



Approved AICTE New Delhi | Affiliated to Anna University Chennai
No 27, Thayanur, Tiruchirappalli 620 009

Academic Regulations 2026
Postgraduate Degree M.E.
Full Time Programme



Approved AICTE New Delhi | Affiliated to Anna University Chennai
No 27, Thayanur, Tiruchirappalli 620 009

Academic Regulations 2026

Postgraduate Degree M.E.

Full Time Programme

Approved in the Fourth Academic Council Meeting held on 04.04.2026

Table of Contents

Sl. No	Particulars	Page No.
1.0	Preliminary Definitions and Nomenclature	1
2.0	Programmes Offered, Modes of Study and Admission Requirements	2
3.0	Structure of the Programme	3
4.0	Duration of the Programme	7
5.0	Course Registration	8
6.0	Evaluation of Project Work	8
7.0	Class Coordinator and Mentor	10
8.0	Class Committee	10
9.0	Course Committee for Common Courses	11
10.0	Attendance Requirements for Completion of a Semester	12
11.0	Procedures for Awarding Marks for Internal Assessment	12
12.0	Requirements for Appearing for End Semester Examinations	15
13.0	End Semester Examinations	15
14.0	Passing Requirements	16
15.0	Award of Letter Grades	17
16.0	Eligibility for the Award of the Degree	18
17.0	Classification of the Degree Awarded	19
18.0	Provision for Withdrawal from Examination	20
19.0	Authorized Break of Study from a Programme	20
20.0	Discipline	21
21.0	Revision of Regulations, Curriculum and Syllabi	21
22.0	Special Cases	21

List of Table

Sl. No	Particulars	Page No.
1	Credit Assignment	4
2	Weeks of Training and Equivalent Credits	5
3	Duration of Courses and Number of Credits for NPTEL Courses	6
4	Mapping of Marks Scored in NPTEL Course and Credits Earned	6
5	Attendance Mark Distribution	8
6	Continuous Internal Assessment and End Semester Examinations Marks for Project Work	9
7	Weightage of Marks for Continuous Internal Assessment of Theory Courses	12
8	Weightage of Marks for Continuous Internal Assessment of Laboratory Course	13
9	Weightage of Continuous Internal Assessment and End Semester Examinations of Theory cum Laboratory Courses	13
10	Assessment of Seminar / Case study / Mini project	14
11	Assessment of Industrial / Practical Training	14
12	Weightage of Continuous Internal Assessment and End Semester Examinations	16
13	Letter Grades and Grade Points	17
14	Grade Range for Absolute Grading	18

CARE College of Engineering:: Tiruchirappalli 620 009
(An Autonomous Institution)
Academic Regulations 2026
Choice Based Credit System

Postgraduate M.E. (4 Semesters) Full Time Programme

The following Regulations are applicable to the students who are admitted in all the Postgraduate Degree M.E. Programme offered in the Institution from the academic year **2026 – 2027** onwards.

1.0 PRELIMINARY DEFINITIONS AND NOMENCLATURE

- i. **Programme:** Programme means Degree Programme, that is M.E. Degree Programme.
- ii. **Discipline:** Discipline means specialization or branch of M.E. Degree Program like Computer Science and Engineering, Computer Science and Engineering (With Specialisation Artificial Intelligence and Machine Learning), etc.
- iii. **Specialisation:** Specialisation means a domain in which a student has specialized based on the choice of elective courses.
- iv. **Semester:** Semester means a term of study consisting of a minimum of 90 working days), generally with eight 'CONTACT HOURS' per day. The semester scheduled from July / August to November / December shall be called 'ODD SEMESTER' (I & III) and that scheduled from December / January to April / May, shall be called 'EVEN SEMESTER' (II & IV) respectively.
- v. **Course:** Course means a theory or practical or theory cum practical subject that is normally studied in a semester of the program.
- vi. **Academic Year:** Two consecutive (ODD and EVEN) semesters.
- vii. **Choice Based Credit System (CBCS):** CBCS is a flexible system of learning that permits students to (i) learn at their convenient pace (ii) choose courses from a wide range of elective courses offered by the department (iii) adopt an inter / multi-disciplinary approach in learning and (iv) make the best use of the expertise of available faculty.
- viii. **Credit:** It is the unit by which the course work is measured. It determines the number of hours of instructions required per week.
- ix. **Credit point:** It is the product of grade point and number of credits for a course.
- x. **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- xi. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters **S, A+, A, B+, B, C+, C and U**
- xii. **Grade Point Average (GPA):** It is a measure of performance of a student 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 credit taken during that semester. It shall be expressed up to two decimal places.
- xiii. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student in all 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 course in all the semesters. It is expressed up to two decimal places.



