

Sri Venkateswara College of Engineering
(An Autonomous Institution, Affiliated to Anna University, Chennai)

Regulations – 2018

CHOICE BASED CREDIT SYSTEM

Common to all M.E./M.Tech. Degree Program

The following rules and regulations shall be applicable for all the Post Graduate (PG) programmes offered in Sri Venkateswara College of Engineering, Sriperumbudur from the academic year 2018-19 onwards.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

1. “**University**” means Anna University, Chennai.
2. “**Programme**” means Post Graduate Degree Programme e.g. M.E. / M.Tech. Degree Programme.
3. “**Specialization**” means a specialization or discipline of M.E. / M.Tech. Degree Programme like “Computer Aided Design” and “Communication Systems” etc.
4. “**Course/subject**” means a Theory or Practical subject that is normally studied in a semester, like Computer Architecture, Advanced Materials Technology etc.
5. “**Controller of Examinations**” means the Authority of the SVCE who is responsible for all the activities of the End Semester Examinations of SVCE.
6. “**Head of the Institution**” means the Principal of the SVCE who is responsible for all the academic activities of SVCE and for implementation of relevant rules of this Regulation.
7. “**Chairman**” means Head of the Faculty.
8. “**Head of the Department**” means Head of the Department concerned.

2. PROGRAMMES OFFERED, MODE OF STUDY AND ADMISSION REQUIREMENTS

2.1 The following PG programmes are offered by Sri Venkateswara College of Engineering:

Programme	Branch
M.E.	Applied Electronics Communication Systems Computer Science and Engineering Computer Science and Engineering (Networks) Computer Aided Design Internal Combustion Engineering Mechatronics Power Electronics and Drives Industrial Automation and Robotics
M.Tech	Biotechnology Chemical Engineering Cyber Forensics and Information Security

2.2. MODES OF STUDY

2.2.1 Full-Time

Candidates admitted under 'Full-Time' should be available in the respective departments during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities.

The Full-time 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 Full-Time programme. Violation of the above rules will result in cancellation of admission to the PG programme. The students should submit a undertaken in this regard to the Head of the Institution.

2.2.2 Part-Time - Day Time Mode

This mode of study is applicable to those candidates admitted under sponsored category (Government Agencies / Teacher candidates). In this mode of study, the candidates are required to attend classes along with Full-time students for the required number of courses and complete the course in three years.

2.2.3 Conversion from one mode of study to other is **not permitted**.

2.3 ADMISSION REQUIREMENTS

2.3.1 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.

2.3.2 However, the Academic Council may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed at the time of admission.

2.3.3 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 Academic Council from time to time.

2.3.4 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.

2.3.5 All Part-Time (Day-Time mode) candidates should satisfy other conditions regarding Experience, Sponsorship etc. that may be prescribed by the Syndicate from time to time.

3. STRUCTURE OF THE PROGRAMMES

3.1 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, Case Study and Industrial / Practical Training.

3.2 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 3.3.

3.3 Credits will be assigned to the courses for different modes of study as given below:

3.3.1 The following will apply to all modes of P.G. Programmes.

- One credit for each lecture period allotted per week
- One credit for each tutorial period allotted per week
- One credit for each seminar/practical session/project work of two periods designed per week (2 credits for 3 or 4 periods of practical).
- One credit for two weeks industrial training/internship
- Two credit for four weeks industrial training/internship

3.3.2 Two weeks of practical training in any industrial/research laboratory corresponding to one credit, and is applicable to all modes of study.

3.3.3 Practical training or Industrial Training if specified in the Curriculum should be organized by the Head of the Department / Institution for a duration not exceeding 4-weeks.

3.3.4 Summer project if specified in the Curriculum, should be organized by the Head of the Department / Institution for a duration not exceeding 6 weeks.

3.4 The electives from the curriculum are to be chosen with the approval of the Head of the Department. A candidate may be permitted by the Head of the Department to choose a maximum of two electives from other P.G. Programmes offered in the Department/any other Department of the Institutions during the period of his/her study, provided the

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Head of the Department offering such course also approves such requests subject to no clash in the timetable for the lecture classes of both departments.

3.5 Project Work

- 3.5.1** The Project work is an important component of Post-Graduate programmes. The Project work for M.E. / M.Tech. consists 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.
- 3.5.2** The Phase-II Project work for M.E / M.Tech. shall be pursued for a minimum of 15 weeks during the final semester.
- 3.5.3** The Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means a faculty member possessing (i) PG degree with a minimum of 3 years of teaching experience or (ii) Ph.D. degree.
- 3.5.4** A student 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. In such cases, the Project work shall be jointly guided by a supervisor of the department and an expert as joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the reviews for evaluating the progress.

