



EXCEL ENGINEERING COLLEGE

(Autonomous)

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Accredited by NBA and NAAC with “A+” and Recognized by UGC(2f&12B)
KOMARAPALAYAM - 637303

M.E. / M.Tech.

Programmes

REGULATION 2022

(CHOICE BASED CREDIT SYSTEM)

For the students admitted from 2022-2023 onwards

INDEX

S. No.	Content	Page No
1.	Preamble	3
2.	Preliminary Definitions and Nomenclature	3
3.	Programmes offered and Admission Requirements	4
	3.1 P.G. Programmes Offered	4
	3.2 Medium of Instruction	4
	3.3 Admission Requirements	4
4.	Structure of the Programmes	4
5.	Duration of the Programmes	6
6.	Course Registration	7
7.	Evaluation of Project Work	7
8.	Chief mentor / mentor	9
9.	Class Committee	9
10.	Course Committee for Common Courses	10
11.	Attendance Requirements for Completion of a Semester	10
12.	Procedures for Awarding Marks for Internal Assessment	11
13.	Requirements for Appearing for Final Examination	13
14.	Malpractice	13
15.	Passing Requirements	13
16.	Award of Letter Grades	14
17.	Eligibility for the Award of the Degree	15
18.	Classification of the Degree Awarded	16
	18.1 First Class with Distinction	16
	18.2 First Class	16
	18.3 Second Class	16
	18.5 Photocopy / Revaluation	16
	18.6 Review	16
19.	Provision for Withdrawal from Examination	17
20.	Authorized Break of Study	17
21.	Discipline	18
22.	Conduct o Academic Audit	18
23.	Revision of Regulations, Curriculum and Syllabi	19

1. PREAMBLE

Excel Engineering College offers various Undergraduate and Postgraduate Degree programmes in Engineering and Technology. It's a NAAC A+ grade certified institution. Aeronautical, Mechanical, Computer Science and Engineering and ECE are accredited by National Board of Accreditation (NBA). The college is conferred with autonomous status for all the programmes during the academic year 2020-2021. The College is dedicated to serving the nation by producing young, dynamic, energetic and far sighted industrious engineers who can face the challenges of the changing global scenario.

2. SCOPE

The following Regulations are applicable to the students admitted to M.E. / M.Tech. Programmes from the academic year 2022-2023 onwards

2. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- i. **“Programme”** means Post graduate Degree Programme e.g. M.E., Degree Programme.
- ii. **“Branch”** means specialization or discipline of M.E... Degree Programme like “Structural Engineering”, “Engineering Design”, etc.
- iii. **“Course”** means Theory or Practical subject that is normally studied in a semester, like Applied Mathematics, Advanced Thermodynamics, etc.
- iv. **“Director, Academic Courses”** means the authority of the University who is responsible for all academic activities of the University for Implementation of relevant Rules and Regulations.
- v. **“Chairman”** means the Head of the Faculty.
- vi. **“Head of the Department”** means Head of the Department concerned.
- vii. **“Head of the Institution”** means the Principal of the College / Institution who is responsible for all academic activities of that College / Institution and for implementation of relevant Rules and Regulations.
- viii. **“Controller of Examinations”** means the Authority of the College who is responsible for all activities of Examinations.
- ix. **“University”** means ANNA UNIVERSITY, CHENNAI.

3 PROGRAMMES OFFERED AND ADMISSION REQUIREMENTS

3.1 P.G. PROGRAMMES OFFERED

1. M.E. Aeronautical Engineering
2. M.E. Applied Electronics
3. M.E. Computer Science and Engineering
4. M.E. Structural Engineering
5. M.E. Environmental Engineering
6. M.E. Thermal Engineering
7. M.E. Industrial Safety Engineering
8. M.E. Embedded System Technologies
9. M.E. Power Electronics and Drives

3.2 Medium of Instruction

The medium of instruction is English for all courses, examinations, seminar presentations and project / thesis / dissertation reports.

3.3 ADMISSION REQUIREMENTS

3.3.1 Candidates for admission to the first semester of the Post-Graduate Degree Programme shall be required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under qualification for admission as per the Tamil Nadu Common Admission (TANCA) criteria.

Note: TANCA releases the updated criteria during the admissions every academic year.

Admission shall be offered only to the candidates who possess the qualification prescribed against each programme.

