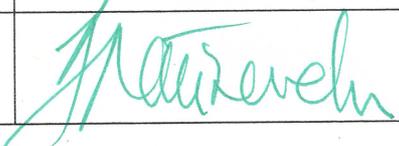


**UG REGULATIONS – 2016 (CBCS)**  
**PG REGULATIONS – 2014**  
**(Amendments incorporated 22<sup>nd</sup> September 2017)**  
**&**  
**(Amendments incorporated 28<sup>th</sup> December 2020)**

<b>UG REGULATIONS – 2016 (CBCS) PG REGULATIONS – 2014</b>
<b>Amendments incorporated 22<sup>nd</sup> September 2017 &amp; Amendments incorporated 28<sup>th</sup> December 2020</b>

Action	Responsibility	Signature of Authorized Signatory
Complied by	COE	
Approved by	Principal	

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**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**

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

**Existing clause:**

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.

**Revised clause:**

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.

- It is decided to offer the three theory courses of eighth semester for all students, in fifth, sixth and seventh semesters, so that students can carry out project and internship during eighth semester
- **Industry driven courses** are to be offered without any major deviation in the existing curriculum. When students opt for industry driven courses, appropriate course mapping to be done and approved by head of the department/institution. Changes must not affect the course map of the programme. The higher semester courses can be offered in earlier semesters but not vice-versa.

**Existing 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 course wise taking into account the number of periods required for that course as specified in the curriculum.

**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 (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.

- It is decided to offer the three theory courses of eighth semester for all students, in fifth, sixth and seventh semesters, so that students can carry out project and internship during eighth semester
- **Industry driven courses** are to be offered without any major deviation in the existing curriculum. When students opt for industry driven courses, appropriate course mapping to be done and approved by head of the department/institution. Changes must not affect the course map of the programme. The higher semester courses can be offered in earlier semesters but not vice-versa.

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 reappearance 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 reappearance 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 reappearance. 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** 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 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). However if a student has secured less than 65% attendance in FIVE or more courses in a particular semester the student will not be permitted to appear for the end semester examination and shall not be permitted to move to the next semester. The student should repeat the incomplete semester in the next academic year as per the norms of the affiliating University and Directorate of Technical Education.
- 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 reappearances 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

$\Sigma_1$  -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**

$\text{CGPA} \times 10 = \% \text{ OF MARKS}$
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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.

**Dr. Mahalingam College of Engineering and Technology (Autonomous),**

**Pollachi - 03**

**Affiliated to Anna University**

**PG REGULATIONS 2014 - POST GRADUATE PROGRAMMES**

**The following regulations are applicable to all PG programmes offered by Dr. Mahalingam College of Engineering and Technology, Pollachi, affiliated to Anna University with effect from the academic year 2014-2015 onwards.**

**1. PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In these

Regulations:

- I) "MCET" is the abbreviation of Dr. Mahalingam College of Engineering and Technology, Pollachi.
- II) "Programme" means Post graduate Degree Programme offered by MCET.
- III) "Branch" means specialization or discipline of M.E Post-Graduate Degree Programme, like Computer Science and Engineering, Applied Electronics etc.
- IV) "Course" means a theory or practical subject that is normally studied in a semester like Computer Networks, Software Engineering etc...
- V) "Principal" means the authority of the institution who is responsible for all the academic activities of the institution and the implementation of relevant rules of these Regulations. He is also responsible for the examinations conducted by the institution under the Autonomous Scheme.
- VI) "University" refers to AnnaUniversity, Chennai.

**2. PROGRAMMES OFFERED, MODES OF STUDY AND ADMISSION REQUIREMENTS**

**2.1 P.G. 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 listed below:

**M.E.Programmes**

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

**M.C.A.Programme**

**2.2 MODES OFSTUDY:**

2.2.1 Candidates admitted under 'Full-Time' should be available in the College / Institution / University 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.

2.2.2 Part-Time – Day TimeMode:

This mode of study is applicable to those candidates admitted under sponsored category (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 threeyears.

**2.3 ADMISSION REQUIREMENTS:**

- 2.3.1 Candidates for admission to the first semester of the Master's Degree 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.
- 2.3.2 All Part-Time (Day-Time mode) candidates should satisfy other conditions regarding experience, Sponsorship etc. that may be prescribed by Anna University from time to time.

