

**PG - REGULATIONS – 2019**  
(Amendments incorporated 28<sup>th</sup> December 2020)



**PG REGULATIONS – 2019  
(CBCS)**

**Dr. Mahalingam College of Engineering and Technology, Pollachi-03**

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

**PG REGULATIONS 2019 - CHOICE BASED CREDIT SYSTEM**

**POST GRADUATE PROGRAMMES**

**(Amendments incorporated on 28<sup>th</sup> December 2020)**

**Existing clause:**

**3. PROGRAMMES OFFERED**

A Student 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 listed below:

**M.E. Programmes**

1. Applied Electronics (AE)
2. CAD/CAM (CC)
3. Computer Science and Engineering (CP)
4. Communication Systems (CS)
5. Structural Engineering (ST)

**Revised clause:**

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A Student 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 listed below:

**M.E. Programmes**

1. CAD/CAM (CC)
2. Computer Science and Engineering (CP)
3. Communication Systems (CS)
4. Structural Engineering (ST)
5. Embedded System Technologies(ES)

**Existing clause:**

**7. REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION**

7.1. a) Ideally, every student is expected to attend all periods and earn 100% attendance. However, the student shall secure not less than 75% in Overall attendance. Overall attendance will be calculated by considering all the courses in the curriculum.

$$\text{Percentage of Overall attendance in a semester} = \frac{\text{Total number of periods attended in all the courses of a semester}}{\text{Total number of periods prescribed in the curriculum for all the courses in that semester}} \times 100$$

7.1. b) Student is expected to earn 100% attendance in all courses. However, the student shall secure not less than 75% attendance in each course. Course wise attendance will be calculated as given below:

$$\text{Percentage of Course-wise attendance} = \frac{\text{Total number of periods attended in a course}}{\text{Total number of periods prescribed in the curriculum for that course}} \times 100$$

**Revised clause:**

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** which will be calculated by considering all the courses in the curriculum.

$$\text{Percentage of attendance} = \frac{\text{Total number of periods attended in all the courses per semester}}{\text{No. of periods/week as prescribed in the curriculum) X 15 taken together for all courses of the semester}} \times 100$$

# **Dr. Mahalingam College of Engineering and Technology, Pollachi-03**

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

## **PG REGULATIONS 2019 - CHOICE BASED CREDIT SYSTEM**

### **POST GRADUATE PROGRAMMES**

**The following regulations are applicable to all the PG programmes offered by Dr. Mahalingam College of Engineering and Technology, Pollachi, affiliated to Anna University, Chennai with effect from the academic year 2019-20.**

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

In these Regulations,

- I. "MCET" is the abbreviation for Dr.Mahalingam College of Engineering and Technology, Pollachi, and wherever the term college is used, it implies MCET.
- II. "Programme" means, Degree Programmes such as M.E./ M.C.A
- III. "Branch" means, specialization or discipline of M.E Degree Programmes, such as Applied Electronics, Computer Science and Engineering, etc.
- IV. "Course", means a theory or practical subject that is normally studied in a semester under a particular M.E/ M.C.A 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. MODES OF STUDY AND ADMISSION**

##### **2.1 MODES OF STUDY**

**2.1.1 Full-Time Mode:** Candidates admitted under 'Full-Time' should be available in the College / Institution during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities assigned to them. 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 the Full-Time programme. Violation of the above rules will result in cancellation of admission to the PG programme.

**2.1.2 Part-Time Mode:** 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.

Conversion from one mode of study to the other is not permitted

## 2.2 ADMISSION

- Students seeking admission to the first semester of the Master's Degree programme (third semester in the case of lateral entry students of M.C.A programme) shall be required to have passed an appropriate Degree Examination of Anna University or other reputed Universities as specified under qualification for admission as per the Tamil Nadu Common Admission (TANCA) criteria / GATE.
- All Part-Time candidates should satisfy other conditions regarding experience, Sponsorship etc. that may be prescribed by Anna University from time to time.

