



# Hindusthan

## College of Engineering and Technology

(An Autonomous Institution Affiliated to Anna University | Approved by AICTE, New Delhi)  
Accredited with 'A++' Grade by NAAC | Accredited by NBA (ECE, MECH, EEE, IT, CSE, AERO, AUTO, CIVIL & MCT)  
Valley Campus, Pollachi Highway, Coimbatore 641 032. | [www.hicet.ac.in](http://www.hicet.ac.in)

## Regulation 2024

**(PG – M.E. / M.Tech.)**

**(For the Students admitted from 2024 – 2025 onwards)**

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## REGULATIONS 2024

### CHOICE BASED CREDIT SYSTEM

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

(For the students admitted from the Academic Year 2024-2025 onwards)

INDEX		
S.No.	Content	Page No.
	PREAMBLE	1
1	PRELIMINARY DEFINITIONS AND NOMENCLATURE	2
2	ADMISSION PROCEDURE	2
3	PROGRAMMES OFFERED AND MODE OF STUDY	3
	3.1 PROGRAMMES OFFERED	3
	3.2 MODE OF STUDY	3
4	STRUCTURE OF THE PROGRAMMES	3
	4.1 CATEGORIZATION OF COURSES	3
	4.2 COURSES PER SEMESTER	4
	4.3 CREDIT ASSIGNMENT	4
	4.4 PROJECT WORK	4
	4.5 INDUSTRIAL TRAINING / INTERNSHIP	5
	4.6 VALUE ADDED COURSES	6

	<b>4.7</b>	<b>OFF CAMPUS COURSES AND TRANSFER OF CREDITS</b>	<b>6</b>
	<b>4.8</b>	<b>SELF STUDY COURSES</b>	<b>8</b>
	<b>4.9</b>	<b>MEDIUM OF INSTRUCTION</b>	<b>9</b>
<b>5</b>	<b>DURATION OF THE PROGRAMME</b>		<b>9</b>
<b>6</b>	<b>COURSE ENROLLMENT AND REGISTRATION</b>		<b>9</b>
	<b>6.3</b>	<b>MINIMUM CREDITS TO REGISTER FOR PROJECT WORK</b>	<b>10</b>
	<b>6.4</b>	<b>FLEXIBILITY TO ADD OR DROP COURSES</b>	<b>10</b>
	<b>6.5</b>	<b>REDOING A COURSE</b>	<b>11</b>
<b>7</b>	<b>REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION OF A COURSE</b>		<b>12</b>
<b>8</b>	<b>FACULTY ADVISOR</b>		<b>13</b>
<b>9</b>	<b>COURSE COMMITTEES</b>		<b>13</b>
	<b>COMMON COURSE COMMITTEE</b>		<b>13</b>
	<b>CLASS COMMITTEE</b>		<b>14</b>
<b>10</b>	<b>ASSESSMENT PROCEDURES FOR AWARDING MARKS</b>		<b>15</b>
	<b>10.1</b>	<b>ASSESSMENT FOR THEORY COURSES</b>	<b>16</b>
	<b>10.2</b>	<b>ASSESSMENT FOR THEORY COURSES WITH LABORATORY COMPONENT</b>	<b>17</b>
	<b>10.3</b>	<b>ASSESSMENT FOR LABORATORY COURSES</b>	<b>17</b>
	<b>10.4</b>	<b>ASSESSMENT FOR PROJECT WORK</b>	<b>18</b>
	<b>10.5</b>	<b>ASSESSMENT FOR SEMINAR / PROFESSIONAL PRACTICES / CASESTUDY</b>	<b>20</b>
	<b>10.6</b>	<b>ASSESSMENT FOR INDUSTRIAL / PRACTICAL TRAINING / INTERNSHIP / SUMMER/MINI PROJECT</b>	<b>20</b>
	<b>10.7</b>	<b>ASSESSMENT FOR VALUE ADDED COURSES</b>	<b>21</b>

	<b>10.8</b>	<b>ASSESSMENT FOR SELF STUDY COURSE</b>	<b>21</b>
	<b>10.9</b>	<b>ASSESSMENT FOR MINI PROJECT / MINI PROJECT AND SEMINAR</b>	<b>21</b>
	<b>10.10</b>	<b>CONDUCT OF ACADEMIC AUDIT BY THE DEPARTMENT</b>	<b>22</b>
<b>11</b>	<b>PASSING REQUIREMENTS</b>		<b>22</b>
<b>12</b>	<b>AWARD OF LETTER GRADES</b>		<b>24</b>
<b>13</b>	<b>GPA AND CGPA CALCULATION</b>		<b>25</b>
<b>14</b>	<b>ELIGIBILITY FOR THE AWARD OF THE DEGREE</b>		<b>26</b>
	<b>14.2</b>	<b>CLASSIFICATION OF THE DEGREE AWARDED</b>	<b>26</b>
	<b>14.2.1</b>	<b>FIRST CLASS WITH DISTINCTION</b>	<b>26</b>
	<b>14.2.2</b>	<b>FIRST CLASS</b>	<b>27</b>
	<b>14.2.3</b>	<b>SECOND CLASS</b>	<b>27</b>
<b>15</b>	<b>PROVISION FOR WITHDRAWAL FROM EXAMINATION</b>		<b>27</b>
<b>16</b>	<b>BREAK OF STUDY FROM A PROGRAMME</b>		<b>28</b>
<b>17</b>	<b>FOR STUDENTS REJOINING THE PROGRAMME</b>		<b>29</b>
<b>18</b>	<b>FOR TRANSFER STUDENTS</b>		<b>29</b>
<b>19</b>	<b>DISCIPLINE</b>		<b>29</b>
<b>20</b>	<b>REVISION OF REGULATIONS, CURRICULUM AND SYLLABI</b>		<b>30</b>



# HINDUSTHAN COLLEGE OF ENGINEERING AND TECHNOLOGY

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## REGULATIONS 2024

### CHOICE BASED CREDIT SYSTEM

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

### DEGREE OF MASTER OF ENGINEERING / MASTER OF TECHNOLOGY

This Regulation is applicable to the students admitted to M.E. / M.Tech. Programmes at this institution from the academic year 2024 - 2025 onwards.

#### **PREAMBLE**

Present day students are much different from the students of the past in many ways. Today, they like to make decisions on their own and plan their future by themselves. However, student aspirations on one hand and the demands of the work place on the other have become highly diverse. Employers expect students to have multi-disciplinary competency, leadership skills, and be ICT (Information and Communication Technology) ready. The rigid, cohort system of learning, offers little flexibility to students in selecting the courses of their choice and helps little in becoming a well-rounded personality.

Choice Based Credit System (CBCS) is a proven, flexible mode of learning in higher education which facilitates a student to have guided freedom in selecting his/her own choices of courses in the curriculum for completing a degree program. This regulations, curriculum and syllabi have been carried out further to make it more flexible and adaptive to the technology advancements happening in the world. CBCS offers a flexible system of learning.

