

Dr. Mahalingam College of Engineering and Technology

(An Autonomous Institution)

Pollachi - 642003

**UG REGULATIONS – 2016 (CBCS)
(Amendments incorporated 22nd September 2017)**



Dr. Mahalingam College of Engineering and Technology (Autonomous)

Pollachi - 03

Affiliated to Anna University, Chennai

REGULATIONS 2016 - CHOICE BASED CREDIT SYSTEM

DEGREE OF BACHELOR OF ENGINEERING / TECHNOLOGY

The following regulations are applicable to all the UG programmes offered by Dr. Mahalingam College of Engineering and Technology, Pollachi, affiliated to Anna University with effect from the academic year 2016-17.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations,

- I. "MCET" is the abbreviation for Dr.Mahalingam College of Engineering and Technology, Pollachi.
- II. "Programme" means, Degree Programmes such as B.E./B.Tech.
- III. "Branch" means, specialization or discipline of B.E./B.Tech. Degree Programmes, such as Civil Engineering, Mechanical Engineering, Information Technology, etc.
- IV. "Course", means a theory or practical subject that is normally studied in a semester under a particular B.E/B.TECH Programme.
- V. "Principal" is the Head of the institution who is responsible for all the academic activities of the institution and the implementation of relevant rules of these Regulations.
- VI. "University" refers to Anna University, Chennai.

2. ADMISSION

- 2.1 Candidates seeking admission to the First Semester of B.E / B.Tech. Degree Programmes through counseling, held by the government of Tamil Nadu, Should have passed the Higher Secondary Examination 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 Anna University, Chennai 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 Candidates seeking admission to the First Semester of B.E. / B.Tech. Degree Programmes through Management Quota,

Should have passed the Higher Secondary Examination 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 Anna University, Chennai 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 and written the common entrance test conducted by the Associations of Self financing Colleges.

2.3 **Lateral Entry Admission**

- (i) Candidates who possess Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamil Nadu or its equivalent are eligible to apply for admission to the third semester of B.E. / B.Tech. in the branch corresponding to their branch of study.

(OR)

- (ii) Candidates who possess Degree in Science (B.Sc.) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for admission to the third Semester of B.E. /B.Tech. Such candidates shall undergo two additional engineering subjects in the third and fourth semester or the fourth and sixth semesters as prescribed by the respective faculty.

3. **PROGRAMMES OFFERED**

A candidate may be offered any one of the branches of study approved by the University and offered by the college. Programmes offered by the College are mentioned below.

B.E. Programmes

1. Automobile Engineering (AU)
2. Civil Engineering (CE)
3. Computer Science and Engineering (CS)
4. Electrical and Electronics Engineering (EE)

5. Electronics and Communication Engineering (EC)
6. Electronics and Instrumentation Engineering (EI)
7. Mechanical Engineering (ME)
8. Mechatronics Engineering (MC)
9. Production Engineering (PR)

B.Tech. Programmes

Information Technology (IT)

4. STRUCTURE OF PROGRAMMES

- 4.1 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 Employability Skills, Engineering Ethics and Human Values, Communication skills, Environmental Science and Engineering.
 - ii. **Basic Sciences (BS)** courses include Mathematics, Physics and Chemistry.
 - iii. **Engineering Sciences (ES)** courses include Introduction to Engineering, Engineering practices, Engineering Graphics, Basics of Electrical and Electronics Engineering, Basics of Mechanical Engineering and Basics of Civil Engineering.
 - iv. **Professional Core (PC)** courses include core courses relevant to the chosen Specialization /branch.
 - v. **Professional Elective (PE)** courses include elective courses relevant to the chosen specialization/ branch.
 - vi. **Open Elective (OE)** courses include courses relevant to the chosen specialization/ branch which a student can choose from the curriculum of other B.E. / B. Tech. / programmes and courses offered by the Departments under the Faculty of Science and Humanities
 - vii. **Employability Enhancement Courses (EEC)** includes Professional Skills (PS) Courses like Promotion of Students Wellness, Sports for Wellness, Project Work and/or Internship, Seminar, Professional Practices and Industrial/Practical Training.

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

Contact period per week	Credits
1 Lecture period	1
2 Tutorial Periods	1
2 Practical periods (Lab/ Seminar/ Project work etc)	1

4.3 Each semester curriculum will normally have a blend of lecture courses not exceeding SIX and practical courses not exceeding FOUR.

4.4 For the award of the degree, a student has to earn a minimum number of credits as specified in the curriculum of the relevant programme.