Any other relevant qualification which is not prescribed against each programme shall be considered for equivalence by the committee constituted for the purpose. Admission to such degrees shall be offered only after obtaining equivalence to such degrees.

3.3.2 However, the Syndicate of the University may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed at the time of admission.

3.3.3 Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the Syndicate of the University from time to time.

3.3.4 Eligibility conditions for admission such as the class obtained the number of attempts in qualifying examination and physical fitness will be as prescribed by the Syndicate of the University from time to time.

4 STRUCTURE OF THE PROGRAMME

4.1 Categorization of Courses

Every Post Graduate Degree Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

- i. **Foundation Course (FC)** may include Mathematics or other basic courses
- ii. **Professional Core (PC)** courses include the core courses relevant to the chosen specialization/branch.

- iii. **Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization/ branch.
- iv. **Research Methodology and IPR Course (RMC)** covers topics on the process of research and patenting.
- v. **Employability Enhancement Courses (EEC)** includes Project Work and/ or Internship, Seminar, Professional Practices, Summer Project, Case Study and Industrial / Practical Training.

4.2 Courses per Semester

Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Courses. Each course may have credits assigned as per clause 4.3.

4.3 Credit Assignment

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

Contact period per week	CREDITS
1 Lecture Period	1
1 Tutorial Periods	1
2 Laboratory Periods (also for EEC courses like / Seminar/Mini Project / Design Project / Major Project / Case study	1
2 weeks internship	1
4 weeks internship	2
6 weeks internship	3

The Contact Periods per week for Tutorials and Practical can only be in multiples of 2.

4.4 Project Work

- 4.4.1 The project work for M.E. Programmes consists of Phase-I and Phase-II. The Phase-I is to be undertaken during III semester and Phase-II, which is a continuation of Phase-I is to be undertaken during IV semester.
- 4.4.2 In case of candidates of M.E. Programmes not completing Phase-I of project work successfully, the candidates can undertake Phase-I again in the subsequent semester. In such cases the candidates can enroll for Phase-II, only after successful completion of Phase-I.
- 4.4.3 Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means the faculty member possessing (i) PG degree with a minimum of 3 years experience in teaching or (ii) Ph.D. degree.
- 4.4.4 A candidate may, however, in certain cases, be permitted to work on projects in an Industrial/Research Organization, on the recommendations of the Head of the Department Concerned. In such cases, the Project work shall be jointly supervised by a supervisor of

the department and an expert, as a joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.

4.4.5 The Project work (Phase II in the case of M.E.) shall be pursued for a minimum of 16 weeks during the final semester.

4.5 The deadline for submission of final Project Report is 60 calendar days from the last working day of the semester in which project / thesis / dissertation is done. However, the Phase-I of the Project work in the case M.E. Programmes shall be submitted within a maximum period of 30 calendar days from the last working day of the semester as per the academic calendar published by the University.

4.6 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 Department Consultative Committee) for the period prescribed in the curriculum during summer / winter vacation, in lieu of Industrial training.

4.7 Value Added Courses

The Students may optionally undergo Value Added Courses and the credits earned through the Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. One / Two credit courses shall be offered by a Department **of an institution with the prior approval from the Head of the Institution.** The details of the syllabus, time table and faculty may be sent to the Centre for Academic Courses and the Controller of Examinations after approval from the **Head of the Institution** concerned at least one month before the course is offered. **Students can take a maximum of two one credit courses / one two credit course** during the entire duration of the Programme.

4.8 Online Courses

4.8.1 Students may be permitted to credit only one online course of 3 credits with the approval of Head of the Institution.

4.8.2 Students may be permitted to credit one online course (which is provided with Certificate) subject to a maximum of three credits. The approved list of online courses will be provided by the Controller of Examinations from time to time. The student needs to obtain certification or credit to become eligible for writing the Final Examination to be conducted by Controller of Examinations. The details regarding online courses taken up by students should be sent to the Controller of Examinations by head of the department one month before the commencement of Final Examination.

5. DURATION OF THE PROGRAMME

5.1 The minimum number of semesters for the P.G. Programmes are four and maximum number of semesters is 8.

- 5.2 Each semester shall normally consist of 75 working days or 540 periods of each 50 minutes duration for full-time mode of study. 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. For the purpose of calculation of attendance requirement for writing the final examinations (as per clause 11) by students, following method shall be used.

