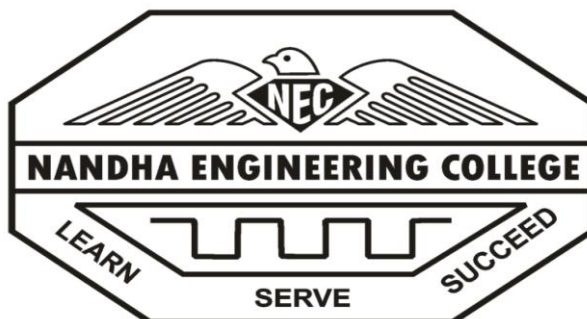


NANDHA ENGINEERING COLLEGE

(An Autonomous Institution affiliated to Anna University Chennai and approved by AICTE, New Delhi)

Erode-638 052, Tamilnadu, India, Phone: 04294 – 225585



**Academic Rules and Regulations [R13]
for
B.E / B.Tech (Lateral Entry) Degree Programme**

(This Curriculum and Syllabi are applicable to Students admitted from the academic year 2013-2014
To 2014-2015)

AUGUST 2013

Approved in the first Governing Body meeting

REGULATIONS for B.E./ B.Tech. DEGREE PROGRAMME (R13)

1. INTRODUCTION

Academic Programmes of the Institute are governed by rules and regulations approved by the Governing body.

The academic rules and regulations are applicable to the students admitted from the academic year 2014-15 onwards into second year of four year undergraduate programmes offered by the college leading to Bachelor of Engineering (B.E) / Bachelor of Technology (B.Tech) degree.

2. DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- 2.1 **“Programme”** means Degree Programme that is B.E./B.Tech. Degree Programme.
- 2.2 **“Branch”** means specialization or discipline of B.E./B.Tech. Degree Programme, like Civil Engineering, Mechanical Engineering, etc.
- 2.3 **“Course”** means a theory or practical subject that is normally studied in a semester, like Engineering Mathematics, Engineering Physics, etc.
- 2.4 **“University”** means affiliating University, ANNA UNIVERSITY, CHENNAI.
- 2.5 **“College”** means Nandha Engineering College, Erode, an Autonomous Institution affiliated to ANNA UNIVERSITY, CHENNAI and approved by AICTE New Delhi.
- 2.6 **“Credit”** means a numerical value allocated to course units to describe the students’ workload required per week.
- 2.7 **“Grade”** means the letter grade assigned to each course based on the marks range specified.
- 2.8 **“Grade point”** means a numerical value (0 to10) allocated based on the grade assigned to each course.
- 2.9 **“Head of the Institution”** means the Principal of the College.
- 2.10 **“Head of the Department”** means Head of the Department concerned.
- 2.11 **“Controller of Examinations”** means the authority of the College who is responsible for all activities of the Examinations.
- 2.12 **“BoS”** means Board of Studies which is responsible for preparing syllabi for various courses
- 2.13 **“AC”** means Academic Council.
- 2.14 **“GC”** means Governing Council.
- 2.15 **“SCAA”** means Standing Committee for Academic Affairs.

3. ELIGIBILITY CRITERIA AND QUALIFICATION FOR ADMISSION

The Students seeking admission to the B.E., / B.Tech. degree programme (LATERAL ENTRY) will be required to satisfy the conditions of admission thereto prescribed by the Anna University Chennai and Government of Tamilnadu.

Student seeking admission to the third semester (second year) of eight semesters B.E / B.Tech programme shall be required to have passed

- a. Diploma in appropriate branch of Engineering / Technology awarded by the State Board of Technical Education, Tamilnadu or its equivalent.
(OR)
- b. Degree in Science (B.Sc.,) with 10+2+3 years pattern and studied core Mathematics as one of the subjects at Degree Level.

