B.Tech. Degree Programme like Civil Engineering, Biotechnology etc.,
4. “**Course/Subject**” means a Theory or Practical subject that is normally studied in a semester, like Physics, Engineering Graphics, Engineering Practices Laboratory etc.,
5. “**Controller of Examinations**” means the Authority of the Institution who is responsible for all the activities of the End Semester Examinations of this Institute.
6. “**Head of the Institution**” means the Principal of the College / Institution who is responsible for all the academic activities of that College / Institution and for implementation of relevant rules of this Regulation.
7. “**Chairperson**” means Head of the Faculty.
8. “**Head of the Department**” means Head of the Department concerned.

### **2. QUALIFICATIONS FOR ADMISSION**

#### **2.1 Admission to First Semester**

The candidates seeking admission for the First Semester Bachelor of Engineering and Bachelor of Technology degree programme:

- (i). Should have passed the Higher Secondary Examinations of (10+2) in the academic stream with Mathematics, Physics and Chemistry as main courses of study conducted

by the Government of Tamilnadu or an examination accepted by the syndicate of Anna University as equivalent there to. They should also satisfy other eligibility rules as prescribed by the Anna University and Directorate of Technical Education, Government of Tamilnadu, Chennai and those seek admission into Marine Engineering should satisfy the eligibility rules as prescribed by Director General of Shipping, India in addition to other statutory requirements from time to time.

(OR)

- (ii). Should have passed the Higher Secondary Examination of Vocational Stream (Vocational groups in Engineering/Technology) as prescribed by the Government of Tamilnadu.

## 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 Board of Studies.

## 3. UG PROGRAMMES OFFERED

The following Programmes and Branches of study approved by Anna University, Chennai, and All India Council for Technical Education, New Delhi, are offered by the College.

Programme	Branch
B.E.	Automobile Engineering Civil Engineering Computer Science and Engineering Electrical and Electronics Engineering Electronics and Communication Engineering Marine Engineering Mechanical Engineering
B.Tech	Biotechnology Chemical Engineering Information Technology

## 4. STRUCTURE OF THE PROGRAMME

- 4.1 Every Programme will have curricula with syllabi consisting of theory and practical courses such as:

- (i) General core courses comprising Mathematics, Basic sciences, Engineering sciences, Humanities and Management.
- (ii) Core courses of Engineering/Technology.
- (iii) Elective courses for specialization in related fields.
- (iv) Workshop Practice, Computer Practice, Engineering Graphics, Laboratory work, Industrial Training, Seminar presentation, Project work, Educational tours, Camps etc.
- (v) NCC / NSS / NSO / YRC / Yoga/ Sports and Games activities for character development.

There shall be a certain minimum number of core courses and sufficient number of elective courses that can be opted by the students. The blend of different courses shall be so designed that the student, at the end of the programme, would have been trained not only in his / her relevant professional field but also would have developed as a socially conscious human being.

4.2 Each course is normally assigned a certain number of credits with 1 credit per lecture period per week, 1 credit per tutorial period per week, 1 credit for 2 periods of laboratory or practical or seminar or project work per week (2 credits for 3 or 4 periods of practical).

4.3 Each semester curriculum shall normally have a blend of lecture courses not exceeding 7 and practical courses not exceeding 3. However, the total number of courses per semester shall not exceed 9.

4.4 For the award of the degree, a student has to earn certain minimum total number of credits specified in the curriculum of the relevant branch of study.

4.5 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. Degree Programme in 8 semesters for HSC Students and 6 Semesters for Lateral Entry Students.

However, the minimum and maximum periods for completion of the UG programmes are given below.

Programme	Minimum No. of Semesters	Maximum No. of Semesters
B.E. / B.Tech.,	8	14
B.E. / B.Tech., (Lateral Entry)	6	12

- 5.2 Each semester shall normally consist of 90 working days or 450 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. The end semester 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 For the purpose of regulations, the academic year will be divided into two semesters, the Odd semester normally spanning from July to December and the Even semester from January to June.
- 5.5 The First semester of B.E. / B.Tech., Degree Programme normally spans from August to December and Second semester from January to May.
- 5.6 The courses in the curriculum of the odd semesters will be conducted only in odd semesters and that of the even semesters only in even semesters and a candidate may proceed to any semester if and only if he / she has completed the course prescribed for the previous semesters.

## **6. ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER**

Ideally every student is expected to attend all classes and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as Medical / participation in sports, the student is expected to attend at least 80% of the classes.

