

ACADEMIC REGULATIONS

REGULATIONS 2023

CHOICE BASED CREDIT SYSTEM

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



VIVEKANANDHA COLLEGE OF ENGINEERING FOR WOMEN

(An Autonomous Institution Affiliated to Anna University - Chennai)

Approved by AICTE, New Delhi, Accredited with NAAC A++ and ISO 9001:2015

Certified)


Elayampalayam, Tiruchengode – 637 205, Namakkal District, Tamilnadu.



PRINCIPAL,
VIVEKANANDHA COLLEGE OF
ENGINEERING FOR WOMEN,
(Autonomous)
ELAYAMPALAYAM - 637 205
Tiruchengode Tk. Namakkal Dt
TAMIL NADU

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M.E. / M.Tech. Full-time Programme

REGULATIONS 2023

Degree of Master of Engineering / Master of Technology

The following regulations are applicable to the students admitted to M.E. / M.Tech. Degree programme in the Institution from the academic year 2023 – 2024 onwards.

1. Preliminary Definitions and Nomenclature

- i. **Programme:** Programme means M.E. / M.Tech. Degree Programme.
- ii. **Discipline:** Discipline means specialization or branch of M.E. / M.Tech. Degree Programme, like Computer Science and Engineering, Information Technology, etc.
- iii. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- iv. **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (Humanities, Management and Social Sciences, Basic Sciences, Engineering Sciences, Professional Core, Professional Electives, Open Electives and Enhanced Employability Courses).
- v. **Course:** Course means a Theory or Practical subject that is normally studied in a semester like Mathematics etc.
- vi. **Credit:** It is a unit by which the course work is measured. It determines the number of hours of instructions required per week.
- vii. **Credit Point:** It is the product of grade point and number of credits for a course.
- viii. **Semester Grade Point Average (SGPA):** It is a measure of performance of workdone in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

- ix. **Cumulative Grade Point Average (CGPA):** It is a measurement of overall cumulative performance of a student for overall semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- x. **First Attempt:** If a student has completed all formalities and become eligible to attend the examinations and has attended at least one head of passing, such attempt (first sitting) shall be considered as first attempt.
- xi. **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- xii. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters **O, A⁺, A, B⁺, B, C and U.**
- xiii. **Grade Sheet:** Based on the grades earned, a grade sheet shall be issued to all the registered students after every semester. The grade sheet will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.
- xiv. **Head of the Institution (HI):** He / She is the Principal of the Institution who is responsible for all the academic activities of that Institution and for implementation of relevant rules of this Regulation.
- xv. **Controller of Examinations (CoE):** He / She is an authority of the Institution who is responsible for all activities of the End Semester Examinations (ESE) of the Institution.
- xvi. **Head of the Department (HoD):** He / She is the Head of the Discipline concerned.
- xvii. **Institution:** Institution means Vivekanandha College of Engineering for Women.
- xviii. **University:** University means Anna University, Chennai.

2. Programme offered, Modes of study and Admission Procedure

2.1 Programme offered

- i. M.E. (Computer Science and Engineering)
- ii. M. E. (Power Systems Engineering)
- iii. M.Tech. (Information Technology)
- iv. M.E. (VLSI Design)
- v. M.Tech. (Bio Technology)

2.2 Modes of study

2.2.1 Students 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.

2.2.2 Full-time students 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 Procedure

2.3.1 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 AnnaUniversity or any examination of any other University or authority approved by the Directorate of Technical Education and Anna University, Chennai as equivalent thereto.

2.3.2 Eligibility conditions for admission will be as prescribed by the Government of Tamilnadu & Anna University from time to time.

3. Duration of the Programme

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

Programme	Minimum No. of Semesters	Maximum No. of Semesters
M.E. / M.Tech. (Full – Time)	4	8

3.2 Each semester shall normally consist of 75 working days including examination days. In any contingent situation, the number of working days per semester shall not be less than 70 days. 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.