### 3. STRUCTURE OF PROGRAMMES

- 3.1 Every Programme will have a curriculum and syllabi consisting of core courses, elective courses, one credit courses and project work. The Programme may also include seminar / practical / practical training, if they are specified in the curriculum.
- 3.1.1 Every M.E. candidate should undergo 'Teaching Practice' for 15 hours under the guidance and supervision of a faculty member during the 3<sup>rd</sup> and /or 4<sup>th</sup> semester (Report from faculty and HoD).  
ME candidates have to undergo ONE 'one credit course' and MCA candidates have to undergo TWO 'one credit courses' in addition to the prescribed curriculum. One credit courses shall be offered for 30 hours duration.  
One credit courses will be indicated in the grade sheet upon successful completion.
- 3.2 The electives from the curriculum are to be chosen with the approval of the Head of the Department.
- 3.3 Each course is normally assigned a certain number of credits as follows:

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

- 3.4 The credit allocation for project work is 18 credits for M.E and 12 for M.C.A
- 3.5 The curriculum for all the Post-Graduate programmes shall be drawn such that the minimum total number of credits for the successful completion of the programme is as follows:
- |     |             |
|-----|-------------|
| M.E | 65 Credits  |
| MCA | 125 Credits |
- 3.6 The medium of instruction is English for all the courses, examinations, seminar presentations and project / thesis / dissertation reports.
- 3.7 All students shall register for all the courses (in the curriculum, one credit course(s) and elective(s)) every semester. Registration shall be completed within seven days of commencement of the semester.

### 4. DURATION OF THE PROGRAMME

- 4.1 The minimum duration required for the completion of the various Post-Graduate programmes has been given below:

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

- A student may complete the programme at a slower pace by taking more time, but in any case not exceeding the maximum duration.
- 4.2 Each semester shall normally consist of 70 working days or 350 periods of either 50 or 45 minutes each.

## **5. ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER**

- 5.1 A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for the completion of a semester. Ideally every student is expected to attend all classes and earn 100% attendance. However in order to allow provision for certain unavoidable reasons such as prolonged hospitalization / accident / specific illness the student is expected to earn a minimum of 75% attendance to become eligible to write the end-semester examination.
- 5.1.1 Therefore, every student shall have not less than 75% of attendance in every course. Every student must secure not less than 75% of overall attendance in that semester taking into account the total number of periods in all courses attended by the candidate as against the total number of periods in all courses offered during that semester.
- 5.1.2 However, a candidate who secures overall attendance between 65% and 74% in that current semester due to medical reasons (prolonged hospitalization / accident / specific illness / Participation in Sports events) may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate to the Head of the Institution. The same shall be forwarded to the Controller of Examinations, MCET, for record purpose.
- 5.2 Candidates who secure less than 65% of overall attendance shall not be permitted to write the End Semester examination at the end of the semester and are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

## **6. FACULTY ADVISOR**

To help students in their academic programme on aspects of planning, progress, counseling etc., the Head of the Department will attach a certain number of students to a faculty member of the department who shall function as Faculty Advisor for those students throughout their period of study. Such Faculty Advisor shall monitor the progress of the students in their subjects, check the attendance and counsel them periodically. If necessary, the faculty advisor may also discuss with or inform the parents about the progress of the students.

## **7. CLASS COMMITTEE**

- 7.1. Every class shall have a class committee consisting of teachers of the concerned class, student representatives and a chairperson who is not teaching the class. The overall goal of the class committee is to improve the teaching-learning process.
- 7.2 The class committee for a class under a particular branch is normally constituted by the Head of the department within the first week of each semester.
- 7.3 The Principal may participate in any class committee meeting of the institution as and when required.
- 7.4 The Chairperson is required to prepare the minutes of every meeting and submit the same to the Principal within two days of the meeting. It shall be circulated 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 Principal.
- 7.5 The first meeting of the class committee shall be held within two weeks from the date of commencement of the semester, in order to inform the students about the nature and allocation of marks for internal assessments within the framework of the regulations. Two or three subsequent meetings may be held in a semester at suitable intervals.