Therefore, he/she shall **secure not less than 80%** (after rounding off to the nearest integer) of overall attendance.

- 6.1** A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.
- (i). He/she has earned not less than 80% of attendance on an average in all the courses in that semester put together
  - (ii). His / her progress has been satisfactory, and
  - (iii). His / her conduct has been satisfactory.
- 6.2** However, a candidate who secures overall attendance between 70% and 79% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate attested by the Head of the Institution and also by paying the condonation fees. The same shall be forwarded to the Controller of Examinations for record purposes.

6.3 Candidates who **secure less than 70% overall attendance and candidates who do not satisfy the clause 6.1 and 6.2** shall not be permitted to write the end semester examination at the end of the semester and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

## **7. FACULTY ADVISER (TUTOR)**

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 Tutor for these students throughout their period of study.

The responsibilities for the faculty adviser 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 class committee chairman 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 chairman and parents concerned.
- To attend to the students welfare activities like awards, medals, scholarships and industrial visits.

## **8. CLASS COMMITTEE**

8.1. Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairman. It is like the “Quality Circle” (more commonly used in industries) with the overall goal of improving the teaching - learning process. The functions of the class committee include:

- Solving problems experienced by students in the class room and in the laboratories.
- **Clarifying the regulations of the degree programme and the details of rules therein.**
- 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.

8.2 The class committee for a class under a particular branch is normally constituted by the Head of the Department.

8.3 The class committee shall be constituted within the week of each semester.

8.3 At least 3 student representatives shall be included in the class committee.

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

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

8.7 The class committee chairperson is required to prepare the minutes of every meeting, submit the same to Head of the Institution with a copy to Dean (Academic) within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the Management by the Head of the Institution.

8.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals.

**The Class Committee Chairman shall put on the Notice Board the cumulative attendance particulars of each student at the end of every month to enable the students to know their attendance details to satisfy the clause 6 of this Regulation.**

During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

## **9. COURSE COMMITTEE FOR COMMON COURSES**

Each common theory course offered to more than one discipline or group, shall have a "Course Committee" comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the Head of the Department / Head of the Institution depending upon whether all the teachers teaching the common course belong to a single department or to several departments.

The “Course committee” shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests. Wherever feasible, the course committee may also prepare a common question paper for the internal assessment test(s).

## **10. SYSTEM OF EXAMINATION**

10.1 Performance in each course of study shall be evaluated based on (i) Continuous Assessment Test (CAT) throughout the semester and (ii) End Semester Examination (ESE) at the end of the semester.

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

For all theory and project work, the internal assessment will carry **50% weightage** while the End Semester Examination will carry **50% weightage**.

For all practical courses, the internal assessment will carry **75% weightage** while the End Semester Examination will carry **25% weightage**.

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

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

10.5 The end semester examination for project work shall consist of evaluation of the final report submitted by the student or students of the project group (of not exceeding 3 students) by an external examiner and an internal examiner, followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the supervisor of the project group and an internal examiner.

10.6 For the end semester examination in both theory and practical courses including project work the examiners shall be appointed by the Controller of Examinations.

## **11. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT**

For all theory and project work, the continuous assessment shall be for a maximum of 50 marks.

For all practical courses, the continuous assessment shall be for a maximum of 75 marks.

The above continuous assessment shall be awarded as per the procedure given below:

### **11.1 (a) Theory Courses**

The award of marks for continuous assessment shall be based on three continuous assessments.

Continuous assessment may contain the following:

1. Test - 70% weightage
2. Assignment/tutorial/seminar/mini project - 30% weightage

Three tests shall be conducted during the semester. The total marks obtained in all tests put together, shall be proportionately reduced for 35 marks and rounded to the nearest integer (This implies equal weightage to all the three tests).

There will be three assignments/tutorials/seminars/mini projects for each course. The total marks obtained in all assignments/tutorials/seminars/mini projects put together, shall be proportionately reduced for 15 marks and rounded to the nearest integer (This also implies equal weightage to all the three assignments/tutorials/seminars/mini projects).

Both tests and assignments/tutorials/seminars/mini projects marks put together is Max. 50.

### **(b) Practical Courses:**

The maximum marks for Internal Assessment shall be 75% in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise, observations / records maintained and viva-voce. There shall be at least one model test.

The criteria for arriving at the Internal Assessment marks of 75 is as follows:

50% marks shall be awarded for successful completion of all the prescribed exercises / experiments done in the Laboratory and 25% marks for the model test.