## 3. PROGRAMMES OFFERED

A Student 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 listed below:

### M.E. Programmes

1. CAD/CAM (CC)
2. Computer Science and Engineering (CP)
3. Communication Systems (CS)
4. Structural Engineering (ST)
5. Embedded System Technologies (ES)

### M.C.A. Programme

## 4. STRUCTURE OF PROGRAMMES

- 4.1 Every M.E. Programme will have a curriculum with syllabi consisting of various courses as decided by the respective Board of Studies that shall be categorized as follows:
- i. **Foundation Courses (FC)** include Mathematics course and Research Methodologies & IPR.
  - ii. **Professional Core (PC)** courses include core courses relevant to the chosen specialization / programme.
  - iii. **Professional Elective (PE)** courses include elective courses relevant to the chosen specialization / programme.
  - iv. **Open Elective (OE)** courses include courses which a student can choose from the curriculum of other M.E. programmes.
  - v. **Audit Courses** include English for Research Paper Writing, Teaching and Learning in Engineering, etc.,
  - vi. **Employability Enhancement Courses (EEC)** include Mini Project, Seminar, Project etc.,

M.C.A Programme will have a curriculum with syllabi consisting of various courses as decided by respective Board of Studies that shall be categorized as follows

- i. **Foundation Courses (FC)** includes Mathematics and other basic courses.
- ii. **Professional Core (PC)** courses include core courses relevant to the chosen programme.
- iii. **Professional Elective (PE)** courses include elective courses relevant to the chosen programme.
- iv. **Employability Enhancement Courses (EEC)** include Professional Skills (PS) Courses, One Credit Courses (OCC), Project Work, etc.,

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

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

4.3 In each semester, the curriculum will normally have a blend of theory, practical and Employability Enhancement Courses.

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, which is in the range of 65 – 75 credits for M.E programmes and 120 -130 for M.C.A programme.

#### 4.5 **One Credit Courses**

Students of M.C.A programme shall opt for minimum of two 'one credit' courses. One credit courses shall be offered for a minimum of 15 lecture hours / 30 practical hours duration in a semester. This course will be delivered by faculty members of MCET, experts from industries and R&D establishments. Students shall complete such one credit courses during semesters 3 and 4.

#### 4.6 **Professional Skill Courses**

Professional skill courses will be offered to all students undergoing M.C.A Programme during Semesters III to IV. Each course will be conducted for 30 periods and will carry 1 credit each.



#### 4.7 **Audit courses**

Every student undergoing M.E. programme has to complete TWO “Audit courses” prescribed in the Curriculum to fulfil the degree requirements. Continuous Assessment will be followed for these courses and these courses will not be considered for the SGPA / CGPA calculations.

#### 4.8 **Online Course**

A student can opt for ONE online course during the entire programme with the approval of the Principal through the Head of the Department, provided the student does not have standing arrears and possesses a CGPA of 7.5 and above. The approved list of online courses (preferably from SWAYAM/NPTEL) will be published every semester by the Principal. Once opted, a student will be permitted to withdraw or change the registration for the course only within two weeks from the commencement of the semester. A committee constituted in the respective department shall monitor the progress of the student and recommend Continuous Assessment marks based on the performance in the online course. The student may be exempted from undergoing one Professional Elective only after successful completion of the online course and submission of the certificate. Based on the marks obtained in the online certification exam an equivalent grade will be awarded.

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

### 5. **COURSE ENROLLMENT AND REGISTRATION**

5.1 Each student, on admission shall be assigned to a Class Coordinator (vide clause 8) who shall advise and counsel the student about the details of the academic programme.

5.2 After registering for a course, the student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations.

5.2.1 The enrollment and registration for all the courses of Semester I is compulsory.

5.2.2 The enrollment for the course(s) of I to final semesters will commence ten 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 Class Coordinator.