4.5 Every Candidate should opt for minimum of four 'one credit' courses in addition to the prescribed curriculum. One credit courses shall be offered for minimum of 15 lecture hours / 30 practical hours duration in every semester. This course will be offered fully or partly at our institution, industry and R&D labs by faculty members of MCET, experts from industries and R&D establishments. A student will also be permitted to register for the one credit courses of other departments provided the candidate has fulfilled the necessary pre-requisites of the course being offered, subject to approval by both the Heads of the Departments. Candidates can complete such one credit courses during the semesters 3 to 6 as and when these courses are offered by different departments. One credit courses will be indicated in the grade sheet upon successful completion.

4.6 Every candidate is required to undertake a project work, as indicated in the curriculum of the respective programme in Industry / department in consultation with the Head of the Department and the faculty guide and submit the project report at the end of the semester, on dates announced by the college/department.

4.7 Internship programme in industries is permitted for students on the recommendations of Head of the Department concerned.

Such students can complete their VIII semester on a fast track mode as decided by the department. They have to present a technical / project report at the end of their internship to fulfill the requirement of VIII semester project.

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

5. COURSE ENROLLMENT AND REGISTRATION

- 5.1 Each student, on admission shall be assigned to a Faculty Advisor (vide clause 8) 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 enroll for the courses of the succeeding semester in the current semester. However, the student shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the semester concerned.
- 5.3 No course shall be offered by a Department unless a minimum of ten students register for that course.
- 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 Each student on admission shall register for **all the courses prescribed in the curriculum** during the student's **first Semester of study**.
- 5.4.2 The enrollment and registration for all the courses of the Semester I and II are compulsory.
- 5.4.3 The enrollment for the courses of the Semesters III to VIII will commence 10 working days prior to the last working day of the preceding semester. The student shall enroll for the courses with the guidance of the student's Faculty Advisor. If the student wishes, the student may drop or add courses (vide clause 5.5) within **five** working days after the commencement of the concerned semester and complete the registration process duly authorized by the Faculty Advisor. The student is allowed to register for courses for which the student has not enrolled, if these are the courses in which the student has failed.
- 5.5 Flexibility to Add or Drop courses**
- 5.5.1 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.

5.5.2 From III to VIII semesters, the student has the option of registering for additional courses or dropping the existing courses. Total number of credits of such courses cannot exceed 8. However the maximum number of credits the student can register in a particular semester should not exceed 37 (including courses for which the student has done re-appearance registration (vide clause 5.6)).

5.5.3 The student shall register for the project work only in the VII semester.

5.6 Registration for Re-appearance Examination

5.6.1 If a student fails in a theory course, the student can register for re-appearance for that course in the subsequent semesters.

5.6.2 If the student wishes, the student may attend the classes for the courses they register for re-appearance. However, the attendance requirement (vide clause 7) is not compulsory for such courses.

5.6.3 If the theory course, in which the student has failed, is a professional elective or an open elective, the student may register for the same or any other professional elective or open elective course respectively in the subsequent semesters.

5.6.4 The student who fails in any Laboratory Course / Project work / Seminar and any other OCC / PS / EEC course can register for the same in the subsequent semesters.

5.6.5 If a student is prevented from writing end semester examination of a course due to lack of attendance, the student has to register for that course again, when offered next, attend the classes and fulfill the attendance requirements as per clause 7. If the course, in which the student has lack of attendance, is a Professional Elective or an Open Elective, the student may register for the same or any other Professional Elective or Open Elective course respectively in the subsequent semesters.

6. DURATION OF THE PROGRAMME

6.1 A student is expected to complete the B.E. / B.Tech. programme in EIGHT semesters (four academic years) but in any case not more than 14 Semesters (Seven Academic Years) for candidates admitted in vide clauses 2.1 and 2.2 and not more than 12 semesters (Six Academic Years) for Candidates admitted in vide clause 2.3.

6.2 Each semester shall normally consist of 90 working days including examination days. Every programme shall conduct a minimum of 540 periods during every semester. Every

teacher is expected to impart instruction as per the number of periods / hours specified in the syllabus.

- 6.3 The Head of the Department may direct the teachers concerned to conduct additional classes for improvement, special coaching, conduct of model test etc., over and above the specified periods.

The End semester Examination will normally follow immediately after the last working day of the semester as per the academic schedule prescribed by MCET from time to time.

