

NANDHA ENGINEERING COLLEGE

(AUTONOMOUS)

(Affiliated to Anna University, Chennai and approved by AICTE New Delhi with NBA & NAAC accreditation)

Erode-638 052, Tamil Nadu, India, Phone: 04294 – 225585



Rules and Regulations [R15]

for

UG Programmes (Lateral Entry)

(Applicable to Students admitted from the academic year 2015-2016 onwards)

REGULATIONS for B.E./ B.Tech. DEGREE PROGRAMME(R15)

1. PREAMBLE

Institution is gearing up for several initiatives towards academic excellence, quality improvement and administrative reforms. In view of this priority and in-keeping with the Institution Vision and Mission; process was already initiated towards introduction of semester system, grading system and credit system.

The above initiatives acquired further strength with University Grants Commission (UGC) guidelines, informing all the Universities/Autonomous Colleges regarding UGC's new initiatives under the 11th Five Year plan, on speedy and substantive academic and administrative reforms regarding higher education. Given this background Nandha Engineering College has framed this REGULATION-2015. In short, it will be referred to as R15.

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 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 from the academic year 2015-16 onwards.

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 **Choice-Based Credit System (CBCS):** CBCS is a flexible system of learning that permits students to,
 - Learn at their own pace,
 - Choose electives from a wide range of elective courses offered by the departments,
 - Adopt an inter-disciplinary approach in learning, and
 - Make best use of the expertise of available faculty.
- 2.8 **“Grade”** means the letter grade assigned to each course based on the marks range specified.
- 2.9 **“Grade point”** means a numerical value (0 to 10) allocated based on the grade assigned to each course.
- 2.10 **“Head of the Institution”** means the Principal of the College.
- 2.11 **“Head of the Department”** means head of the Department concerned.



2.12 “**Controller of Examinations**” means the authority of the College who is responsible for all activities of the Examinations.

2.13 “**BoS**” means Board of Study

2.14 “**AC**” means Academic Council.

2.15 “**GB**” means Governing Body.

2.16 “**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 year’s 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:

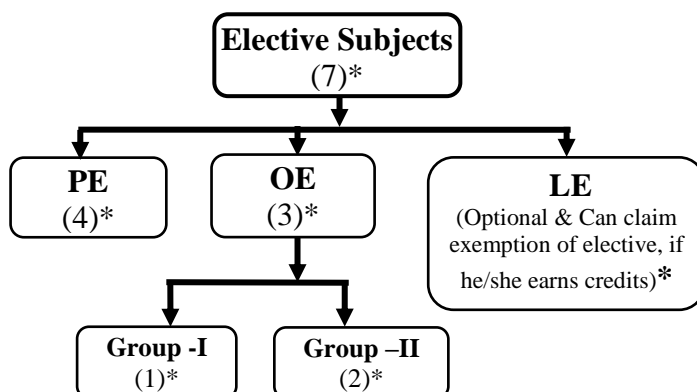
Programme	Study	
B.E.	Branch I	Civil Engineering (CE)
	Branch II	Computer Science and Engineering (CS)
	Branch III	Electronics and Communication Engineering (EC)
	Branch IV	Electrical and Electronics Engineering (EE)
	Branch V	Electronics and Instrumentation Engineering (EI)
	Branch VI	Mechanical Engineering (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 BoS and Academic 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 complying CBCS system directed by UGC. 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. There are three categories of elective subjects namely Professional Elective (PE), Open Elective (OE) and Language Elective (LE). Every student will be required to opt for minimum seven elective subjects: out of which four elective subjects shall be from PE and three elective subjects from OE. OE consists of two groups namely Group-I and Group-II. However, a student may be permitted to take an elective subject from Group-I and two elective subjects from Group-II.



*Number of elective subjects to be studied

PE: Related to the B.E./B.Tech specialization & offered from 3rd year onwards (parent discipline students can only opt).

OE: Interdisciplinary nature having no prerequisites

(Group-I: Other than parent discipline students can only opt.

Group-II: Open to all students)

LE: Offered from 2nd year onwards & Open to all students (Group- III).

A list of Elective courses will be declared at the beginning of each semester by the departments/College. Maximum two elective subjects from PE/OE can be studied under self-study mode (preferably from 5th semester onwards) provided the student has CGPA of 7.5 & above with no standing arrears. If any student studies additional two/three credits elective subject from the list of open /language electives, he/she is eligible for exemption of one, two/three credit elective subject in 8th semester.