4. PROGRAMMES AND BRANCHES OF STUDY

The programmes and branches of study approved by Anna University, Chennai and All India Council for Technical Education, New Delhi offered by the college are as follows:

Programme	Study
B.E.	Branch I Civil Engineering (CE)
	Branch II Computer Science and Engineering (CS)
	Branch III Electronics and Communication Engineering (EC)
	Branch IV Electrical and Electronics Engineering (EE)
	Branch V Electronics and Instrumentation Engineering (EI)
	Branch VI Mechanical Engineering (ME)
B.Tech.	Branch VII Information Technology (IT)

5. STRUCTURE OF PROGRAMMES

- 5.1 Every Programme shall comprise both theory and practical courses in each semester as detailed in the respective curricula and syllabi approved by Governing Council of the College. There shall be a certain minimum number of core courses and sufficient number of elective courses that can be opted by the student. The blend of different courses shall be so designed that the student, at the end of the programme would have been trained not only in his / her relevant professional field but also would have developed as a socially conscious human being. The components of the programme are as follows.
 - I. General core courses comprising mathematics, basic sciences, Engineering sciences, humanities and engineering.
 - II. Core courses of Engineering/Technology.
 - III. Elective courses for specialization in related fields. However a Student shall be permitted to take elective courses from other branches also as prescribed by the department.
 - IV. Workshop Practice, Computer Practice, Engineering Graphics, Laboratory work, Industrial training, Seminar presentation, Project work, Educational tours, Camps etc.
 - V. NCC / NSS / NSO / YRC activities for character development.
- 5.2 Each course is normally assigned certain number of credits with 1 credit per lecture period per week, 1 credit per tutorial period per week, 1 credit for 2 periods of laboratory or practical or seminar or project work per week (2 credits for 3 or 4 periods of practical).
- 5.3 Each semester curriculum shall normally have a blend of lecture courses not exceeding 7 and practical courses not exceeding 4. However, the total number of courses per semester shall not exceed 10.
- 5.4 For the award of the degree, a student has to earn certain minimum total number of credits specified in the curriculum of the relevant branch.

- 5.5 **One Credit Courses:** Students can also opt for one credit industry oriented courses of 15 hours duration which will be offered by experts from industry / other institution / our faculty on specialized topics. Students can complete such one credit courses during the semesters 3 to 7 as and when these courses are offered by different departments. A Student will also be permitted to register for the one credit courses of other departments provided the Student has fulfilled the necessary pre-requisites of the course being offered subject to approval by both the Head of the Departments. There is no limit on the number of one credit courses a Student can register and successfully complete during the above period. However, the grades earned by the Students for the one credit courses will not be included in the computation of CGPA.
- 5.6 The medium of instruction is English for all courses, examinations, seminar presentations and project / thesis / dissertation reports.

6. DURATION OF THE PROGRAMME

- 6.1 The duration of the programme for the degree of B.E. /B.Tech. programme is **THREE** years for Lateral Entry Diploma / B.Sc. students. Each year is divided into **TWO** semesters. Each semester normally consists of 90 working days or 450 periods of 50 minutes each. The number of working days is to be calculated excluding study holidays, Government holidays and end semester examination days. The Head of the Department shall ensure that every Faculty imparts instruction as per the number of periods specified in the syllabus and that the Faculty teaches the full content of the specified syllabus for the course being taught.
- 6.2 A student is ordinarily expected to complete the B.E. / B.Tech. Programme in 6 semesters (**three academic years**) but in any case not more than 12 semesters (**six academic years**) in the case of Students admitted to the second year.
- 6.3 The Principal may conduct additional classes for improvement, special coaching, conduct of model test etc., over and above the specified periods. But for the purpose of calculation of attendance requirement or writing the end semester examinations (as per clause 9) by the students, the classes conducted up to the last working day declared by the Principal shall be taken into account and the overall percentage of attendance shall be calculated accordingly. The end semester Examination will ordinarily follow immediately after the last working day of the semester commencing from I semester as per academic schedule prescribed from time to time.
- 6.4 The total period for completion of the programme reckoned from the commencement of the third semester to which the Student was admitted shall not exceed the maximum period specified in clause 6.2 irrespective of the period of break of study (vide clause 11 in order that the student may be eligible for the award of the degree (vide clause 15).