4. Structure of the Programme

4.1 Categorization of Courses

Every M.E. / M. Tech. 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. **Professional Core (PCC)** courses include the core courses relevant to the chosen specialization/branch.
 - iii. **Professional Elective (PEC)** courses include the elective courses relevant to the chosen specialization/branch.
 - iv. **Open Elective (OEC)** courses include the courses offered by a branch to other branches, from the list specified in the respective curriculum of M.E. / M. Tech. programmes.
 - v. **Employability Enhancement Courses (EEC)** include Project Work and/or Internship, Seminar, Professional Practices, Case Study and Industrial/ Practical Training etc.
 - vi. **Audit Courses (AC)** include subjects for developing desired attitude among the learners on the line of initiatives such as Unnat Bharat Abhiyan, Yoga, Value Education, Disaster management, Pedagogy, Constitution of India, and Personality Development through Indian Culture etc.
- 4.2 The blend of different courses shall be so designed that the student, at the end of the Programme, not only in her relevant professional field but also would have developed as a rounded personality with social consciousness.

4.3 Credit Assignment

Each course is assigned certain number of credits based on Table 1.

TABLE 1 – Credit Assignment

Contact period per week	Credits
1 Lecture Period	1
1 Tutorial Period	1
2 Practical Periods (Laboratory / Seminar / Project Work / etc.)	1

The minimum prescribed credits required for the award of the Degree shall be within the limits specified below:

Programme	Prescribed Credits
M.E. / M.Tech.	68 to 75

- 4.4 Board of Studies of concerned discipline will choose the convenient credit pattern for every course based on the requirement. However, generally, a course shall be of 3 or 4 credits.
- 4.5 Each semester curriculum shall normally have a blend of lecture courses not exceeding 7, practical courses not exceeding 2 and the total number of courses per semester shall not exceed 10 for M.E./M.Tech. Programme including EEC as a course. Each course may have credits assigned as per clause 4.3
- 4.6 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.
- 4.7 The curriculum and syllabi of all the Postgraduate Programme shall be approved by the Academic Council of the Institution.
- 4.8 If a department has been approved as research centre by the University, the approved Supervisor of the University can register their research scholars in M.S. (By Research) /Ph.D. programme. The registered scholars shall undergo the course work along with PG programme of the concerned / other department. The course shall be evaluated by the system of examination prescribed for the PG programme.

5. Course Registration

Each student has to register for all courses to be undergone in the curriculum of a particular semester. The registration details of the student shall be approved by the HoD and forwarded to the CoE. This registration is for undergoing the course as well as for writing the End Semester Examinations.

i. Self Study Course

- a. The Department may offer self study courses. Students may be permitted to credit at most one Self Study course with the approval of Board of Studies and Academic Council. A student will be permitted to register for such self Study courses only if they do not have any standing arrear and subject to the approval of the Head of the Institution.

- b. The purpose of the self study course is to permit the student to choose a course/ topic based on the student's choice. The students shall study self study courses themselves under the guidance of a faculty member. No formal lectures are needed. The syllabus of the course and mode of assessments shall be approved by the Board of Studies and the formal approval of the course by the Academic Council is needed, preferably before the commencement of the semester. The self study course with 3 credits can be considered as one elective course. One Faculty member who is deputed by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the course.
- c. The course shall be evaluated through continuous assessment (as decided by the Departmental Advisory Board and Board of Studies) and end semester examination. The evaluation methodology shall be the same as that of a theory course.
- d. List of self study courses will be taken by the students is not included in Professional Core, Professional Electives, Open Electives or Audit Courses.