The total mark shall be reduced to 75 and rounded to the nearest integer.

### **(c) Theory Courses with Laboratory Component:**

If there is a theory course with Laboratory component, there shall be three assessments: the first two assessments will be from theory portions and the third assessment 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.

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

- (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 Department. The certificates (issued by the organization) submitted by the students shall be attached to the mark list sent by the Head of the Department to the Controller of Examinations.

### 11.3 Project Work:

Project work may be allotted to a single student or to a group of students not exceeding 3 per group. In some special cases, 4 students may be grouped and the same has to be recommended by the project guide and approved by the Head of the Department

The Head of the Department concern 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 presentation on the progress made by him / her before the committee. The total marks obtained in the three reviews shall be **reduced for 50 marks** and rounded to the nearest integer (as per the scheme given in 11.3.1).

**11.3.1** The project report shall carry a maximum 20 marks. The project report shall be submitted as per the approved guidelines as given by **Board of Studies**. 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.

Internal (50 Marks)			End Semester Examinations (50 Marks)				
Review I	Review II	Review III	Thesis Submission (10)		Viva-voce (40)		
			Internal	External	Internal	External	Supervisor
10	15	25	5	5	10	20	10

**11.3.2** 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-enroll for the same in a subsequent semester.

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

## **11.5 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 inspection team appointed by the Principal may verify the records of attendance and assessment of both current and previous semesters.**

## **12. REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATIONS**

A candidate shall normally be permitted to appear for the end semester Examinations of the current semester if he/she has satisfied the semester completion requirements (subject to Clause 6) and has registered for examination in all courses of the semester. **Registration is mandatory for current semester examinations as well as for arrear examinations, failing which the candidate will not be permitted to move to the higher semester.**

**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.**

If a student indulges in malpractice in any of the end semester / internal examinations, he / she shall be liable for punitive action as prescribed by the college from time to time.

## **13. PASSING REQUIREMENTS**

13.1 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).

13.2 If a candidate fails to secure a pass in a particular course, it is mandatory that he/she shall register and reappear for the examination in that course during the subsequent semester when 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.

13.3 The internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for next two attempts. From fourth attempt onwards, the candidate shall be declared to have passed the examination if he/she secure a minimum of 50% marks prescribed for the end semester examinations alone.

#### 14. AWARD OF LETTER GRADES

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

Letter grade	Grade Points	Marks Range
<b>S</b>	<b>10</b>	<b>91-100</b>
<b>A</b>	<b>9</b>	<b>81-90</b>
<b>B</b>	<b>8</b>	<b>71-80</b>
<b>C</b>	<b>7</b>	<b>61-70</b>
<b>D</b>	<b>6</b>	<b>56-60</b>
<b>E</b>	<b>5</b>	<b>50-55</b>
<b>U</b>	<b>0</b>	<b>&lt; 50</b>
<b>I</b>	<b>0</b>	
<b>W</b>	<b>0</b>	
<b>AB</b>	<b>0</b>	

“U” denotes unsatisfactory grade which requires Reappearance (RA) in the examination for that particular course. (RA will figure in Result sheets & Grade sheets). “W” denotes **withdrawal** from the course. “AB” denotes **absent**. The Grade “I” denotes **inadequate attendance** and hence prevention from writing the end semester examination. The Grade “I”, “W” and “AB” will figure only in the Result Sheets.

#### 14.2 GRADE SHEET

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

- The College Name and Affiliated University.
- The list of courses enrolled during the semester and the grade scored.
- The Grade Point Average (GPA) for the semester.
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

GPA is the ratio of the sum of the products of the number of credits of courses enrolled and the 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 that semester, rounded up to 2 decimal points.

$$GPA = \frac{\text{Sum of [Credits Acquired} \times \text{Grade Point]}}{\text{Sum of Credits Registered}}$$

CGPA will be calculated in a similar manner, considering all the courses enrolled from first semester to last semester rounded up to 2 decimal points. "RA", "I", "AB" and "W" grades will be excluded for calculating SGPA and CGPA.

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

where  $C_i$  - is the 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 SGPA and during all the semesters in the case of CGPA

The GPA and CGPA indicate the academic performance of a candidate at the end of a semester and at the end of successive semesters respectively.

