

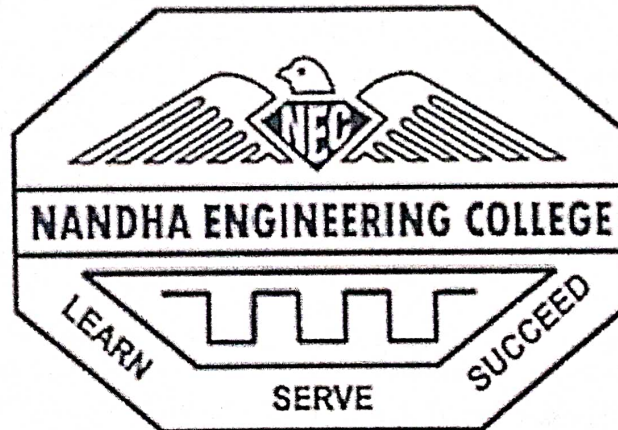
NANDHA ENGINEERING COLLEGE

(AUTONOMOUS)

(Affiliated to Anna University, Chennai and approved by AICTE New Delhi)

Erode-638 052

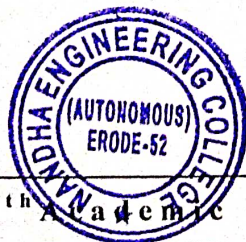
Tamil Nadu, India



RULES AND REGULATIONS – 2022 [R22] CHOICE BASED CREDIT SYSTEM (CBCS)

Common to all B.E. / B.Tech. Full-Time Programmes

(Applicable to the batch of students admitted from the academic year 2022-2023 onwards)



N. Devaraj
PRINCIPAL
Nandha Engineering College

Approved in 10th Academic Council Meeting, 20.08.2022 (Autonomous)
Erode - 638 052.

REGULATIONS 2022 (R22) CBCS for B.E./B.Tech. DEGREE PROGRAMME

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's Vision and Mission; process was already initiated towards introduction of semester system, grading system, credit system, CBCS (in which the students can choose courses of their own choice) and Outcome Based Education (OBE) in line with AICTE, UGC and Anna University, Chennai guidelines.

In order to enhance the flexibility in learning and to keep up-to-date developments to satisfy the needs of the students, Nandha Engineering College has framed this RULES AND REGULATIONS-2022. In short, it will be referred to as R22.

Academic Programmes of the Institute are governed by rules and regulations approved by the Governing Council. The academic rules and regulations are applicable to the students admitted into first year of four year undergraduate programs offered by the college leading to Bachelor of Engineering (B.E) / Bachelor of Technology (B.Tech) degree from the academic year 2022-23 onwards.

2. DEFINITIONS AND NOMENCLATURE

In this Regulation, unless the context otherwise specifies

- 2.1 **“Programme”** means Degree Programme (i.e) B.E./B.Tech. Degree Programme.
- 2.2 **“Discipline”** means Branch or Specialization of B.E./B.Tech. Degree Programme, like Civil Engineering, Mechanical Engineering, etc.
- 2.3 **“Course”** means a theory, theory cum practical and practical subject that is normally studied in a semester, like Calculus and Linear Algebra, Problem Solving and C Programming, etc.
- 2.4 **“Credit”** means a numerical value allocated to course units to describe the students' workload required per week.
- 2.5 **“Grade”** means the letter grade assigned to each course based on the marks range specified.
- 2.6 **“Grade point”** means a numerical value (0 to10) allocated based on the grade assigned to each course.
- 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
 - Make best use of the expertise of available faculty.
- 2.8 **“University”** means affiliating University, ANNA UNIVERSITY, CHENNAI.
- 2.9 **“Head of the Institution”** means the Principal of the College.
- 2.10 **“Controller of Examinations”** means the authority of the College who is responsible for all activities of the Examinations.
- 2.11 **“HoD”** means Head of the Department
- 2.12 **“BoS”** means Board of Studies
- 2.13 **“AC”** means Academic Council
- 2.14 **“GB”** means Governing Body.

- 2.15 “SCAA” means Standing Committee for Academic Affairs.
2.16 “DAB” means Department Advisory Board
2.17 “PAC” means Programme Advisory Committee

3 ADMISSION PROCEDURE

3.1 Regular Admission

Candidates seeking admission to the first semester of the eight semesters B.E./B.Tech. Degree Programme:

Should have passed the Higher Secondary Examinations 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 Syndicate of Anna University 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.

3.2 Lateral Entry Admission

- (i) The candidates who possess the Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamil Nadu or its equivalent are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech., as per the rules fixed by Government of Tamil Nadu.

(OR)

- (ii) The candidates who possess the Degree in Science (B.Sc.) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech.

Such candidates shall undergo two additional Engineering subject(s) in the third and fourth semesters as prescribed by the College.

4 PROGRAMMES OF STUDY

The programmes of study offered by the college with the approval of the University and All India Council for Technical Education, New Delhi are as follows:

B.E. Degree

BM	Biomedical Engineering
CE	Civil Engineering
CS	Computer Science and Engineering
SC	Computer Science and Engineering (Cyber Security)
CI	Computer Science and Engineering (Internet of Things)
EC	Electronics and Communication Engineering
EE	Electrical and Electronics Engineering
ME	Mechanical Engineering

B.Tech. Degree

AG	Agricultural Engineering
AD	Artificial Intelligence and Data Science
CH	Chemical Engineering
IT	Information Technology

5 STRUCTURE OF PROGRAMMES

5.1 Curriculum and Courses

Every B.E. / B. Tech. Programme will have a curriculum comprising courses of study with the prescribed syllabi. Each course is assigned with certain number of credits based on the contact hours L-T-P-C (L- Lecture, T- Tutorial, P- Practical, C- Credit) as specified in section 5.5. The hours per week mentioned for each course refer to periods per week.