CBCS not only offers a wide choice for students to build their own curriculum but also enhances their skills in planning. A Proctor / faculty advisor helps the student in identifying the courses to be studied in each semester based on program requirements, course prerequisites, the student's academic ability, interest in various disciplines, past academic history, proposed course offerings and other related criteria.

In this regulation, most of the courses will have a project component as an integral part of the course structure. All courses are made student-centric instead of teacher-centric. Learning becomes more

‘experiential’ by carrying out a project (Project Based Learning) as part of most of the courses. ‘Learning by doing enhances understanding the concepts discussed in the class and make multi- and cross-disciplinary applications possible. Students will be able to take up real-world problems as their course projects and apply their key learning in identifying better solutions. All courses will be designed and governed by UN’s Sustainable Development Goals (4,5,9) to bring out the importance of the application to engineering / technological problems, creativity and innovation, developing entrepreneurial skills, rather than by routine learning methodology.

## 1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In this Regulation, unless the context otherwise specifies:

- “**Programme**” means Degree Programme. e.g. M.E. / M.Tech. Degree Programme
- “**Specialization**” means a discipline of the Post Graduate Degree Programme like Structural Engineering, Engineering Design, etc.
- “**Course**” means a Theory or Practical subject that is normally studied in a semester, like Applied Mathematics, Advanced Thermodynamics, High Voltage Lab., etc.
- “**Controller of Examinations (COE)**” means the Authority of the College who is responsible for all activities of the Internal and End Semester Examinations of the Autonomous College.
- “**Head of the Institution**” means the Principal of the College.
- “**Dean Academics**” means the authority of the Institution who is responsible for all academic activities of the Academic Programmes for implementation of relevant rules of this Regulation pertaining to the Academic Programmes.
- “**Head of the Department (HoD)**” means Head of the Department Concerned.
- “**University**” means ANNA UNIVERSITY, CHENNAI.

## 2. ADMISSION PROCEDURE

- 2.1 Students for admission to the first semester of the Post Graduate Degree Programme shall be required to have passed an appropriate qualifying Degree Examination of Anna University or any examination of any other University or Authority accepted by the Syndicate of Anna University, Chennai as equivalent there to.
- 2.2 The Syndicate of the University may decide to restrict admission in any particular year to students having the subset of qualifications prescribed at the time of admission.
- 2.3 Notwithstanding the qualifying examination the student 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.

- 2.4 Eligibility conditions for admission such as the marks, class obtained, the number of attempts in the qualifying examination and physical fitness shall be as prescribed by the Syndicate of the University from time to time.

### **3. PROGRAMMES OFFERED AND MODE OF STUDY**

#### **3.1 PROGRAMMES OFFERED**

A student may be offered admission to the following programme of study approved by the University and offered in our Autonomous College.

##### **M.E. / M.Tech. Programmes**

1. Computer Science and Engineering
2. Communication Systems
3. Applied Electronics
4. Embedded Systems
5. CAD / CAM

#### **3.2. MODES OF STUDY:**

##### **3.2.1 Full-Time:**

Students admitted under 'Full-Time' should be available in the College during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the Curricular, Co-curricular and Extra-curricular activities.

The Full-time students should not attend any other Full-time programme(s) / course(s) or take up any Full-Time job / Part-Time job during working hours in any Institution or Company during the period of Full- Time programme. Violation of the above rules will result in cancellation of admission to the PG programme.

### **4. STRUCTURE OF THE PROGRAMMES**

#### **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 Courses (FC)** may include Mathematics or other basic courses
- ii. **Program Core Courses (PCC)** include the core courses relevant to the chosen specialization/branch.
- iii. **Program Elective Courses (PEC)** include the elective courses relevant to the chosen

specialization / branch.

- iv. **Research Methodology and IPR Courses (RMC)** to understand the importance and the process of creation of patents through research.
- v. **Employability Enhancement Courses (EEC)** include Project Work, Internship, Seminar, Professional Practices, Case Study and Industrial / Practical Training.
- vi. **Value Added Courses (VAC):** These courses complement student's knowledge and skills in their field of study which are offered based on current trends, relevance and value in the job-market.

#### 4.2 Courses per Semester

The 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:

**Table 1 : Credit Assignment**

Contact period per week	Credits
1 Lecture Period	1
1 Tutorial Period	1
1 Practical Period (Laboratory / Seminar / Project Work etc.)	0.5
2 weeks industrial Training / Internship	1

#### 4.4 Project Work

The Project work is an important component of Post-Graduate programmes. The Project work for M.E. / M.Tech. consists of Project work – I and Project work – II. The Project work – I is to be undertaken during semester III (M.E. / M.Tech.(FT)) or during semester V (M.E. / M.Tech.(FT)). Project work - II, which is a continuation of Project work I is to be undertaken during semester IV (M.E. / M.Tech.(FT)).

4.4.1 The Project work for M.E / M.Tech (for Project work II) shall be pursued for a minimum of 16 weeks during the final semester.

4.4.2 The Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means a faculty member possessing (i) PG degree with a minimum of 3 years of teaching experience or (ii) Ph.D. degree.

4.4.3 A student may, however, undergo Industrial Project in industry / academic / research institutions in

lieu of project work (Project work II for M.E./M.Tech programmes) for a minimum of 90 days and a maximum of 120 days during Semester IV. Students shall undergo the Industrial Project with the approval obtained from the Head of the Department and Principal, HICET preferably one month before the start of the industrial project.

The work carried out during Industrial Project, in lieu of the project work in Project work II of M.E. / M.Tech. programme need not be a continuation of Project work I. In such cases, the Project work shall be jointly supervised by a supervisor of the department and an external guide (mentor) from the industry, who shall be part of the project evaluation committee along with the supervisor in the department of the student.

Both guides are expected to interact regularly monitoring the progress of the student. For the reviews the external guide should be present at least in online mode to assess and award marks to the student. The internal guide should ensure in the beginning of the project, that the work to be carried out is up to the standard as well as not attracting any IPR issues with the external organization so that the thesis work could be published. The reviews may be conducted in online mode, if the student cannot travel to college to attend the reviews and this shall be approved by HOD and such reviews have to be recorded.

In the final Thesis report, the bonafide certificate shall be signed by both the guides mandatorily. However, if any difficulty is encountered in fulfilling this norm, then the HoD can initiate remedial action and complete the evaluation requirement with justification and approval of the Dean Academics and Principal for the same.

The Bonafide certificate of the project report shall have the date of viva voce examination and the signatures of the internal and external guides.

#### **4.5. Industrial Training /Internship**

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

The students may undergo Internship at a Research organization / University/ industry (after due approval from the Departmental Consultative Committee) for the period prescribed in the curriculum during the summer / winter vacation, in lieu of Industrial training.