5.2.3 However, the student shall confirm the enrollment by registering the courses. If the student wishes, he/she may drop or add courses (vide clause 5.3) within ten working days after the commencement of the concerned semester and complete the registration process duly authorized by the Head of the Department.

### 5.3 Flexibility to Add or Drop courses

5.3.1 A student has to earn a minimum total number of credits as specified in the curriculum of the relevant programme. However, if the student wishes, he/she is permitted to earn more than the total number of credits prescribed in the curriculum of the student's programme.

5.3.2 From II to Final semesters, the student has the option of registering one additional course (after meeting the pre-requisite if any) or dropping one existing course(except Project work, PS and OCC) with due approval from the Principal through the Head of the Department. Total number of credits of such courses cannot exceed 4 per semester.

### 5.4 Registration for Re-appearance Examination

5.4.1 If a student does not meet the passing requirements in a course, the student can register for reappearance for that course in the subsequent semesters.

5.4.2 If the course, in which the student does not meet the passing requirements, is a professional elective or open elective or One Credit Course, the student may register for the same or any other professional elective or open elective or One Credit course respectively in the subsequent semesters. In case the student registers for a new elective, the student has to fulfill the attendance requirements (vide Clause 7) and earn Continuous Assessment marks.

## 6. DURATION OF THE PROGRAMME

6.1 The minimum and maximum duration for completion of the various Post-Graduate programmes are given below:

<b>Programme</b>	<b>Min. No. of Semesters</b>	<b>Max. No. of Semesters</b>
M.E. (Full-Time)	4	8
M.E. (Part-Time)	6	12
MCA (Regular)	6	12
MCA (Lateral Entry)	4	8

6.2 Each semester shall normally consist of 75 working days or 540 periods for full-time mode of study or 250 periods for part-time mode of study. Every teacher is expected to impart instruction as per the number of periods / hours specified in the syllabus.

- 6.3 The total period for completion of the programme reckoned from the commencement of the first year to which the student 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

- 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** which will be calculated by considering all the courses in the curriculum.

$$\text{Percentage of attendance} = \frac{\text{Total number of periods attended in all the courses per semester}}{\text{No. of periods/week as prescribed in the curriculum) X 15 taken together for all courses of the semester}} \times 100$$

- 7.2 If a student secures overall attendance between 65% and 75% in a 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 may be permitted to appear for the semester examinations subject to the condition that the student submits the medical certificate / sports participation certificate to the Principal. The same shall be forwarded to the Controller of Examinations.
- 7.3 Students who secure less than 65% overall attendance (vide Clause 7.1 and 7.2) shall not be permitted to appear for the end semester examination and shall not be permitted to move to the next semester. He/she is required to repeat the incomplete semester in the next academic year as per the readmission norms of the affiliating University and Directorate of Technical Education.
- 7.4 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 – 7.3) and registered for examination in those courses of that semester by paying the prescribed fee.
- 7.5 Students who do not satisfy the course-wise attendance requirement (vide clause 7.1) will not be permitted to write that particular course in End-Semester Examinations. The student has to reregister those course(s) in the subsequent semesters and fulfil the attendance requirement as per norms.

- 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.

## **8 CLASS COORDINATOR**

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will nominate a faculty member to each class, who shall function as Class Coordinator for those students throughout their period of study. The Class Coordinator shall advise the students in registering the courses, monitor their attendance & progress and counsel them periodically. If necessary, the Class Coordinator may also discuss with or inform the parents about the progress / performance of the students concerned.

Other responsibilities of the Class Coordinator shall be:

- To act as the channel of communication between the Head of the Department and the students of the respective class.
- To collect and maintain various statistical details of the students.
- To help the chairperson of the class committee in planning and conducting class committee meetings.
- To coordinate the students' scholarships, awards, medals, and industrial visits.