5.2 Categorization of Courses

Syllabi of every Programme consist of Theory, Theory cum Practical and Practical courses with well-defined Program Outcomes (PO), Programme Educational Objectives (PEOs), Programme Specific Outcomes (PSO) and Course Outcomes (CO) as per Outcome Based Education (OBE). The courses shall cover:

a Humanities and Social Sciences including Management Courses (HSMC) include Technical English, Engineering Ethics and Human Values, Communication skills, Environmental Science and Engineering.

b Basic Science Courses(BSC) include Mathematics, Physics, Chemistry, Biology, etc.

c Engineering Science Courses(ESC) include Engineering practices, Engineering Graphics, Basics of Electrical / Electronics / Mechanical / Computer Engineering, Instrumentation etc.

d Professional Core Courses(PCC) include the core courses relevant to the chosen specialization/branch.

e Professional Elective Courses(PEC) include the elective courses relevant to the chosen specialization/ branch.

f Open Elective Courses(OEC) include the courses relevant to the chosen specialization / branch which a student can choose from the curriculum of other B.E. / B. Tech. programmes and elective courses offered under HSMC, BSC and ESC categories.

g Employability Enhancement Courses (EEC) includes Employability Skills, Personality Development Courses, Project Work and/or Internship, Seminar, Professional Practices, Training at Industry/Research organization and online courses.

h Mandatory Courses (MC) includes Environmental Sciences, Induction training, Indian Constitution, Essence of Indian Traditional Knowledge

5.3 Personality and Character Development:

All students shall enroll, on admission, in any one of the personality and character development programmes NCC/NSS/NSO/YRC and undergo training / conduct activities for about 80 hours and attend a camp of about seven days. The training shall include classes on hygiene and health awareness and also training in first-aid. Alternately, activities of science, literature and arts also help for personality and character development. So, students shall conduct and participate actively in Science club/Literary Forum/Fine Arts activities for 80 hours and participate in at least ONE event.

- National Cadet Corps (NCC) will have about 20 parades.
- National Service Scheme (NSS) will have social service activities in and around the College / Institution.
- National Sports Organization (NSO) will have Sports, Games, Drills and Physical exercises.

- Youth Red Cross (YRC) will have activities related to social services in and around College/Institution.

While the training activities will normally be during weekends, the camp will normally be during vacation period.

- **Science club** shall organise activities of popularisation of science and scientific temper through activities related to astronomy, works of great scientists from India and abroad, observing National Science Day, etc.
- **Literary Club** like ‘Tamil Ilakkiya Mandram’ shall be formed, which shall organise colourful literary events to propagate good humanist values, morals and ethics reflected in the literature.
- **Fine Arts Club** like music, painting and documentary films with social themes shall be encouraged.

Students who enroll and take active participation in anyone of the above activities for 80 hours and participate at least one event/programme will be given a certificate by the Head of the Institution and the copy of the same shall be forwarded to the Controller of Examinations for the purpose of record and scrutiny.

No fee shall be charged for all these activities.

5.4 Number of courses per semester:

Curriculum of a semester shall normally have a blend of theory course and embedded course not exceeding 7, laboratory and Employability Enhancement Course(s) not exceeding 4. Each course may have credits assigned as per clause 5.5. However, the total number of courses per semester shall not exceed 11 (including EEC).

5.5 Credit Assignment: Each course is normally assigned certain number of credits as given below.

Contact period per week	Credit (C)
One Lecture period (L)	1
One Tutorial periods (T)	1
One Laboratory Period (P) [also for EEC courses like Seminar/Project Work/Case study/ etc]	0.5

5.6 Elective Courses:

A list of Elective courses will be declared at the beginning of each semester by the departments/College. Every student shall opt electives from the list of electives relating to his/her degree programme in consultation with the Academic coordinator and the HoD. The student will be required to study different types of electives like Open Elective Courses (OEC) and Professional Elective Courses (PEC). A student shall undergo **6 (minimum) to 8 (maximum) Professional Elective Courses (PEC) and 2 (minimum) to 4 (maximum) Open Elective courses (OEC) subject to maximum of 10 elective courses.** Open electives and Professional Elective Courses will spread over from 3rd semester to 8th semester. Open electives are the elective courses offered by a department for students of other branches and Professional Elective Courses are courses offered by a department to the students of their own branches only.

5.7 Industrial Training/ Internship:

The students may undergo Industrial training for a period as specified in the Curriculum during summer / winter vacation. In this case the training has to be undergone continuously for the entire period.

The students may undergo Internship at Research organization / University (after due approval from the Head of the department and Head of the Institution) for the period prescribed in the curriculum during summer / winter vacation, in lieu of Industrial training.

If Industrial Training / Internship **is not prescribed in the curriculum**, the student may undergo Industrial Training / Internship optionally and the credits earned will be indicated in the Mark Sheet. If the student earns three credits in Industrial Training / Internship, the **student may drop one Professional Elective Course / Open Elective Course**. In such cases Industrial Training / Internship needs to be undergone continuously atleast 2 weeks in an organization. However, if the number of credits earned is 1 or 2, these credits shall not be considered for classification of the degree. The student is allowed to undergo a maximum of 6 weeks Industrial Training / Internship during the entire duration of study.

Duration of Training/Internship	Credits
2 weeks	1
4 weeks	2
6 weeks	3
*1 Week = 40 Internship Hours	

5.8 Industrial Visit:

Every student is expected to undergo one industrial visit every year starting from third semester to six semester of the programme, subject to the approval of the Head of the Department and Head of the Institution.

5.9 Value Added Courses (VAC):

The students may optionally undergo Value Added Courses (VAC) over and above the topics covered in the curriculum to obtain practical and industry specific knowledge. Every student is required to undertake at least two certification courses as a part of VAC. Students can opt for any one of the VAC offered by the various departments starting from the second year of the Programme. The credits earned through the Value Added Courses shall be over and above the total credit requirements prescribed in the curriculum for the award of the degree.