4.5.1 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 Grade Sheet as per details provided in Table 2. If the number of credits earned is 1 or 2, then these credits shall not be considered for computation of CGPA. However, it shall be recorded in the grade sheet. During

summer the student is allowed to undergo a maximum of 6 weeks Industrial Training / Internship. In such cases, Industrial Training / Internship need to be undergone continuously from one organization only. If the student earns three credits in Industrial Training / Internship, then he/she may optionally drop one Professional Elective within 15 days of the commencement of the semester and the same is to be recommended by Dean Academics and Principal.

**Table 2: Training period and assigned credits**

DURATION OF TRAINING / INTERNSHIP	CREDITS
2 Weeks	1
4 Weeks	2
6 Weeks	3

#### 4.6 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 **with the prior approval from the Head of the Institution/COE.**
- The details of the syllabus, time table and faculty may be sent to the Controller of Examinations after approval from the **Head of the Institution** 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.
- Students shall be allowed to take these courses offered in other Departments also, but with the permission of the Head of the Department of student and Head of the department offering the course.
- The courses once approved by the Dean Academics and Principal represented by any Department shall be made available in the College website.

#### 4.7 Off campus courses and Transfer of Credits

Students are permitted to optionally enroll and study a maximum of three off campus courses in physical/online/hybrid mode under each PG programme with the approval of Dean Academics and Principal as per the Regulations. The successful completion of these courses through any of the following modes shall be considered in lieu of professional elective / open elective courses of curriculum as approved by Chairman, Academic Council.

- 4.7.1 Students are permitted to optionally enroll and study these courses through SWAYAM / NPTEL

platforms and credit transfer is to be done based on the marks and certificate provided by the NPTEL. The number of credits and transfer of credits are based on the procedure explained in Table 3 and the Mapping of the marks with the grades is explained in Table 4. The mapping of marks with grades is applicable, only if the student passes the course as per the guidelines of NPTEL.

**Table 3: Duration of the course and Number of credits**

Sl. No.	No. of Weeks	No. of Credits
1.	4	1
2.	8	2
3.	12	3
4.	16	4

**Table 4: Mapping of Marks scored in NPTEL course and Credits earned**

Letter Grade	Marks
O	90-100
A+	80-89
A	70-79
B+	60-69
B	50-59
C	40-49

4.7.2. Students are permitted to optionally enroll and study the courses in physical / hybrid / online modes offered by reputed Central / State funded Universities / Institutions which are in the top 20 positions in the latest NIRF ranking and also conducting examination towards award of marks and grades. (NIRF Ranking of any of the last three years with respect to the year in which course is to be registered; NIRF ranking is based on respective stream for professional elective courses and based on any stream for open elective courses).

Students are also permitted to enroll and undergo such courses in Online mode at universities abroad in top 500 in QS ranking in the last three years.

Students are also permitted to study courses of a particular semester in a University / Institution abroad based on MoU. A learning agreement shall be evolved to map all the courses offered in the programme and the courses offered in University abroad as per the procedure outlined by the College. The credits earned by the students in the University abroad shall be transferred as per the learning agreement.

In the case of 4.7.2, the students can enroll for the courses with the approval of Head of the Institution

only if the course is offered directly by Institution/University and not with the edutech platforms.

The marks/credits earned by the student shall be transferred based on the decision of a committee constituted by Departmental Consultative Committee and approved by the Head of the Institution.

4.7.3 Students are also permitted to enroll and study the courses in physical/hybrid mode (not less than 50% in physical mode) that are offered by (i) National/State funded research institutions/laboratories and (ii) (a) reputed companies (manufacturing or software) related to the programme, and (b) reputed companies involved in transfer of knowledge provided the knowledge transferring company is a spinoff from an Engineering/Technology practicing Industry and sharing the work experience of the respective industry. The companies mentioned in 4.9.3 (ii) (a) and the company with which the knowledge transfer company associated in the case of 4.9.3 (ii) (b) should have average annual turnover of more than 200 crores over a period of 5 years. However, the academic content and delivery shall be in consonance with the college academic standards and norms.

The minimum qualification of the course instructor from the company as mentioned in 4.7.3.

(ii) shall be B.E./B.Tech with 10 years of research / industrial experience . Such courses shall be offered through MOU / MOA between HICET and such institutions/organizations/ companies. The design of the courses with regard to the syllabus content, duration of each course and number of credits offered for each course shall be discussed and recommended by Departmental Consultative Committee and approved by Dean Academics and Principal as per the Regulations.

For the offer of each course under 4.7.3, a course coordinator shall be nominated from the Department who shall also attend such course and shall coordinate the question paper setting and answer script evaluation with the course instructor from research institution/laboratories/industry/company for the continuous assessment and end semester examination conducted by the college. The passing requirements are as per regulations.

## **4.8 Self Study Courses**

4.8.1 Students may be permitted to credit atmost one Self Study course with the approval of the Departmental Consultative Committee and the Head of the Institution.

4.8.2 The Department / Centre / Division may offer self study courses. The purpose of the course is to permit the student to study a course / topic of the student's choice. The students shall study on their own under the guidance of a faculty member. No formal lectures need be delivered. The syllabus of the course and mode of assessments shall be approved by the Departmental Consultative Committee and forwarded to the Head of the Institution for the formal approval of the course by the academic bodies, preferably before the commencement of the semester. The self study course of 3 credits can be considered as one elective course. One Faculty member approved by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the course.

#### 4.9 Medium of Instruction

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

### 5. DURATION OF THE PROGRAMMES

5.1 The minimum and maximum period for the completion of the P.G. Programmes are given below:

**Table 5: Duration of the programmes**

Programme	Min. No. of Semesters	Max. No. of Semesters
M.E., (Full-Time)	4	8

\* Bridge courses are to be conducted for students from non-computer science background.

5.2 Each semester shall normally consist of 90 working days (including practical exams). The Head of the Department shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus, covering the full content of the syllabus for the course being taught.

5.3 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 5.1 irrespective of the period of break of study (vide clause 16) or prevention (vide clause 7.4) in order that the student may be eligible for the award of the degree (vide clause 14).

5.4 The Curriculum of P.G. Programmes has been designed to have the credits in the range specified below for the various programmes for the award of the degree.

**Table 6: Credits in the range for the award of the degree**

PROGRAMME	PRESCRIBED CREDITS
M.E. / M.Tech. (Full time)	70

### 6. COURSE ENROLLMENT AND REGISTRATION

6.1 Each student, on admission, shall be assigned to a Faculty Advisor (vide clause 8), who shall advise and counsel the student about the details of the academic programme and the choice of courses, considering the student's academic background and career objectives.