## **9 COURSE COMMITTEE**

Theory, practical, audit and EEC courses offered to more than one discipline or section, 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 / the Principal 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 the design, delivery and assessments of the course, across the sections / discipline. The committee shall also ensure a uniform evaluation of the tests. Wherever feasible, the course committee may also prepare a common question paper for the Continuous Assessment test(s).

## **10 CLASS COMMITTEE**

- 10.1 Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson who does not teach the class. The overall goal of the class committee is to improve 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 the rules therein.

- Informing the student representatives about the academic schedule including the dates of assessments and the syllabus portion for each assessment.
- Informing the student representatives about the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / project work 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 after each test and finding remedial measures, 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.

10.2 The class committee for a class under a particular programme is normally constituted by the Head of the Department within the first week of each semester.

10.3 At least FOUR student representatives (both boys and girls) shall be included in the class committee.

10.4 The Chairperson of the class committee may invite the Class Coordinator and the Head of the Department to the class committee meeting.

10.5 The Principal may participate in any class committee meeting of the institution.

10.6 The chairperson is required to prepare the minutes of every meeting, submit the same to the Principal within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are any points in the minutes requiring action by the management, the same shall be brought to the notice of the Management by the Principal.

10.7 The first meeting of the class committee shall be held within one week from the date of commencement of the semester. Two or three subsequent meetings may be held in a semester at suitable intervals. The Class Committee Chairperson shall display on the Notice Board the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance details to satisfy clause 7 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.

## 11 DISSERTATION / PROJECT WORK

- 11.1 Project work will be carried out in the III and IV semesters for M.E programme. For the MCA programme a Mini-project will be carried out in the IV Semester and final project in the VI semester.
- 11.2 Project work for M.E programmes shall be carried out on individual basis under the supervision of a faculty member as assigned by the department. Maximum number of candidates per guide will depend on the class strength.
- 11.3 In the Project work for M.E. programmes, Project I is to be under taken during III semester and Project II is to be undertaken during IV semester.
- 11.4 For M.E Project work, it is mandatory that the student should submit an acknowledgement through the Supervisor for having communicated a research paper to a reputed journal and/or the student should present a paper in a reputed international conference. The proof shall be attached to the report of the project work.
- 11.5 The student must submit the Project report in the prescribed format on the dates announced by the college/ department to fulfill the requirements for the award of the degree.
- 11.6 A candidate may, 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 supervised by a qualified teacher from the department and an expert from the research organization / industry as joint supervisor. The student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.

## 12 SYSTEM OF EVALUATION

- 12.1 Performance in each course of study shall be evaluated based on Continuous Assessment (CA) and End Semester Examination (ESE).
- 12.2 Each course, both theory and practical shall be evaluated for a maximum of 100 marks.
- 12.3 Marks shall be awarded as per the distribution given below:

S. No.	Type of Course	Continuous Assessment weightage (CA)	End-Semester Examination weightage (ESE)
i.	Theory Courses	40 %	60 %
ii.	Practical Courses, Mini Project	75 %	25 %

12.4 Marks for M.E. Project I & II / M.C.A Project work shall be awarded as per the distribution given below:

S. No.	Type of Course	Continuous Assessment (CA)	End-Semester Examination (ESE)
i	Project I	150	50
ii	Project II / M.C.A Project Work	300	100

The External Evaluation Criteria for the M.E Project I and MCA Mini Project will be as follows:

Evaluation Criteria	Maximum Mark	
	M.E. Project I	MCA - Mini Project
Project Report	75	40
Presentation	30	15
Viva	45	20
Total	150	75

The External Evaluation criteria for M.E Project II and MCA Project will be as follows:

Evaluation Criteria	Maximum Mark
Project Report	150
Presentation	75
Viva	75
Total	300

The maximum marks of 150 shall be reduced to 50 for ME programmes and the maximum marks of 75 shall be reduced to 25 for MCA programmes.