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

Final Examinations conducted by the CoE will be scheduled after the last working day of the semester.

- 5.3 The minimum prescribed credits required for the award of the degree shall be within 64 to 70 credits.

6. COURSE REGISTRATION

- 6.1 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 drop courses to a maximum of 6 credits (vide clause 6.2)). The student can also register for courses for which the student has failed in the earlier semesters.

The registration details of the candidates may 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 Final Examinations.

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

- i. Courses of the current semester.
- ii. The core (Theory/Lab /EEC) courses that the student has not cleared in the previous semesters.
- iii. Elective courses which the student failed.

6.2 Flexibility to Drop courses

- 6.2.1 A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree.
- 6.2.2 From the II to Final semesters, the student has the option of dropping existing courses in a semester during registration. Total number of credits of such courses cannot exceed 6.

7. EVALUATION OF PROJECT WORK

The evaluation of Project Work for Phase-I & Phase-II in the case of M.E shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause 7.1.

- 7.1 There shall be three assessments (each 100 marks) during the Semester by a review committee. The Student shall make presentation on the progress made before the

Committee. The Head of the Department shall constitute the review committee for each branch of study. The total marks obtained in the three assessments shall be reduced to 50 marks and rounded to the nearest integer (as per the Table given below). There will be a vice-voce Examination during Final Examinations conducted by a Committee consisting of the supervisor, one internal examiner and one external examiner. The internal examiner and the external examiner shall be appointed by the Controller of Examination. The distribution of marks for the internal assessment and Final examination is given below:

Assessment	Committee	Guide	Marks	Final Examination			Total Marks
Review 1	5	5	50	Viva - Voce 50			100
Review 2	5	5					
Review 3	5	5		Internal Examiner	External Examiner	Supervisors	
Publication	5	5					
Report	5	5		15	20	15	

7.2 The Project Report prepared according to approved guidelines as given by CoE duly signed by the supervisor(s) and the Head of the Department concerned shall be submitted to the Controller of Examinations.

7.3 If the candidate fails to obtain 50% of the internal assessment marks in the Phase-I and Phase-II / final project, he/she will not be permitted to submit the report for that particular semester and has to re-enroll for the same in the subsequent semester.

If a candidate fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester. This applies to both Phase-I and Phase-II in the case of M.E. Project Work.

If a candidate fails in the final examinations of Phase-I, he/she has to resubmit the Project Report within 30 days from the date of declaration of the results. If he / she fail in the final examination of Phase-II of Project work of M.E, he/she shall resubmit the Project Report within 60 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee. For this purpose the same Internal and External examiners shall evaluate the resubmitted report.

7.3.1 A copy of the approved Project Report after the successful completion of viva-voce examinations shall be kept in the library of the college / institution.

7.3.2 Practical / Industrial Training, Summer Project if specified in the Curriculum shall not exceed the maximum duration of 4 weeks and should be organized by the Head of the Department for every student.

8. CHIEF MENTOR / MENTOR

There shall be a Chief Mentor / Mentor for each class. The Chief Mentor / Mentor will be one among the (course-instructors) of the class. He / She will be appointed by the Head of the department concerned. The Chief Mentor / Mentor are the ex-officio member and the Convener of the class committee. The responsibilities for the Chief Mentor / Mentor shall be:

- i. To act as the channel of communication between the HoD and the students of the respective class.
- ii. To collect and maintain various statistical details of students.
- iii. To help the chairperson of the class committee in planning and conduct of the class committee meetings.
- iv. To monitor the academic performance of the students including attendance and to inform the class committee.
- v. To address the students' welfare activities like awards, medals, scholarships and industrial visits.

9. CLASS COMMITTEE

9.1 A Class Committee consists of teachers of the concerned class, 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:

- i. Solving problems experienced by students in the class room and in the laboratories.
- ii. Clarifying the regulations of the programme and the details of rules therein.
- iii. Informing the student representatives, the "academic schedule" including the dates of assessments and the syllabus coverage for each assessment period.
- iv. Informing the student representatives, the details of regulations regarding the weightage used for each assessment. In the case of practical courses (laboratory / 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.
- v. Analyzing the performance of the students of the class after each test and finding the ways and means of improving the Students Performance
- vi. Identifying the weak students, if any, in any specific subject and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students as frequently as possible.