6.2 After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations.

6.2.1 Each student on admission shall register for **all the courses prescribed in the curriculum in**

the students **first Semester of study.**

- 6.2.2 The enrollment for all the courses from the Semesters II to final will commence 5 working days prior to the commencement of the succeeding semester. The student shall enroll for the courses with the guidance of the student's Faculty Advisor. If the student wishes, the student may drop or add courses (vide clause 6.4) within 10 working days after the commencement of the concerned semester and complete the registration process duly authorized by the Course Instructor within 30 days from the commencement of concerned semester. The list of students approved by the respective course instructor shall be final and would be considered for attendance, grades and calculation of CGPA and no changes shall be made thereafter.
- 6.2.3 Instead of two electives in the curriculum, the student may be permitted to choose a maximum of 2 courses from other PG programmes with the approval of the Head of the Department offering such courses.
- 6.2.4 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 the student's marks in a course or the aggregate marks / CGPA.

### 6.3 **MINIMUM CREDITS TO REGISTER FOR PROJECT WORK**

Minimum credits to be earned till II semester to enroll for Project work for the programmes shall be as shown in Table 7.

**Table 7: Minimum Credits to Register for Project Work**

<b>PROGRAMME</b>	<b>MINIMUM NO. OF CREDITS TO BEEARNED</b>
M.E. / M.Tech.	24 (for Phase – I)

- 6.3.1 If the student has not earned the requisite minimum credits, the student cannot enroll for the Project work (Phase I in the case of M. E / M. Tech.) In such a case, the student can enroll for the project work in a subsequent semester, after earning the minimum credits specified.

### 6.4 **Flexibility to Add or Drop courses**

- 6.4.1 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. From the II to Final semesters, the student has the option of registering for additional courses or dropping existing courses in a semester. The total number of credits that a student can add or drop in a semester is limited to 8, subject to a maximum of 2 courses. Maximum number of credits enrolled in a semester (including Shortage of Attendance (SA)) shall not exceed 33.
- 6.4.2 If the student wishes to earn more than the total number of credits prescribed in the curriculum of the

student's programme within the minimum duration of the programme, then he/she can enroll for such additional courses in any programme with the permission of Head of the Department to which student belongs and Head of the Department in which the course is offered of by paying the examination fee. The credits earned will be neither considered for the computation of CGPA nor for the classification of the degree. The courses successfully completed will be printed in the grade sheet, however if there is shortage of attendance or failure, it shall neither be reflected in the grade sheet nor be considered for classification. Maximum number of credits enrolled in a semester (including SA) shall not exceed 33.

#### 6.4.3 Credit Equivalence

- If a student gets his/her research work granted (Product Patent), then the student is eligible to drop the Project Work.
- If a student gets his / her research work published in a Scopus / SCI, etc., journal as the first author, then the student is eligible to drop a total of 3 / 6 Credits. The courses, the student wishes to drop should be equivalent to the topic in which the paper is published.
- If a student participates and wins in an Innovative Contest in the State / National / International level then the student is eligible to drop a 3 / 6 / 9 credit courses respectively.
- The above facility can be availed once in the entire duration of his/her Studies.
- All the above has to be approved by Head of the Institution and Dean Academics.

#### 6.5 Redoing a Course

Redoing a course means reregistering for a course, attending all classes, fulfilling the attendance requirements as per clause 7, earning fresh Continuous Assessment marks and appearing for End Semester Examinations. A student has to redo a course in the following conditions.

- 6.5.1 If a student is prevented from writing end semester examination of any core course due to lack of attendance, the student has to register for that course again when offered next and redo the course.
- 6.5.2 If a student is prevented from writing the end semester examination of any professional/open elective course due to lack of attendance, the student can opt to register for the same course again, when offered next and redo the course, or he/she can opt to register for a different professional/open elective course when it is offered, attend classes, fulfill the attendance requirements as per clause 7, secure Continuous Assessment marks and appear for End Semester Examinations.
- 6.5.3 If the course in which the student fails to secure a pass is a professional/open elective course, then the student can opt for a different professional/ open elective course, register for the same when it is offered, attend classes, fulfill the attendance requirements as per clause 7, secure Continuous Assessment marks and appear for End Semester Examinations.
- 6.5.4 The student who fails in Seminar / Internship / Career Development Skills / Professional Practices /

Case Study and Industrial / Practical Training shall register for the same in the subsequent semester and redo the course. In this case, the student shall attend the classes and fulfill the attendance requirements as per clause 7 and earn continuous assessment marks.

The student who fails in summer industrial training / internship shall attend the training / internship again and redo the course with the same organization or different organization with the approval of the HOD.

## **7 REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION OF A COURSE**

A student who has fulfilled the following conditions ( vide clause 7.1 and 7.2) shall be deemed to have satisfied the attendance requirements for appearing for the end semester examination of a particular course.

7.1 Ideally every student is expected to attend all periods and earn 100% attendance. However, the student shall secure not less than 75% attendance, course wise, taking into account the number of periods required for that course, as specified in the curriculum.

7.2 If a student secures attendance between 65% and less than 75% in any course 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 Chairman, Sports Board and Head of the Department concerned, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end semester examination of that course. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department through the Faculty Advisor. It is mandatory for the HOD to verify and certify the genuineness of the case before recommending the same to the Principal.

All other students who have secured attendance between 65% and less than 75% upto maximum of three courses shall apply for condonation in the prescribed format with prescribed fee of Rs.2000/- per course so as to permit them to attend the ESE.

7.3 A student shall normally be permitted to appear for the end semester examination of the course if the student has satisfied the attendance requirements (vide Clause 7.1 – 7.2) and has registered for the examination in those courses of that semester by paying the prescribed fee.

7.4 Students who do not satisfy clause 7.1 and 7.2 and who secure **less than 65%** attendance in a course will not be permitted to write the end semester examination of that course. The student has to register and redo the course when it is offered next as per Clause 6.5. If the course in which the student has been prevented is a professional / open elective, the student can opt to redo the same course or opt for different professional / open elective course as per Clause 6.5.2.

- 7.5 If a student has shortage of attendance in all the registered courses, he/she should not be permitted to move to the higher semester and has to repeat the current semester in the subsequent year.
- 7.6 In the case of reappearance (Arrear) registration for a course, the attendance requirement as mentioned in Clauses 7.1 - 7.3 is not applicable. However, the student has to register for examination in that course by paying the prescribed fee.
- 7.7 A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear for the same course for improvement of letter grades /marks.

## **8 FACULTY ADVISOR**

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department of the students will attach a certain number of students to a teacher of the Department, who shall function as Faculty Advisor for those students throughout their period of study. The Faculty Advisor shall advise the students in registering and reappearance (Arrear) registering of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress /performance of the students concerned.

The responsibilities of the faculty advisor shall be:

- To inform the interpretation of Regulations to the students and their rights and duties.
- To inform code of conduct to be maintained in the campus and disciplinary actions.
- To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- To guide student enrollment and registration of the courses.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- To collect and maintain the academic and co-curricular records of the students.
- To facilitate and collect students feedback about the course and course instructor, and the course and programme's exit survey.
- To provide all the details of academic including feedback, training, scholarship, placement and co-curricular and extra-curricular activities of the students to the Office of Academic Affairs through HOD.

