



**VIVEKANANDHA COLLEGE OF ENGINEERING FOR WOMEN**  
(An Autonomous Institution Affiliated to Anna University- Chennai)



**REGULATIONS 2014**

M.E. / M.Tech. / M.B.A. Degree (4-Semester) Full-time Programme

**CREDIT SYSTEM**

**Degree of Master of Engineering / Master of Technology / Master of Business Administration**

The following regulations are applicable to the students admitted to M.E. / M.Tech. and M.B.A. Degree programme in the Institution from the academic year 2013-2014.

**1. Preliminary Definitions and Nomenclature**

In these Regulations, unless the context otherwise requires:

- i. **“Programme”** means Postgraduate Degree Programme M.E. / M.Tech. and M.B.A. Degree Programme.
- ii. **“Discipline”** means specialization or branch of M.E. / M.Tech. Degree Programme like “Computer Science and Engineering”, “Information Technology”, etc.
- iii. **“Course”** means theory or practical subject that is normally studied in a semester, like Applied Mathematics, Advanced Digital Signal Processing, etc.
- iv. **“Controller of Examinations”** means authority of the Institution who is responsible for all activities of the End Semester Examinations (ESE) of the Institution.
- v. **“Head of the Institution”** means the Principal of the College / Institution who is responsible for all the academic activities of that College / Institution and for implementation of relevant rules of this Regulation.
- vi. **“Head of the Department”** means the Head of the Discipline concerned.
- vii. **“Institution”** means Vivekanandha College of Engineering for Women.
- viii. **“University”** means Anna University, Chennai.

**2. Programme offered, Modes of study and Admission requirements**

**2.1. Programme offered**

M.E. (Applied Electronics)

M.E. (VLSI Design)

M.E. (Computer Science and Engineering)

M. E. (Power Systems)

M.Tech. (Information Technology)

Master of Business Administration

## **2.2. Modes of study**

Candidates are admitted only under “Full-Time” mode. They should be available in the Institution during the entire duration of working hours (from morning to evening on full-time basis) for the curricular, co-curricular and extra-curricular activities assigned to them. The full-time candidates should not attend any other full-time programme / course or take up any full-time / part-time job in any Institution or company during the period of the full-time programme. Violation of the above rules will result in cancellation of admission to the Postgraduate Programme.

## **2.3. Admission requirements**

2.3.1. Candidates for admission to the first semester of the Postgraduate Degree Programme shall be required to have passed appropriate Undergraduate Degree examinations of Anna University or equivalent as specified under qualification for Admission as per the Tamilnadu 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 qualifications 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 certificate to such Degrees.

2.3.2. However, the Academic Council of the Institution may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed at the time of admission.

2.3.3. Notwithstanding the qualifying examinations the candidate might have passed, she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the Academic Council from time to time.

2.3.4. Eligibility conditions for admission such as the class obtained the number of attempts in qualifying examinations and physical fitness will be as prescribed by the Academic Council from time to time.

### 3. Duration and Structure of the Programme

- 3.1. The minimum and maximum period for completion of the Postgraduate Programme is as given below:

<b>Programme</b>	<b>Minimum No. of Semesters</b>	<b>Maximum No. of Semesters</b>
M.E./M.Tech. (Full-Time)	4	8
M.B.A.(Full -Time)	4	8

- 3.2. Every programme will have a curriculum and syllabi consisting of core courses, elective courses and project work. The programme may also include Seminar, Practical / Industrial training, Summer Project / Internship Training / Mini-project, if they are specified in the curriculum.
- 3.3. The curriculum and syllabi of all the Postgraduate programme shall be approved by the Academic Council of the Institution. The number of credits to be earned for the successful completion of the programme shall be as specified in the curriculum of the respective specialization of the postgraduate programme.
- 3.4. Each semester shall normally consist of 75 working days or 500 periods and each period is of 45 minutes duration (450 Periods for M.B.A). The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus. ESEs conducted by the Institution will be scheduled after the last working day of the semester.
- 3.5. The minimum prescribed credits required for the award of the Degree shall be within the limits specified below:

<b>Programme</b>	<b>Prescribed Credits</b>
M.E./M.Tech.	65 to 75
M.B.A.	96

- 3.6. Credits will be assigned to the courses as given below:
- 3.6.1. The following will be applicable to all Postgraduate programme.
- One credit for each lecture period allotted per week.
  - One credit for each tutorial period allotted per week.
  - One credit for each Seminar / Practical / Project work / Mini-project of two periods per week and 2 credits for 3 or 4 periods of practical session per week.
- 3.6.2. Two weeks of practical training in any industrial / research laboratory correspond to one credit.
- 3.6.3. Practical training or industrial training, if specified in the curriculum should be

organized by the Head of the Department / Institution for a duration not exceeding 4 weeks.