9.2 The class committee for a class under a particular programme is normally constituted by the Head of the Department. However, if the students of different programmes are mixed in a class, the class committee is to be constituted by the Head of the Institution.

9.3 The class committee shall be constituted on the first working day of any semester or earlier.

- 9.4 At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.
- 9.5 The chairperson of the class committee shall invite the Chief Mentor / Mentor and the Head of the Department to the meeting of the class committee.
- 9.6 The Head of the Institution may participate in any class committee of the institution.
- 9.7 The Chairperson of the Class Committee is required to prepare the minutes of every meeting, submit the same to the Head of the Institution within two days of the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Head of the Institution.
- 9.8 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 at suitable intervals. During these meetings the student members, representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process.

10. COURSE COMMITTEE FOR COMMON COURSES

Each common course offered to more than one group of students shall have a “Course Committee” comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the course Coordinator shall be made by the Head of the Department / Head of the Institution depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The ‘Course committee’ shall meet as often as possible and ensure uniform evaluation of the tests and arrive at a common scheme of evaluation for the tests. Wherever it is feasible, the course committee may also prepare a common question paper for the Assessment Test(s).

11. ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER

- 11.1 A candidate who has fulfilled the following conditions shall be deemed to have satisfied the attendance requirements for completion of a semester.
Ideally every student is expected to attend all classes and earn 100% attendance. However in order to allow provision for certain unavoidable reasons such as prolonged hospitalization / accident / specific illness the student is expected to earn a minimum of 75% attendance to become eligible to write the Final Examinations.
Therefore, every student shall secure not less than 75% of overall attendance in that semester as per clause 5.2.
- 11.2 However, a candidate who secures overall attendance between 65% and 74% in that current semester due to medical reasons (prolonged hospitalization / accident / specific illness / participation in sports events) may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical

certificate / sports participation certificate to the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.

- 11.3 Candidates who could secure less than 65% overall attendance and **Candidates who do not satisfy the clauses 11.1 & 11.2** will not be permitted to write the final examination of that current semester and are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year.

12 PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT (IA)

The maximum marks assigned to different courses shall be as given below:

Each of the theory courses shall carry a maximum of 100 marks of which 40 marks will be through internal assessment and the Final Examination (FE) will carry 60 marks. Each of the practical courses (including project work) shall carry a maximum of 100 marks of which 50 marks will be through internal assessment and the Final Examination (FE) will carry 50 marks.

- 12.1 The marks for the continuous assessment shall be awarded as per the procedure given below:

(i) Theory Courses

Three tests each carrying 100 marks shall be conducted during the semester by the Department / College concerned.

Assessment	Marks	Weightage	Marks	Marks		
				IA	FE	Total
IAE – I	50	7.5	25	40	60	100
IAE – II	50	7.5				
IAE – III	50	10				
Quiz / Presentation / Tutorial	10	5	15			
Video presentation / Assignment	10	10				

(ii) Practical Courses

The maximum marks for Internal Assessment shall be 60 in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained. The criterion for arriving the Internal Assessment marks is as follows:

Continuous Assessment : 60 Marks

Final Examination : 40 Marks

Assessment	Marks	Weightage	Marks		
			IA	FE	Total
Rubrics based Continuous Assessment	100	40	60	40	100
Preparatory Examination	100	20			

(iii) Other Employability Enhancement Courses

(a) The seminar / Case study is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar marks can be equally apportioned. 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 (40%), presentation (40%) and response to the questions asked during presentation (20%).

(b) The Industrial / Practical Training shall carry 100 marks and shall be evaluated through internal assessment only. At the end of Practical / Industrial Training, Summer Project the candidate shall submit a certificate from the organization where he/she has undergone training and also a brief report. The evaluation for 100 marks will be carried out internally based on this report and a Viva-Voce Examination will be conducted by a Committee constituted by the Head of the department. Certificates submitted by the students shall be attached to the mark list sent by the Head of the department to the Controller of Examination.