3.6. Industrial Training / Internship

- 3.6.1** 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 a Research organization / University (after due approval from the Department Consultative Committee), for the period prescribed in the curriculum during summer/winter vacation, in lieu of Industrial training.

- 3.6.2** If Industrial Training/Internship is not prescribed in the curriculum, the student may undergo Industrial Training/Internship optionally and the credits earned will be indicated in the Mark Sheet. If the student earns three credits in Industrial Training/Internship, the student may drop one Professional Elective. In such cases Industrial Training/Internship needs to be undergone continuously from one organization only, for a period of 6 weeks

recommended by the college, with prior approval of the Head of the Institution. The student is allowed to undergo such Industrial Training/Internship only once during the entire duration of study.

3.7 Value Added Courses

The Students may optionally undergo Value Added Courses apart from the courses mentioned in the curriculum and the credits earned through these optional 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 with 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 department concerned at least one month before the course is offered. The students can take a maximum of two one credit courses or one Two credit course. The credits earned through these optional courses will not be counted for CGPA computation.

3.8 Online Courses

- 3.8.1** Students may be permitted to credit **three** online courses of 3 credits each with the approval of Department Consultative Committee.
- 3.8.2** Students may be permitted to credit **three** online courses (which are provided with certificate) subject to a maximum of three credits each. The approved list of online courses will be provided by the Department Consultative Committee 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, SVCE. The details regarding online courses taken up by students should be sent to the Controller of Examinations, SVCE one month before the commencement of End Semester Examination.
- 3.8.3** An oral examination will be conducted with 25% weightage. The expert members for the oral examination will be decided by the Department Consultative Committee.

3.9 Medium of Instruction

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

4. DURATION OF THE PROGRAMME

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

Programme	Min. No. of Semesters	Max. No. of Semesters
M.E. / M.Tech. (Full Time)	4	8
M.E. / M.Tech. (Part Time)	6	12

- 4.2 Every **Programme** will have a curriculum and syllabus consisting of core courses, elective courses and project work. The Programme may also include seminar, practical, industrial training, summer project if they are specified in the curriculum.
- 4.3 The Curriculum and Syllabi of all the P.G. Programmes shall be approved by the Academic Council of Sri Venkateswara College of Engineering. 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.
- 4.4 Each semester shall normally consist of 75 working days or 540 periods of 50 minutes each. The Head of the Department 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.
- 4.5 The minimum prescribed credits required for the award of the degree shall be within the limits specified below:

PROGRAMME	PRESCRIBED CREDIT RANGE
M.E. / M.Tech.	68 – 75

5. COURSE ENROLMENT AND REGISTRATION

5.1 Each student, on admission, shall be assigned to a Faculty Advisor (vide Clause 7) who shall advise and counsel the student about the details of the academic programme and the choice of courses considering the student's academic background and career objectives.

- 5.2** Every student shall enrol for the course of the succeeding semester before the end of the current semester. However, the student shall confirm the enrolment by registering for the courses within the first five working days after the commencement of the concerned semester.
- 5.3** Minimum number of students for an Elective course to be offered is 40% of the class and will be left to the discretion of the department.
- 5.4** After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations
- 5.4.1** On admission, the student shall register for all the courses of the first semester as prescribed in the curriculum. The enrolment for all the courses of the Semester II will commence 10 working days prior to the last working day of Semester I. The student shall confirm the enrolment by registering for the courses within the first five working days after the commencement of the Semester II.
- 5.4.2** The enrolment for the courses of the III and IV Semesters will commence 10 working days prior to the last working day of the preceding semester.

5.4.3 Registration for Reappearance

If a student fails to secure a minimum pass in theory courses, he/she has to register for reappearance for that course with same continuous assessment mark in the subsequent semester and attend the end semester examination. However, if a student wishes to improve his/her **continuous assessment marks**, he/she has to write the continuous assessment again, when the course offered next. However, the attendance requirement is not compulsory for such courses. The students should fulfil the below conditions to apply for the improvement.

- a) The subject should be selected in such a way that it is offered in that semester.
- b) The student should have 'U' grade in the subject and has internal marks **less than 25 out of 50**.

- 5.4.4** However, if the student has failed in any of the professional elective or online course, he/she has the option to take up correspondingly some other professional elective or online course in the final semester only, if permitted by the Head of the Department based on the availability of such courses. The registration details of the students may be approved by the CoE.