- 3.6.4. Summer project, if specified in the curriculum, should be organized by the Head of the Department / Institution for a duration not exceeding 6 weeks.
- 3.7. The electives from the curriculum are to be chosen with the approval of the Head of the Department. A candidate may be permitted by the Head of the Department to choose a maximum of two electives from other postgraduate programme offered in the Department / any other Department of the Institution during the period of her study, provided the Head of the Department offering such course also approves such request subject to no clash in the time-table for the lecture classes of both the departments.
- 3.8. The medium of instruction is English for all courses, examinations, seminar presentations and project thesis / dissertation reports.

#### **4. Attendance requirements for completion of the semester**

- 4.1. A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester. Ideally, every student is expected to attend all classes and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as Medical / participation in sports / personal, the student is expected to attend at least 75% of the classes during any semester commencing from first semester. Therefore, she shall secure an overall attendance not less than 75% (after rounding off to the nearest integer), taking into account the total number of periods attended by the candidate in a semester within 75 working days in all courses put together, against the total number of periods in all courses offered during the semester (vide Clause 3.4).
- 4.2. However, a candidate who secures an 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 ESEs subject to the condition that the candidate shall submit the medical certificate / sports participation certificate attested by the Head of the Institution.
- 4.3. Candidate who secures an overall attendance less than 65% and candidates who do not satisfy the Clauses 4.1 & 4.2 shall not be permitted to appear for the current ESE. She cannot move to the next semester and is required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

## 5. Class Advisor

There shall be a Class Advisor for each class from the first semester till the end of the programme. The Class Advisor will be one among the course instructors of the class, at least in the first semester. He / She will be appointed by the concerned Head of the Department. The Class Advisor is the ex-officio member and the convener of the Class Committee. The responsibilities for the Class Advisor are:

- i. To act as the channel of communication between the Head of the Department and the students of the respective class.
- ii. To collect and maintain various statistical details of the 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 monitor the students' activities / achievements like awards, medals, scholarships, etc.

## 6. Class Committee

6.1. Every class shall have a class committee consisting of Class Advisor, teachers of the class, student representatives and a senior faculty as chairperson who is not handling any courses for the class. It is like the 'Quality Circle' (more commonly used in industry), 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 classroom and laboratories.
- ii. Clarifying the regulations of the degree programme and the details of rules therein, particularly, Clause 3 and 4 which should be displayed on Institution Notice-Board.
- iii. Informing the student representatives, the academic schedule including the dates of Continuous Assessment (CA) and the syllabus coverage for each assessment.
- iv. Informing the student representatives the details of regulations regarding weight-age given for each assessment. In the case of practical courses (Laboratory / Drawing / Project work / Mini-project, 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 term test and finding ways and means of solving the problems, if any.

- vi. Identifying the weak students, if any, and requesting the teachers concerned to provide additional classes or consultation or guidance to such weak students.
- 6.2. At least 2 student representatives shall be included in the Class Committee.
- 6.3. The Chairperson of the Class Committee may invite the Head of the Department to the Class Committee meeting, if required.
- 6.4. The Head of the Institution may participate in any of the Class Committee meeting.
- 6.5. The Chairperson 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 make arrangements to circulate it among the students and teachers concerned. If there are some points in the minutes requiring action by the Management, the same shall be brought to the Management's notice by the Head of the Institution.
- 6.6. The first Class Committee meeting shall be held one week after the date of commencement of the semester, in order to inform the students about the nature and weight-age of assessments within the framework of the regulations. A minimum of three meetings should be conducted in a semester. The Class Advisor shall display the cumulative attendance particulars of each student on the Notice Board, at the end of every such meeting to enable the students to know their attendance details so as to satisfy the Clause 4 of this regulation. During these meetings, the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

## **7. Course Committee for Common Courses**

Each common theory course offered to more than one discipline or group 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 in order to arrive at a common scheme of evaluation for the test and shall ensure uniform evaluation of the test. Wherever feasible, the Course Committee may also prepare a common question paper for the CA test.