ii. Audit Course

- a. In addition to credit courses, it is recommended that there should be Audit Course (non-credit course) from First year M.E./M.Tech. The student will be awarded grade on successful completion of the Audit Course. Audit Courses can help the student to get awareness of different issues which make impact on human lives and enhance their skill sets to improve their employability.
- b. List of audit courses offered in each semester is provided in curriculum. Student can choose one Audit course from the list which is not included Professional Core, Professional Elective or Open Elective, which the student is not opting for as a credit course.
- c. In case of failure in the Audit Course, that will be treated as arrear and she will not be permitted to withdraw the course. The student who fails in Audit Course shall register for the same in the subsequent semester, when offered next, and repeat the course. In this case, the student shall attend the classes, satisfy the attendance requirements (vide clause 6).

iii. Online Course

- a. Students may be permitted to credit Online Courses (which are provided with certificate) with the approval of Board of Studies, subject to a maximum of three credits. This Online Course of 3 credits can be considered instead of one Elective Course.
- b. List of online courses will be taken by the students is not included in Professional Core, Professional Electives, Open Electives or Mandatory Courses.
- c. On successful completion of the course, she has to submit the digitally signed / verified certificate to the Head of the department. Based on the recommendation by the Department Advisory Board, the student will be awarded grades which will be included in the calculation of CGPA.

iv. One Credit Courses

- a. One credit courses shall be offered by the respective Department through the centre of excellence or industry with the prior approval of Board of Studies and Academic Council. The syllabus of the course and mode of assessments shall be approved by the Board of Studies and the formal approval of the course by the Academic Council is necessary, preferably before the commencement of the semester. Students can take three one credit courses. The credits earned through the one credit courses can be considered as one elective course.
- b. Students shall be allowed to take one credit courses offered in other Departments with the permission of Head of the Department who is offering the course.

5.1 Flexibility to Add or Drop courses

5.1.1 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. However, if the student wishes, then the student is permitted to earn more than the total number of credits prescribed in the curriculum of the student's programme.

5.1.2 From the I to III semesters, the student has the option of registering for additional courses. Total number of credits of such courses cannot exceed 3. Similarly, the student has the option of dropping existing courses in a semester during course registration with the approval of Department Advisory Board. Total number of

credits of such courses shall not exceed 3 per semester.

5.1.3 The student shall register for the Project work Phase I in the third semester and Project work Phase II in the fourth semester.

5.2 Reappearance Registration

If a student fails in a theory course, the student shall do reappearance registration for that course in the subsequent semester when it is offered next. The student who fails in any Laboratory Course / Project work / Seminar or any other EEC course shall register for the same in the subsequent semester, when offered next, and repeat the course.

6. Requirements for appearing for the End Semester Examination of a course

A student who has fulfilled the following conditions (vide clause 6.1 and 6.2) shall be deemed to have satisfied the requirements for completion of a semester:

6.1 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, 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).

6.2 However, a student 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 End Semester Examination subject to the condition that the student shall submit the medical certificate / sports participation certificate attested by HOD. The same shall be forwarded to CoE.

6.3 The following activities shall be considered for the award of attendance (On Duty Leave):

- Sports and Games: TIES, Inter collegiate, Inter Zonal, Inter University, State level, National level and Open Tournaments
- Medical Emergency
- Seminar / Conferences
- Alumni Association activities
- Value added courses / Specialized training programme (Limited period)
- Institutional Association activities

- Project Literature survey/Projects in Industries/Organization
- Placement activities

The students those who are good in curriculum progress ONLY be considered for the grant of On Duty Leave under co-curricular / extra-curricular activities by the competent authorities.

- 6.4 A student shall normally be permitted to appear for End semester examination of the course if the student has satisfied the attendance requirements (vide Clause 6.1 & 6.2) and has registered for examination in those courses of that semester by paying the prescribed fee.
- 6.5 Students who do not satisfy clause 6.1 and 6.2 will not be permitted to write the End-Semester Examination. The student has to register and repeat the incomplete Semester in next academic year as per norms.
- 6.6 In the case of reappearance registration for a course (vide Clause 6.2), the attendance requirement as mentioned in Clauses 6.1 - 6.4 is not applicable. However, the student has to register for examination in that course by paying the prescribed fee.
- 6.7 A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades / marks.