7. SYSTEM OF EXAMINATION

The system of examination is semester pattern. The examination for theory and practical courses shall be conducted for duration of three hours and shall normally be during the month of November / December and April / May every year.

- 7.1 Performance in each course of study shall be evaluated based on
- (i) Continuous internal assessment throughout the semester
 - (ii) End semester examination
- 7.2 Each course, both theory and practical (other than project work) shall be evaluated for a maximum of 100 marks. The project work shall be evaluated for a maximum of 200 marks.

- 7.2.1. For all theory courses the continuous internal assessment will carry 25 marks while the End Semester examination will carry 75 marks.
- 7.2.2. For all practical courses the continuous internal assessment will carry 50 marks while the End Semester examination will carry 50 marks.
- 7.2.3. The project work shall be evaluated for a maximum of 200 marks. The continuous internal assessment will carry 100 marks while the end semester examination will carry 100 marks.
- 7.2.4. Project work may be allotted to a single student or to a group of students not exceeding 4 per group.
- 7.3. For the end semester examinations in both theory and practical courses including project work the internal and external examiners shall be appointed by the College.

8. PROCEDURES FOR AWARDING MARKS

8.1 The assessment shall be done as per the procedure laid down below:

or The assessment shall be done as per the procedure laid down below:

Theory Courses		Practical Courses		
Continuous Internal Assessment	25 Marks	Continuous Internal Assessment	50 Marks	
End Semester Examination	75 Marks	End Semester Examination	50 Marks	
Total	100 Marks		100 Marks	
Procedure for Continuous Assessment		Procedure for Continuous Assessment		
Component	Marks	Component	Marks	
Internal Assessment Examination (IAE) (3 tests each 3 hours duration)	15	Preparation & Conduct of experiments	50	
Assignment/Tutorials	05	Observation & results	30	
Attendance (based on the individual subject attendance)	05	Record	10	
		Viva voce	10	
		Total	100*	
		Model Exam	100**	
Total Internal Assessment	25	Total Internal Assessment	50	
		* All experiment marks will be averaged and reduced to 40 marks ** Model Exam marks will be reduced to 10 marks		
End Semester Examination				
Examination duration : 3 hours Max. marks : 100 → Reduced to 75 marks		Examination duration : 3 hours Max. marks : 100 → Reduced to 50 marks		
Project Work – Phase I		Project Work – Phase II		
Project work Phase-I will be evaluated by continuous evaluation and end semester examination.		The project work and viva-voce examination the maximum marks shall be 200 comprising of 100 marks for internal assessment and 100 for the end semester examination. The scheme for awarding internal assessment marks is as follows: Work assessed by Guide : 50 marks Work assessed by a Committee : 50 marks The award of the end semester marks for 100 shall be evaluated by both the internal and external examiners, out of which the project report shall carry a maximum of 25 marks while the viva-voce examination shall carry 75 marks (awarded to each student of the project group based on the individual performance in the viva-voce examination).		
Internal mark - 50				Total
Review -1	20			50
Review -2	20			
Attendance	10			
External mark – 50				Total
Report	20			50
Guide	10			
Internal examiner	10			
External examiner	10			

Attendance						
% of Attendance	00 - 74	75 - 79	80 - 84	85 - 89	90 - 94	95 – 100
Marks(Theory)	0	1	2	3	4	5
Marks(Project)	0	2	4	6	8	10
Assignments / Tutorials						
Theory based courses	3 Assignments		3 x 50 = 150 Marks. Each assignment will have 5 questions with minimum two to three sub-divisions. The average marks of all assignments will be reduced to 5 marks. Assignments shall be in the form of mini projects, quizzes, design problems etc. depending on the contents of subject.			
Problem based courses	No. of tutorials as per time table		Each tutorial will have 5 questions with minimum two to three sub-divisions. The average marks of all tutorials will be reduced to 5 marks.			

8.2 A re-test covering the entire syllabus shall be conducted for those Students who were absent with valid reasons for any of the three tests. The marks obtained shall be considered against the test absented. But, the eligibility of students for re-test will be decided by the SCAA. The Students absents for more than one test shall forego the marks accordingly.