- IV. Workshop Practice, Computer Practice, Engineering Graphics, Laboratory work, Industrial training, Seminar presentation, Project work, Educational tours, Camps etc.

- V. NCC / NSS / NSO / YRC/Extra-Curricular Activities (ECA) for skill development. One credit will be given in 7th semester for cumulative Extra-Curricular Activities (ECA) and certified courses done from authorized centers from semester 3rd to 7th semester.

- 5.2 Each course is normally assigned certain number of credits with 1 credit per lecture period per week, 1 credit for 2 periods of tutorial or laboratory or practical or seminar or project work per week.
- 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 opt for one credit courses from 3rd semester onwards as and when offered by different departments of 15 hours duration. These courses will be offered & assessed by experts from industry on specialized topics. Students will be permitted to register for the one credit courses offered by other departments also with the approval of both Heads of Departments. There is no limit on the number of one credit courses a student can register. Credits earned will not be accounted for CGPA, but earning two/three credits will lead to an exemption of equivalent credit elective subjects in 8th semester.
- 5.6 The medium of instruction is English for all courses, examinations, seminar presentations and project / thesis / dissertation reports.
- 5.7 **Project Based Learning (PBL)**, introduced to enable the students to apply the course principles on specific topic from the subject covering a unit or the entire syllabus and to carry out projects as part of the course. Potential subjects having projects scope will be chosen by the Head of the Department. PBL subjects are assessed through two reviews & one mid semester continuous assessment test (CAT)
- 5.8 **Higher Order Thinking (HOT) question pattern** is introduced in all CATs and end semester examinations for selective subjects to inculcate skills of analysis, evaluation and synthesis (Bloom's Taxonomy). Initially, the CAT and end semester examinations question papers shall carry questions based on **HOTs to an extent of 40% of the total questions** and the percentage of complexity will be increased in stages.
- 5.9 **Value Added Courses (VAC):** Students can **opt for any one of the VAC courses** offered by the various departments in III, IV, V, VI and VII semesters. A separate certificate will be issued on successful completion of the course.

6. DURATION OF THE PROGRAMME

- 6.1 The duration of the programme for the degree of B.E. /B.Tech. Program 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 40 marks while the End Semester examination will carry 60 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:

Theory Courses			Practical Courses	
Continuous Internal Assessment	40 Marks		Continuous Internal Assessment	50 Marks
End Semester Examination	60 Marks		End Semester Examination	50 Marks
Total	100 Marks			100 Marks
Procedure for Continuous Assessment			Procedure for Continuous Assessment	
Component	Marks		Component	Marks
<ul style="list-style-type: none">• Three CATs (80% weightage for written test & 20 % weightage for online test).• If the subject is offered under PBL mode - two reviews & one mid- CAT(80% weightage for review/written test & 20 % weightage for online test)• Best of two will be considered(CAT/Review & mid-CAT/online test)• Duration: One and half hour	Written test: 2 x 12	24	Preparation & Conduct of experiments	50
	Online test: 2 x 3	6		
Assignments/Tutorials: Two	2 x 2.5	5	Observation & results	30
Attendance (based on the individual subject attendance)	05		Record	10
			Viva voce	10
			Total	100*
			Model Exam	100**
Total Marks for Continuous Assessment	40		Total Marks for Continuous 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		Examination duration : 3 hours		
Max. marks : 100 → Reduced to 60 marks		Max. marks : 100 → Reduced to 50 marks		

Assessment of Non-Credit courses: Comments like **Very Good, Good & Satisfactory** will be given as qualitative measure of achievement for Language Competency Development (LCD) & Verbal Aptitude and Reasoning Training (VART) courses.

Project Work – Phase I (Marks: 100)



Project work Phase-I will be evaluated by continuous assessment and end semester assessment					
Continuous Assessment - 50 Marks				End Semester Assessment - 50 Marks	
	Review -1	Review -2	Attendance	Internal Examiner	20
Guide	10	10	10	External Examiner	20
Committee	10	10		Report	10
Total	20	20	10	Total	50

Project Work – Phase II (Marks: 200)						
Project work Phase-II will be evaluated by continuous assessment and end semester assessment						
Continuous Assessment - 100 Marks					End Semester Assessment - 100 Marks	
	Guide	Committee	Total		Internal Examiner	40
0 th Review	10	10	20		External Examiner	40
1 st Review	20	20	40		Report	20
2 nd Review	20	20	40		Total	100
			100			
The Head of the Department shall constitute a review committee consists of Head of the Department, Guide and a senior faculty member. There shall be three assessments during the semester by the review committee. The students shall make presentation on the progress made before the committee.						