12.2 Assessment for Value Added Course

The one / two credit course shall carry 100 marks and shall be evaluated through continuous assessments only. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. A committee consisting of the Head of the Department, staff handling the course and a senior Faculty member nominated by the Head of the Institution shall monitor the evaluation process. The list of students along with the marks and the grades earned may be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of Final Examinations

12.3 Assessment for Online Courses

Students may be permitted to credit one online course (which is provided with certificate) subject to a maximum of three credits. The approved list of online courses will be provided by the department from time to time. This online course of 3 credits can be considered instead of one elective course. The student needs to obtain certification or credit to become eligible for writing the Final Examination to be conducted by CoE. The course shall be evaluated through the Final Examination only conducted by Controller of Examinations.

12.4 Internal marks approved by the Head of the Institution shall be displayed by the respective HoDs within 5 days from the last working day.

12.5 Every teacher is required to maintain an '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 (topics covered), separately for each course. This should be submitted to the Head of the Department 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 department 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). The university or any inspection team appointed by the University may inspect the records of attendance and assessments of both current and previous semesters.

13 REQUIREMENTS FOR APPEARING IN FINAL EXAMINATION

- 13.1 A candidate shall normally be permitted to appear for the University examinations of the current semester if he/she has satisfied the semester completion requirements as per clause 11.1 & 11.2 and has registered for examination in all courses of the current semester.
- 13.2 Further, registration is mandatory for all the courses in the current semester as well as for arrear(s) course(s) for the final examinations failing which, the candidate will not be permitted to move to the higher semester.
- 13.3 A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve his/her marks in a course or the aggregate marks / CGPA.

14 MALPRACTICE

Students are prohibited from entering into the Examination Halls / Laboratories with any book or portion of book, manuscript, or any unauthorized written/ printed/ electronic content, communicating with or copying from each other or communicating with anyone outside the Examination Hall / Laboratories or misbehaving with invigilators. Electronic gadgets, Programmable calculator and Mobile Phone shall not be permitted inside the Examination hall / Laboratories. However, any required code-books and data sheets / books as specified in the question paper will be supplied inside the Examination hall / laboratories by the office of the Controller of Examinations. The students are warned that any form of malpractice will be dealt severely.

15 PASSING REQUIREMENTS

- 15.1 A candidate who secures not less than 50% of total marks prescribed for the course with a minimum of 45 % of the marks prescribed for each of the course of the Final Examination in both theory and practical courses shall be declared to have passed in the course and acquired the relevant number of credits.
- 15.2 If a student fails to secure a pass in a theory course (except electives)/ laboratory courses, the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal 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 (IA + End Semester Examination) as per clause 14.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the university end semester examinations alone.

- 15.3 If a student fails to secure a pass in a laboratory course, **the student shall register** for the course again, when offered next.
- 15.4 If a student fails to secure a pass in project work even after availing clause (7.3), **the student shall register** for the course again.
- 15.5 The passing requirement for the courses which are assessed only through purely internal assessment (EEC courses except project work), is 50% of the internal assessment marks only.

16 AWARD OF LETTER GRADES

- 16.1 The award of letter grades will be decided using relative grading principle. The performance of a student will be reported using letter grades, each carrying certain points as detailed below

Letter Grade	Grade Points
O (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8
B + (Good)	7
B (Average)	6
C (Satisfactory)	5
RA (Re-appearance)	0
SA (Shortage of Attendance)	0
W (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 11.3) and hence Prevention from writing the end semester examinations. 'SA' will appear only in the result sheet.

"RA" denotes that the student has failed to pass in that course. "W" denotes withdrawal from the exam for the particular course. The grades RA and W 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 RA is given to Theory Courses/ Laboratory Courses it is not required to satisfy the attendance requirements (vide clause 11), but has to appear for the end semester examination and fulfill the norms specified in clause 15 to earn a pass in the respective courses. If the grade RA is given to Project work, the course has to be registered again and attendance requirement (vide clause 11) should be satisfied.

If the grade RA 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 15 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/two credit courses (not part of curriculum) under the title 'Value Added Courses' and 'internship/industrial training' (if not part of curriculum) shall figure in the Grade Sheet. For these courses if the grades obtained are RA, SA, it will not figure in the Grade Sheet.

16.3 GRADE SHEET

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

- The college in which the candidate has studied.
- The list of courses enrolled during the semester and the grades 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. CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded for calculating GPA and CGPA.

$$\text{GPA / CGPA} = \frac{\sum_{i=1}^n C_i \text{GP}_i}{\sum_{i=1}^n C_i}$$

Where

C_i is the number of credits assigned to the course

GP_i is the Grade 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**.