- 6.4 The total period for completion of the programme reckoned from the commencement of the first year to which the candidate was admitted shall not exceed the maximum period specified in clause 6.1 irrespective of the period of break of study (vide clause 19) in order to be eligible for the award of the degree (vide clause 16).

7. REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION OF A COURSE

A student who has fulfilled the following conditions (vide clause 7.1 and 7.2) shall be deemed to have satisfied the attendance requirements to appear for the end semester examination of a particular course.

- 7.1 Ideally every student is expected to attend all periods and earn 100% attendance. However, the student shall secure not less than 75% attendance course wise taking into account the number of periods required for that course as specified in the curriculum.

- 7.2 If a student secures attendance between 65% and less than 75% in any course(s) in the current semester due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Principal, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end semester examination for the course(s) to a maximum of two times / semesters during his/her programme . In such cases, the students should submit the medical certificate duly attested by the Head of the Department to get approval from the Principal. The same shall be submitted to the Controller of Examinations, MCET, for record. Such extension shall be permitted only twice during the entire programme study.

- 7.3 A student shall normally be permitted to appear for the end semester examination of the course if the student has satisfied the attendance requirements (vide Clause 7.1 – 7.2)

and registered for examination in those courses of that semester by paying the prescribed fee.

- 7.4 Students who do not satisfy clause 7.1 and 7.2 and who secure less than 65% attendance in a course will not be permitted to write the End-Semester Examination of that course. The student has to register and repeat this course in a subsequent semester when it is offered next (vide clause 5.6.5).
- 7.5 In the case of candidate registering for re-appearance for a course (vide Clause 5.6), the attendance requirement as mentioned in Clauses 7.1 - 7.3 is not applicable. However, the student has to register for examination in that course by paying the prescribed fee.
- 7.6 A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades / marks.

8 FACULTY ADVISOR

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 faculty from the same Department, who shall function as Faculty Advisor for those students throughout their period of study. The Faculty Advisor shall advise the students in registering and reappearance registering of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress / performance of the students concerned.

The responsibilities of a faculty advisor are:

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

9 COURSE COMMITTEES

9.1 COMMON COURSE COMMITTEE

A theory course handled by more than one teacher shall have a “Common Course Committee” comprising of all teachers teaching that course and few students who have registered for that course. There shall be two student representatives from each batch of that course. One of the teachers shall be nominated as Course Coordinator by the HoD concerned and duly approved by the Principal

The first meeting of the Common Course Committee shall be held within fifteen days from the date of commencement of the semester. The nature and weightage of the continuous assessments shall be decided in the first meeting, within the framework of the Regulations. Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to the whole batch.

In addition, the “Common Course Committee” (without the student representatives) shall meet to ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments (vide clause 10).

Wherever feasible, the common course committee (without the student representatives) shall also prepare a common question paper for the continuous assessment tests. The question paper for the end semester examination is common and shall be set by the Course Coordinator in consultation with all the teachers.

9.2 MULTIPLE COURSES COMMITTEE

If a programme has in a semester, course(s) handled by a single teacher, there will be a “Multiple Courses Committee” comprising of all the above teachers and two student representatives from each course. One of the above teachers, nominated by the Head of the Department shall coordinate the activities of this committee. The functions of this committee is similar to that of the common course committee, which are follows:

The first meeting of the Multiple Courses Committee shall be held within fifteen days from the date of commencement of the semester. The nature and weightage of the continuous assessments shall be decided in the first meeting, within the framework of the Regulations.

Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to all the students.

9.3 OVERALL MONITORING COMMITTEE

- 9.3.1 There shall be an overall monitoring committee for each semester of a programme which would comprise of (i) the Course Coordinators / Course teachers (as applicable), (ii) the Faculty-in-charge of the programme and (iii) the Head of Department. This overall monitoring committee shall meet periodically to discuss academic related matters, progress and status of the students of the semester concerned.
- 9.3.2 The overall monitoring committee can invite the Faculty Advisors or students for any of the committee meetings if necessary.