Attendance						
% of Attendance	00 - 74	75 - 78	79 - 82	83 - 86	87 - 90	91- 100
Marks	0	1	2	3	4	5

Assignments / Tutorials		
Assignments	2 Nos.	The average marks of all assignments will be reduced to 5 marks. Assignments shall be in the form of essays/ reports/ short-answer questions/quizzes etc. depending on the contents of subject
Tutorials	Minimum 5 tutorials	Depending on the content of the subject, a tutorial can be problem solving/quiz/open book test, etc. The average marks of all tutorials will be reduced to 5 marks.

8.2 A re-test shall be conducted for the students who were absent for any of the three CATs with valid reasons like medical reasons (hospitalization / accident / specific illness) or participation in the College / University / State / National / International level sports events with prior permission from Principal. 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 absented for more than one test shall forego the marks accordingly.

8.3 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).

8.4 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.

8.5 The continuous assessment marks are valid for two more attempts in addition to the current appearance for the student admitted from the academic year 2015-2016 onwards. If a student scores 50% of marks only in the end semester examination, after three attempts (First appearance+ 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 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.

9.4.1. 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.

9.4.2. 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.



- 9.4.3. Shortage of Attendance below 65% in aggregate shall in no case be condoned.
- 9.4.4. 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 stand cancelled.
- 9.4.5. A stipulated fee shall be payable towards Condonation of shortage of attendance.
- 9.4.6. Attendance may also be condoned for those who participate in sports, co-and extracurricular activities provided their attendance is in the minimum prescribed range for the purpose and recommended by the concerned authority.
- 9.4.7. Condonation can be allowed only two times during the entire course of study.
- 9.4.8. The student progress has been satisfactory and
- 9.4.9. 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 candidate 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 program 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 seven 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 candidate 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



In case, 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 if the result passing board recommends.

15. AWARD OF GRADE

15.1 After a student has satisfied the passing requirements prescribed in clause 12, 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.

15.2 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 third semester. “U”, “I” and “W” grades will be excluded for calculating GPA and CGPA.

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

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 candidates with a pass in all the courses. The GPA and CGPA indicate the academic performance of a candidate at the end of a semester and at the end of successive semesters respectively.

16 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:

- 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.
- The maximum time limit for the completion of the program will be SEVEN years from the date of admission into the first semester of the programme.
- No disciplinary action is pending against the student.

17 CLASSIFICATION OF THE DEGREE AWARDED

17.1 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 FOUR 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.

17.2 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 FOUR 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.



17.3 SECOND CLASS

All the students who qualifies the award of Degree (vide clause 15) not covered in 17.1& 17.2 clauses shall be declared to have passed with SECOND class.

17.4 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.

18 AWARD OF RANK

The rank shall be awarded based on the following:

18.1 A student who qualifies for the award of Degree bypassing examination in all the subjects of the entire course with first attempt within a period of four 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 what so ever is not eligible for the award of rank. Students transferred from other Institutions are not eligible for the calculation of rank.

18.2 The rank is determined based on the total marks secured from III Semester to VIII Semester.

18.3 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.

19 CHANGE OF BRANCH

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

20 TRANSITORY REGULATIONS

20.1 Students detained due to lack of attendance and readmitted in same regulations:

A student shall be required to do all the courses in the curriculum prescribed for such batch of students in which the student rejoins subsequently. In case of having arrear courses, they shall clear by appearing for examinations conducted by college.

20.2 Students detained due to lack of attendance and readmitted in different regulations:

- a) A student, who initially joins the college in a previous Regulation and has to rejoin in an academic term of the present Regulations due to any reason, shall be bound by the rules of the current Regulations.
- b) After readmission, the student is required to study the courses prescribed in the new Regulations.
- c) If the student has already passed any courses in the earlier Regulations/semesters of study, such courses are exempted, for which he/she has to undergo additional subjects to earn minimum required credit for the award of degree.
- d) In case, the students who do not have option of acquiring required credits with the existing courses offered as per the curriculum under autonomy, credit balance can be achieved by clearing the additional courses offered. The



additional courses that are offered can be of theory or laboratory courses and shall be offered during semester or summer break.