## 8. PROJECT WORK

- 8.1 Project work will be carried out in the III and IV semesters for M.E. For the MCA programme a Mini-project will be carried out in the IV Semester and final project in the VI semester.
- 8.2 Project work shall be carried out on individual basis under the supervision of a faculty member as assigned by the department. Maximum number of candidates / guide will depend on the class strength.
- 8.3 The project work for M.E. / M.Tech. consists of Phase I and Phase II. Phase I is to be under taken during III semester and Phase II is to be undertaken during IV semester. In case of candidates not completing Phase I of project work successfully, the candidates can enroll for Phase II only after redoing Phase I successfully.
- 8.4 For M.E Projects it is mandatory that an acknowledgement from the Supervisor for having communicated to the journal and/or the student should present at least a paper in a reputed conference. The proof shall be attached to the report of the project work.
- 8.5 The deadline for submission of final Project Report is maximum of TWO weeks from the last working day of the semester in which project is done. However, the Phase-I of the Project work in the case of M.E. shall be submitted within a maximum period of SEVEN calendar days from the last working day of the semester as per the academic calendar published by the college.
- 8.6 A candidate may, in certain cases, be permitted to work on projects in an Industrial/Research Organization, on the recommendations of the Head of his/her 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.

## 9. ASSESSMENT PROCEDURE

- 9.1 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).
- 9.2 The mark Allocation for PG Programmes is as follows:

### ME Programmes

S.No	Course	Internal/ Continuous Assessment marks	External marks
1	Theory Course	40	60
2	Lab Course	75	25
3	Project Phase I	150	50
4	Project Phase II	300	100

### MCA Programme

S.No	Course	Internal/ Continuous Assessment marks	External marks
1	Theory Course	40	60
2	Lab Course	75	25
3	Mini Project	75	25
4	Project work	300	100

### 9.3 EXTERNAL ASSESSMENT

- 9.3.1 The End Semester examination, both theory and practical, will be of 3 hours duration and will normally be conducted between October and December for the odd semesters and between April and June for the even semesters.
- 9.3.2 For the End Semester examination (both theory and practical courses including project work) the internal and external examiners shall be appointed by the Principal.
- 9.3.3 For one credit course only continuous assessment will be followed and no End Semester Examination will be conducted. The Evaluation shall be carried out by the Course Faculty.
- 9.3.4 The End Semester examination of Theory courses will be conducted for 100 marks and scaled to 60 marks.
- 9.3.5 The End Semester examination of practical courses will be conducted for 100 marks and scaled to 25 marks. The evaluation pattern will be as follows:

Preparation	:	20
Observation & Calculation	:	40
Results & Inference	:	20
Viva-Voce	:	20

- 9.3.6 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 an internal examiner.
- 9.3.7 The External Evaluation Criteria for the M.E Phase I Project and MCA Mini Project will be as follows:

Evaluation Criteria	M.E. Phase I	MCA
	Max. Marks (150)	Max. Marks (75)
Project Report	75	40
Presentation	30	15
Viva	45	20

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.

- 9.3.8 The External Evaluation criteria for the Project work (Phase II in the case of M.E) will be as follows:

Project Report	150 marks
Presentation	75 marks
Viva	75 marks

### 9.4 INTERNAL ASSESSMENT

- 9.4.1 In each theory course the assessment pattern will be as follows:

S.No	Assessment Criteria	Duration		Marks	Weightage
1	Test -I	3	Hrs	15 marks	37.5 %
2	Test - II	3	Hrs	15 marks	37.5 %
3	Seminar / Assignment / Tutorial (or) Practicals (in case of Theory Courses with Practicals)		-	10 marks	25 %

The 3 hrs test/exam will be conducted for 100 marks and will follow the End Semester Exam pattern prescribed in 9.3.4

A minimum of two and maximum of four Seminars/Assignments/Tutorials will be assigned per subject per student. The group size for Seminar/Assignment/Tutorial will be maximum 3 for MCA. Each student in the group will be evaluated individually.

9.4.2 In each practical course the assessment pattern will be as follows:

S.No	Assessment Criteria	Duration	Marks	Weightage
1	Test 1 (Cycle –I experiments)	3 Hrs	20 marks	26.7%
2	Test 2 (Cycle –II experiments)	3 Hrs	20 marks	26.7%
3	Record and Viva	-	35 marks	46.7%

Both the tests will be conducted for 100 marks and will follow the same pattern as mentioned in 9.3.5.

9.4.3 The internal evaluation for project work will be as follows:

The Mini-Project of MCA and M.E Phase I will be evaluated by conducting 3 reviews. The Project work of MCA and M.E Phase II will be evaluated by conducting 4 reviews.

## 10. 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 6) and has registered for examination in all courses of the semester.