12.5 The End Semester examination will normally be for 3 hours duration and will usually be conducted between October and December for the odd semesters and between April and June for the even semesters.

12.6 For Practical courses and Mini project (in the case of M.E Programmes) a final examination for 25 marks shall be conducted at the end of the semester by a panel of internal examiners appointed by the Head of the Department.

12.7 For OCC and PS courses (in the case of M.C.A programme), a final examination for 25 marks shall be conducted at the end of the semester by a panel of internal examiners appointed by the Head of the Department.

12.8 The examination for the Project / project work will be conducted individually for each student by the external examiner and internal examiner.

12.9 The other courses which do not fall under the courses specified in clauses 12.3 to 12.8 will have suitable system of evaluation recommended by the respective Board of Studies.

### **13 PROCEDURE FOR AWARDING MARKS FOR CONTINUOUS ASSESSMENT**

#### **13.1 Theory courses (40 marks)**

- Two tests conducted for 100 marks each and averaged to 30 marks
- Minimum two Tutorials/Quiz/Assignments/Seminars conducted for 10 marks each and averaged to 10 marks

#### **13.2 Practical courses (75 marks)**

Continuous assessment marks will be awarded by considering the performance of the student in all the experiments. Each experiment shall be assessed for 75 marks as follows:

Preparation	–	20 marks
Observation and Result	–	25 marks
Viva	–	10 marks
Record work	–	20 marks

#### **13.3 Mini-Project, (75 marks)**

Three reviews of 25 marks each shall be conducted by the respective guide and the project review committee constituted by the Head of the Department. Rubrics for Evaluation shall be recommended by the respective Board of Studies.

#### **13.4 Dissertation / Project work**

- M.E Project I will be evaluated by conducting 3 reviews of 50 Marks each.
- M.E Project II and Project work of MCA and will be evaluated by conducting 4 reviews of 75 Marks each.
- Rubrics for Evaluation shall be recommended by the respective Board of Studies.

#### **13.5 One Credit courses (75 marks)**

For OCC course (offered to M.C.A Programme), Continuous assessment marks shall be awarded based on Quiz / Assignment / Test / Mini project / Case study / Simulation / Modeling / Assembly / Viva Voce etc. The assessment scheme followed for each course shall be recommended by the respective Board of Studies.



### **13.6 Professional Skill courses (75 marks)**

For PS course (offered to M.C.A Programme), Continuous Assessment marks shall be awarded based on evaluation of student journal and workbook / Exercises / Meditation / Test / Knowledge Test / Scenario based Knowledge Test / Viva Voce etc. The assessment scheme followed for each course shall be recommended by the respective Board of Studies.

### **13.7 Audit courses**

For Audit course (offered to M.E Programme), Continuous Assessment marks shall be awarded based on evaluation of Student workbook / Test / Quiz / Case Study / Mini Project / Seminar etc. The assessment scheme followed for each course shall be recommended by the respective Board of Studies.

## **14 PASSING REQUIREMENTS**

- 14.1 A student who secures not less than 50% of total marks (Continuous assessment and End Semester examination marks put together) and a minimum of 50% marks in the End Semester Examinations shall be declared to have successfully passed the course.
- 14.2 If a student does not secure a pass in a particular course, it is mandatory that the student should register and reappear for the examination in that course during subsequent semesters; the student should continue to register and reappear for the examination till he / she secures a pass. Students are encouraged to attend remedial classes organized by the department.
- 14.3 The Continuous Assessment marks obtained by the student in the first appearance shall be retained and considered valid only for THREE attempts. For further attempts, the student should secure minimum 50 marks exclusively from the End Semester Examinations conducted for 100 marks.