## 8. System of Examination

8.1. Performance in each course of study shall be evaluated based on (i) CA throughout the semester (ii) ESEs.

### 8.2. Theory, Practical, Internship training, Mini-project

Each course such as Theory, Practical, Internship training, Mini-project shall be evaluated for a maximum of 100 marks. Further the CA and ESE will carry 50 marks each. The ESE for theory and practical courses of 3 hours duration shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.

### 8.3. Project Work

- i. Project work for M.E. / M.Tech., Programme consists of Phase – I and Phase – II. The Phase – I is to be under taken during the III semester and Phase – II, which is a continuation of Phase – I is to be undertaken during the IV semester.
- ii. The Phase – I and Phase – II of M.E. / M.Tech., Project work and Project work of M.B.A shall be evaluated for a maximum of 100 marks where the CA and ESE will carry 50 marks each.
- iii. Minimum credit requirements to do the project shall be as follows:

<b>Programme</b>	<b>Minimum No. of Credits to be earned</b>
M.E. / M.Tech.	24 (for Phase – I)
M.B.A.	50

If the candidate has not earned the requisite minimum credits as said in the above table, she has to complete the arrears (at least to the extent of earning the minimum credits specified) and then register for the Project (Phase - I) work in the subsequent semester.

- iv. In case, the candidates of M.E. / M.Tech., Programme do not complete Phase - I of the 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.
- v. Project work shall be carried out under the supervision of a “qualified teacher” in the concerned department. In this context “qualified teacher” means the faculty member possessing (i) Postgraduate Degree with a minimum of 3 years of experience in teaching or (ii) Ph.D. Degree.
- vi. 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 in the department and an expert as a Joint Supervisor from the Industrial / Research organization and the student shall be instructed to meet the Supervisor periodically and to attend the review committee meetings for evaluating the progress.

- vii. The project work (Phase II in the case of M.E. / M.Tech.) shall be pursued for a minimum of 16 weeks during the final semester.
  - viii. The deadline for the 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 of M.E. / M.Tech. programme 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 Institution.
- 8.4. The ESE for Project work, Mini-project, Internship training shall consist of evaluation of the final report submitted by the student by an External Examiner followed by a Viva-Voce Examination by a committee consisting of an External Examiner, an Internal Examiner and the Supervisor of the project.
- 8.5. The Internal and External Examiners for the ESEs of theory / practical courses, including project work shall be appointed by the Controller of Examinations.
- 8.6. ESE Question paper patterns for M.E. / M.Tech. and M.B.A. degree programme are enclosed in Annexure – I and Annexure – II.

## **9. Assessment**

The assessment marks shall be awarded on assessing the student continuously during the semester as per the following guidelines:

### **9.1. Theory Courses**

The CA will consist of i) a minimum of 2 quizzes ii) a minimum of 2 assignments and iii) two term tests per semester. Two term tests each carrying 50 marks shall be conducted during the semester by the Department concerned. The marks obtained in both the tests are added with average quiz marks out of 40 and average assignment marks out of 60. The total marks out of 200 shall be reduced for 50 marks.



## 9.2. **Practical Courses**

Every practical exercise / experiment shall be evaluated based on the performance of the student as follows:

- i) Pre – lab test 10%
- ii) Implementation and output 70% and
- iii) Post – lab test 20%

The total marks for all experiments are reduced for 50 marks.

## 9.3. **Industrial / Practical / Internship training or Summer Project**

- i. Practical / Industrial / Internship Training or 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. The Practical / Industrial / Internship Training or Summer Project shall carry 100 marks and shall be evaluated through CA and ESE carrying 50 marks each.
- ii. At the end of Practical / Industrial / Internship Training or Summer Project the candidate shall submit a certificate from the organization where she has undergone the training and also a brief report on the same. The evaluation will be made based on this report and a Viva-Voce examination, conducted by a three member committee consisting of the Supervisor, one Internal Examiner and one External Examiner. The Internal and External Examiner shall be appointed by the Controller of Examinations from the Panel of Examiners submitted by the Head of the Department. Certificates submitted by the candidate shall be attached to the mark list sent by the Head of the Department to the Controller of Examinations.