5.10 Online Courses:

- Students may be permitted to register and credit for the online courses (which are provided with certificate) offered by SWAYAM/NPTEL/reputed institutions like IITs, NITs, NASCOM with the approval of the Head of the Institution. Head of the Institution shall form a committee to ensure that the student has not studied such courses and would not repeat it again as Professional Core/Professional Elective/Open Elective courses.
- Students may be permitted to earn maximum of 15 credits prescribed in the curriculum of his/her program of study through online.
- If a student wishes to avail exemption of courses (PEC/OEC) for the credits earned through online courses, he/she can do so by exercising his/her option in writing to the respective HoD. Decision on exemption of courses (PEC/OEC) will be taken by the committee constituted by the Chairman, Academic council by following the equivalence norm (contact hours, credits & Grade). Grades earned by the students for the online courses which are not claimed for exemption, will not be included in the computation of GCPA.

5.11 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/ other institutions on specialized topics. Students will be permitted to register for the one credit courses offered by other departments also with the recommendation of HoD and Head of the Institution provided the student has fulfilled the necessary pre-requisites of the course. There is no limit on the number of one credit courses a student can register.
- If a student wishes to avail exemption of courses in the 7th or 8th semesters, he/she can do so by exercising his/her option in writing to the respective Head of the Department during the beginning of the semester by following the equivalence norm as given below.
 - ✓ Three one credit earned through one-credit courses
 - ✓ Three one credit earned through online courses
 - ✓ Credits earned through combination of both one credit & Online courses
 - ✓ One or two credit(s) earned through one-credit courses & two or one credit (s) earned through onlineby the student may be considered equivalent to a course of 3 credits.
- Decision on exemption of courses will be taken by the committee constituted by the Chairman, Academic Council (Principal). The grades earned by the students for the one-credit courses which are not claimed for exemption of an elective course, will not be included in the computation of CGPA.
- If a student who registers for one-credit courses does not successfully complete the course, the registration of that course will be considered as cancelled. Further, it will not be treated as arrear and no supplementary examination will be conducted; alternatively, if he/she wishes, he/she can re-register for the same course in the ensuing semesters and successfully complete it as and when it is offered subsequently.

5.12 Embedded Course:

An embedded course is a combination of theory, laboratory and project components as given below.

- Embedded Theory, Lab & Project course
- Embedded Theory & Lab course
- Embedded Theory& Project course
- Embedded Lab & Project course

5.13 Self-Study Courses:

- A student can opt a course (maximum of two courses) under Self-Study mode(preferably from 3rdsemester), which may be either an Open Elective Course (OEC) or a Professional Elective Course (PEC) on specific approval of committee constituted by the Chairman Academic council provided the student has CGPA of 7.5 & above, with no standing arrears.
- The students shall study on their own under the guidance of a faculty member approved by the Head of the Department who will be responsible for the periodic monitoring and evaluation of the course.

5.14 Project Work:

Every student shall be required to undertake a suitable project in industry / research organization / department in consultation with the Head of the Department and the faculty guide and submit the project report thereon at the end of the semester in which the student is registered, on dates announced by the College/Department. A student shall register for the final Project Work as specified in the curriculum (only after 7th semester of his/her studies).

5.15 Advancement of Courses:

The students, who completed their final semester courses (except project work) in advance, shall be permitted to carry out their final semester Project Work for six months in an industry/research organization.

These students shall undergo the eighth semester courses other than the Project Work in the sixth and seventh semesters, provided they do not have current arrears and have a CGPA of 7.50 and above at the end of Semester IV. The Head of Department, in consultation with the faculty handling the said courses shall forward the proposal recommended by the Head of Institution to the Controller of Examinations for approval at least 4 weeks before the commencement of the sixth semester of the programme for approval.

5.16 For the **award of the degree**, a student has to earn certain minimum total number of credits specified in the curriculum of the relevant Programme.

5.17 **Medium of instruction:** The medium of instruction, examinations, project report etc. shall be in English.

6 DURATION OF THE PROGRAMME

6.1 A student is ordinarily expected to complete the B.E. / B.Tech. Programme in 8 semesters (for HSC students) and six semesters (for Lateral Entry students) but in any case not more than 14 Semesters for HSC (or equivalent) students and not more than 12 semesters for Lateral Entry students.

6.2 Each semester shall normally consist of 75 working days or 540 periods of 50 minutes each. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.

6.3 The total duration for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum duration specified in clause 6.1 irrespective of the period of break of study (vide clause-14) or prevention (vide clause-8.4) in order that the student may be eligible for the award of the degree (vide clause-17).

6.4 The Head of the Institution 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 for writing the end semester examinations (as per clause 7) by the students, following method shall be used.

$$\text{Percentage of Attendance} = \frac{\text{Total no. of periods attended in all the courses per semester}}{(\text{No. of periods / week as prescribed in the curriculum}) \times 15} \times 100$$

taken together for all courses of the semester

7 COURSE REGISTRATION

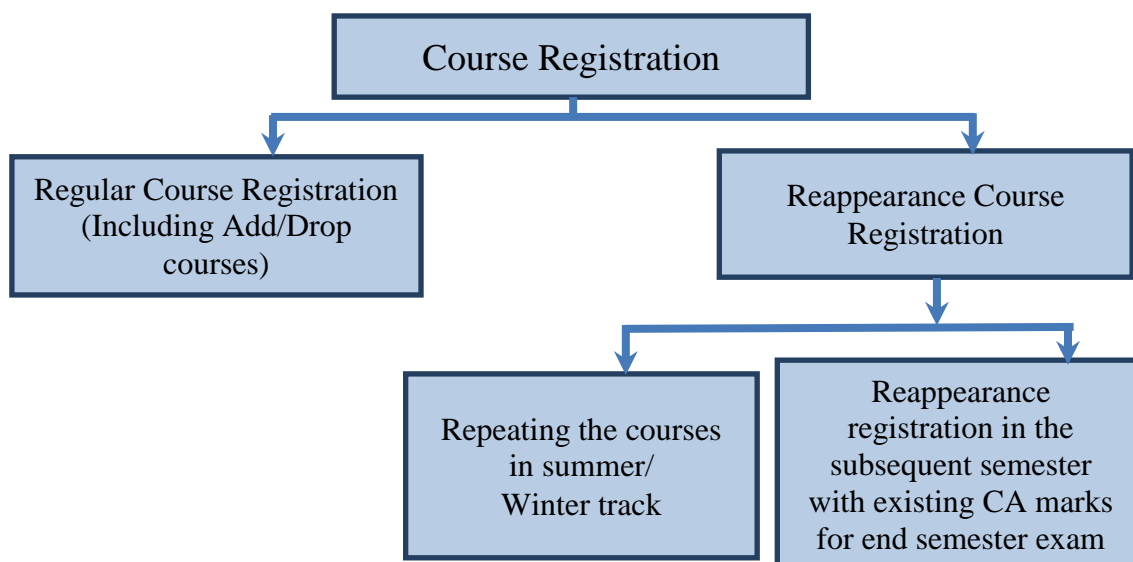
7.1 The Head of the Department is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester (with the facility to add/drop courses to a maximum of 6 credits (vide clause 7.4)). The courses dropped in earlier semesters can be registered in the subsequent semesters when offered.