5.4.5 The student who fails in any Laboratory Course/ Project Work/Seminar and any other EEC course shall register for the same in the subsequent semester, when offered next, and repeat the course. In this case, the student shall attend the classes, satisfy the attendance requirements (vide Clause 6), earn Continuous Assessment marks and appear for the End Semester Examinations.

5.4.6 Flexibility to Add or 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. However, if the student wishes, then the student is permitted to earn more than the total number of credits prescribed in the curriculum of the student's programme. From the second to final semesters, the student has the option of registering for additional courses or dropping existing courses. The total number of such courses cannot exceed two for all PG programmes. This registration is for undergoing the course as well as for writing the End Semester Examinations and for project work if applicable.

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

1. Courses of the current semester.
2. The core (Theory/Lab /EEC) courses that the student has not cleared in the previous semesters.
3. Elective courses in which the student has failed
4. Additional courses which the student has registered (Clause 5.4.5 and 5.4.7)
5. Phase-I/Phase-II project work

A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enrol to improve the student's marks in a course or the aggregate marks/CGPA.

6. REQUIREMENTS FOR COMPLETION OF THE SEMESTER

6.1 A student who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester. Ideally, every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as Medical / participation in sports, the student is expected to attend a minimum of 75% of the classes for every course of the semester. Therefore, he/she shall secure not less than 75% attendance (after rounding off to the nearest integer) in every course that he/she has registered as calculated as per Clause 6.4.

- 6.2** However, a student who secures an attendance for any course(s) between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization/accident/specific illness)/participation in sports events, may be permitted to appear for the current semester examinations subject to the condition that the student shall submit the medical certificate/sports participation 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** Students who secure less than 65% attendance in any course and students who do not satisfy the Clause 6.1 and 6.2, shall not be permitted to write the End Semester Examination of that course. They are required to redo the course in the subsequent semester with the permission of the HoD of the courses. Students who failed to score 75% attendance in one-third of the registered courses in the current semester, they would not be permitted to move to higher semester.
- 6.4** For the purpose of calculation of attendance requirement for writing the End Semester Examinations by the students for every course, the following formula shall be used:

$$\text{Percentage of Attendance} = \frac{\text{(Number of periods attended in every course during the semester)}}{\text{(Number of periods conducted in that semester for that particular course)}} \times 100$$

7. FACULTY ADVISER

There shall be a faculty adviser for each student. He / She will be appointed by the Head of the Department concerned. 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.
- To inform the parents about their ward's academic performance.

8. CLASS COMMITTEE

8.1 A Class Committee consists of teachers of the concerned class, student representatives and a chairman 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.
- Analysing the performance of the students of the class after each test and finding the ways and means of improving the Students Performance.
- Identifying the slow learners, if any, in any specific subject and requesting the teachers concerned to provide some additional help or guidance or coaching to such slow learners as frequently as possible.

8.2 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.

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

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

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

- 8.6** The Head of the Institution may participate in any class committee of the institution.
- 8.7** The Chairman of the Class Committee is required to prepare the minutes of every meeting, submit the same to the Head of the Institution with a copy to Dean (Academic) within two 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.
- 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 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.

9. 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).

10. ASSESSMENT PROCEDURES FOR AWARDING MARKS

All M.E./M.Tech., 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, Project work and other courses if applicable.

Performance in each course of study shall be evaluated based on

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- (i) Continuous assessments throughout the semester and
- (ii) End Semester Examination at the end of the semester.

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 75 and the End Semester Examination carries 25 marks. The continuous assessment is 65 marks for the Project Work, and project report evaluation and viva-voce examination carries 35 marks. All other courses included under Employability Enhancement Courses are evaluated by Continuous Assessments only, (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	75 Marks	25 Marks
iii.	Project Work	65 Marks	35 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 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. At the end 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.**

11. PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT(IA)

For all theory courses, 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.

For project work, the continuous assessment shall be for a maximum of 65 marks.

11.1 The marks for the continuous assessment shall be awarded as per the procedure given below:

(i) 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 three tests put together, shall be proportionately reduced for 35 marks and rounded to the nearest integer (This implies equal weightage to three tests).

There will be three assignments/tutorials/seminars/mini projects for each course. The total marks obtained in three 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 three assignments/tutorials/seminars/mini projects).

The maximum mark for all three tests and assignments/tutorials/seminars/mini projects marks put together is 50.

(ii) 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.

(iii) 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.

(iv) Seminar / Professional Practices / Case Study:

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%).

