



# **PG REGULATIONS 2019**

## **FLEXIBLE CHOICE BASED CREDIT SYSTEM**

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

(For the learners admitted to M.E. / M.Tech./ M.B.A. Programme in Saveetha Engineering College)

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This Regulation is applicable to the learners admitted to M.E/M.Tech./M.B.A. Programme in Saveetha Engineering College, an autonomous Institution from the Academic Year 2019-2020 onwards.

**1 PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In these Regulations, unless the context otherwise requires:

- i. **“Programme”** means Post graduate Degree Programme e.g. M.E., M.Tech. Degree Programme.
- ii. **“Branch”** means specialization or discipline of M.E. / M.Tech. Degree Programme like “Applied Electronics”, “Embedded Systems Technologies”, etc.
- iii. **“Course”** means Theory or Practical subject that is normally studied in a semester, like Applied Mathematics, Advanced Digital Image Processing, etc.
- iv. **“Dean, Centre for Academics”** means the authority of the College who is responsible for all academic activities of the College for implementation of relevant Rules and Regulations.
- v. **“Head of the Department”** means concerned Department Head.
- vi. **“Controller of Examinations”** means the Authority of Saveetha Engineering College who is responsible for all activities of the Internal and End Semester Examinations.
- vii. **“Head of the Institution”** means the Principal of the College.
- viii. **“University”** means ANNA UNIVERSITY, CHENNAI.

## **2 PROGRAMMES OFFERED, MODES OF STUDY AND ADMISSION REQUIREMENTS**

### **2.1 P.G. PROGRAMMES OFFERED:**

1. M.E., - Applied Electronics
2. M.E., - CAD/CAM
3. M.E., - Communication and Networking
4. M.E., - Computer Science and Engineering
5. M.E., - Embedded System Technologies
6. M.E., - Software Engineering
7. M.E., - VLSI
8. M.B.A

### **2.2 MODE OF STUDY:**

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

Candidates admitted under 'Full-Time' should be available in the College / 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(s) / course(s) or take up any Full-Time job / 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 PG programme.

### **2.3 ADMISSION REQUIREMENTS:**

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

**Note:** TANCA releases the updated criteria during the admissions every academic year. Admission shall be offered only to the candidates who possess the qualification prescribed against each programme.

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

- 2.3.2 However, the Academic Council 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 examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed from time to time.
- 2.3.4 Eligibility conditions for admission such as the class obtained, the number of attempts in qualifying examination and physical fitness will be as prescribed by the Academic Council from time to time.

### **3 STRUCTURE OF THE PROGRAMMES**

#### **3.1 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. **Professional Core (PC)** courses include the core courses relevant to the chosen specialization/branch.
- iii. **Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization/ branch.
- iv. **Employability Enhancement Courses (EEC)** includes Project Work and/or Internship, Seminar, Professional Practices, Summer Project, Case Study and Industrial / Practical Training.

Instead of two electives in the curriculum, the student may be permitted to choose a maximum of 2 courses from other PG programme with the approval of the Dean Academics and Head of the Institution.

#### **3.2 Courses per Semester**

Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Courses. Each course may have credits assigned as per clause 3.3.

### 3.3 Credit Assignment

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

| CONTACT PERIOD PER WEEK   | CREDITS |
|---|---------|
| 1 Lecture Period  | 1       |
| 2 Tutorial Periods  | 1       |
| 2 Practical Periods (Laboratory / Seminar / Project Work etc.,) | 1       |

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

### 3.4 Project Work

- 3.4.1 The project work for M.E. / M.Tech. Programmes consist of Phase-I and Phase-II. The Phase-I is to be undertaken during III semester and Phase-II, which is a continuation of Phase-I is to be undertaken during IV semester.
- 3.4.2 In case of candidates of M.E. / M.Tech. Programmes not completing Phase-I of project work successfully, the candidates can undertake Phase-I again in the subsequent semester. In such cases the candidates can enroll for Phase-II, only after successful completion of Phase-I.
- 3.4.3 Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means the faculty member possessing (i) PG degree with a minimum of 3 years of experience in teaching or (ii) Ph.D. degree.
- 3.4.4 A candidate may, however, in certain cases, be permitted to work on projects in an Industrial/Research Organization, on the recommendations of the Head of the Department Concerned. In such cases, the Project work shall be jointly supervised by a supervisor of the department and an expert, as a joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.
- 3.4.5 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.
- 3.5 The deadline for submission of final Project Report is 60 calendar days from the last working day of the semester in which project / thesis / dissertation is done. However, the Phase-I of the Project work in the case M.E. / M.Tech. Programmes shall be submitted within a maximum period of 30 calendar days from the last working day of the semester as per the academic calendar

published by the institution.