## 9.4. **Project work and Mini-project**

- i. The evaluation of Project work (Phase – I & Phase - II in the case of M.E. / M.Tech., or project work of M.B.A.) and Mini-project shall be done independently in the respective semesters and marks shall be allotted as per the weight-ages given in section iii.
- ii. The Head of the Department shall constitute the review committee consisting of Supervisor, Project Coordinator and another faculty member from the Department for each branch of study. There shall be three assessments for Project work / Mini-project during the semester by a review committee each carrying 100 marks. The earned assessment marks out of 100 shall be reduced accordingly as shown in the table below. The student shall make presentation on the progress made before the review committee. There will be a Viva-Voce Examination at the end of the semester conducted by a committee consisting of the Supervisor, one Internal Examiner and one External

Examiner. The Internal and External Examiner shall be appointed by the Controller of Examinations from the Panel of Examiners submitted by the Head of the Department.

- iii. The total marks for Phase – I, Phase – II, Mini-project for M.E. / M.Tech., and Project work of M.B.A is 100. The distribution of marks for the reviews and Viva-Voce examination for the Project work is given in the table below:

Continuous Assessment (50)			End Semester Examinations (50)			
Review I	Review II	Review III	Thesis / Report Evaluation (20)	Viva - Voce (30)		
			External	Internal	External	Supervisor
10	20	20	20	10	10	10

- iv. The Project report is prepared according to the approved guidelines as given by the Controller of Examinations and duly signed by the Supervisor(s) and the Head of the Department concerned and shall be submitted to the Head of the Institution.
- v. If the candidate fails to obtain 50% of the total CA marks in the Project work or Mini-project, she will not be permitted to submit the report for that particular semester and has to re-register for the same in the subsequent semester.
- vi. If a candidate fails to submit the project report on or before the specified deadline, she is deemed to have failed in the project work and shall re-register for the same in a subsequent semester.
- vii. If a candidate fails in the ESE of Project work Phase – I of M.E. / M.Tech., she has to resubmit the project report within 30 days from the date of declaration of the results. If she fails in the ESE of Phase–II of project work of M.E. / M.Tech., Mini-project or the final Project work of M.B.A., 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.
- viii. If a candidate fails to appear for the Viva-Voce examination after submitting the report on Project work on the date, she will be marked as absent for the Project work and has to re-register for the same in the subsequent semester. A copy of the evaluated project report after the successful completion of Viva-Voce examinations shall be kept in the common library.

Note: CA marks shall be displayed by the respective Head of the Department within 5 days from the last working day.

#### **9.5. Attendance and Assessment Record**

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 record of class work (topics covered) and the test marks 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. Head of the Department will sign after due verification. At the end of the semester, the record shall be verified by the Head of the Institution who will keep this document under safe custody (for three years). The University or any inspection team appointed by the Institution may inspect the records of attendance and assessment of both current and previous semesters.

#### **10. Requirements for Appearing in the End Semester Examination**

A candidate shall normally be permitted to appear for the ESE of any semester commencing from first semester, if she has satisfied the semester completion requirements (subject to Clause 4) and has registered for examination in all courses of the semester. Registration is mandatory for ESE as well as arrear examinations, failing which the candidate will not be permitted to move to the higher semester. A candidate who has already appeared for any subject in a semester and passed the examination is not entitled to reappear in the same subject for improvement of grades / marks.

#### **11. Award of Letter Grades, Grade Points, Performance analysis committee and Passing requirements**

##### **11.1. Letter Grade and Grade Point**

*Each student, based on her performance, will be awarded a final letter grade and grade point as given in the table infra for each course at the end of each semester by the following:*

- (a) Relative Grading System for theory courses having CA and ESE
- (b) Absolute Grading System for all other courses including Laboratory Courses, Project work / Mini-project and Courses carrying only CA marks.
- (c) If the class strength is less than or equal to 10 in a theory course, then, Absolute grading system shall be adopted instead of the class-wise relative grading system.