The registration details of the student shall be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations.

The courses that a student registers in a particular semester may include

- i. Courses of the current semester.
- ii. Courses dropped in the lower semesters and
- iii. Courses to study as Add-On (as per clause 7.4).

The maximum number of credits that can be registered in a semester is 36. However, this does not include the number of Re-appearance (U) and Withdrawal (WD) courses registered by the student for the appearance of Examination.



7.2 COURSE REGISTRATION FOR ODD AND EVEN SEMESTER

- The enrollment for all the courses of the succeeding semester will commence 10 working days prior to the last working day of 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 concerned semester and complete the registration process duly authorized by the Head of the Department. The registration details of the candidates may be approved by the Head of the Institution and forwarded to the Controller of Examinations.
- After registering for a course, a student shall attend the classes, satisfy the attendance requirements as per clause-8.1, earn Continuous Assessment marks and appear for the End Semester Examinations.
- A department shall offer a course only if a minimum number of students register for that course. This minimum number may vary from course to course and shall be specified by the department from time to time.

7.3 Each student, on admission shall be assigned to a Proctor (vide clause-21) who shall advise and counsel the student about the details of the academic programme, choice of courses and course registration considering the student’s academic background and career objectives.

7.4 FLEXIBILITY TO ADD OR DROP COURSES

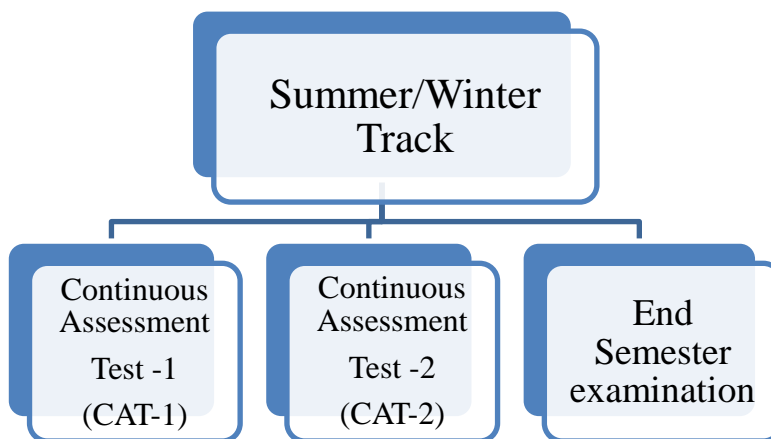
7.4.1 A Student has to earn the total credits specified in the curriculum of the respective Programme of study, in order to be eligible to obtain the degree. However, if the student wishes, then he/she is permitted to earn more than the total number of credits prescribed in the curriculum.

7.4.2 Student has the option of registering for additional courses or dropping existing courses from III to VIII semesters. Total number of credits of such courses cannot exceed 6. However, Student has the option of registering *minimum of 8 credits and maximum of 36 credits* in a particular semester.

7.5 REAPPEARANCE REGISTRATION

7.5.1 If a student obtained ‘U’ grade in the End semester examination, then he/she has do reappear registration in the subsequent semester for Theory and Laboratory courses: He/she can attend end semester examination with the **existing Continuous Assessment** marks as per Clause 11.2.

7.5.2 The students prevented to attend end semester examination due to lack of attendance (Clause 7.5.4) may take courses in the winter/ summer track. A winter/ summer track will be conducted in the odd/even semester vacation. The typical structure of the summer/winter track is given below



7.5.3 Professional Elective Course (PEC) or Open Elective Course (OEC): If a student fails in a PEC or OEC theory course, the student may register for the same or any other professional elective or open elective course respectively in the subsequent semesters. ‘U’ grade will not appear in the mark sheet.

7.5.4 Lack of Attendance: 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 as per clause 8.4 and fulfill the requirements. If the course, in which the student has lack of attendance, is a Professional Elective Course or an Open Elective Course, the student may register for the same or any other Professional Elective or Open Elective Course.

7.5.5 A student who has already appeared for a course in a semester and passed the examination is not entitled to re-appear the same course for improvement of Grade/Marks.

8 REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION OF A COURSE

A student who has fulfilled the following conditions (vide clause 8.1 and 8.2) shall be deemed to have satisfied the attendance requirements for appearing for end semester examination of a particular course.

- 8.1** Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as medical / participation in sports, the student is expected to attend at least 75% of the classes. Therefore, he/she shall secure not less than 75% (after rounding off to the nearest integer) of overall attendance as calculated as per clause 6.4.
- 8.2** If a student secures overall attendance between 65% and 74% 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 Head of the Department concerned and Principal, the student shall be given exemption from the prescribed attendance requirement. The student shall be permitted to appear for the end semester examination of that course with recommendations of the committee constituted by the Principal, followed by paying prescribed fee fixed time to time. In all such cases, the student should submit the required documents on joining after the absence to the Head of the Department through the Proctor.
- 8.3** A student shall normally be permitted to appear for End semester examination of the course if the student has satisfied the attendance requirements (vide Clause 8.1 & 8.2) and has registered for examination in those courses of that semester by paying the prescribed fee. This permission could be availed by the students only two times during the entire course of study.
- 8.4** Students who do not satisfy clause 8.1 and 8.2 and who secure **less than 65%** overall attendance will not be permitted to write the End-Semester Examination of that course. The student has to register and repeat this course under summer/winter track mode or they are required to repeat the incomplete semester in the next academic year, as per the norms for rejoining (Clause 15). Further, number of courses to be permitted to register under winter/summer track shall be recommended by the respective HoDs based on the course wise attendance.
- 8.5** Further, examination registration by a student is mandatory for all the courses in the current semester and all arrear(s) course(s) for the end semester examinations failing which, the student will not be permitted to move to the higher semester..
- 8.6** 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.
- 8.7** The student academic progress, character and conduct have to be satisfactory.