10 SYSTEM OF EVALUATION

- 10.1 Continuous Comprehensive Evaluation (CCE) shall comprise of performance of students in each course and other components. Performance in each course of study shall be evaluated based on (i) Continuous Internal Assessment (IA) throughout the semester and (ii) End Semester Examination (ESE).
- 10.2 Each course, both theory and practical (other than project work) shall be evaluated for a maximum of 100 marks.
- For all theory courses, the continuous internal assessment will carry 40 marks while the end semester examination will carry 60 marks.
- For all practical and project work courses, the continuous internal assessment will carry 75 marks while the end semester examination will carry 25 marks.
- 10.3 Project work may be allotted to a single student or to a group of students. The project work shall be evaluated for a maximum of 200 marks. The total 200 marks will be converted to 100 marks. The continuous internal assessment will carry 150 marks (75 %) while the End Semester Examination will carry 50 (25 %) marks.
- 10.4 The End Semester examination, for both theory and practical, will be of 3 hours duration and will be conducted between October and December for the odd semesters and between April and June for the even semesters.
- 10.5 The examination for the project work shall consist of the evaluation of the final report by an external examiner followed by a viva-voce examination. The viva-voce is conducted

individually for each student by a committee consisting of the external examiner and internal examiner.

- 10.6 The project report shall carry a maximum of 150 marks (same mark awarded to every student of the project group) while the viva-voce examination shall carry 50 marks (awarded to each student of the project group based on the individual performance in the viva-voce examination).

11 PROCEDURE FOR AWARDING MARK

- 11.1 The marks shall be awarded as per the procedure given below:

S.No	Type of course	Continuous Assessment weightage	End-Semester Examination weightage
i.	Theory Courses	40 %	60 %
ii.	Practical Courses/ Project work	75 %	25 %
iii.	Other Courses such as (OCC,PS)	75 %	25 %

12 REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATION

A candidate shall normally be permitted to appear for the End Semester examination of any semester commencing from I semester if he/she has satisfied the semester completion requirements (vide Clause 7) and has registered for examination in all courses of the semester.

Registration is mandatory for semester examinations as well as arrears examinations.

A candidate already appeared for subjects or any subject in a semester and passed the examination is not entitled to reappear in the same subject or subjects of the semester for improvement of grades / marks.

13 PASSING REQUIREMENTS

- 13.1 A candidate who secures 50% or more of total marks (IA + End Semester Examination) prescribed for the courses (including Practical and Project work), and 50% or more marks in the end semester examination shall be declared to have passed the examination.

- 13.2 If a candidate fails to secure a pass in a particular course, it is mandatory that he/she should register and reappear for the examination in that course during subsequent semesters when examination is conducted in that course; he/she should continue to register and reappear for the examination till he / she secures a pass.

- 13.3 The internal assessment (IA) marks obtained by the candidate in the first appearance shall be retained and considered valid for THREE attempts.

However from the FOURTH attempt onwards if a candidate fails to obtain pass marks (IA + End Semester Examination) as per clause 14.1, then the passing requirement shall be as follows:

The candidate should secure 50% or more, of marks assigned for end semester Examinations irrespective of the marks obtained in the Internal Assessment.

14 AWARD OF GRADES

14.1 All assessments of a course will be done 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 course as detailed below:

Letter Grade	Grade Points	Range of Marks
O	10	90-100
A +	9	80-89
A	8	70-79
B +	7	60-69
B	6	50-59
RA	0	<50
WD	0	-
WH	0	-

- Wherever 100 marks is not the maximum, proportional scaling up/down shall be applicable.
- “RA” denotes reappearance is required for the examination in the course.
- “WH” denotes withheld as per clause 12 and hence prevention from writing semester examination
- The Grade “WH” and “WD” will figure only in the Grade Sheet
- “WD” denotes withdrawn from the course. (Refer Clause 17)
- Any one of the following non letter grades, GOOD/AVERAGE/FAIR shall also be awarded for activities found in clause 19.

After the declaration of results, Grade Sheets will be issued to the students.

14.1.2 Computation of SGPA and CGPA

The following procedure is followed to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

Grade Point Average (GPA) is the ratio of the sum of the product of the number of credits of courses enrolled and the points corresponding to the grades scored in those courses, taken for all courses, to the sum of the number of all the courses in the semester.

$$\text{GPA} = \text{Sum of (C*GP)} / \text{Sum of C}$$

Cumulative Grade Point Average (CGPA) will be calculated in a similar manner, considering all the courses enrolled from first semester. “RA”, “WH” and “WD” grades will be excluded for calculating GPA and CGPA.

FORMULAE FOR GPA & CGPA

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

Where, C_i -is the Credit assigned to the Course

GP_i -is the point for each course corresponding to the grade obtained

$\sum_{i=1}^n C_i$ -is the sum for all courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.

n-Total number of courses for the entire programme.

FORMULA FOR CALCULATING PERCENTAGE

CGPA X 10 = % OF MARKS

Whenever regular students are not there and only arrear students take up the examinations, the letter grades will be awarded on the range of marks used in the immediately preceding terminal examination.