7. 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. 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 of the Class Advisor are:

- To act as the channel of communication between the Head of the Department and the students of the respective Class.
- To collect and maintain various statistical details of the students.
- To help the chairperson of the Class Committee in planning and conduct of the Class Committee meetings.
- To monitor the academic performance of the students including attendance and to inform the Class Committee.
- To monitor the student's activities / achievements like awards, medals, scholarships, industrial visits, etc.

8. 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 the 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 a uniform evaluation of the tests. Wherever feasible, the Course Committee may also prepare a common question paper for the internal assessment test(s).

9. Class Committee

9.1. Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson, who is not teaching the class. The functions of the class committee include:

- Solving problems experienced by students in the class room and in the laboratories.
- Clarifying the regulations of the degree programme and the details of rules there in particularly (clause 3 and 6).
- Informing the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.

9.2 The class committee shall be constituted within the first week of each semester.

9.3 The chairperson of the class committee may invite the class advisor and the Head of the Department to the class committee meeting.

9.4 The Head of the Institution may participate in any class committee meeting of the institution.

9.5 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 arrange to circulate it among the students and teachers concerned. If there are some points in the minutes

requiring action by the management, the same shall be brought to the notice of the Management by the Head of the Institution.

- 9.6 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.

10. System of Examination

- Performance in each course of study shall be evaluated based on (i) Continuous Assessments (CA) throughout the semester (ii) End Semester Examinations (ESE).
- Each course such as Theory and Practical shall be evaluated for a maximum of 100 marks in ESE. The marks scored by the students in ESE should be greater than or equal to 45 out of 100 and the total marks (CA + ESE) should be greater than or equal to 50. However, the Internship training, Technical Report Writing/Seminar, One credit Courses, Audit Courses etc. shall carry 100 marks and shall be evaluated through CA only.
- The ESE for Theory and Practical courses of 3 hours duration shall ordinarily be conducted between October - December and April - June during the odd and even semesters respectively.
- The ESE for Project work 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.
- The Internal and External Examiners for the ESEs in theory / practical courses, including Project Work shall be appointed by the Controller of Examinations from the panel of examiners submitted by the HoD concerned.
- ESE Question paper patterns for M.E. / M.Tech. Degree programme are enclosed in Annexure-II and Annexure – III.

10.1. 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 shall be evaluated for a maximum of 100 marks where the CA and ESE will carry 60 marks and 40 marks respectively.

- iii. In case, the students of M.E. / M.Tech. Programme do not complete Phase - I of the Project work successfully, the students can undertake Phase - I again in the subsequent semester. In such cases the students can enroll for Phase - II, only after successful completion of Phase - I.
- iv. 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.
- v. A student may, however in certain cases, be permitted to work on projects in an Industry / 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 Industry/Research organization and the student shall be instructed to meet the Supervisor periodically and to attend the review committee meetings for evaluating the progress.
- vi. The project work (Phase II) shall be pursued for a minimum of 16 weeks during the final semester.
- vii. Every student doing M.E./M.Tech. based on their Project Work/Thesis/Dissertation, send a paper for publication in a refereed journal or a conference in which full papers are published after usual review. An acknowledgement for having communicated to the journal or conference shall be attached to the report of the Project Work.

11. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

For all the theory courses, laboratory courses, theory courses with laboratory component and project work, the continuous assessment shall be awarded as per the procedure given below:

11.1 THEORY COURSES

Assessment and evaluation processes happen in a continuous mode. However, for reporting purposes, a semester is divided into 3 discrete components identified as Internal Assessment 1 (IA1), Internal Assessment 2 (IA2) and Internal Assessment 3 (IA3).