## 11.2. Relative Grading System

In relative grading system, the grades are awarded to the students based on their performance relative to the other as detailed below:

- 11.2.1. For each course, the total mark, M (where M is equal to CA marks secured + ESE marks secured) is computed for each student. For each course the statistical parameters mean ( $\mu$ ), and standard deviation ( $\sigma$ ) of the distribution of marks is arrived as given below.

$$\mu_i = \sum_{j=1}^n \frac{M_j}{n} \quad \text{and} \quad \sigma_i = \sqrt{\frac{\sum_{j=1}^n (M_j - \mu_i)^2}{n}}$$

where  $M_j$  = Total marks of each student in a particular course and

$n$  = No. of students who have appeared for the examination in that particular course.

- 11.2.2. The above statistical parameters are revised by eliminating outliers  $M_j$  in the range  $[M_j > (\mu_i + 2\sigma_i), M_j < (\mu_i - 2\sigma_i)]$  and the revised statistical parameters; mean ( $\mu$ ) and standard deviation ( $\sigma$ ) are computed using the above relationships, considering the updated number of students.
- 11.2.3. The letter grade and the grade point for the courses are generally awarded based on the statistical parameters, mean ( $\mu$ ) and standard deviation ( $\sigma$ ) of the distribution of marks as detailed below:

Total Mark M secured by the student ( M = CA+ESE)	Grade	Relative Grade point GP
$M \geq \mu + 1.65\sigma$	S	10
$\mu + 0.85\sigma \leq M < \mu + 1.65\sigma$	A	9
$\mu \leq M < \mu + 0.85\sigma$	B	8
$\mu - 0.6\sigma \leq M < \mu$	C	7
$\mu - 1.2\sigma \leq M < \mu - 0.6\sigma$	D	6
$\mu - 1.8\sigma \leq M < \mu - 1.2\sigma$	E	5
$M < \mu - 1.8\sigma$	U	0
Withdrawal from Examination	W	0

- 11.2.4. While applying relative grading, if the minimum marks corresponding to “E” grade happens to be less than 50, then that mark will be set as the minimum mark required to pass the course. Similarly, when the class average is high, marks above 50 may

result in “U” grade. Under such circumstances, the student will be awarded “E” grade and declared pass.

### 11.3. Absolute Grading System

In absolute grading system, the letter grade and grade points are awarded to each student based on the percentage of marks secured by her in Laboratory courses, Project work / Mini-project and courses carrying only CA marks, as detailed below.

Range of percentage of total marks	Letter Grade	Grade Point, GP
90 to 100	S	10
80 to 89	A	9
70 to 79	B	8
60 to 69	C	7
55 to 59	D	6
50 to 54	E	5
0 to 49 or less than 50% in final examination	U	0
Withdrawal	W	0

“U” denotes reappearance / absent

“W” denotes withdrawal from the final examination

### 11.4. Performance Analysis Committee

The Performance Analysis Committee chaired by the Head of the Institution and consisting of the Controller of Examinations and all the Heads of the Departments will, by collective wisdom, decide the scaling factors for different grades and minimum pass mark for ESE alone if found necessary, so as to ensure that the clustering and differentiation of students are made in a reasonable manner for each course separately.

### 11.5. Passing Requirements

- i. A candidate who secures grade point 5 or more in any Course of study will be declared to have passed that Course.
- ii. A candidate, who is absent for the ESE or withdraws from ESE or secures a letter grade U (Grade point 0) in any course carrying CA and ESE marks, will retain the already earned CA marks for two subsequent appearances in the Examination of that Course and thereafter she will be solely assessed by the ESE carrying the entire

marks of that Course. That candidate shall be declared to have passed the examination, if she secures a minimum of 50% marks in the ESE alone irrespective of the CA marks obtained.