8.2 Every Faculty is required to maintain a 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the Departments periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the Departments will put his signature and date after due verification at the end of the semester, the record should be verified by the Head of the Institution who will keep this document in safe custody (for five years).

8.3 The Practical classes for all the Practical /Lab component subjects will be assessed continuously and marks will be entered in the assessment record. If a student is absent for a particular laboratory class, then the Student will be permitted to perform experiments based the recommendation of the Head of the Department during repeat classes conducted at the end of completion of all the experiments.

8.4 Project Work

The Head of the Department shall constitute a review committee. There shall be three assessments during the semester by the review committee. The students shall make presentation on the progress made before the committee. The criteria to arrive the internal assessment mark for the project work evaluated for 100 marks are as follows:

Work assessed by Guide / Supervisor			Work assessed by a Committee
50 %			50 %
0 th Review (Two weeks after the commencement of the semester)	1 st Review (After IAE- 1)	2 nd Review (After IAE- 2)	<ul style="list-style-type: none"> Project report- 20 marks Viva voce & Presentation – 30 marks
10 marks <ul style="list-style-type: none"> Identification of topic – 5 marks Description of problem – 5 marks 	20 <ul style="list-style-type: none"> Progress – 10 marks Presentation – 5 marks Answer to queries – 5 marks 	20 <ul style="list-style-type: none"> Completion – 10 marks Presentation – 5 marks Answer to queries – 5 marks 	

- 8.5 The Internal marks are valid for two more attempts in addition to the current attempt for the Students admitted from the academic year 2014-2015 onwards. If a Student scores 50% of marks only in the end semester examination, after three attempts (First attempt + two more attempts), the Student would be declared to have passed in that examination.

9. REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION

A student shall normally be permitted to appear for the semester examinations of current semester if the student has successfully completed the semester completion requirements as given below:

- 9.1 Every student is expected to attend all classes and secure 100% attendance. However in order to give provision for certain unavoidable reasons such as medical / participation in sports / participation in co-curricular activities personal, the student is excepted to attend at least 75% of classes during any semester commencing from first semester.
- 9.2 Every student has to register for examination in all courses of that semester. Registration is mandatory for current semester examinations as well as for arrear examinations failing which the Student will not be permitted to appear semester examinations.
- 9.3 A student shall secure not less than 75% (after rounding off to the nearest integer) of overall attendance taking into account the **total number of periods conducted in the semester** in all subjects put together attended by the student as against the total number of period in all subjects during that semester.
- 9.4 A student 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 student shall submit the medical certificate attested by the SCAA.
 - 9.3.1. Condonation of shortage of attendance in aggregate up to 10% on medical grounds (65% and above and below 75%) in each semester may be granted by the College Academic Council. However, the subject of granting is purely at the discretion of the SCAA or competent authority.
 - 9.3.2. A Student will not be promoted to the next semester unless he satisfies the attendance requirement of the present semester as applicable. They may seek re-admission for that semester as and when offered next.
 - 9.3.3. Shortage of Attendance below 65% in aggregate shall in no case be condoned.
 - 9.3.4. Students whose shortage of attendance is not condoned in any semester are not eligible to take their end semester examination of that particular semester and their registration for examination shall stands cancelled.
 - 9.3.5. A stipulated fee shall be payable towards condonation of shortage of attendance.
 - 9.3.6. Attendance may also be condoned for those who participate in prestigious sports, co-curricular and extracurricular activities provided their attendance is in the minimum prescribed range for the purpose and recommended by the concerned authority.
 - 9.3.7. Condonation can be allowed only two times during the entire course of study.
 - 9.3.8. The student progress has been satisfactory and
 - 9.3.9. The student character and conduct have been satisfactory

10. PROVISION FOR WITHDRAWAL FROM END SEMESTER EXAMINATION

- 10.1 A Student may, for valid reasons, be granted permission to withdraw from appearing for the examination in any course or courses of only one semester examination during the entire duration of the degree programme. Withdrawal application shall be valid only if the Student is otherwise eligible to write the examination. Application for withdrawal is permitted only once.
- 10.2 The Student may withdraw one or more subjects or entire current semester examinations. Such withdrawal shall not be construed as an appearance for the eligibility of the student for First Class with Distinction. This provision is not applicable to the Student applying for withdrawal during seventh semester.
- 10.3 The Student has to file an application form (Format-1) with valid reasons and supporting documents to the Principal at least one day prior to the commencement of Examination of the current semester with the recommendations of the Head of the Department.
- 10.4 The Student may appear for the examinations of withdrawn subjects during the subsequent end semester examinations by satisfying clause 9.2.