- i. The apportioning of IA1 for 50 marks shall be as follows:
 - a) 40 marks for Term Test
 - b) 10 marks for Seminar Presentation / Field Trip / Assignment / Online

Quiz / Model Development

ii. The apportioning of IA2 for 50 marks shall be as follows:

- a) 40 marks for Term Test
- b) 10 marks for Seminar Presentation / Field Trip / Assignment / Online Quiz Test / Model Development

iii. The apportioning of IA3 for 50 marks shall be as follows:

- a) 40 marks for Term Test (Open Book Test)
- b) 10 marks for Seminar Presentation / Field Trip / Assignment / Online Quiz Test / Model Development

iv. The total (IA1 + IA2 + IA3) marks out of 150 shall be reduced for 40 marks.

40 % weightage is given for internal assessments and 60% weightage for end semester theory examinations.

11.2 LABORATORY COURSES

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

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

The total marks for all the experiments are reduced for 60 marks.

60 % weightage is given for internal assessments and 40% weightage for end semester practical examination.

11.3 THEORY COURSES WITH LABORATORY COMPONENT / LABORATORY COURSES WITH THEORY COMPONENT

S.No.	Category of Courses	Continuous Assessment		End Semester
		Assessment for Theory (T)	Assessment for Laboratory (L)	
1.	Theory Integrated with Practical	30 (T)	20 (L)	50 (T)
2.	Practical Integrated with Theory	20 (T)	30 (L)	50 (L)

50 % weightage is given for internal assessments and 50% weightage for end semester examinations.

11.4 PROJECT WORK

- i. For Project work out of 100 marks, the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Examination (project report evaluation and viva-voce examination) carries 40 marks. Project work may be assigned to a single student.
- ii. There shall be two assessments 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 a review committee for each programme. There shall be a minimum of three members in the review committee. The project Guide will be one of the members of the Review Committee. The total marks obtained in the two Reviews shall be 60 marks.
- iii. The student is expected to submit the project report on or before the last working day of the semester. The End semester examination for project work shall consist of evaluation of the final project report submitted by the student of the project followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the Supervisor and an internal examiner. The Internal and External Examiners shall be appointed by the Controller of Examinations from the Panel of Examiners submitted by the Head of the Department. The continuous assessment and End Semester Examinations marks for Project Work and the Viva-Voce Examination will be distributed as indicated below:

Continuous Assessment (60 Marks)				End Semester Examinations (40 Marks)			
Review I		Review II		Report Evaluation	Viva - Voce (30 Marks)		
Review Committee (excluding guide)	Guide	Review Committee (excluding guide)	Guide	External Examiner	Internal Examiner	External Examiner	Guide
20	10	20	10	10	10	10	10

- iv. If a student 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. Such student has to register again and clear the Project Work in a subsequent semester. Failure / absence in the final Viva-Voce examination

results in re-registration of the Project Work. For the Project Work / Internship and Laboratory Courses absolute grading procedure shall be followed.

11.5 Self Study Course

The Faculty member allotted 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 11.1).

11.6 Audit Course / One Credit Course

Audit Course and One Credit Course shall carry 100 marks and shall be evaluated through **continuous assessments only**. Three Assessments for Audit Course and two Assessments for One Credit Course shall be conducted during the semester by the Department concerned. The Head of the Department may identify a faculty member as coordinator for the course. A committee consisting of the Head of the Department, faculty handling the course and a Senior Faculty member nominated by the Head of the Department shall monitor the evaluation process. The grades shall be assigned to the students by the above committee based on their performance.

11.7 Seminar / Professional Practices / Case Study

The seminar / Case study shall carry 100 marks and shall be evaluated through continuous assessment only. Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar, marks can be equally apportioned. The three member committee appointed by Head of the Department will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper / report (40%), presentation (40%) and response to the questions asked during presentation (20%).

11.8 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 Head of the Institution a reassessment may be given.