The formula for the conversion of CGPA to equivalent percentage of marks shall be as follows:

$$\text{Equivalent Percentage of Marks} = \text{CGPA} \times 10$$

## 15. ELIGIBILITY FOR THE AWARD OF THE DEGREE

### 15.1 A student shall be declared to be eligible for the award of the Degree if he/she has

- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Programme within the stipulated time.
- No disciplinary action is pending against him/her.
- The award of the degree must be approved by the Academic Council of the college.
- Successfully completed any additional courses prescribed by Board of Studies concerned, whenever any candidate is readmitted under Regulations other than R – 2016 (clause 18.2).

## 16. CLASSIFICATION OF THE DEGREE AWARDED

### 16.1 DISTINCTION

A candidate who satisfies the following conditions shall be declared to have passed the examination with Distinction.

- Should have passed the End semester examination in all the courses of all the eight semesters (six semesters in the case of lateral entry) in his/her **First Appearance** within four years (three years in the case of lateral entry). Withdrawal from examination (vide Clause 17) will not be considered as an appearance. One year authorized break of study (if availed of) is permitted in addition to four years (three years in the case of lateral entry) for award of Distinction.
- Should have secured a CGPA of not less than 8.50.

## **16.2 FIRST CLASS**

A candidate who satisfies the following conditions shall be declared to have passed the examination in First class.

- Should have passed the End semester examination in all the courses of all the eight semesters (six semesters in the case of lateral entry) within five years (four 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 five years (four years in the case of lateral entry) for award of First class.
- Should have secured a CGPA of not less than 6.50.

## **16.3 SECOND CLASS**

All other candidates (not covered in clauses 16.1 and 16.2) who qualify for the award of the degree (vide Clause 15) shall be declared to have passed the examination in **Second Class**.

**16.4** A candidate who is absent in 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).

## **16.5 Revaluation**

A candidate can apply for revaluation / photocopy of his/her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institutions. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Institutions. **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.

## **16.6 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.

## **17. PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION**

17.1 A candidate, may for valid reasons and on prior application, be granted permission to withdraw from appearing for the examination of any one course or consecutive examinations of more than one course in a semester examination.

17.2 Such withdrawal shall be permitted **only once during the entire period** of study of the degree programme.

17.3 Withdrawal application is valid only if it is made within 10 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.

17.3.1 Notwithstanding the requirement of mandatory TEN days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

17.4 Withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction. Those candidates who withdraw are eligible for the award of First Class and First Class with Distinction as per the requirement in this regard. However he / she will not be considered for ranking.

17.5 Withdrawal from the End Semester Examination is **NOT** applicable to arrears subjects of previous semesters.

17.6 The candidate shall reappear for the withdrawn courses during the examination conducted in the subsequent semester.

17.7 Withdrawal shall not be permitted after the final semester examinations.

## **18. PROVISION FOR AUTHORISED BREAK OF STUDY**

18.1 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 Controller of Examinations 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.

- 18.2 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 Controller of Examinations in the prescribed format through Head of the Institution for prescribed additional courses, if any, at the beginning of the readmitted semester itself, so as to compensate for the shortage of the credits.
- 18.3 The authorized break of study will not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 16.1).
- 18.4 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 in order that he/she may be eligible for the award of the degree (vide clause 15).
- 18.5 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)
- 18.6 If a student cannot complete the degree within the maximum period specified in clause 5.1, including all authorised and unauthorised Break of study, the student could apply for extension to the Head of the Institution. The student may be permitted for one more year based on the merit of the case.

## **19. INDUSTRIAL VISIT/TRAINING**

Every student is required to undergo three Industrial visits relevant to their theory course of study, starting from the third semester of the Programme. Every department shall take the students at least for one industrial visit in a semester.

## **20. PERSONALITY AND CHARACTER DEVELOPMENT**

All students shall enroll, on admission, in any one of the personality and character development programmes (the NCC / 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 Cadet Corps (NCC)** will have about 20 parades.

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

**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 / institutions.

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

Every student shall put in a minimum of 75% attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Head of the Institution may permit a student to complete this requirement in the second year.

## **21. DISCIPLINE**

Every student is required to be disciplined and behave with propriety both inside and outside the Institution and not indulge in any activity which will bring down the prestige of the Institution. The Principal shall constitute a disciplinary committee to enquire into acts of indiscipline and disciplinary action will be taken based on the recommendations of the committee.

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). The disciplinary action is subject to review by the Principal, in case the student represents the case to the Principal.

## **22. REVISION OF REGULATION, CURRICULUM AND SYLLABUS**

The Academic Council of the College reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.

## **23. SPECIAL CASES**

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