9 ASSESSMENT SCHEME FOR COURSES

The system of assessment is semester pattern. The End Semester examination for theory and practical courses shall be conducted for duration of three hours.

9.1 Total marks for each course (Theory, Practical, Embedded course & Project work) will be 100, comprising of two components namely,

- Continuous Assessment (CA) throughout the semester
- End Semester Examinations

However, there are some courses like one credit courses (offered by industries), Mini projects, Human Excellence, online courses, internship, etc., have only continuous assessment for 100 marks without an end semester examination. The DAB shall recommend such courses every semester with assessment pattern to SCAA for approval. The scheme of assessment shall be made available to the students during the course registration.

9.2 Each course shall be evaluated for a maximum of 100 marks as illustrated below.

S. No.	Category of Course	Continuous Assessment (CA) marks	End semester Exam.(ES) marks	Total Marks
a	Theory Courses	40	60	100
b	Theory + Project Courses (Project Based Learning- PBL)	40	60	100
c	Laboratory Courses	60	40	100
d	Embedded Courses Theory + Laboratory	50	50	100
e	Project work	40	60	100
f	Employability Enhancement Courses (EEC), One credit Courses, Mandatory Courses (non-credit),Mini Project, etc.	100	-	100

9.2.1 For all the practical courses, students shall obtain bonafide certificate for the Record completed from the Faculty in-charges and Head of the Department on or before the day of the practical examination. Students who have not obtained the bonafide certificate are not permitted to appear for the examination.

9.2.2 Project work may be allotted to a single student or to a group of students not exceeding 4 per group.

9.3 For the end semester examinations in both theory and practical courses including project work the internal and external examiners shall be appointed by the Principal.

10 PROCEDURE FOR ASSESSMENT &AWARDING MARKS

10.1	The assessment shall be done as per the procedure laid down below:		
Theory Course		Practical Course	
Continuous Assessment	40 Marks	Continuous Assessment	60 Marks
End Semester Examination	60 Marks	End Semester Examination	40 Marks
Total		100 Marks	
<p style="text-align: center;">Continuous Assessment Scheme for Theory Course (40%)</p> <p>A minimum of two continuous assessments will be conducted. Each assessment is to be conducted for 100 marks and will have to be distributed in two parts viz., Assignment (Team Assignment/ Individual Assignment/ Case study), Online tests, Seminar and CA Test with each having a weightage of 40% and 60% respectively.</p>		<p style="text-align: center;">Continuous Assessment Scheme for Practical Course (60%)</p> <p>75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test.</p>	
Component	Marks		Marks
Two CAT exams.	2 x 60	:120	Experiments: <ul style="list-style-type: none"> • Preparation - 10 • Conduct of Experiments - 30 • Observation& Results -30 • Record -10 • Viva voce -20
Two Online tests	2 x 15	30	
Two Team Assignment/ Individual Assignment/ Case study	2 x 20	40	Model Practical Examination I
One Seminar	1 x 10	10	Model Practical Examination II
Continuous Assessment Marks	200* (converted to 40)		Continuous Assessment Marks
<p>One Reassessment test (Re-CAT) at the end of the semester for the students who were absent for CAT due to medical reasons like hospitalization for accident/illness or participation in the college/ University/ State/National/International level sports event/ other genuine reasons/improvement with prior permission from Principal.</p>			
End Semester Examination Scheme for Theory Course (60%)		End Semester Examination Scheme for Practical Course (40%)	
Examination duration : 3 hours Max. marks : 100 → Reduced to 60 marks		Examination duration : 3 hours Max. marks : 100 → Reduced to 40 marks	

Theory + Project Courses (PBL): 100 marks			
Continuous Assessment (40%)		End Semester Examination (60%)	
Two CAT exams	2 x 60 = 120 marks	Examination duration : 3 hours Max. marks : 100 → Reduced to 60 marks	
One online test	1 x 20 = 20 marks		
Two PBL reviews	2 x 20 = 40 marks		
Project report	20 marks		
Total marks	200 marks *(converted to 40)		
Passing Requirement: Secure not less than 50% of total marks (including continuous assessment and end semester examination) subject to minimum of 45% of marks prescribed for the end semester examination (Clause 11.5).			

Components of Embedded Course [Theory + Laboratory]						
Continuous Assessment = 50 Marks + End Semester Exam = 50 Marks = Total: 100 marks						
Continuous Assessment : 50% [25% weightage for Theory + 25 % weight for Laboratory]		End semester examination: 50%	L	T	P	C
CA theory: 25%	CA Lab: 25%					
Two CAT exams. 2 x 60 = 120	Observation, record: = 75	Laboratory only 50%	1	0	4	3
Two Online tests 2 x 15 = 30	Test: 2 x 12.5 = 25		1	0	2	2
Two Assignment 2 x 20 = 40	Continuous Assessment Marks	Theory 25% + Lab 25%	2	0	2	3
Seminar 1 x 10 = 10	100* (converted to 25)	Theory 35% + Lab 15%	3	0	2	4
Continuous Assessment Marks 200* (converted to 25)		Theory 15% + Lab 35%	2	0	4	4
End semester examination shall be conducted for 100 marks for theory and laboratory respectively and weighted average shall be converted as per the table.						
Passing Requirement: Secure not less than 50% of total marks (including continuous assessment and end semester examination) subject to minimum of 45% of marks prescribed for the end semester examination (Clause 11.5).						