20.3 Transfer from other colleges (from Autonomous College/Anna University/other University): Students seeking transfer from affiliated Colleges/Autonomous Institutions/University are required to follow the prevailing guidelines of Directorate of Technical Education (DOTE) and Anna University Chennai.

A committee comprising Dean (Academic) and Head of the Department of the concerned discipline shall decide the courses and credits balance between old and new regulations on case to case basis for the students rejoined under different Regulations or transfer. The committee will specify additional or equivalent academic course work to be undertaken by such students who rejoin the current Regulations subject to approval of Director (Academic Courses), Anna University Chennai.

21 PROCTOR SCHEME

To enable 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 (15 to 20) to a faculty member of the Department who shall function as Proctor for those students throughout their period of study. Such Proctors 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 Proctor may also discuss with or inform the parents about the progress of the students.

22 CLASS COMMITTEE

22.1 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.
- 22.2 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.
- 22.3 The class committee shall be constituted within the first week of each semester.
- 22.4 At least four student representatives (usually 2 boys and 2 girls) shall be included in the class committee.
- 22.5 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.
- 22.6 The Principal may participate in any class committee of the institution.
- 22.7 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.
- 22.8 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 6 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.

23 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 members 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 continuous assessment test(s).

24 INDUSTRIAL VISIT

Every student is required to undergo one Industrial visit starting from third semester of the programme. Every Faculty must arrange one Industrial Visit per semester. In Plant during winter and summer vacation holidays are also considered as Industrial Visit.



25 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 given below.

S.No.	Nature of Malpractice	Details of Punishment
1	Appeal by the student in the answer script to show mercy by way of awarding more than deserving marks.	Fine of ₹ 1000/- per subject.
2	The student writing his / her name in the answer script.	
3	The student writing his / her registration number in places other than specified in the answer script.	
4	Any special marking in the answer script by the student.	
5	The student communicating with neighboring student orally or non-verbally; the student causing suspicious movement of his/ her body.	
6	Irrelevant writing by the student in the answer script	
7	The student either possessing the question paper of another student or passing his question paper to another student with the question paper containing no additional writing on it	Fine of ₹ 1000/- per subject.
8	The student facilitating the other student(s) to copy from his / her answer script.	Invalidating the examination of the particular subject written by the student.



9	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.	Invalidating the examinations of the subject concerned and all the theory and the practical subjects of the current semester registered by the student. Further the student is not considered for revaluation of answer scripts of the arrears-subjects. If the student has registered for arrears-subjects only, invalidating the examinations of all the arrears-subjects registered by the student.
10	The student possessing cell phone(s) / programmable calculator(s)/any other electronic storage device(s) (whether used or not).	
11	The student possessing the question paper of another student with additional writing on it.	
12	The student passing his / her question paper to another student with additional writing on it	
13	The student passing incriminating materials brought into the examination hall in any medium (hard/soft) to other student(s).	
14	The student copying from neighboring student.	
15	Vulgar / offensive writings by the student in the answer script.	Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears-subjects registered by the student.
16	The student possessing the answer script of another student.	
17	The student passing his / her answer script to another student.	
18	Appeal by the student in the answer script coupled with a promise of any form of consideration.	
19	The student misbehaving in the examination hall.	Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrear-subjects registered by the student; Additional punishments: 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 arrears-subjects up to the last semester during the debarred period. ii) If the student has completed the programme, he / she is prevented from writing the examinations of the arrears-subjects for two subsequent semesters.
20	Involved in anyone or more of the malpractices of serial no.9 to 18 for the second or subsequent times.	
21	Cases of Impersonation	a) Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Supt.



		<p>b) 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 College.</p> <p>c) Debarring the 'bonafide student' for whom the impersonation was done from continuing his / her studies and writing the examinations permanently. The student is not eligible for any further admission to any programme of the College.</p>
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26 REVISION OF REGULATIONS AND CURRICULUM

The Institution may from time to time revise, amend or modify the regulations, courses of study, scheme of examinations and syllabi as and when found necessary with the approval of the Academic council. In case of difference of opinion regarding the interpretation of the regulations, the decision of the Chairman of the Governing Body shall be the final. 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.

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