## **9 COURSE COMMITTEES**

### **9.1 COMMON COURSE COMMITTEE**

A theory course handled by more than one teacher shall have a "Common Course Committee", comprising of all teachers teaching that course. One of the teachers shall be nominated as Course

Coordinator by the Faculty Chairman, duly approved by the Head of the Institution. The committee shall be constituted by the HOD within 15 days from the commencement of the semester.

The first meeting of the Common Course Committee shall be held within fifteen days from the date of formation of the committee. The lesson plan, books and references to be followed shall be decided at the first meeting. Two or three subsequent meetings in a semester may be held at suitable intervals.

In addition, the “Common Course Committee” shall meet to ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments (vide clause 10).

Wherever feasible, the common course committee shall prepare a common question paper for the continuous assessment tests also. The question paper for the end semester examination is common and shall be set by the Course Coordinator, in consultation with all the teachers.

The common course committee shall meet to decide the multiplication factor for the respective batch of students, if required and they shall be applied and entered in COE portal. The minutes in this regard shall be sent to all the concerned HODs and COE.

## 9.2 **CLASS COMMITTEE**

“Class Committee” comprises of all teachers handling courses of a particular semester and two student representatives (preferably one male and one female student) from the programme concerned. One of the above teachers, nominated by the Head of the Department shall act as class advisor and the committee shall be constituted by the HoD within 10 days from the commencement of classes. The class advisor will coordinate the activities of this committee. The class advisor, faculty advisor and HOD will attend the meeting and class advisor shall prepare the minutes of the meeting, which will be approved by the HOD. The copy of the minutes shall be displayed in the notice board within one week from the date of meeting. The functions of this committee are as follows:

The first meeting of the Class Committee shall be held within 10 days from the date of formation of the committee where the enrollment of the courses including add and drop of the courses will be finalized. Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process.

After the completion of the semester examination and evaluation process the course instructor shall keep the record of marks and grades earned by the students for the computation of CO and PO attainments.

## 10 ASSESSMENT PROCEDURES FOR AWARDING MARKS

All PG (M.E. / M.Tech. (Full time)) Programmes consist of Theory Courses, Laboratory Courses and Employability Enhancement Courses. Employability Enhancement Courses include Project Work, Seminar, Professional Practices, Case Study and Industrial / Practical Training.

Appearance in End Semester Examination is mandatory for all courses including Theory, Laboratory, Theory Courses with Laboratory Component and Project work.

Performance in each course of study shall be evaluated based on

- i) Continuous assessments throughout the semester and
- ii) End Semester Examination at the end of the semester.

The evaluation shall be based on Outcome Based Education (OBE). The weightage for the continuous assessment and end semester examination is given in the table below. If any student happened to fail in theory cum practical course he/she has to re appear for the theory courses only.

(i.e.) Each course shall be evaluated for a maximum of 100 marks as shown in Table 8.

**Table 8: Weightage of Marks for Continuous Assessment and End-Semester Examination.**

S.No	Category of course	Continuous Assessments	End-Semester Examinations
i.	Theory Courses	40 Marks	60 Marks
ii.	Theory Courses with Laboratory	50 Marks	50 Marks
iii.	Laboratory Courses	60 Marks	40 Marks
iv.	Project Work	60 Marks	40 Marks
v.	All other EEC Courses	100 Marks	-

Every teacher is required to maintain an „ATTENDANCE AND ASSESSMENT RECORD“ for every semester, which consists of attendance marked in each theory / Laboratory/EEC class, the assessment marks and the record of class work (topics covered), separately for each course handled by the teacher. 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 assessment marks and attendance. The Head of the Department will affix his/her signature and date after due verification.

The Dean-Academic and his team shall check the syllabus covered, attendance of the students and with his comments along with the log books are sent to the HOD of the concerned department. At the end of the semester, the record should be verified by an Audit team headed by Dean-Academics and return to Head of the Department who shall keep this document in safe custody (for four years). The records of attendance and assessment of both current and previous semesters should be available

for any inspection at any time.

## 10.1 ASSESSMENT FOR THEORY COURSES

For Theory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 40 and the End Semester Examination carries 60 marks.

The End Semester Examinations for theory courses will be of 3 hours duration and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters. End semester Examination is a mandatory requirement for passing the course and every student should appear for the examination for theory, theory course with laboratory, laboratory courses and project work. The marks will be awarded and entered in ACOE portal for individual components of continuous assessments and end semester examination(s) (theory and laboratory separately in the case of theory courses with laboratory courses, wherever applicable).

Continuous Assessment comprises of two written test based assessments each carrying 40% weightage of marks and an activity based assessment (Individual Assignment/Case study / Seminar / Mini project/Quiz/Simulation) with 20% weightage of marks conducted by the course instructor, as shown in Table 9. The total percentage of marks obtained in all assessments put together is 100 and shall be proportionately reduced for 40% of marks and rounded to the nearest integer.

**Table 9: Weightage of Marks for Continuous Assessment**

<b>Assessment 1</b>	<b>Assessment 2</b>	<b>Individual Assignment / Case Study/ Seminar/Mini Project/ Quiz/ Simulation</b>	<b>Total*</b>
40%	40%	20%	100%

\*The weighted average shall be converted into 40 marks for Continuous Assessment

One assessment test would be conducted in a day, in the case of tests, they would be of one and a half hours durations each. Students will have regular classes on the assessment days of these tests. In case a student misses the assessment 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 Chairman of Sports Board, only one Reassessment shall be conducted at the end of the semester after getting approval from the Head of the Department by the concerned course instructor.

## Question Paper pattern for Internal Test & ESE – M.E. / M.Tech. Programmes

<b>Maximum Marks : 100</b>
<b>Part A : 10 x 2 = 20 marks</b>
<b>Part B : 5 x 14 = 70 marks (Either or Pattern)</b>
<b>Part C : 1 x 10 = 10 marks (Either or Pattern)</b>

### 10.2 ASSESSMENT FOR THEORY COURSES WITH LABORATORY COMPONENT

Weightage of continuous assessment and end semester examination marks will be 50% each. The distribution of marks for the theory and laboratory components in the continuous assessments and end semester examination for different types of courses are provided in the Table 10.