17 ELIGIBILITY FOR THE AWARD OF THE DEGREE

17.1 A student shall be declared to be eligible for the award of the PG Degree (M.E. / M.Tech.) provided the student has

- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- ii. Successfully completed the course requirements, appeared for the Final examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted.
- iii. 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:

M.E. / M.Tech.

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within three years, which includes authorised break of study of one year (if availed). Withdrawal from examination (vide Clause 18) will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50.
- Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.

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 four semesters within three years, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- Should have secured a CGPA of not less than 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 (vide Clause 16.3) shall be declared to have passed the examination in Second Class.

A student who is absent in End Semester Examination in a course / project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from end semester examinations as per clause 18) for the purpose of classification.

18.4 A student who is absent in End Semester Examination in a course / project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from end semester examinations as per clause 18) for the purpose of classification.

18.5 Photocopy / Revaluation

A candidate can apply for photocopy of his/her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institutions. The answer script is to be valued and justified by a faculty member, who handled the subject and recommend for revaluation with breakup of marks for each question. Based on the recommendation, the candidate can register for the revaluation

through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Institutions. Revaluation is not permitted for practical courses and for project work.

A candidate can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

18.6 **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.

19 PROVISION FOR WITHDRAWAL FROM EXAMINATION

19.1 A student may, for valid reasons, (medically unhealthy / unexpected family situations / sports approved by Physical Director and HoD) be granted permission to withdraw from appearing for the final 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 CoE through the Head of the Department with required documents.

19.2 Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 11) and if it is made within TEN days prior to the commencement of the examination in that course or courses and recommended by the Head of the Department and approved by the Controller of Examinations.

19.3 In case of withdrawal from a course / courses the course will figure both in Marks Sheet as well as in Result Sheet. **Withdrawal essentially requires the student to register for the course/courses** the student has to register for the course, fulfill the attendance requirements (vide clause 11), earn continuous assessment marks and attend the final examination. However, withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction.

20 AUTHORIZED BREAK OF STUDY

20.1 A student is permitted to go on break of study for a maximum period of one year as a single spell.

20.2 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the candidate may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a candidate intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Head of the Institution in advance, but not later than the last date for registering for the final examination of the semester in question,

through the Head of the Institution stating the reasons therefore and the probable date of rejoining the programme.

- 20.3 The candidates 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 CoE, in the prescribed format through Head of the Department at the beginning of the readmitted semester itself for prescribing additional courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.
- 20.4 The authorized break of study would not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 18).
- 20.5 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 20.6 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study'

21. DISCIPLINE

Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University / College. The Head of Institution shall constitute a disciplinary committee consisting of Head of Institution, Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a committee shall be constituted including one representative from Anna University, Chennai. In this regard, the member will be nominated by the University on getting information from the Head of the Institution. If a student indulges in malpractice in any of the internal /final examination he / she shall be liable for punitive action as prescribed by the Controller of Examination from time to time.

22. Conduct of Academic Audit by every Institution

Every educational institution shall strive for a better performance of the students by conducting the internal assessments as mentioned in Clause 12. In order to ensure the above, Academic Audit is to be done for every course taught during the semester. For the internal assessments conducted for each course as per details provided in Clause 12, the academic records shall be maintained in the form of documentation for the individual assignments / case study report / report of mini project submitted by each student and assessment test question paper and answer script. Report of industrial training / internship shall also be maintained, if applicable. For laboratory courses students' record shall be maintained. Further, the attendance of all students shall be maintained as a record. The Head of the Institution shall arrange to conduct the Academic Audit for every course in a year by forming the respective committees with an external course expert as one of the members drawn from a Technical institution of repute

near the institute. The University or any inspection team appointed by the University may verify the records of Academic Audit report of the courses of both current and previous semesters, as and when required.

23. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The Institution may from time to time revise, amend or change the Regulations, scheme of examinations and syllabi if found necessary. However, a Standing Committee which shall be formed by Principal on need basis for any special case, which falls beyond the above rules and regulations they will offer suitable interpretations/clarification/amendments required for special case. All such exceptions will have to be ratified at the next meeting of the Academic Council. The decision of the Academic Council is final.