### **3.6 Industrial Training / Internship**

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

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

### **3.7 Value Added Courses**

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

### **3.8 Online Courses**

3.8.1 Students may be permitted to credit only one online course of 3 credits with the approval of **Head of the Institution** and Centre for Academics.

3.8.2 Students may be permitted to credit one online course (which are provided with certificate) subject to a maximum of three credits. The approved list of online courses will be provided by the Centre for Academics from time to time. The student needs to obtain certification or credit to become eligible for writing the End Semester Examination to be conducted by Controller of Examinations, Saveetha Engineering College. The details regarding online courses taken up by students should be sent to the Controller of Examinations, and Centre for Academics one month before the commencement of end Semester Examination.

### 3.9 Medium of Instruction

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

## 4 DURATION AND STRUCTURE OF THE PROGRAMMES:

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

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

4.2 The Curriculum and Syllabi of all the P.G. Programmes shall be approved by the Academic Council of Saveetha Engineering College. 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 P.G. Programme.

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

4.4 For the purpose of calculation of attendance requirement for writing the end semester examinations (as per clause 9) by students, following method shall be used, for each course.

$$\text{Attendance \%} = \frac{\text{Total No. of periods attended in a particular course per semester}}{\text{Total No. of periods allotted for the course per semester}} \times 100\%$$

End Semester Examinations conducted by the University will be scheduled after the last working day of the semester.

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

| <b>Programme</b> | <b>Prescribed Credit Range</b> |
|------------------|--------------------------------|
| M.E. / M.Tech.   | 70 to 75                       |
| M.B.A.           | 100 to 105                     |

## **5. COURSE REGISTRATION**

5.1 The Institution is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of 6 credits (vide clause 5.2)). The student can also register for courses for which the student has failed in the earlier semesters.

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

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

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

## **5.2 Flexibility to Drop courses**

5.2.1. A student has to earn the total number of credits specified in the curriculum of the respective Programme of study, in order to be eligible to obtain the degree.

5.2.2. From the II to Final semesters, the student has the option of dropping existing courses in a semester during registration. Total number of credits of such courses cannot exceed 6 for PG (Full Time) programmes.

## **6 EVALUATION OF PROJECT WORK**

6.1 The evaluation of Project Work for Phase-I and Phase-II in the case of M.E. / M.Tech. and project work of M.B.A shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause 6.2.



6.2 The project report shall be submitted as per the approved guidelines given by Dean, Centre for Academics. Same marks shall be awarded to every learner within the project group for the project report. The project report and viva-voce examination shall carry 50 marks. Marks are awarded to each learner of the project group based on the individual performance in the viva-voce examination.

| Internal Assessment |          |          | End Semester Examination     |          | Total |
|---------------------|----------|----------|------------------------------|----------|-------|
| Review 1            | Review 2 | Review 3 | Project Report and Viva Voce |          |       |
|                     |          |          | Internal                     | External |       |
| 15                  | 15       | 20       | 10                           | 40       | 100   |

6.3 The Project Report prepared according to approved guidelines as given by Dean, Centre for Academics. It should be duly signed by the supervisor(s) and the Head of the Department concerned and shall be submitted to the Head of the Institution.

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

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

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

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

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

6.4.3 At the end of Practical / Industrial Training, Summer Project the candidate shall submit a certificate from the organization where he/she has undergone training and also a brief report. The evaluation for 100 marks will be carried out internally based on this report and a Viva- Voce Examination will be conducted by a Departmental Committee constituted by the Head of the Department. Certificates submitted by the students shall be sent to the Controller of Examination, with the approval of Dean, Centre for Academics and Head of the Institution.