If a student remains absent for all the Internal Assessment tests conducted, the Internal Assessment Marks is considered as AB and shall be marked as zero for the course against the Registration Number of the student in the internal marks sheet submitted to the Controller of Examinations by the Head of the Department.

11.9 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 IQAC. The Head of the Department will keep this document under safe custody (for three years). The Inspection Committee or audit team appointed by the IQAC, University and Accreditation body may inspect the records of attendance and assessment of both current and previous semesters.

12 Award of Letter Grades and Grade Points, Performance Analysis Committee, Passing Requirements and Grade Sheet

12.1 Award of Letter Grades and Grade Points

The award of letter grades will be decided based on relative grading principle. The relative grading is applicable to ONLY those students who have passed the examination as per the passing requirements. For those students who have not passed the examination, Reappearance (U) shall be awarded.

For those students who have passed the course, the relative grading shall be done. The marks of those students who have passed only shall be inputted in the AURG (Anna University Relative Grading System) software for relative grading. For a given course, if the students' strength is greater than 30, the relative grading method shall be adopted. However, if the students' strength is less than or equal to 30 then the fixed grading shall be followed with the grade range as specified below.

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

The performance of a student shall be reported using letter grades, each carrying certain points as detailed below:

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

A student is deemed to have passed and acquired the corresponding credits in a particular course if she obtains any one of the following grades: “O”, “A+”, “A”, “B+”, “B”, “C”. ‘SA’ denotes shortage of attendance and hence prevented from writing the end semester examinations. ‘SA’ will appear only in the result sheet.

“U” denotes that the student has failed in that course.

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

If the grade U is given to **Theory Courses/ Laboratory Courses**, it is not required to satisfy the attendance requirements, but has to appear for the end semester examination and fulfill the passing requirements to earn a pass in the respective courses.

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

12.2 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 Department will ensure that the clustering and differentiation of students are made in a reasonable manner for each course separately.

12.3 PASSING REQUIREMENTS

- 12.3.1 A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End Semester Examinations] with a minimum of 45% of the marks prescribed for the end-semester Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work).
- 12.3.2 If a student fails to secure a pass in a theory course / laboratory course (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 student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (IA + End Semester Examination), then the student shall be declared to have passed the examination if she secures a minimum of 50% marks prescribed for the end semester examinations alone.

12.4 Grade Sheet

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

- i. ~~The list of courses enrolled during the semester and the grades scored.~~
 - ii. The Grade Point Average (GPA) for the semester.
 - iii. The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.
- GPA for a semester is the ratio of the sum of 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.
 - CGPA will be calculated in a similar manner by considering all the courses registered from the first Semester “U” and “SA” grades will be excluded for calculating GPA and CGPA.

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

Where

C_i – the credits assigned to the course

GP_i – the point corresponding to the grade obtained for the given course

n – 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

13 Valued Answer Scripts review by the students

All the students are allowed to review their valued answer scripts with the faculty incharge of the course on the specified date. Any discrepancies in the valuation can immediately be brought to the notice of the Controller of Examinations.

14 Revaluation

A student can apply for revaluation after review of valued answer scripts by the students on payment of a prescribed fee along with prescribed application to the CoE through the Head of the Department. Revaluation is not permitted for laboratory course and project work.

15 Review

If the student is not satisfied with the revaluation results, the following procedure will be followed for review:

- i. Only candidates who have applied for the Revaluation of the answer script are eligible for applying review.
- ii. The application for review should be forwarded by the Principal along with the requisition of the student with proper justification of the respective faculty member and Head of the Department.
- iii. If a candidate gets higher grade in review, the higher grade will be declared as the final grade. Only such candidates are eligible for refund of review fee.

16 Eligibility for Award of the Degree

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

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

- iii. Successfully passed any additional courses prescribed by the Academic Council.
- iv. No disciplinary action pending against the student.