Assessment Scheme for Non-Credit courses:
Comments like <u>Very Good, Good & Satisfactory</u> will be given as qualitative measure of achievement.

Project Work(Marks: 100)			
[Mini Project / Design Project / Project Work -1/ Project Work -2]			
Project work will be evaluated by continuous assessment (40) and end semester assessment (60).			
Continuous Assessment - 40 Marks		End Semester Assessment - 60 Marks	
	Marks		
Review - 1	10	Project Report	Internal Examiner 10
			External Examiner 10
Review - 2	15		Viva - voce
Review - 3	15	External Examiner 20	
Total	40	Supervisor 10	
		Total	60
<p>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 reviews during the semester by the review committee. The students shall make presentation on the progress made before the committee.</p>			
<p><u>Resubmission of project:</u> If a student could not submit thesis in time /could not attend viva –voce exam/ could not complete the Industry project as per the specification of the Industry / fail to clear the project due to unforeseen circumstances, he/she is permitted to resubmit his work within 30 days after the publication of the results. Evaluation and passing requirements remain same as like regular project work course. Such resubmission of project work shall not be construed as an appearance for the eligibility of the student for the classification of the degree.</p>			

10.2 ASSESSMENT FOR SEMINAR / CASE STUDY:

The seminar / Case study shall carry 100 marks and shall be evaluated through continuous assessment only. Every student is expected to present a seminar per semester before the evaluation committee and for each seminar; marks can be equally apportioned (if seminar/case study is specified in the curriculum). The three member committee appointed by Head of the Department will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper / report (40%), presentation (40%) and response to the questions asked during presentation (20%).

10.3 ASSESSMENT FOR INDUSTRIAL TRAINING / INTERNSHIP

The Industrial Training/ Internship shall carry 100 marks and shall be evaluated through continuous assessment only. At the end of Industrial training / Internship, the student shall submit a brief report on the training undergone and a certificate from the organization concerned. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a three member Departmental Committee constituted by the Head of the Department. Certificates (issued by the Organization)

submitted by the student shall be attached to the mark list and sent to Controller of Examinations by the Head of the Department.

10.4 ASSESSMENT FOR ONE CREDIT COURSE

The one credit course shall carry 100 marks and shall be evaluated at the end of the course by the course handling faculty (Industry/Institutional). The list of students along with the marks and the grades earned may be forwarded to the Controller of Examinations. The Head of the Department may identify a faculty member as coordinator for the course to monitor the conduct and evaluation process of the course.

10.5 ASSESSMENT FOR ONLINE COURSE

Students may be permitted to register for online courses (which are provided with certificate) as specified in clause 5.10. On successful completion of the online courses, DAB will assess the online courses by providing 60% weightage to the marks earned through online courses and 40% weightage to the assessment by DAB by retaining the credits specified in the certification. Online course of 3 credits can be considered instead of one elective course (PEC/OEC). The grading shall be awarded as per clause 16.1 with the prior approval of Principal.

10.6 ASSESSMENT FOR SELF STUDY COURSE

The Faculty member approved by the Head of the Department shall be responsible for periodic monitoring and evaluation of the course. The assessment shall be through Continuous Assessment and End Semester Examination as like a theory course.

11 PASSING REQUIREMENTS FOR A COURSE

11.1 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.

11.2 If a student fails to secure a pass in a theory/laboratory course/ project work/EEC (except electives), the student shall do reappearance registration for that course in the subsequent semester (Clause 7.5) and appear only for the end semester examination in the subsequent semester. In such case, the Continuous Assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (CA + End Semester Examination) as per clause 11.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the end semester examinations alone.

11.3 If the course, in which the student has failed, is a professional elective or an open elective, the student may be permitted to register for the same or any other professional elective or open elective course in the subsequent semesters, attend the classes and fulfill the attendance requirements.

11.4 A student is declared to have successfully passed an embedded course if he/she has secured

- A minimum of 45% marks in the theory End Semester examination individually

- A minimum of 50% marks on combining both CA marks and End Semester exam marks of the theory component.

12 PHOTOCOPY /REVALUATION OF ANSWER SCRIPTS

- 12.1 A student shall apply for revaluation (in a prescribed format) 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.
- 12.2 A student can 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 end semester/revaluation results are announced to get himself / herself convinced of the valuation/revaluation.
- 12.3 **Review** :Candidates not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to Controller of Examination through the Head of the Institution. Candidates applying for Revaluation only are eligible to apply for Review.

13 PROVISION FOR WITHDRAWAL FROM END SEMESTER EXAMINATION

- 13.1 A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by HoD and Principal) be granted permission to withdraw from appearing for the end semester examination in any course or courses in ANY ONE of the semester examinations during the entire duration of the degree programme. The application shall be sent to Dean (Academics) through HoD with required documents.
- 13.2 Withdrawal application shall be valid only if the student is otherwise eligible to write the examination (Clause 8) and if it is made within TEN working days before the commencement of the end semester examination in that course or courses and also recommended by the Head of the Department.
- 13.3 Notwithstanding the requirement of mandatory TEN working days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 13.4 Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.

14 BREAK OF STUDY FROM A PROGRAMME

- 14.1 A student is permitted to go on break of study for a maximum period of one year either as two breaks of one semester each or a single break of one year.
- 14.2 The application for break of study (prescribed format) shall be duly filled by the student and submitted through the Head of the Department to the Dean (Academics) in advance, in any case, not later than the last date of the first assessment period. In the case of short term employment/ training/ internship, the application for break of study shall be approved and forwarded by the HoD to the Dean (Academics).
- 14.3 The students permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Dean (Academics) in the prescribed format through Head of the Department at the beginning of the readmitted semester itself for prescribing additional/equivalent

courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.