- (v) 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.

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

12. EVALUATION OF PROJECT WORK

The evaluation of Project Work for Phase-I & Phase-II of M.E. / M.Tech. shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause 12.1.

12.1 There shall be three 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 for each branch of study. The total marks obtained in the three assessments shall be reduced to 65 marks and rounded to the nearest integer (as per the Table given below).

There will be a viva-voce Examination during End Semester Examinations conducted by a Committee consisting of the supervisor, one internal examiner and one external examiner. The internal examiner and the external examiner shall be appointed by the Controller of Examinations. The distribution of marks for the internal assessment and End Semester Examination is given below:

Project work	Internal (65Marks)			End Semester Examination (35 Marks)			
	Review I	Review II	Review III	Thesis (15)	Viva-voce (20)		
				External	Internal	External	Supervisor
Phase – I	15	25	25	15	5	10	5
Phase – II	15	25	25	15	5	10	5

12.2 The Project Report prepared according to approved guidelines as given by Board of Studies and duly signed by the supervisor(s) shall be submitted to the Head of the Department.

12.3 If the candidate fails to obtain 50% of the internal assessment marks in the Phase–I and Phase–II / final project, he/she will not be permitted to submit the report for that particular semester and has to re-enrol for the same in the subsequent semester. 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-enrol for the same in a subsequent semester. This applies to both Phase–I and Phase–II of M.E. / M.Tech. Project Work.

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

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fails in the End Semester Examination of Phase–II of Project Work of M.E. / M.Tech., he/she shall resubmit the Project Report within 60 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination, will be considered as reappearance with payment of exam fee. For this purpose, the same Internal and External examiners shall evaluate the resubmitted report.

- 12.3.1** A copy of the approved Project Report, after the successful completion of viva-voce examinations, shall be kept in the library of the college/institution.
- 12.3.2** Practical/Industrial Training, 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.
- 12.3.3** At the end of Practical/Industrial Training, Summer Project the candidate shall submit a certificate from the organization where he/she has undergone training and also a brief report. The evaluation for 100 marks will be carried out internally based on this report and a Viva-Voce Examination will be conducted by a Departmental Committee constituted by the Head of the Department. Certificates submitted by the students shall be attached to the mark list sent by the Head of the Department to the Controller of Examination.

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

12.5 Assessment for Industrial / Practical Training / Internship / Summer Project

- 12.5.1** Industrial/Practical training/Internship/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.
- 12.5.2** The Industrial/Practical Training which is a part of the curriculum shall carry 100 marks and shall be evaluated through continuous assessment only. At the end of

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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 committee constituted by the Head of the Department. Certificates (issued by the organization) submitted by the student shall be attached to the mark list and sent to Controller of Examinations by the Head of the Department.

12.5.3 The Industrial/Practical Training, Summer Project, Internship which is not part of the curriculum (Clause 3.6), shall carry 100 marks and shall be evaluated through continuous assessment only. 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 he/she 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/organization and two members of the department. Certificates (issued by the organization) submitted by the students shall be attached to the mark (with grade) and sent to the Controller of Examinations by the Head of the department. The marks distribution will be 40 marks for the report, 30 marks for the presentation and 30 marks for the viva-voce.

12.6 Assessment for Value Added Courses

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

12.7 Assessment for Online Course

Students may be permitted to credit three online course (which are provided with certificate) subject to a maximum of three credits each. The approved list of online courses will be provided by the department concerned from time to time. **Each**

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online course of 3 credits can be considered instead of one professional/open elective course. The student needs to obtain certification or credit to become eligible for appearing the End Semester Examination to be conducted by Controller of Examinations, SVCE. The marks/ credits obtained in online course shall be proportionately reduced to 75 marks, and it is considered as an internal mark. **The course shall be evaluated as per Clause 3.8.2.**

13. PASSING REQUIREMENTS

- 13.1** A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester Examinations] with a minimum of 50% of the marks prescribed for the end-semester Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and practical courses (including project work).
- 13.2** The passing requirement for the courses which are assessed only through purely internal assessments (EEC courses except project work), is 50% of the internal assessment (continuous assessment) marks only.
- 13.3** A student can apply for revaluation of the student's semester examination answer paper in a theory course, within a week from the declaration of results, on payment of a prescribed fee along with prescribed application to the CoE through the Head of Departments. The CoE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Department. Revaluation is not permitted for laboratory course and project work.