Transcript (Format): Based on the above recommendations on Letter grades, grade points, SGPA and CGPA, the transcript for each semester and a consolidated transcript indicating the performance in all semesters may be issued.

14.2 REVALUATION

A candidate can apply for revaluation of his / her end 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 the Institution. The Controller of Examination will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Institution.

Revaluation is not permitted for practical courses, seminars, practical training and for project work.

15 ELIGIBILITY FOR THE AWARD OF DEGREE

15.1 A student shall be declared eligible for the award of B.E. / B.Tech. Degree provided the student 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.
- * Successfully completed the field visit / industrial training, if any, as prescribed in the curriculum.
- * Successfully completed any additional courses prescribed by the Students' Affair Committee constituted by the Principal, whenever any candidate is readmitted under regulations other than regulations 2016 (clause 19).

16 CLASSIFICATION OF THE DEGREE AWARDED

16.1 A candidate, who qualifies for the award of the Degree, (vide clause 16) having passed the examination in all the courses in his/her first appearance within the specified minimum number of semesters securing a **CGPA of not less than 8.50 shall be declared to have passed the examination in First Class with Distinction.**

- One year authorized break of study (if availed) is included in the 5 years in regular and 4 years in the case of lateral entry for award of First Class with Distinction.
- Should NOT have been prevented from writing end semester examination due to lack of attendance in any semester/ course.

16.2 A candidate who qualifies for the award of the Degree (vide clause 16) having passed the examination in all the courses within the specified minimum number of semesters plus one year (two semesters), securing a **CGPA of not less than 7.00 shall be declared to have passed the examination in First Class.** For this purpose the withdrawal from examination (vide clause 18) will not be construed as an appearance.

- One year authorized break of study (if availed) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included in the duration of 6 years in regular and 5 years in the case of lateral entry award of First Class.

16.3 All other candidates (not covered in clauses 17.1 and 17.2) 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 18 and 19)

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 of application is valid only if it is made before the last working day and recommended by the Head of the Department. It should be approved by the Head of the Institution as well.
- 17.3.1 Notwithstanding the requirement of mandatory last working day notice, applications for withdrawal under extraordinary conditions will be considered based on the merit of the case.
- 17.4 Withdrawal shall not be construed as an appearance for the eligibility of a candidate to pass in First Class with Distinction. This provision is not applicable to those who seek withdrawal during VII semester.
- 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 semesters.

18 PROVISION FOR AUTHORISED BREAK OF STUDY

As per the norms prescribed by Anna University, Chennai from time to time.

19 INDUSTRIAL VISIT

Every student is required to undergo a minimum of one Industrial visit starting from the third semester of the Programme.

20 DISCIPLINE

Every student is required to observe discipline and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the College/University. The Principal shall constitute a disciplinary committee consisting of the Principal or his nominee, two Heads of the Departments, of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the Management of the College about the disciplinary action recommended for approval.

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. **(Annexure I).**

21 REVISION OF REGULATION AND CURRICULUM

The College may from time to time revise, amend or change the Regulations, scheme of examinations and syllabi if found necessary.

ANNEXURE I

POLICY ON MALPRACTICES

GENERAL

1. It shall be the endeavour of all concerned to prevent, control and take remedial action to bring about the occurrences of malpractices to “Zero” in Examinations (both Internal and External), Assignments and in all Academic class works.
2. Therefore, a comprehensive approach to the malady of malpractices has to be adopted to create a mindset of integrity and honesty, and at the same time take sufficiently stern action to make it clear that such attempts are fraught with comparably very high risk.
3. In keeping with this stance, the following measures are to be taken by all concerned from class room level to the Examination Halls:

A. PREVENTION (This is the best method of tackling this malady)

- a) Class room level: All faculty members are to involve themselves in a psychological growth of students by personal example and self-respect and strive towards
 - (i) Developing a sense of honour in the minds of students so that they look down upon earning undeserved marks.
 - (ii) Imbibing a sense of self-respect and internal dignity that prevents him/her from succumbing to the temptation of easy marks by cheating.
 - (iii) Generating an awareness of the risks to their character and career if convicted, while also explaining the process and strict rules and regulations adopted by the educational system to prevent malpractices.
 - (iv) Taking stern view of copied assignments and attempts at malpractices in internal examinations also merits equal seriousness as external examinations.
 - (v) Setting sufficiently strong deterrent rules in place and regulations like intimation to parents and warning to students in the presence of parents etc. even in case of efforts at malpractices in internal tests and/or repeated acts despite warnings in case of assignments also.