Registration is mandatory for semester examinations as well as arrears examinations and also he/she should appear in at least one theory/practical examination, failing which the candidate will not be permitted to move to the higher semester.

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.

## 11. PASSING REQUIREMENTS

11.1 A candidate who secures 50% or more of total marks (Internal Assessment + 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.

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

11.1.2 The Internal Assessment 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 (Internal Assessment + End Semester Examination) as per clause 11.1, 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.

## 12. AWARD OF LETTER GRADES

- 12.1. 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:

**(Clause no. 12.1 is followed for 2014, 2015 and 2016 batches)**

<b>Letter Grade</b>	<b>Grade Points</b>	<b>Range of Marks<sup>^</sup></b>
S	10	91-100
A	9	81-90
B	8	71-80
C	7	61-70
D	6	56-60
E	5	50-55
RA	0	<50
WD	0	-
WH	0	-

- 12.1.1 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:

**(Clause no.12.1.1 is followed from 2017 batch onwards)**

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

<sup>^</sup> 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

The Grade “WH” and “WD” will figure only in the Grade Sheet

“WD” denotes withdrawn from the course.

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

Grade Point Average (GPA) is the ratio of the sum of the product of the number of credits of courses (C) enrolled and the points corresponding to the grades scored in those courses (GP), 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

$\Sigma_i$  - is the sum for all courses successfully cleared during the semesters in the case of CGPA.

n - Total number of courses for the entire programme

#### FORMULA FOR CALCULATING PERCENTAGE

$$CGPA \times 10 = \% \text{ OF MARKS}$$

12.1.2 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

#### 12.2 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 Department. The Controller of Examination will arrange for the revaluation and the results will be intimated to the candidate concerned through the Principal. Revaluation is applicable for theory courses only.

#### 13. ELIGIBILITY FOR THE AWARD OF DEGREE

13.1 A student shall be declared eligible for the award of 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 any additional courses prescribed by the Students' Affair Committee constituted by the Principal, whenever any candidate is readmitted under regulations other than Regulations 2014 (clause 16.2).

## 14. CLASSIFICATION OF THE DEGREE AWARDED

### 14.1 FIRST CLASS WITH DISTINCTION:

A Student who satisfies the following conditions shall be declared to have passed the examination in **First class with Distinction**:

#### **M.E. / M.C.A Programme**

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within **three** years for **M.E. Programme** and **four** years for **M.C.A Programme**, which includes authorised break of study of one year (if availed). Withdrawal from examination (vide Clause 15) 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.

### 14.2 FIRST CLASS:

A student who satisfies the following conditions shall be declared to have passed the examination in **First class**:

#### **M.E. / M.C.A Programme**

- Should have passed the examination in all the courses of all four semesters **within three years for M.E Programme and within four years for M.C.A Programme**, which includes one year of authorized break of study (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**

### 14.3 SECOND CLASS:

All other students (not covered in clauses 14.1 and 14.2) who qualify for the award of the degree (vide Clause 13) shall be declared to have passed the examination in **Second Class**.

14.4 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 16) for the purpose of classification.

## 15. PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION

15.1 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. 15.2 Such withdrawal shall be permitted only once during the entire period of study of the degree programme.

15.3 Withdrawal application shall be valid only if the candidate is otherwise eligible to write the examination. 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.

15.3.1 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.

- 15.4 Withdrawal shall not be considered as an appearance for the eligibility of a candidate to pass in First Class with Distinction.
- 15.5 The provision for Withdrawal from the End semester examination is applicable to only the current semester subjects and not for arrear subjects of previous semesters.
- 15.6 The candidate shall reappear for the withdrawn courses during the examination conducted in the subsequent semester.

**16. PROVISION FOR AUTHORISED BREAK OF STUDY**

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

**17. DISCIPLINE**

Every student is required to observe disciplined 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 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/university from time to time. (Refer Annexure I & II)

**18. 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 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
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).	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).
13.	The student possessing the question paper of another student with additional writing on it.	III C – When the quantum is equal to or more than that could normally be printed in
14.	The student passing his/her question	

	paper to another student with additional writing on it.	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.	IV – Invalidating the examinations of all the theory and Practical courses of the current semester and all the arrear- courses registered by the student.
19.	Vulgar / offensive writings by the student in the answer script.	
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 continuing his/her studies for two years i.e.,</p>

28.	Student possessing any firearm / weapon inside the examination hall.	<p>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>