14. AWARD OF LETTER GRADES

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

Letter grade	Grade Points	Marks Range
O (Outstanding)	10	91 - 100
A + (Excellent)	9	81 - 90
A (Very Good)	8	71 - 80
B + (Good)	7	61 - 70
B (Average)	6	56 - 60
U	0	<50
AB (Absent)	0	
WD (Withdrawn)	0	

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

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

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

For the grade WD, the attendance requirement need not to be satisfied.

If the grade U is given to a core theory course, the attendance requirement need not to be satisfied, but if the grade U is given to a Laboratory Course/ Project Work / Seminar and any other EEC course, the attendance requirements (vide Clause 6) should be satisfied.

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

- 14.3** The grades O, A+, A, B+, B obtained for the one credit course shall figure in the Mark Sheet under the title ‘Value Added Courses’. The courses for which the grades are U, SA will not figure in the mark sheet.

Grade sheet

After results are declared, Grade Sheets will be issued to each student.

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.

$$\text{GPA} = \frac{\text{Sum of (Credits Earned} \times \text{Grade Points)}}{\text{(Sum of Credits Earned)}}$$

CGPA will be calculated in a similar manner, considering all the courses registered from first semester.

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

‘U’, ‘SA’ and ‘WD’ grades will be excluded for calculating GPA and CGPA.

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 GPA 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.

- 14.4** The credits earned through value added courses shall not be considered for calculating GPA and CGPA.

15. ELIGIBILITY FOR THE AWARD OF DEGREE

- 15.1** A student shall be declared to be eligible for the award of the PG Degree (M.E./ M.Tech.) provided the student has

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- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the students' programme within the stipulated time.
- ii. Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the student was admitted.
- iii. Successfully passed any additional courses prescribed by the Department Consultative Committee, whenever readmitted under subsequent new regulations (vide Clause 18.2)
- iv. No disciplinary action pending against the student.

The award of degree must have been approved by the authorized body of the University.

15.2 Classification of the Degree Awarded

15.2.1 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 four semesters in the student's First Appearance within two years, which excludes authorized break of study (if availed), of one year. Withdrawal from examination (vide Clause 17) 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.

15.2.2 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 four semesters within three years, which excludes one year of authorized break of study (if availed) of one year 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.

15.2.3 Second Class

All other students (not covered in Clauses 15.2.1 and 15.2.2), who qualify for the award of the degree (vide Clause 15.1) shall be declared to have passed the examination in Second Class.

15.2.4 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 17) for the purpose of classification.

16. 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 Department. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Department. 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.

16.1 Review

Candidates who have not satisfied with revaluation results 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 the Controller of Examination through the Head of Department.

17. PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION

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.

- 17.1 Such withdrawal shall be permitted only once during the entire period of study of the degree programme.
- 17.2 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 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. Withdrawal is not permitted after the final semester. 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 arrear 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. AUTHORIZED BREAK OF STUDY FROM A PROGRAMME

- 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 re-join the programme in a subsequent year, permission may be granted based on the merits of the case provided he/she applies to the **Head of the Institution** 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 thereof and the probable date of re-joining the programme.

- 18.2** The candidates permitted to re-join 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 re-joining. The students re-joining in new Regulations shall apply to the Head of Institution in the prescribed format through Head of Department for prescribed additional courses, if any, at the beginning of the re-admitted semester itself, so as to compensate for the shortage of the credits.
- 18.3** The authorized break of study (for a maximum of one year) will not be counted for the duration specified for passing all the courses for the purpose of classification (vide Clause-15). However, additional break of study granted will be counted for the purpose of classification.
- 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 4.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 18.5** If any student is detained for want of required attendance, the period spent in that semester shall not be considered as authorized 'Break of Study'.
- 18.6** If a student cannot complete the degree within the maximum period specified in Clause 4.1, 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. DISCIPLINE

- 19.1** Every student is expected to observe discipline and decorum both inside and outside the college and not to indulge in any activity which will tend to bring down the reputation of the College. In the event of an act of indiscipline being reported, the Head of the Institution shall constitute a disciplinary committee consisting of two Heads of Departments of which one should be from the faculty of the student and two senior professors and his/her class advisor, to inquire into acts of indiscipline and notify the Head of the Institution about the disciplinary action taken. Any expulsion of the student from the college shall be done with prior concurrence of the University.
- 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 College from time to time.

20. REVISION OF REGULATIONS, CURRICULUM AND SYLLABUS

The college reserves the right to, amend or change the Regulations, scheme of examinations, the curriculum and the syllabi from time to time, if found necessary through the appropriate committee.

21. 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.