## **7 CLASS ADVISOR**

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

- To act as the channel of communication between the HoD and the students of the respective class.
- To collect and maintain various statistical details of 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 attend to the students' welfare activities like awards, medals, scholarships and industrial visits.

## **8 CLASS COMMITTEE**

8.1 A Class Committee consists of teachers of the concerned class, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include:

- Solving problems experienced by students in the class room and in the laboratories.
- Clarifying the regulations of the programme and the details of rules therein.
- Informing the student representatives, the "academic schedule" including the dates of assessments and the syllabus coverage for each assessment period.

- Informing the student representatives, the details of regulations regarding the weightage used for each assessment. In the case of practical courses (laboratory / project work / seminar etc.) the breakup of marks for each experiment/ exercise/ module of work, should be clearly discussed in the class committee meeting and informed to the students.
  - Analyzing the performance of the students of the class after each test and finding the ways and means of improving the Students Performance
  - Identifying the weak students, if any, in any specific subject and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students as frequently as possible.
- 8.2 The class committee for a class under a particular programme is normally constituted by the Head of the Department. However, if the students of different programmes are mixed in a class, the class committee is to be constituted by the Head of the Institution.
- 8.3 The class committee shall be constituted on the first working day of any semester or earlier.
- 8.4 At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.
- 8.5 The chairperson of the class committee shall invite the Class adviser(s) and the Head of the Department to the meeting of the class committee.
- 8.6 The Head of the Institution may participate in any class committee of the institution.
- 8.7 The Chairperson of the Class Committee is required to prepare the minutes of every meeting, submit the same to the Head of the Institution within two days of the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Head of the Institution.
- 8.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held at suitable intervals. During these meetings the

student members, representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process.

## **9. COURSE COMMITTEE FOR COMMON COURSES**

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

## **10. ATTENDANCE REQUIREMENTS FOR COMPLETION OF A COURSE**

10.1 A candidate who has fulfilled the following conditions shall be deemed to have satisfied the attendance requirements for completion of a semester.

Ideally every student is expected to attend all classes and earn 100% attendance. However in order to allow provision for certain unavoidable reasons such as prolonged hospitalization / accident / specific illness the student is expected to earn a minimum of 75% attendance to become eligible to write the End-Semester Examination of that particular course.

Therefore, every student shall secure not less than 75% of attendance in that course as per clause 4.3.

10.2 However, a candidate who secures overall attendance between 70% and 74% in that course due to medical reasons (prolonged hospitalization / accident / specific illness / participation in sports events) may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate to the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.

10.3 Candidates who could secure less than 70% overall attendance and **Candidates who do not satisfy the clauses 10.1 & 10.2** will not be permitted to write the end-semester examination of that course and have to reregister the course whenever it is offered next.

## 11. PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT (IA)

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

Each of the theory and practical courses (including project work) shall carry a maximum of 100 marks of which 50 marks will be through internal assessment and the End Semester Examination (ESE) will carry 50 marks.

### (i) Theory Courses

Three tests shall be conducted during the semester by the department concerned.

#### Theory - Internal Assessment Pattern

| Mode of Assessment   | Maximum Marks | Weightage |
|--|---------------|-----------|
| Continuous Internal Assessment 1   | 50            | 10        |
| Continuous Internal Assessment 2   | 50            | 10        |
| Continuous Internal Assessment 3   | 50            | 10        |
| Quiz/Assignment/Seminar/Mini Project in the course/Simulation work relevant to the course* | 50            | 20        |
| Total  | 100           | 50        |

\*Necessary proof to be submitted

### (ii) Laboratory Courses

The maximum marks for Internal Assessment shall be 50 in case of practical courses. Every practical shall be evaluated based on conduct of Exercise / Experiment, Records maintained and Viva voce. Double the weightage will be given to the Model Practical Examination.