**Table 10: Weightage of Marks for Continuous Assessment**

L	T	P	C	Continuous Assessment Theory (Total 25%)		Continuous Assessment Laboratory (Total 25%)	End Semester Examination (50%)
1	0	2	2	Test 1*	Test 2*	Experiment and Midterm Test	Laboratory only (50%)
1	0	4	3	Test 1	Test 2	Experiment and Midterm Test	Laboratory only (50%)
2	0	2	3	Test 1	Test 2	Experiment and Midterm Test	Theory only (50%)
3	0	2	4	Test 1	Test 2	Experiment and Midterm Test	Theory only (50%)
2	0	4	4	Test 1	Test 2	Experiment and Midterm Test	Theory (25%) and Laboratory (25%)
3	0	4	5	Test 1	Test 2	Experiment and Midterm Test	Theory (25%) and Laboratory (25%)

The procedure for the conduct of continuous assessments for Laboratory component is as per the clause 10.3.

\*Test 1 and Test 2 for theory are written tests.

The weighted average shall be converted into 50 marks for continuous Assessment.

### 10.3 ASSESSMENT FOR LABORATORY COURSES

For Laboratory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Examination carries 40 marks.

The maximum marks for Continuous Assessment shall be 60 marks in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records to be maintained. There shall be at least one midterm test. The criteria for arriving at the Continuous Assessment marks of 60 is as follows: For successful completion of all the prescribed experiments done in the Laboratory 75% of marks shall be awarded and 25% marks shall

be awarded for the midterm test, as shown in Table 11. The total marks earned by the student in continuous assessments shall be converted into a maximum of 60 marks and rounded to the nearest integer.

**Table 11: Weightage of Marks for Continuous Assessment**

<b>Continuous Assessment (100 %)*</b>	
Evaluation of Laboratory Observation, Record	Mid-term Test
75%	25%

\* Total percentage of Continuous assessment marks shall be converted into 60 marks.

The end semester examination shall be for 40 marks and shall include Viva-Voce also as a part of it.

The End semester examinations for Laboratory courses will be of 3 hours duration and shall normally be conducted after the theory End Semester Examinations but within 7 days from the conduct of last theory examination for that semester.

#### 10.4 ASSESSMENT FOR PROJECT WORK

The evaluation of Project Work for Project work I and Project work II in the case M.E. / M.Tech shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause 10.4.1.

10.4.1 The Project work shall be evaluated for a maximum of 100 marks of which 60 marks will be through internal assessment. There should be three reviews for each phase in the case of M.E. / M.Tech. (Project work I and Project work II) to be conducted separately with Internals 60 marks and External 40 marks. The committee for the conduct of reviews shall be constituted by the Head of the Department. Similarly, there should be three reviews for the final year Project work of M.C.A. / M.Sc. (2 years) to be conducted separately with Internals 60 marks and External 40 marks. The marks are to be distributed as detailed shown in Table 12.

**Table 12: Continuous Assessment and End-Semester Examinations Marks for Project Work**

<b>Project work</b>	<b>Internal (60 Marks)</b>			<b>External (40 Marks)</b>			
	Review I	Review II	Review III	Project Evaluation		<b>Viva – Voce (20 Marks)</b>	
				Supervisor	External	External	Internal
Project work – I & Project work - II	10	20	30	10	10	10	10

10.4.2 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 consisting of supervisor, expert member from the department and a project co-ordinator from another department. The total marks obtained in the three assessments shall be reduced to 60 marks and rounded to the nearest integer. The students are permitted to do interdisciplinary project work with supervisor/co-supervisor from other department relevant to the field of project work.

- 10.4.3 The Project Report prepared according to approved guidelines as given by the Director, Academic Courses and duly signed by the supervisor(s), Project Co-ordinator and the Head of the Department and shall be submitted to the Head of the Department.
- 10.4.4 The evaluation of the Project work I and Project work II (M.E. / M.Tech.) shall be based on the project report submitted in each of the Project work I and Project work II semesters respectively and a Viva-Voce Examination by a team consisting of the supervisor, internal examiner (other than the supervisor) and External Examiner. The Project Co-ordinator shall act as Internal Examiner. The External examiner shall be appointed by the Chairperson of the respective Faculty from the panel of examiners submitted by the HOD for Project work I and Project work II in the case of M.E. / M. Tech.
- 10.4.5 If the student fails to obtain 50% of the internal assessment marks in the Project work I and Project work II in the case of M.E. / M.Tech., 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.
- 10.4.6 The deadline for submission of final Project Report (Project work II for M.E./M.Tech.) is 60 calendar days from the last working day of the semester in which project / thesis / dissertation is done. However, the Project work I of the Project report in the case M.E. / M.Tech. shall be submitted within the last working day of the semester.
- 10.4.7 If a student fails in the end semester examinations of Project Work, he/she has to resubmit the Project Report within 30 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.
- 10.4.8 If a student has submitted the project report but did not appear for the viva-voce examination, it will be considered as fail and he/she will be permitted for reappearance in viva-voce examination, for Project work within 30 days from the date of declaration of result. Subsequent viva-voce examination will be considered as reappearance with payment of exam fee.
- 10.4.9 If a student fails to submit the project report on or before the specified deadline, student is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester. This

applies to both Project work I and Project work II in the case of M.E. / M.Tech.

In case of students of M.E. / M.Tech. not completing Project work I successfully, they can undertake Project work I again in the subsequent semester. In such cases, these students can enroll for Project work II, only after successful completion of Project work I.

10.4.10 A copy of the approved project report after the successful completion of viva-voice examinations shall be kept in the library of the college / institution.

10.5 **ASSESSMENT FOR SEMINAR / PROFESSIONAL PRACTICES / CASESTUDY:**

The seminar / Case study shall carry 100 marks and shall be evaluated through continuous assessment 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 consisting of one co-ordinator and two members appointed by the 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%).

10.6 **ASSESSMENT FOR INDUSTRIAL / PRACTICAL TRAINING / INTERNSHIP / SUMMER/MINI PROJECT**

10.6.1 Practical training / Industrial Attachment / 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.

10.6.2 The Industrial / Practical Training shall carry 100 marks and shall be evaluated through continuous assessment only as per Table 2. At the end of Industrial / Practical training / Internship / Summer Project, 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 consisting of one co-ordinator and two members constituted by the Head of the Department. Certificates (issued by the Organization) submitted by the student shall be attached to the mark list (with grade) and sent to Controller of Examinations by the Head of the Department.

10.6.3 The Industrial / Practical Training **which is not part of the curriculum (Clause 4.5.2)**, shall carry 100 marks and shall be evaluated **through internal assessment only** as per Table 2. At the end of Industrial / Practical training / internship / Summer Project, the student shall submit a certified report (evaluated out of 100 marks by a mentor/guide) from the organization where the student has undergone training.

The Viva-Voce Examination will be conducted by a three member committee constituted by the Head of the Department. The committee comprises of one expert from an industry/organization and two members (co-ordinator and member) from the Department. Certificates (issued by the Organization) submitted by the student shall be attached to the mark list (with grade) and sent to Controller of Examinations by the Head of the Department.