- b) Examination Halls: Detailed instructions on Invigilation, question paper setting and evaluation and such other instructions will be issued for Invigilation, vigilance, which are to be brought to the notice of all students prior to the examinations.

B. PENAL ACTION FOR MALPRACTICES

All instances of malpractices will be forwarded to the Principal/ Chief Superintendents. The offences will be investigated by a Standing Enquiry Committee constituted by Principal, The committee is to summon and give the student an opportunity to present / plead his/her case. The Committee may also summon anybody else, if it so deems necessary for the conduct of enquiry, in the interest of proper investigation and dispensation of the case. The tenure of the committee would be a complete Academic year.

The Committee is to be guided by the following:

- a) The seriousness of the malpractice, in terms of deviousness, and culpability/ criminality of motive
- b) The seriousness in terms of effort and degree of deviousness and culpability / criminality of effort
- c) Any FIR/ Police case that has been registered in the first instance by the Principal/ Chief Superintendent
- d) Any other special consideration either mitigating or to the contrary.

C. PENALTY FOR OFFENSES

The penalties awarded will depend on the seriousness of the Offence. A list of Offences and penalties are placed at **Annexure II**.

The Enquiry Report with findings and recommendations of the Committee are to be forwarded to the Controller who will undertake necessary follow up action. Based on the recommendations of the Controller of Examinations, the Principal is empowered to award penalties for offences classified as belonging to categories 1 to 6 of the offence table. The cases falling in categories from S.No. 7 onwards are to be put up to the Principal for consideration and award of suitable penalty.

ANNEXURE II

Warning to the students

The students are warned to desist from doing any kind of malpractice during the examinations. If a student indulges in malpractice, the student is likely to be debarred from examination or even expelled from the Degree Programme. The nature of malpractice and the minimum punishment are indicated in the table. In extreme cases, action may include debarring of officials of examinations.

S.No	Nature of Malpractice	Punishment
1.	Appeal for a favourable consideration or mercy in the answer book.	Cancellation of Examinations of that particular paper.
2.	Writings of Reg. No./ Name in places other than specified in the Answer book by the Candidate.	
3.	Any special marking in the answer script by the candidate.	
4.	Verbal or oral communications to neighbouring candidate.	
5.	Irrelevant writings in the answer book.	
6.	Possession of cell phones and programmable calculator.	
7.	Involved in Malpractice for the second or subsequent times of serial No.1 to 6.	<ul style="list-style-type: none">• Malpractice in current semester courses<ul style="list-style-type: none">a. If it is in theory course – Cancellation of all current semester theory courses.b. If it is in practical course – Cancellation of all current semester practical courses • Malpractice in Arrear courses<ul style="list-style-type: none">a. If it is in theory course – Cancellation of all arrear theory courses.b. If it is in practical course – Cancellation of all arrear practical courses
8.	Possession of any incriminating materials inside the examination hall (whether used or not). For example:- Written or printed materials, bits, writings on scale, calculator, Handkerchief, Dress, Part of the body, Hall ticket etc.,	
9.	Copying from neighbour.	
10.	Exchange of Question papers and other material with some answers.	
11.	Vulgar Writings in the answer book.	
12.	Possession of answer book of another Candidate.	
13.	Giving answer book to another candidate.	
14.	Appeal in the examination answer book coupled with a promise of any form of consideration.	

15.	Misbehaviour in the examination hall (unruly conduct in the examination hall threatening the Hall superintendent/Chief Superintendent and other examination officials).	
16.	Involved in Malpractice for the second time of serial No.8 to15.	Cancellation of all theory & Practical examinations (all papers current and arrear)
17.	Involved in Malpractice for the third or subsequent times of serial No.8 to15.	Cancellation of all theory examinations (all papers current and arrear) and further debarred from continuing his/her studies for one year (i.e.) two subsequent semesters. However the student is permitted to appear for the examinations in all the arrear subject's up to the last semester during the debarred period.
18.	Cases of Impersonation.	Handling over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Superintendent.
		Cancellation of all examinations (all papers-current and arrear) appeared for the Bonafide student for whom the impersonation was done and further the Bonafide student will be debarred from continuing his/her studies and writing all examinations for 2 years.
		If a student of this College is found to impersonate a 'Bonafide Student', the impersonating student also will be debarred from continuing his/her studies and writing all examination for 2 years
For any other type of malpractice reported, the enquiry committee may recommend appropriate remedial action.		