- 14.4 The total period for completion of the programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 6.1 irrespective of the period of break of study in order that the student may be eligible for the award of the degree (vide clause-17).
- 14.5 In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the programme only if the approval is obtained from the Dean (Academics) through the concerned HOD before the end of the semester in which the student has taken break of study.
- 14.6 If a student has not reported to the department for a period of two consecutive semesters without any intimation, the name of the student shall be deleted permanently from the college enrollment. Such students are not entitled to seek readmission under any circumstances.

15 PROCEDURE FOR RE-JOINING THE PROGRAMME

- 15.1 A student who desires to rejoin the programme after a period of discontinuance/prevention due to lack of attendance or who upon his/her own request is permitted by the authorities to repeat the study of any semester, may join the semester which he/she is eligible or permitted to join, only at the time of its normal commencement for a regular batch of students and after obtaining the approval from the Directorate of Technical Education (DOTE) followed by guidelines of parent University.
- 15.2 Rejoining/Readmission under different regulations:
- A student, who initially joins the college in previous Regulation and has to rejoin in an academic term of the present Regulation due to any reason, shall be bound by the rules of the current Regulation.
 - After readmission, the student is required to study the courses prescribed in the new Regulation.
 - If the student has already passed any course in the earlier Regulation/semesters of study, such courses are exempted. He/she has to undergo additional subjects to earn minimum required credit for the award of degree as per the recommendations of the committee.
 - 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.
- 15.3 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 (Academics) 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 respective BoS and Director (Academic Courses), Anna University, Chennai.

- 15.4 Procedure for Rejoining/ Readmission / Transfer is subjected to change as per University guidelines.

16 AWARD OF GRADE

- 16.1 After a student has satisfied the passing requirements prescribed in clause 11, the student shall be placed in one of the grades. All assessments of a course will be done on relative grading principle. Credits/grade/marks earned through online courses as per Clause 5.10 & 10.5 may be transferred after normalizing it with the marks/grades of institution specified in Clause 16.1. 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	Range of Percentage of Total Marks
O (Outstanding)	10	91 to 100
A + (Excellent)	9	81 to 90
A (Very Good)	8	71 to 80
B + (Good)	7	61 to 70
B (Average)	6	56 to 60
C (Satisfactory)	5	50 to 55
U (Reappearance)	0	< 50
SA (Shortage of Attendance)	0	-
WD (Withdrawal)	0	-

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

‘SA’ denotes shortage of attendance (as per clause 8.4) and hence prevented from writing the end semester examinations. ‘SA’ will appear only in the result sheet.

“U” denotes that the student has failed to pass in that course. “WD” denotes withdrawal from the exam for the particular course. The grades U and WD will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the End Semester Examinations as per the Regulations.

If the grade U is given to Theory Courses/ Laboratory Courses it is not required to satisfy the attendance requirements (vide clause 8), but has to appear for the end semester examination and fulfill the norms specified in clause 14 to earn a pass in the respective courses.

If the grade U is given to EEC course (except Project Work), which are evaluated only through internal assessment, the student shall register for the course again in the subsequent semester, fulfill the norms as specified in clause 11 to earn pass in the course. However, attendance requirement need not be satisfied.

- 16.2 The grades O, A+, A, B+, B, C obtained for the one credit course shall figure in the Mark sheet under the title ‘Value Added Courses’. The other grades U, SA will not

figure in the mark sheet.

16.3 GPA AND CGPA CALCULATION

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

- List of courses registered during the semester and the grades scored.
- Grade Point Average (GPA) for the semester and
- Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards.

During each semester, the list of courses registered and the grades scored in each course are used to compute the Grade Point Average (GPA). GPA is the ratio of the sum of the products of the number of credits of courses registered and the grade points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

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

Where,

- C_i - is the Credits assigned to the course,
- GP_i - is the grade point corresponding to the letter 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.

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

16.3.1 The credits earned through one credit courses shall not be considered for calculating GPA and CGPA.

16.3.2 If a student studies more number of electives (PEC/OEC) than required as per the student’s programme curriculum, the courses with higher grades alone will be considered for calculation of CGPA.

17 ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be declared to be eligible for the award of the degree if he/she has satisfied the following:

- Successfully gained the required number of total credits as specified in the curriculum corresponding to the student’s programme within the stipulated time.
- Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects within the period as prescribed in Clause 6.
- Successfully passed any additional courses prescribed by the college whenever readmitted under regulations other than R22.
- Successfully completed the PCD courses like NSS / NSO / YRC/RSP.
- No disciplinary action pending against the student.

18 CLASSIFICATION OF THE DEGREE AWARDED

18.1 FIRST CLASS WITH DISTINCTION:

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

- ✓ Should have passed the examination in all the courses of all the eight semesters (6 semesters in the case of Lateral Entry) in the student's First Appearance within **five years** (**four years** in the case of Lateral Entry).
- ✓ Withdrawal from examination (vide Clause 13) will not be considered as an appearance.
- ✓ Should have secured a CGPA of **not less than 8.50**
- ✓ One year authorized break of study (if availed of) is included in the five years (four 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.

18.2 FIRST CLASS:

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

- ✓ Should have passed the examination in all the courses of all eight semesters within **five years** (all six semesters within **four years** in case of lateral entry).
- ✓ One year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included in the duration of **five years** (**four years** in the case of lateral entry) for award of First Class.
- ✓ Should have secured a CGPA of **not less than 6.50**

18.3 SECOND CLASS :

- All other students (not covered in clauses 18.1 and 18.2) who qualify for the award of the degree shall be declared to have passed the examination in Second Class.
- A candidate 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 for the purpose of classification (subject to clause 11)

18.4 RANK:

- A student shall be eligible for award of ranking only if he/she has passed the examination in first class with distinction having passed all the courses in first attempt. Those who have availed the provision of break of study / withdrawal will not be eligible for rank.
- The rank is determined based on the total marks secured from I Semester to VIII Semester.