## **15 AWARD OF LETTER GRADES**

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

Letter Grade	Grade Points	Range of Total Marks
<b>O (Outstanding)</b>	<b>10</b>	<b>91-100</b>
<b>A+ (Excellent)</b>	<b>9</b>	<b>81-90</b>
<b>A (Very Good)</b>	<b>8</b>	<b>71-80</b>
<b>B + (Good)</b>	<b>7</b>	<b>61-70</b>
<b>B (Average)</b>	<b>6</b>	<b>50-60</b>
<b>RA (Reappearance)</b>	<b>0</b>	<b>0-49</b>
<b>SA (Shortage of Attendance)</b>	<b>0</b>	<b>-</b>
<b>W (Withdrawal)</b>	<b>0</b>	<b>-</b>

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

“**SA**” denotes shortage of attendance (as per clause 7) and hence prevention from writing the end semester examinations. “**SA**” will appear only in the provisional result sheet.

“**RA**” denotes that the student has not met the passing requirements (Clause 14) in that course. “**W**” denotes withdrawal from the exam for the particular course. The grades “**RA**” and **W** will figure both in Grade Sheet as well as in provisional Result Sheet.

15.1 For the Audit courses, non-letter grades, **GOOD / AVERAGE / FAIR** shall be awarded and will appear in the grade sheet.

15.2 The following procedure is used to compute the Grade Point Average (GPA) for a semester and Cumulative Grade Point Average (CGPA):

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

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

## FORMULAE FOR GPA & CGPA

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

where,

$C_i$  - Credit assigned to the Course

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

$\Sigma_i$  - 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

$CGPA \times 10 = \% \text{ OF MARKS}$
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#### 15.3 Issue of Grade sheet:

The grade sheet will be issued every semester after the publication of results and a consolidated grade sheet will be issued after successful completion of all the courses to be eligible for the award of degree. Transcripts will also be issued based on request.

#### 15.4 Photocopy / Revaluation

A student can apply for photocopy of his/her semester examination answer script in a theory course, within 2 weeks from the declaration of results, by paying the prescribed fee through proper application to the Controller of Examinations. The student can apply for revaluation after reviewing the photocopy of the answer script, if required. The Controller of Examinations will arrange for the revaluation and the results will be published with the approval of the Principal. Revaluation is not permitted for practical courses (including OCC, PS in the case of M.C.A Programme) and Project/ project work.

### 16 ELIGIBILITY FOR THE AWARD OF DEGREE

16.1 A student shall be declared to be eligible for the award of M.E. / M.C.A. Degree provided the student has

- \* Successfully gained the required minimum number of total credits as specified in the curriculum corresponding to his / her programme within the stipulated time.
- \* Successfully completed the course requirements, appeared for the end semester examinations and passed all the courses prescribed in all the semesters within a

maximum period (as per clause 6) from the commencement of the first semester to which the student was admitted.

- \* Successfully passed any additional courses prescribed by the Course Equivalency Committee constituted by the Principal whenever re-admitted under any other regulations.
- \* No disciplinary action is pending against him / her.

## **17 CLASSIFICATION OF THE DEGREE AWARDED**

### **17.1 FIRST CLASS WITH DISTINCTION**

A student who satisfies the following conditions shall be declared to have qualified for the award of degree with the classification, First class with Distinction.

#### **M.E Programme (Full-Time):**

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within three years, which includes authorized break of study of one year (if availed). Withdrawal from examination (vide Clause 18) 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 semester/course.

#### **M.C.A Programme and M.E Programme (Part-time)**

- Should have passed the examination in all the courses of all the six semesters (four semesters for M.C.A lateral entry) in the student's First Appearance within four years (3 years for M.C.A lateral entry), which includes authorized break of study of one year (if availed). Withdrawal from examination (vide Clause 18) 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 semester/course.

### **17.2 FIRST CLASS**

A student who satisfies the following conditions shall be declared to have qualified for the award of degree with the classification, First class

**M.E Programme (Full-Time):**

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

**M.C.A Programme and M.E Programme (Part-time):**

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

17.3 All other students (not covered in clauses 17.1 and 17.2) who qualify for the award of the degree (vide Clause 16) shall be declared to have passed the examination in **Second Class**.