11. PROVISION FOR AUTHORISED BREAK OF STUDY

- 11.1. A Student is normally not permitted to temporarily break the study. However, if a Student intends to temporarily discontinue the programme in the middle for valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programme in a later semester, the student shall apply in advance to the Principal, through the Head of the Department, stating the reasons therefore, in any case, not later than the last date for registering for that semester examination in the prescribed format (Format-2).
- 11.2. The maximum period of break of study is ONE YEAR. The break of study will be approved by Academic Council.
- 11.3. The Student will be permitted to rejoin the programme after break of study shall be governed by the rules and regulations in force at the time of rejoining.
- 11.4. The Student rejoining after the break of study will be required to undergo the credit required for the award of the degree. The Board of Studies will determine the subject to be studied or equivalent subject to be studied.
- 11.5. The approved period of break of study (maximum of one year) will not be counted as period specified for completion of course and for the classification. However, the additional grant of break of study will be counted for the purpose of classification.
- 11.6. If any Student is detained for want of requisite attendance or due to disciplinary action, the period spent in that semester shall not be considered as permitted 'Break of Study'.

12. PASSING REQUIREMENTS

- 12.1 A student who secures not less than 50% of total marks (including continuous assessment and end semester examination) prescribed for the course with a minimum of 45% of the marks prescribed for the end semester examination in both theory and practical courses (including project work), shall be declared to have passed the examination.

- 12.2 If a Student 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. The student shall continue to register and reappear for the examination till he / she secures a “pass”. The continuous assessment marks obtained by the Student in the first attempt shall be retained as per clause 8.5.
- 12.3 A Student who fails to earn the minimum credits for all the subjects within the six academic years from the year of their admission shall forfeit their seat in B.E/B.Tech course and their admission shall stand cancelled.

13. REVALUATION OF ANSWER SCRIPTS

- 13.1 A student shall apply for revaluation (Format-3) of his / her semester examination answer script 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. The Controller of Examinations shall arrange for the revaluation and the results shall be intimated to the Student concerned. Revaluation is not permitted for practical courses and project work.
- 13.2 A Student shall apply for the Photocopy of his/her end semester examination answer script on payment of the prescribed fee through proper application to the Controller of Examinations after the revaluation results are announced to get himself / herself convinced of the valuation/revaluation.

14. SUPPLEMENTARY EXAMINATION

If a Student fails to clear the subjects in the end semester examinations, after the announcement of end semester results, the student shall be allowed to take up supplementary examinations for specific subjects based on the overall results of the particular subject and recommendations of the result passing board.

15. AWARD OF GRADE

- 15.1** After a student has satisfied the requirements prescribed (clause 17) for the award of B.E/B.Tech. Degree, the student shall be placed in one of the grades. All assessments of a course will be done on absolute marks basis. 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 subject as detailed below:

Letter grade	Grade Points	Marks Range
S	10	91 – 100
A	9	81- 90
B	8	71- 80
C	7	61 - 70
D	6	57 - 60
E	5	50 - 56
RA	0	<50
I	-	Inadequate attendance
W	-	Withdrawal
AB	-	Absent

“**RA**” denotes **failure** and **Reappearance** is required for the examination in the course. (This grade will figure both in Marks Sheet as well as in Result Sheet)

The Grade “**I**” denotes inadequate attendance as per clause 9 and hence prevention from writing the end semester examination.

“**W**” denotes **withdrawal** from the course as per clause 10.

The Grade “**I**” and “**W**” will figure only in the Result Sheets.