#### Practical - Internal Assessment Pattern

$$\text{Internal Assessment Marks} = \left( \frac{A+2B}{12} \right) \%$$

A = Sum of Marks for best 10 experiments (Maximum marks 100 for each experiment)

B = Marks for Model Practical Examination

### (iii) Other Employability Enhancement Courses

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

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

#### 11.1 Assessment for Value Added Course

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

#### 11.2 Assessment for Online Courses

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

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

11.4 Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topics covered), separately for each course. This should be submitted to the Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the

department will put his signature and date after due verification. At the end the semester, the record should be verified by the Head of the institution who will keep this document in safe custody (for five years). The university or any inspection team appointed by the University may inspect the records of attendance and assessments of both current and previous semesters.

## 12. REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION

- (i) A candidate shall normally be permitted to appear for the End Semester Examinations for all the courses registered in the current semester, as per clause 10.
- (ii) 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.

## 13. END SEMESTER EXAMINATIONS

13.1 There shall be an End- Semester Examination of 3 hours duration in each lecture based course. The examinations shall ordinarily be conducted between October and December during the odd semesters and between April and June in the even semesters.

### 13.2 WEIGHTAGE

The following will be the weightage for different courses.

i) Lecture or Lecture cum Tutorial based course:

|                          |   |     |
|--------------------------|---|-----|
| Internal Assessment      | - | 50% |
| End Semester Examination | - | 50% |

ii) Laboratory based courses

|                          |   |     |
|--------------------------|---|-----|
| Internal Assessment      | - | 50% |
| End Semester Examination | - | 50% |

iii) Project work

|                              |   |     |
|------------------------------|---|-----|
| Internal Assessment          | - | 50% |
| Evaluation of Project Report |   |     |
| Viva-Voce Examination        | - | 50% |

iv) Practical training / summer project / seminar

|                     |   |      |
|---------------------|---|------|
| Internal Assessment | - | 100% |
|---------------------|---|------|

v) Theory Cum Practical Courses

$$Total\ Marks = \left[ \frac{TC}{TC + PC} \times Marks\ obtained\ in\ Theory \right] + \left[ \frac{PC}{TC + PC} \times Marks\ obtained\ in\ Practical \right]$$

TC – Credits for Theory Component

PC – Credits for Practical Component

#### **14. PASSING REQUIREMENTS**

- 14.1 A candidate who secures not less than 50% of total marks prescribed for the course with a minimum of 50% of the marks prescribed for each of the course of the End-Semester Examination in both theory and practical courses shall be declared to have passed in the course and acquired the relevant number of credits.
- 14.2 If a learner fails to secure a pass in a Theory course/ Practical / Project Work, the learner shall Re-register for that course in the subsequent semester, when offered next, earn internal assessment marks and attend the end semester examination.
- 14.3 The passing requirement for the courses which are assessed only through purely internal assessment (EEC courses except project work), is 50% of the internal assessment marks only.
- 14.4 A learner has to obtain minimum 50% in both theory and practical individually, of a theory cum practical course, to pass in that course.
- 14.5 A student can apply for revaluation of the student's semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for laboratory course and project work.

#### **15. AWARD OF LETTER GRADES**

- 15.1 All assessments of a course will be evaluated on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each subject as detailed below:



| Letter Grade                | Grade Points | Marks Range |
|-----------------------------|--------------|-------------|
| O (Outstanding)             | 10           | 91 - 100    |
| A + (Excellent)             | 9            | 81 - 90     |
| A (Very Good)               | 8            | 71 - 80     |
| B + (Good)                  | 7            | 61 - 70     |
| B (Average)                 | 6            | 50 - 60     |
| RA                          | 0            | <50         |
| SA (Shortage of Attendance) | 0            |             |
| W                           | 0            |             |

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

‘SA’ denotes shortage of attendance (as per clause 10.3) and hence prevention from writing the end semester examinations. ‘SA’ will appear only in the result sheet.

“RA” denotes that the student has failed to pass in that course.

“W” denotes **withdrawal** from the exam for the particular course.

The grades RA and W will figure both in Marks Sheet as well as in Result Sheet. In both cases the student has to earn Continuous Assessment marks and appear for the End Semester Examinations.

If the grade W is given to course, the attendance requirement need not be satisfied.

If the grade RA is given to a core **theory course**, the attendance requirement need not be satisfied, but if the grade RA is given to a **Laboratory Course/ Project work / Seminar and any other EEC course**, the attendance requirements (vide clause 10) should be satisfied.