**Table 13 Assessment for Internship / Industrial Training**

<b>INTERNSHIP / INDUSTRIAL TRAINING</b>		
<b>EVALUATION MARKS (100)</b>		
<b>REPORT</b>	<b>PRESENTATION</b>	<b>VIVA VOCE</b>
40	30	30

**10.7 ASSESSMENT FOR VALUE ADDED COURSES**

The value added 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. The Head of the Department may identify a faculty member as coordinator for the course. A committee consisting of faculty member handling the course, coordinator and a senior faculty member nominated by the Head of the Department shall monitor the evaluation process.

**10.8 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 course shall be evaluated through Continuous Assessment and End Semester Examination. The evaluation methodology shall be the same as that of a theory course (vide clause 10.1).

**10.9 ASSESSMENT FOR MINI PROJECT / MINI PROJECT AND SEMINAR**

The Mini Project / Mini Project and Seminar shall carry 100 marks and shall be evaluated through three reviews as continuous assessments. The first and second reviews are to be evaluated by a three member committee constituted by the HOD which includes the supervisor, coordinator and an expert from the Department. At the end of the semester the student shall submit a brief report on the Mini Project. The third review will be conducted based on this report and Viva-Voce Examination conducted by the same committee and the evaluation report shall be sent to Additional Controller of Examinations by the Head of the Department. The breakup of marks is given in the Table 14.

**Table 14: Continuous Assessment for Mini Project / Mini Project and Seminar**

Mini Project/ Mini project with Seminar	Internal Assessment Evaluation			
	Review I	Review II	Review III (50 marks)	
			Report	Viva-Voce Examination
Marks	25	25	20	30

#### 10.10 CONDUCT OF ACADEMIC AUDIT BY THE DEPARTMENT

Every department shall strive for a better performance of the students by conducting the continuous assessments as mentioned in Clause 10 and that is followed by the end semester examination, as the case may be.

The Head of the Department shall arrange to conduct the Academic Audit once in every year for all the courses conducted in the respective semesters through external expert(s) approved by the Chairperson of Faculty.

- In order to ensure the above, Academic Audit is to be done for every course taught during the semester.
- For the continuous assessments conducted for each course (as per details provided in Clause 10), the academic records shall be maintained for the activity based evaluation and assessment test question paper and answer script. Report of industrial training / internship shall also be maintained, if applicable. For laboratory courses the students' record and course coordinator's system of evaluation shall be maintained. Further, the attendance of all students shall be maintained as a record.
- The COE shall facilitate the conduct of academic audit process including the end semester examination question paper and answer scripts.
- The academic audit shall verify all the academic records pertaining to the Regulation in force, the attendance and assessment record, CO, PO attainment records, student's and course coordinators feedback of the courses, and the overall teaching- learning process based on Bloom's taxonomy. Action plan based on audit implementation for continuous improvement. Academic documents of PG degree programmes should be available with the department/faculty for 5 years.

#### 11 PASSING REQUIREMENTS

- 11.1 A candidate who secures not less than 50% of total marks prescribed for the courses (Internal Assessment + End semester examination) with a minimum of 45% of the marks prescribed for the end-semester Examination in theory, theory with practical components (45% individually in theory and laboratory) and practical courses (including Project work), shall be declared to have passed in

the Examination.

11.2 If a student fails to secure a pass in a theory course / theory with laboratory / laboratory courses (except electives), 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 candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secure a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (IA + End Semester Examination) as per clause 11.1, then the candidate shall be declared to have passed the examination if he/she secure a minimum of 50% marks prescribed for the university end semester examinations alone.

11.3 The passing requirement for the courses which are assessed only through continuous assessment (EEC courses except project work).

11.4 **Supplementary Examinations**

If a student fails to secure a pass in theory course(s) of IV semester examination for M.E. / M.Tech. (2 years) programmes, he/she is eligible to appear for a one time Supplementary Examination which shall be conducted at the end of IV semester, for the subjects of IV semester alone within 30 days from the date of declaration of the results.

11.5 **End semester valuation clarification day**

In a regular semester a valuation clarification day for theory courses shall be conducted only for those students who are appearing in the end semester examination as their first attempt Clarification day shall be conducted within 7 working days after the last held theory examination. During those 7 working days period, the laboratory end semester examinations shall be scheduled and the results of the same shall be UPLOADED within those 7 working days itself so that the completed end semester results shall be published within 15 days from the last laboratory exam.

On clarification day, the students can view their end semester answer papers in the presence of the course instructor and get any clarifications / corrections done. In cases of dispute, where the student is not satisfied with the clarifications / corrections, the matter can be referred to a committee, consisting of the Head of the Department of the courses concerned / HOD nominee, concerned course instructor and a subject expert. In case a student does not attend the valuation clarification day on the specified date, no further clarifications will be entertained. The results will be published after the end semester valuation clarification day.

For students reappearing for the theory courses, clarification day will not be provided for the subsequent attempts. However, for them open day will be conducted after the publication of results. On this day, the students are permitted to view their end semester answer scripts on payment of prescribed fee as per the rules prescribed by COE. In case of dispute, the matter can be referred to a committee, consisting of the Head of the Department of the courses concerned / HOD nominee,

concerned course instructor and a subject expert as per the rules prescribed by COE.

### **11.6 REQUEST FOR PHOTO COPY OF THE VALUED ANSWER SCRIPT/REVALUATION**

A student can apply for viewing of valued answer script and / or revaluation of his / her semester examination answer paper in theory courses, within FIVE working days from the declaration of results, and on the dates specified by the Controller of Examinations on payment of a prescribed fee along with proper application to the Controller of Examinations. The Controller of Examinations shall arrange for viewing / revaluation and the revaluation result shall be published soon after the revaluation process is completed.

## **12 AWARD OF LETTER GRADES**

**12.1.** The award of letter grades will be decided using relative/absolute grading principle. The performance of a student will be reported using letter grades, each carrying certain points as shown in Table 15.

**Table 15: Award of Letter Grades**

<b>Letter Grade</b>	<b>Grade Points*</b>
O (Outstanding)	<b>10</b>
A + (Excellent)	<b>9</b>
A (Very Good)	<b>8</b>
B + (Good)	<b>7</b>
B (Average)	<b>6</b>
C (Satisfactory)	<b>5</b>
U (Re-appearance)	<b>0</b>
SA (Shortage of Attendance)	<b>0</b>
WD (Withdrawal)	<b>0</b>

‘U’ denotes Reappearance registration is required for that particular course.

‘SA’ denotes shortage of attendance (as per Clause 7) and hence prevented from writing end semester examination.

‘WD’ indicates withdrawal from the course.

### **12.1.1 Relative Grading**

For those students who have passed the course (theory course / laboratory integrated theory courses and all EEC except laboratory course / Project Work Course), the relative grading shall be done provided if the strength of students who have met the passing requirements is greater than 30. The marks of those students who have passed only shall be input in the software developed for relative grading. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards the

grade to each student.