17 Classification of the Degree awarded

17.1 First Class with Distinction

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

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within three years. Withdrawal from examination will not be considered as an appearance.
- Should have secured a CGPA of not less than **8.50**.
- One year authorized break of study is included in the 3 years for award of First class with Distinction.
- Should NOT have been prevented from writing end semester examination due to lack of attendance in any semester.

17.2 FIRST CLASS

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

- Should have passed the examination in all the courses of all four semesters within three years.
- One year authorized break of study or prevention from writing the End Semester examination due to lack of attendance is included in the duration of three years for award of First class.
- Should have secured a CGPA of not less than **6.50**.

17.3 SECOND CLASS

All other students who qualify for the award of the degree 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) for the purpose of classification.

18 Provision for withdrawal from End Semester Examination

- 18.1 A student, for valid reasons, (medically unfit / unexpected family situations / sports approved by HoD and Head of Institution) may 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 CoE through HoD with required documents.
- 18.2 Withdrawal application shall be valid only if the student is eligible to write the examination and if it is made within TEN working days before the commencement of the end semester examination in that course or courses and also recommended by the Head of the Department.
- 18.3 Notwithstanding the requirement of mandatory TEN working days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 18.4 Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.
- 18.5 Withdrawal is permitted for the End Semester only.

19 Provision for authorized break of study

- 19.1 A student is permitted to go on break of study for a maximum period of one year either as two breaks of one semester each or a single break of one year.
- 19.2 The student applies for break of study; the student shall apply to the Head of the Institution 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. In the case of short term employment/ training/ internship, the application for break of Study shall be approved and forwarded by the Head of the Department to the Head of the Institution.
- 19.3 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 CoE in the prescribed format through Head of the Department at the beginning of the readmitted semester itself for prescribing additional / equivalent courses.

19.4 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 3 irrespective of the period of break of study in order that the student may be eligible for the award of the degree (vide clause 16).

19.5 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.

20 Discipline

Every student is required to maintain 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 Class of the student to enquire into 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.

21 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.~~

22 Disposal of Answer Books

The disposal of Answer Books of ESE should be done after the declaration of exam result and revaluation of the examination concerned.

23 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.

24. Conduct of Special Examination

As per the recommendations of the Standing Committee of the Academic Council, the special exams may be conducted for the students who missed the regular examination due to participation /representing the institute in various activities. The special exams may be conducted after the completion of End Semester Examinations and prior to starting of the next semester.

25. Special Cases

In the event of any clarification in the interpretation of the above rules and regulations, they shall be referred to the Standing Committee. The Standing Committee will offer suitable interpretations / clarifications / amendments required for special case on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final.



VIVEKANANDHA COLLEGE OF ENGINEERING FOR WOMEN
[AUTONOMOUS]
Elayampalayam – 637 205, Tiruchengode,



OFFICE OF THE CONTROLLER OF EXAMINATIONS
ANNEXURE I

COURSE REGISTRATION FORM

Date:

Name:		Register No.:	
Degree:		UMIS No.:	
Branch:		Semester:	

S.No.	Course Code	Course Name	Credit
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
Total No. of Credits			

Signature of the Student	Signature of the Class Advisor	Signature of the HoD

ANNEXURE – II

Question Paper Pattern for Mathematics (offered to various Departments)

Total Marks: 100

Duration: 3 hrs

Part – A (10 Questions)

Answer ALL Questions

10x2=20

Part – B (5 Questions)

Answer ALL Questions

5x13=65

Answer either “a” or “b” from each question, but not both
(Five questions will be asked in the **EITHER OR** Pattern from each unit)

ANNEXURE – III

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

Total Marks: 100

Duration: 3 hrs

Part – A (10 Questions)

Answer ALL Questions

10x2=20

Part – B (5 Questions)

Answer ALL Questions

5x13=65

Answer either “a” or “b” from each question, but not both
(Five questions will be asked in the EITHER OR Pattern from each unit)

Part – C (1 Question)

Answer either “a” or “b”, but not both

1x15=15

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