## 11.6. Cumulative Grade Point Average

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

- i. The Institution in which the candidate has studied.
- ii. The list of courses enrolled during the semester and the grades scored.
- iii. The Grade Point Average (GPA) for the semester.
- iv. The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

11.6.2. GPA for a semester is the ratio of the sum of products of the number of credits acquired for courses and their corresponding grade points to the sum of the number of credits acquired for all the courses in the semester and is calculated using the formula:

$$GPA = \frac{\text{Sum of [Credits acquired x Grade points in the given semester]}}{\text{Sum of Credits acquired in the given semester}}$$

11.6.3. CGPA will be calculated considering all the courses registered from the first semester. “U” and “W” grades will be excluded for calculating GPA and CGPA and is calculated using the formula:

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

where

$C_i$  – is the credits assigned to the course.

$GP_i$  – is the point corresponding to the grade obtained for the given 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.

## **11.7. Arrear Examinations**

### **11.7.1. For courses under Relative Grading System**

- a. *Examination in a course conducted exclusively as an arrear examination:*  
If a student appears in the above arrear examination, then her grade in that course will be on par with the grade allotted for the same score in that course in the immediate preceding regular examination.
- b. *Examination in a course conducted as a regular examination for a batch of regular students and as an arrear examination for a batch of other students:*  
If a student appears in an arrear examination, the examination being conducted along with a batch of regular students, then her grade in that course will be based on the grade allotted to the same score in that course applicable to the above batch of regular students.

### **11.7.2. For courses under Absolute Grading System**

If a student appears in an arrear examination for the above courses, the grade and grade point will be awarded according to absolute grading system based on the percentage of marks secured in that course.

## **12. Revaluation**

A candidate can apply for a photocopy of her answer book to the Controller of Examinations through the Head of the Institution within one week from the date of declaration of results, on payment of a prescribed fee. She can apply for revaluation of the same within one week from the date of receiving of the photocopy and on payment of a prescribed fee. A candidate can apply for revaluation of answer scripts only after obtaining their photocopies and for subjects not exceeding 5 at a time. The Controller of Examinations will arrange for the revaluation and the results will be published. Revaluation is not permitted for Practical courses, Seminars, Internship training and Project work / Mini-project.

## **13. Eligibility for Award of the Degree**

A student shall be declared to be eligible for the award of the Degree if she has:

- i. Successfully acquired the required credits as specified in the Curriculum corresponding to her programme within the stipulated time.
- ii. No disciplinary action is pending against her.

- iii. Successfully completed the field visit/ industrial training, if any, as prescribed in the curriculum.
- iv. The award of the degree must be approved by the Syndicate.

#### **14. Classification of the Degree awarded**

##### **14.1. First class with Distinction:**

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

- i. Should have passed the ESE in all the courses of all the four semesters in her **First Appearance** within two years. Withdrawal from examination (vide Clause 15) will not be considered as an appearance. One year authorized break of study (if availed of) is permitted in addition to two years for award of First class with Distinction.
- ii. Should have secured a CGPA of not less than 8.50.

##### **14.2. First class:**

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

- i. Should have passed the ESE in all the courses of all the four semesters within three years which includes one year of authorized break of study, if availed of (or) prevention from writing the ESE due to lack of attendance, if applicable.
- ii. Should have secured a CGPA of not less than 6.50.

##### **14.3. Second Class:**

All other candidates (not covered in clauses 14.1 and 14.2) who qualify for the award of the degree (vide Clause 13) shall be declared to have passed the examination in **Second Class**.

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

#### **15. Provision for withdrawal from End Semester Examination**

- 15.1. A candidate may, for valid reasons, (medically unfit / unexpected family situations) be granted permission to withdraw from appearing for the examination in any course or courses in any one of the semester examination during the entire duration of the degree programme. Also, only one application for withdrawal is permitted for that semester



examination in which withdrawal is sought. For such permitted withdrawal, the candidate has to register and reappear in the subsequent semester.

- 15.2 Withdrawal application shall be valid only if the candidate is otherwise eligible to write the examination (Clause 4) and if it is made within TEN days before the commencement of the examination in that course or courses and also recommended by the Head of the Department.
- 15.3 Notwithstanding the requirement of mandatory TEN days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 15.4 Withdrawal shall not be construed as an appearance for deciding the eligibility of a candidate for First Class with Distinction and First Class.
- 15.5 Withdrawal is not permitted during final semester. Withdrawal is NOT permitted for arrears examinations of the previous semesters.