17.4 A student who is absent in semester examination in a course / Project/ 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).

**18 PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION**

18.1 A student for valid reasons (Medically unfit/unexpected family situations/Sports approved by Physical director and Principal) and on prior application, may 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.

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

18.3 Withdrawal is valid only if the student satisfies the attendance requirement (vide Clause 7). Application for withdrawal must be submitted before the last working day and recommended by the Head of the Department. It should be approved by the Principal.

18.3.1 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.

18.4 Withdrawal shall not be construed as an appearance for the eligibility of a student to pass in First Class with Distinction.

- 18.5 Withdrawal is permitted for the end semester examination in the final semester, only if the period of study of the student concerned does not exceed the maximum duration (as per Clause 17)
- 18.6 Withdrawal from the End semester examination for course registered for re- appearance will not be permitted.

## **19 PROVISION FOR AUTHORISED BREAK OF STUDY**

- 19.1 A student is permitted to go on break of study for a maximum period of one year as a single spell.
- 19.2 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the student may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a student 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 the student applies in advance to the Principal, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Department stating the reasons therefore and the probable date of rejoining the programme.
- 19.3 The students permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Principal through the Head of the Department at the beginning of the readmitted semester and the Course Equivalency committee shall prescribe additional courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.
- 19.4 The authorized break of study would not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 16.1).
- 19.5 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 6.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 19.6 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 19.1)

## **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. 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 / Continuous Assessment examination, the student shall be liable for punitive action as prescribed by the college or in line with Anna University from time to time. **(Annexure I & II)**.

## **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. Such changes will be notified to the students and the faculty members.

## 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 also in all the other Academic class work.
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 the 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 which merit equal seriousness as external examinations.
  - (v) Setting in place sufficiently strong deterrent rules and regulations such as intimating the parents and warning the students in the presence of parents etc. (even in case of efforts at malpractices in Internal tests or repeated acts despite warnings in case of assignments also).
- b) Examination Halls: Detailed instructions on Invigilation, question paper setting, evaluation and all the other instructions should be brought to the notice of all the 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 will 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 committee will have tenure for the complete academic year.

The committee will 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 Offense. A list of Offenses and penalties are given in **Annexure II**.

The enquiry report with the findings and recommendations of the committee should be forwarded to the Controller of Examinations who will undertake necessary follow up action. Based on the recommendations, the Controller of Examinations is empowered to award penalties for Offences classified as belonging to categories 1 to 7 of the offense table. The cases falling in categories from S.No. 8 onwards should 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 punishment are indicated in the table.

S.No	Nature of Malpractice	Maximum Punishment
1.	Plagiarism in assignments submitted for Continuous Assessment.	Cancellation of the assignment
2.	Appeal by the student in the answer script to show mercy by way of awarding more than deserving marks.	I - Fine of Rs.1000/- per course.
3.	The student writing his/her name in the answer script.	
4.	The student writing his /her registration number / college name in the place other than specified in the answer script.	
5.	Any special marking in the answer script by the student	
6.	The student communicating with neighboring student orally or non-verbally: the student causing suspicious movement of his/her body.	
7.	Irrelevant writing by the student in the answer script	
8.	The student writing answer on his/her question paper or making use of his/her question paper for rough work.	
9.	The student possessing cell phone / programmable calculator(s) / any other electronic storage device (s) gadgets.	
10.	The student facilitating the other student(s) to copy from his/her answers script.	
11.	The student possessing any incriminating material(s) (whether used or not). For example:- Written or printed materials, bits of papers containing written information, writings on scale, calculator, handkerchief, dress, part of the body, hall ticket, etc.	III A – If the quantum of the incriminating material is less than that could normally be printed in two lines of A5 size paper ,then punishment is restricted to the course concerned only  III B – If the quantum is equal to or more than that could normally be printed in two lines and less than that could normally be printed in the full page of the A5 size paper, then the punishment is invalidating the examination of the course concerned and further the student is not considered for any moderation and revaluation in the current semester for any course (including arrear course).
12.	The student possessing cell phone(s)/ programmable calculator(s) / any other electronic storage device(s) gadgets and containing incriminating materials (whether used or not).	
13.	The student possessing the question paper of another student with additional writing on it.	