16. GRADE SHEET

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

- The name of the college in which the Student has studied
- The list of courses enrolled during the semester and the grade scored.
- The Grade Point Average (GPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.
- GPA for a semester is the ratio of the sum of the products of the number of credits for courses acquired and the corresponding points to the sum of the number of credits for the courses acquired in the semester.

The Grade Point Average (GPA) is calculated using the formula:

$$GPA = \frac{\text{Sum of Credits acquired} \times \text{Grade points}}{\text{Sum of Credits assigned}}$$

CGPA will be calculated in a similar manner, considering all the courses registered from first semester. “**U**”, “**I**” and “**W**” grades will be excluded for calculating GPA and CGPA.

$$CGPA = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i} \quad \text{where } C_i - \text{is the credits assigned to the course}$$

GP_i – is the point corresponding to the grade obtained for each Course

n – is number of all Courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA

The GPA and CGPA are computed only for the Students with a pass in all the courses. The GPA and CGPA indicate the academic performance of a Student at the end of a semester and at the end of successive semesters respectively.

17. ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be declared to be eligible for the award of the degree by Anna University, Chennai, if the student fulfills the following academic regulations:

1. The Student has undergone the prescribed programme of study by earning the minimum total number of credits specified in the curriculum of the concerned course of study within the period of four years.
2. The maximum time limit for the completion of the programme will be SIX years from the date of admission into the third semester of the programme.
3. No disciplinary action is pending against the student.

18. CLASSIFICATION OF THE DEGREE AWARDED

18.1 FIRST CLASS WITH DISTINCTION

A Student who qualifies for the award of Degree (vide clause 15) having passed the examinations in all the subjects in the course of study in the FIRST appearance within the period of THREE years securing CGPA of not less than 8.5 shall be declared to have passed with FIRST CLASS with DISTINCTION. The authorized break of study and withdrawal from the examination will not be counted for the purpose of classification.

18.2 FIRST CLASS

A Student who qualifies for the award of Degree (vide clause 15) having passed the examinations in all the subjects in the course of study within the period of THREE years securing CGPA of not less than 6.5 shall be declared to have passed with FIRST CLASS. The authorized break of study and withdrawal from the examination will not be counted for the purpose of classification

18.3 SECOND CLASS

All the Students who qualifies the award of Degree (vide clause 17) not covered in 18.1 & 18.2 clauses shall be declared to have passed with SECOND CLASS.

- 18.4** A Student who is absent for semester examination in a course / project work after having registered for the same shall be considered to have appeared for that examination for the purpose of classification.

19. AWARD OF RANK

The rank shall be awarded based on the following:

- 17.1 A Student who qualifies for the award of Degree by passing examination in all the subjects of the entire course with first attempt within a period of three consecutive years from the date of admission is eligible for the award of rank. The student who loses one or more years of study for any reasons whatsoever is not eligible for the award of rank. Students transferred from other Institutions are not eligible for the calculation of rank.
- 17.2 The rank is determined based on the total marks secured from III semester to VIII semester.
- 17.3 Ranks shall be awarded in each branch of study for the top five students out of total number of students appeared for the Regular Examinations.

20. CHANGE OF BRANCH

There shall be no branch transfers after the completion of admission process.