### 12.1.2 Absolute Grading

- In all the courses, if the number of students who have passed the course is less than or equal to 30 then absolute grading shall be followed with the grade range as specified in the Table.
- For the Project Work / Internship and Laboratory Courses, absolute grading procedure shall be followed as given in the Table 16 irrespective of the number of students who have passed the course.

**Table 16: Grade range for absolute grading**

<b>O</b>	<b>A+</b>	<b>A</b>	<b>B+</b>	<b>B</b>	<b>C</b>	<b>U</b>
91 - 100	81 - 90	71 - 80	61 - 70	56 - 60	50 – 55	< 50

12.2 The grades O, A+, A, B+, B, C obtained in value added courses shall figure in the Grade sheet under the title 'Value Added Courses'. The other grades U, SA will not figure in the grade sheet.

## 13. GPA AND CGPA CALCULATION

13.1 The Course Teacher shall handover the foil sheet, grade sheet and attendance sheet to the HOD concerned for onward transmission to the ACOE, UD for processing of results. After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- the list of courses registered 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 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.

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

Where  $C_i$  - is the Credits assigned to the course

$G_{P_i}$  - 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.

- 13.2 Credits earned through one / two credit value added courses, shall not be considered for calculating the GPA or CGPA.
- 13.3 If a student studies more number of electives than required as per the student's programme curriculum, the courses with higher grades alone will be considered for calculation of CGPA.
- 13.4 Credits earned through Bridge courses, shall not be considered for calculating the GPA or CGPA.
- 13.5 In the consolidated grade sheet the CGPA earned shall be converted into percentage of marks as follows:

$$\text{Percentage of Marks} = \text{CGPA} \times 10.$$

#### **14 ELIGIBILITY FOR THE AWARD OF DEGREE**

- 14.1. 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.
    - a. M.E./ M.Tech. (2 years) (Full Time)**

Successfully completed the course requirements, appeared for the End-Semester 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.
    - b.** In addition, for the students admitted under non-computer science background, the bridge course requirements also have to completed within the maximum duration mentioned above.

#### **14.2 CLASSIFICATION OF THE DEGREE AWARDED**

##### **14.2.1 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.(2 years) (Full Time)**

- 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. Withdrawal from examination (vide Clause 15) will not be considered as an appearance.

- Should have secured a CGPA of not less than 8.50.
- Should not have been prevented from attending end semester examination in any of the courses.

#### 14.2.2 **FIRST CLASS:**

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

##### **M.E. / M.Tech. (2 years) (Full Time)**

- Should have passed the examination in all the courses of all four semesters including bridge courses if applicable, 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.

#### 14.2.3 **SECOND CLASS:**

All other students (not covered in clauses 14.2.1 and 14.2.2) who qualify for the award of the degree (vide Clause 14.1) 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 15) for the purpose of classification.

### **15 PROVISION FOR WITHDRAWAL FROM EXAMINATION:**

A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Chairman, sports board and HOD) 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 Director, Academic Courses through HOD with required documents.

Withdrawal application shall be valid only if the student is otherwise eligible to write the examination (Clause 7) and if it is made within TEN working days before /after the commencement of the end semester examination in that course or courses and also recommended by the Head of the Department.

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.

If a student withdraws a course or courses from writing end semester examinations, he/she shall register the same in the subsequent semester and write the end semester examination(s).

Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.

Withdrawal is permitted for the end semester examinations in the final semester only if the period of study the student concerned does not exceed 3 years for M.E. / M.Tech., with Bridge Course requirements as per clause 14.2.1.

## **16 BREAK OF STUDY FROM A PROGRAMME**

A student is permitted to go on break of study for a fixed period of one year as a single break in the entire course of study.

- 16.1 The student applies for break of study, the student shall apply to the Director, Academic Courses in advance, in any case, not later than the last date of the first assessment period. The application (downloaded from website) duly filled by the student shall be submitted through the Head of the Department.
- 16.2 Notwithstanding the requirement of mandatory first assessment period, applications for break of study for special cases under extraordinary conditions will be considered on the merit of the case. The student shall apply to the Director, Academic Courses through the Head of the Department.
- 16.3 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 Head of the institution 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.
- 16.3.1 Total number of credits to be earned by the student shall be more than or equal to the total number of credits prescribed in the curriculum in force. If the credit assigned for L T P of the courses are not same in two Regulations under consideration, then equivalence shall be arrived as per the credit assignment followed in the Regulations in force.
- 16.4 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 5.1 irrespective of the period of break of study in order that the student may be eligible for the award of the degree (vide clause 14).
- 16.5 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 Head of the institution through the concerned Head of the Department before the end of the semester in which the student has taken break of study.

16.6 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.

16.7 If a student in Full Time mode wants to take up job / start-up / entrepreneurship during the period of study he/she shall apply for authorised break of study for one year. The candidate shall take up the assignment only after getting approval of the same by Head of the institution.

**16.8 PROVISION OF SCRIBE:**

- The Appointment of scribes for the students with disabilities shall be done by the Controller Office. In this connection the student shall submit her/his requisition through proper approval of HoD and Principal to CoE office well in advance prior to the examinations. (at least 15 days before the commencement of Examinations).
- However, students injured during the study holidays and in between the examination period and not able to write, on producing medical certificate from Civil Surgeon will be given Scribe.

**17 FOR STUDENTS REJOINING THE PROGRAMME**

A student who is required to repeat the study of any semester for want of attendance/ progress/conduct or who desires to rejoin the course after a period of discontinuance 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 Directorate of Technical Education (DoTE) and Anna University, Chennai. No student will however be enrolled in more than one semester at any time.

In that case he/she has to come under the regulation which is being followed in that Academic year.

**18 FOR TRANSFER STUDENTS**

Students transferred from other Institutions may be admitted on obtaining the approval from DOTE and Anna University, Chennai. In that case he/she has to come under the regulation which is being followed in that Academic year and also should obtain equivalence from the Controller of Examinations.

**19 DISCIPLINE**

19.1 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 / Department. The Head of the Institution shall constitute a disciplinary committee consisting of Head of the Institution, Head of the departments to which the student concerned belongs, and the Head of another department 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 by the Registrar of the University for taking final decision.

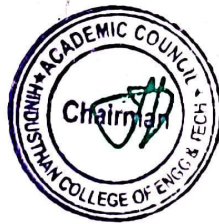
19.2 If a student indulges in malpractice in any of the examinations, the student shall be liable for punitive action as prescribed by the University from time to time.

**20 REVISION OF REGULATIONS, CURRICULUM AND SYLLABI**

The college may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and Scheme of Examinations through the Academic Council.

*N. Madhusudan*  
Dean – Academics

**Dean (Academics)**  
**HICET**



*[Signature]*  
Principal  
**PRINCIPAL**  
Hindusthan College of Engineering & Technology  
COIMBATORE - 641 032.