14.	The student passing his/her question paper to another student with additional writing on it.	III C – When the quantum is equal to or more than that could normally be printed in full page of A5 size paper, then the punishment would be invalidating the examinations of the course concerned and all the theory and the practical courses of the current semester registered by the student. Further the student is not considered for revaluation of answer script of the arrear courses. If the student has registered for the arrear courses only, invalidating the examinations of all the arrear courses registered by the student. The punishment does not include Project work and the courses with 100% internal evaluation.
15.	The student passing incriminating materials brought into the examination hall in any medium (hard/soft) to other student(s).	
16.	The student copying from neighboring student.	
17.	The student taking out of the examination hall answer booklet(s), used or unused.	
18.	Appeal by the student in the answer script coupled with a promise of any form of consideration.	
19.	Vulgar / offensive writings by the student in the answer script.	IV – Invalidating the examinations of all the theory and Practical courses of the current semester and all the arrear- courses registered by the student.
20.	The student possessing the answer script of another student.	
21.	The student passing his/her answers script to another student.	
22.	Student destroying evidence relating to an alleged irregularity.	V A – Invalidating the examinations of the course concerned and all the theory and practical courses of the current semester registered by the Student. Further the Student is not considered for revaluation of answer scripts of the arrears courses.
23.	Involved in any one or more of the malpractices of serial no.8 to 21 for the second or subsequent times.	
24.	The Student substituting an answer booklet prepared outside the examination hall for the one already distributed to the Student.	V B - If the Student has registered for arrear courses only, invalidating the examinations of all the arrear courses registered by the Student.
25.	The student misbehaving in the examination hall	<p><b><u>Additional Punishment:</u></b></p> <p>(i) If the Student has not completed the programme, he/she is debarred from continuing his//her studies for one year i.e., for two subsequent semesters. However, the student is permitted to appear for the examination in all the arrear courses during the debarred period.</p> <p>(ii) If the Student has completed the programme, he/she is prevented from writing the examinations of the arrear courses for two subsequent semesters.</p>
26.	The Student indulges in any disruptive conduct including, but not limited to, shouting, assault of invigilator, officials or student using abusive and/ or threatening language, destruction of property.	VI A Invalidating the examinations of all the theory and practical courses of the current semester and all the arrear courses registered by the student.
27.	The student harasses or engages others to harass on his/her behalf an invigilator, official, witnesses or any other person in relation to an irregularity by making telephone calls, visits, mails or any other means.	<p>VI – B If the student has registered for arrear courses only, invalidating the examinations of all the arrear courses registered by the student.</p> <p><b><u>Additional Punishment</u></b></p> <p>(i) If the student has not completed the programme, he/she is debarred from</p>

28.	Student possessing any firearm / weapon inside the examination hall.	<p>continuing his/her studies for two years i.e., for four subsequent semesters. However, the student is permitted to appear for the examination in all the arrear courses during the debarred period.</p> <p>(ii) If the student has completed the programme, he / she is prevented from writing the examinations of the arrear courses for four subsequent semesters.</p>
29.	Cases of Impersonation	<p>VII (i) Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Superintendent.</p> <p>(ii) If a student of this college is found to impersonate a 'bonafide student', the impersonating student is debarred from continuing his/her studies and writing the examinations permanently. He/She is not eligible for any further admission to any programme of the colleges.</p> <p>(iii) Debarring the 'bonafide student' for whom the impersonation was done from continuing his/her studies and writing the examinations permanently. He / she is not eligible for any further admission to any programme of the college.</p>