21. TRANSITORY REGULATIONS

- 19.1 A Student, who is detained or discontinued in the semester, on readmission shall be required to do all the courses in the curriculum prescribed for such batch of students in which the student joins subsequently. However, exemption will be given to those Students who have already passed in such courses, which the student had passed in the earlier semester(s) the student was originally admitted into.
- 19.2 A student who is following the Anna University, Chennai curriculum, detained due to lack of academics/attendance at the end of the Odd semester of second year, shall join the autonomous batch of Second Year Odd semester. Such students will study all the courses prescribed for that batch, in which the student joins. The first year marks shall not be converted in to course credits. However, the student has to clear all his first year backlog subjects by appearing the supplementary examinations, conducted by Anna University, Chennai and courses prescribed in Autonomous stream for the award of Degree. The class will be awarded based on the academic performance of a student. Such Students will be considered on par with lateral entry Students of autonomous stream and will be governed by the regulations applicable to lateral entry Students category.
- 19.3 A student who is following the Anna University, Chennai curriculum, detained due to lack of academics/attendance at the end of the even semester of second year and also at the subsequent semesters, shall join with the autonomous batch at the appropriate semester. Such Students shall be required to pass in all the courses in the programme prescribed by concerned BoS for such batch of students, to be eligible for the award of degree. However, exemption will be given in all those courses of the semester(s) of the batch, which the Student joins now, which the student had passed earlier. The student has to clear his entire backlog subjects by appearing the supplementary examinations, conducted by Anna University, Chennai and College(Autonomous stream) for the award of Degree. The class will be awarded based on the academic performance of a student in the autonomous Pattern.

22. CLASS ADVISOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department of the students will attach a certain number of students to a teacher of the Department who shall function as Class Advisor for those students throughout their period of study. Such Class Advisors shall advise the students and monitor the courses undergone by the students, check the attendance and progress of the students attached to him/her and counsel them periodically. If necessary, the Class adviser may also discuss with or inform the parents about the progress of the students.

23. CLASS COMMITTEE

- 23.1** Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include
- Solving problems experienced by students in the class room and in the laboratories.
 - Clarifying the regulations of the degree programme and the details of rules therein particularly clause 5 and 6 which should be displayed on college Notice-Board.
 - Informing the student representatives the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - Informing the student representatives the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing /project work / seminar etc.) the breakup of marks for each experiment / exercise /module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
 - Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.
- 23.2** The class committee for a class under a particular branch is normally constituted by the head of the department. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Principal.
- 23.3** The class committee shall be constituted within the first week of each semester.
- 23.4** At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee.
- 23.5** The chairperson of the class committee may invite the Faculty adviser(s) and the Head of the Department to the meeting of the class committee.
- 23.6** The Principal may participate in any class committee of the institution.
- 23.7** The chairperson is required to prepare the minutes of every meeting, submit the same to Principal within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are some points in the minutes requiring action by the Management, the same shall be brought to the notice of the Management by the Head of the Institution.
- 23.8** The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. The Class Committee Chairman shall put on the Notice Board the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 9 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.

24. COURSE COMMITTEE FOR COMMON COURSES

Each common theory course offered to more than one discipline or group shall have a “Course Committee” comprising the entire faculty 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 / 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 a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests. Wherever feasible, the course committee may also prepare a common question paper for the internal assessment test(s).

25. INDUSTRIAL VISIT

Every student is required to undergo one Industrial visit per subject per semester based on the availability of industries starting from third semester of the programme. In-plant training during winter and summer vacation holidays are also considered as Industrial Visit.

26. MALPRACTICES IN TESTS AND EXAMINATIONS

If a Student indulges in malpractice in any of the tests and end semester examinations, the student shall be liable for punitive action as per the examination rules prescribed by the college from time to time. The current rules of the examinations are given below:

RULES OF THE EXAMINATIONS

A Student is permitted to use geometric tools, non-programmable calculators and approved tables and data books only during the theory and the practical examinations. No other material / gadget (including cell phone) should be brought inside the examination hall. A Student should neither possess / refer any forbidden material in any form nor should seek/obtain assistance in any form from any person / source towards answering the questions during the examinations. The student should not assist other Students in any form towards answering the questions during the examinations. The Student should not reveal his / her identity in any form in the answer scripts. The Student should not indulge in canvassing either directly or indirectly to award more than deserving marks in the examinations. The Student should maintain discipline and decorum during the examinations.

Violation of the above rules in any form during the examinations will attract punishment ranging from levying fine to permanently debarring the Student from continuing his / her studies as prescribed by the SCAA from time to time.

27 REVISION OF REGULATIONS AND CURRICULUM

The Academic council may from time to time revise, amend or modify the regulations, courses of study, scheme of examinations and syllabi as and when found necessary. Notwithstanding all that has been stated above, the Governing Body has the right to modify any of the above rules and regulations from time to time.