#### **16. Provision for authorized break of study**

- 16.1. A candidate is normally not permitted to temporarily break the period of study. However, if a candidate happens to discontinue the programme temporarily in the middle of duration of study for valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programme in a later semester she shall apply to the Head of the Institution in advance, in any case, not later than the last date for registering for the semester in question, through the Head of the Department stating the reasons.
- 16.2. The candidate 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 for prescribing additional courses, if any, at the beginning of the readmitted semester itself, so as to compensate for the shortage of the credits.
- 16.3. The authorized break of study will not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 14.1).
- 16.4. 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 3.1 irrespective of the period of break of study in order that she may be eligible for the award of the degree.
- 16.5 If any student is detained for want of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as permitted 'Break of Study' and Clause 16.3 is not applicable for this case.

- 16.6 In case of any valid reasons for extension of Break of Study, such extended Break of Study may be granted by the approval of the Head of the Institution for a period not more than 1 year in addition to the earlier authorized Break of Study. Such extended break of study shall be counted for the purpose of classification of degree (vide clause 14.1 and 14.2).
- 16.7 If the candidate has not reported back to the department, even after the extended Break of Study, the name of the candidate shall be deleted permanently from the college enrollment. Such candidates are not entitled to seek readmission under any circumstances.

## **17. Discipline**

Every student is required to observe disciplined and decorous behavior both inside and outside the Institution and not to indulge in any activity which will tend to bring down the prestige of the Institution. The Head of the Institution shall constitute a disciplinary committee consisting of the Head of the Institution, two Heads of Department of which one should be from the faculty of the student to enquire in to the acts of indiscipline and to recommend the disciplinary action. In case of any serious disciplinary action which leads to suspension or dismissal, then the standing disciplinary committee of the Institution shall take the final decision.

## **18. Academic Malpractice**

Academic malpractice shall be viewed seriously and punished appropriately in order to discourage students indulging such an activity. Each case shall be enquired by a 'Malpractice Committee' constituted by the Institution and suitable punishments awarded, if the malpractice is proven. If a student indulges in malpractice in any of the CA Tests, all the examinations written in that period shall be awarded zero marks in all subjects registered in that semester. If a student indulges in malpractice in the ESEs, all the regular courses in which the student was eligible to write and attended the ESEs of that semester and arrear examinations registered and attended shall be awarded 'U' grade, as a punishment. Their ESE / arrear exam earned marks will be reset to zero. Their CA remains same. They will be permitted to clear those courses in a subsequent arrear exam but not conducted for or during that semester period.

## **19. Revision of Regulation and Curriculum**

The Academic Council of the Institution may from time to time revise, amend or change the regulations, curriculum, syllabi and scheme of examinations, if found necessary.

**ANNEXURE – I**

**Question Paper Pattern for End Semester Examinations for M.E. / M.Tech.**

Duration: 3 hrs

**Part – A (20 Questions)**

Answer ALL Questions

20x1=20

(Objective type testing conceptual / logical thinking with every wrong answer carrying 0.25 negative marks.)

**Part – B (10 Questions)**

Answer ALL Questions

10x2=20

(Objective type testing lower order analytical skills and requiring short calculations / brief analysis, with every wrong answer carrying 0.5 negative marks.)

**Part – C (6 Questions)**

Answer either “a” or “b” from each question, but not both

6x10=60

(Problems / questions testing the ability for higher order analysis / synthesis / concepts.)

Six questions will be asked in the **Either or Pattern**. The first four questions will be from each unit (first unit to fourth unit) and the remaining two questions from fifth unit, which is not covered in the two term tests.

**Total Marks: 100**

**ANNEXURE – II**

**Question Paper Pattern for End Semester Examinations for M.B.A.**

Duration: 3 hrs

**Part – A (10 Questions)**

Answer ALL Questions

(Objective types with every wrong answer carrying 0.25 negative mark) 20x1=20

**Part – B (10 Questions)**

Answer ALL Questions

(Objective types requiring short calculations with every wrong answer carrying 0.5 negative mark) 10x2=20

**Part – C (5 Questions)**

Answer ALL Questions

(Five questions will be asked with one question from each unit) 5x10=50

**Part – D (1 Question)**

Answer ALL Questions

(Compulsory – Case Analysis) 1x10=10

**Total Marks: 100**