- 15.2** The grades O, A+, A, B+, B obtained for the one credit course shall figure in the Mark sheet under the title ‘**Value Added Courses**’. The Courses for which the grades are RA, SA **will not figure in the mark sheet.**

### **15.3 GRADE SHEET**

After results are declared, Grade Sheets will be issued to each learner which will contain

- Name of the College
- List of courses enrolled during the semester and the grade secured by the learner

- Grade Point Average (GPA) for the semester
- Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards

GPA for a semester is the ratio of the sum of the products of the number of credits for courses acquired and the corresponding points to the sum of the number of credits for the courses acquired in the semester. CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded for calculating GPA and CGPA.

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

where

$C_i$  is the number of credits assigned to the course

$GP_i$  is the Grade point corresponding to the grade obtained for each Course

$n$  is number of all Courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of **CGPA**.

## 16. ELIGIBILITY FOR THE 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., M.B.A.) 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. **M.E./ M.Tech., M.B.A.**

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.

iii. No disciplinary action pending against the student.

iv. The award of Degree must have been approved by the Anna University.

## 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**:

**M.E./ M.Tech. M.B.A.**

- 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 authorized break of study of one year (if availed). Withdrawal from examination (vide Clause 18) will not be considered as an appearance.
- Should have secured a CGPA of not less than **8.50**.
- Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.

**17.2 FIRST CLASS:**

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

**M.E. / M.Tech. M.B.A.**

- Should have passed the examination in all the courses of all four semesters within three years , which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- Should have secured a CGPA of not less than **7.00**.

**17.3 SECOND CLASS:**

All other students (not covered in clauses 17.1 and 17.2) who qualify for the award of the degree (vide Clause 16.1) shall be declared to have passed the examination in **Second Class**.

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

**17.5 Photocopy / Revaluation**

A candidate can apply for photocopy of his/her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through

proper application to the Controller of Examinations. The answer script is to be valued and justified by a faculty member, who handled the subject and recommend for revaluation with breakup of marks for each question. Based on the recommendation, the candidate can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Institution. Revaluation is not permitted for practical courses and for project work.

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

#### **17.6 Review**

Candidates not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to Controller of Examination through the Head of the Institution. Candidates applying for Revaluation only are eligible to apply for Review.

#### **18. PROVISION FOR WITHDRAWAL FROM EXAMINATION:**

18.1 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 Dean, Centre for Academics with required documents.

18.2 Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 10) and if it is made within TEN days prior to the commencement of the examination in that course or courses and recommended by the Head of the Department. It should be approved by the Dean, Centre for Academics and Head of the Institution, which has to be forwarded to the Controller of Examination.

Notwithstanding the requirement of mandatory 10 days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

18.3 In case of withdrawal from a course / courses (Clause 12) the course will figure both in Marks Sheet as well as in Result Sheet. **Withdrawal essentially requires the student to register for the course/courses.** The student has to register for the course, fulfill the attendance requirements (vide clause 10), earn continuous assessment marks and attend the end semester examination. However, withdrawal shall not be construed as an appearance for the eligibility of a candidate

for First Class with Distinction.

18.4 Withdrawal is permitted for the end semester examinations in the final semester only if the period of study, of the student concerned does not exceed 3 years as per clause 17.1.

## **19. AUTHORIZED BREAK OF STUDY FROM A PROGRAMME**

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

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

19.3 The candidates permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Dean, Centre for Academics, and Head of the Institution, in the prescribed format through Head of the Department, at the beginning of the readmitted semester itself for prescribing additional courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.

19.4 The authorized break of study would not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 17.1).

19.5 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 4.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.

19.6 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 19.1)

## **20. DISCIPLINE**

**20.1** 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 College. The Head of Institution shall constitute a disciplinary committee consisting of Discipline in charge, Two Heads of Department of which one should be from the faculty of the learner, to enquire into acts of indiscipline and notify the disciplinary action recommended for approval.

**20.2** If a learner indulges in malpractice in any of the internal or end semester examination he / she shall be liable for punitive action as prescribed by the college from time to time.

## **21. 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 with the approval of Syndicate.

## **22. SPECIAL CASES**

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

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