**18.5 B.E / B.Tech (Hons) Specialisation in the same discipline,
B.E / B.Tech (Hons) and
B.E / B.Tech minor in other specialisation.**

1. i). B.E / B.Tech. **Honours Specialisation** in the same discipline:
 - a. The student should have earned additionally a minimum of 18 credits from a vertical of the programme.
 - b. Should have passed all the courses in the first attempt.
 - c. Should have earned a minimum CGPA of 7.50.
- ii). B.E / B.Tech. **Honours**:
 - a. The students should have earned additional courses (minimum of 18 credits) from more than one vertical of the same programme.
 - b. Should have passed all the courses in the first attempt.
 - c. Should have earned a minimum CGPA of 7.50.
- iii). B.E/B.Tech. (**minor** in other specialisation):
 - The student should have earned additionally a minimum of 18 credits in any one of the verticals of other B.E/B.Tech programmes
2. Students can earn maximum of 6 credits in online mode (SWAYAM platform), out of these 18 credits.
3. B.E/ B. Tech. (Hons) Specialisation in the same discipline, B.E / B.Tech. Honors and B.E/B.Tech. minor in other specialisation degree will be optional for students.
4. For the categories 1(i) to 1(ii), the students will be permitted to register the courses from V Semester onwards provided the marks earned by the students until III semester should be **CGPA 7.50** and above and cleared all the courses in the **first attempt**.
5. For the category 1 (iii), the students will be permitted to register the courses from Semester V onwards provided the marks earned by the students until Semester III is **CGPA 7.50** and above.
6. If a student decides not to opt for Honours, after completing certain number of additional courses, the additional courses studied shall be considered instead of the Professional Elective courses which are part of the curriculum. If the student has studied more number of such courses than the number of Professional Elective courses required as per the curriculum, the courses with higher grades shall be considered for the calculation of CGPA. Remaining courses shall be printed in the mark sheet, however, they will not be considered for calculation of CGPA.
7. If a student decides not to opt for Minor, after completing certain number of courses, the additional courses studied shall be considered instead of Open Elective courses which are part of the curriculum. If the student has studied more number of such courses than the number of open electives required as per the curriculum, the courses with higher grades shall be considered for calculation of CGPA. Remaining courses shall be printed in the mark sheet, however, they will not be considered for calculation of CGPA.

CLASSIFICATION OF THE DEGREE

FIRST CLASS WITH DISTINCTION

Degree	Duration of programme	Duration permitted	Additional credits above the requirement of curriculum	CGPA	Pass in	Break of study	Prevention due to lack of attendance	Withdrawal from writing end semester examination
B.E / B.Tech. Honours Specialisation in the same discipline	3/4 years (Lateral entry, regular)	4/5 years (Lateral entry, regular)	18 credits from any one vertical of the same programme	8.50	First attempt	One year authorised break of study included in duration permitted	Not permitted	Will not be considered as an attempt
B.E / B.Tech. (Honours)	3/4 years (Lateral entry, regular)	4/5 years (Lateral entry, regular)	18 credits from more than one verticals of the same programme	8.50	First attempt	One year authorised break of study included in duration permitted	Not permitted	Will not be considered as an attempt
B.E / B.Tech. minor in other programme	3/4 years (Lateral entry, regular)	4/5 years (Lateral entry, regular)	18 credits from any one vertical of the other programme	8.50	First attempt	One year authorised break of study included in duration permitted	Not permitted	Will not be considered as an attempt

FIRST CLASS

Degree	Duration of programme	Duration permitted	Additional credits above the requirement of curriculum	CGPA	Pass in	Break of study	Prevention due to lack of attendance	Withdrawal from writing end semester examination
B.E / B.Tech. Honours Specialisation in the same discipline	3/4 years (Lateral entry, regular)	4/5 years (Lateral entry, regular)	18 credits from any one vertical of the same programme	7.50	First attempt	One year authorised break of study included in duration permitted	Not permitted	Will not be considered as an attempt
B.E / B.Tech. (Honours)	3/4 years (Lateral entry, regular)	4/5 years (Lateral entry, regular)	18 credits from more than one verticals of the same programme	7.50	First attempt	One year authorised break of study included in duration permitted	Not permitted	Will not be considered as an attempt
B.E / B.Tech. minor in other programme	3/4 years (Lateral entry, regular)	4/5 years (Lateral entry, regular)	18 credits from any one vertical of the other programme	6.50	-	One year authorised break of study included in duration permitted	Included in duration permitted	-

SECOND CLASS:

B.E./B.Tech. Regular and lateral entry and B.E./B.Tech. minor in specialisation other degree students (not covered in clauses 18.1 and 18.2) who qualify for the award of the degree (vide Clause 17) shall be declared to have passed the examination in Second Class.

Student earned additional 18 credits as per Clause 18.5.1 (i) and (ii) but does not satisfy the conditions mentioned in 18.1 or 18.2 shall not be awarded B.E/B.Tech. Honours. In such cases the mark sheet will show the additional courses studied and those courses shall not be considered for GPA computation. In such case if the student becomes eligible for First Class, while computing CGPA without taking into account the additional course studied, the student shall be awarded B.E. B.Tech. in First Class only.

19 DISCIPLINE

- Every student is expected to follow the rules and regulations laid down by the Institute and the affiliating University, as published from time to time.
- 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. The Head of the Institution shall constitute a disciplinary committee to enquire into acts of indiscipline and notify the punishment. In case of any serious disciplinary action which leads to suspension or dismissal, then a special committee shall be constituted by the Head of the Institution for taking the final decision.
- If a student indulges in malpractice in any of the examinations, he / she shall be liable for punitive action as prescribed by the Institution / University from time to time

20 CHANGE OF BRANCH:

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

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 25) 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 8 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

COMMON COURSE COMMITTEE - A theory course handled by more than one faculty member shall have a “Common Course Committee” comprising of all teachers teaching that course and some 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.

MULTIPLE COURSES COMMITTEE - If a programme has in a semester, course(s) handled by a single teacher, there will be have 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.

The “Course committees” 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 REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

- 24.1 The standing committee/Academic Council of the College reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.
- 24.2 SPECIAL CASES: In the event of any clarification in the interpretation of the above rules and regulations, they shall be referred to the Standing Committee. The Standing Committee will offer suitable interpretations/ clarifications /amendments required for special case on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final.

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