- xiv. **First Attempt:** First Attempt refers to a student who has completed all required formalities, is eligible to appear for the examination, and has attended and passed the examination in the very first sitting.
- xv. **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 include the course details (code, title, number of credits, grade secured) along with GPA of that semester and CGPA earned till that semester.
- xvi. **Bonafide Student:** Bonafide Student means the student who is joined and on-roll in an Undergraduate Programme
- xvii. **Head of the Institution (HI):** HI refers the Principal of the Institution.
- xviii. **Dean Academics:** Dean Academics refers the authority of the Institution who is responsible for all academic activities of various programmes and implementation of relevant rules of these Regulations pertaining to the Academic Programmes.
- xix. **Head of the Department (HoD):** HoD refers the Head of the Department concerned.
- xx. **Controller of Examinations (CoE):** CoE refers the authority who is responsible for all activities of the Examinations in this Institution.
- xxi. **Institution:** Institution refers CARE College of Engineering
- xxii. **University:** University refers ANNA UNIVERSITY, CHENNAI.

2.0 PROGRAMMES OFFERED, MODES OF STUDY AND ADMISSION REQUIREMENTS

2.1 P.G. PROGRAMMES OFFERED

- M.E.- CSE (With Specialization Artificial Intelligence and Machine Learning)

2.2 Modes of Study

Students admitted under 'Full-Time' 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 students 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 P.G. programme. However, taking up of job is permitted with authorised break of study as explained in Clause 19.7.

2.3 Admission Requirements

1. Eligibility

- a. A pass in a recognised Bachelor's Degree or equivalent in the relevant field and obtained atleast 50% (45% in case of BC, BCM, MBC, SC, SCA and ST candidates belonging to Tamil Nadu) in the qualifying degree examination.
 - (i) B.E. / B.Tech. / B.Arch. (or)
 - (ii) B.Pharm. Degree Programmes (or)
 - (iii) Master's Degree in the relevant branch of Science / Arts, which are prescribed (or)
 - b. (i) 10 + 2 + AMIE* (or)
 - (ii) 10 + 3 Years diploma (awarded by the State Board of Technical Education) +AMIE*
- * Candidates with Section 'A' & 'B' certificates (A.M.I.E.) and other similar certificates of professional bodies viz. Aeronautical Society of India etc., recognised by the Ministry of Human Resource Development, Govt. of India and enrolled before



31.05.2013 are considered to be equivalent to B.E./B.Tech. Degree holders, only with 2 years regular full-time experience in the relevant field after successful completion of the course including project work. An experience certificate is to be produced by the candidates.

* Candidates who have qualified as AIIA (Associateship Examination of the Indian Institute of Architects) with a valid registration with the Council of Architecture are eligible.

NOTE:

- (i) Candidates admitted through Lateral Entry in degree courses are not eligible except, B.E. / B.Tech. and MCA degree courses.
- (ii) Candidates with B.E. / B.Tech. degrees obtained through Distance / Weekend mode are not eligible.
- (iii) Candidates with degree obtained without studying 10th, 12th Std. or 3 years degree programme are not eligible.

2. Entrance Examination

Candidates should have appeared for the TANCET (M.E.) Examination conducted by Anna University Chennai, Chennai 600 025 (OR)

Candidates should have appeared for the Common Entrance Test conducted by Consortium of Self - Financing Professional, Arts and Science Colleges in Tamil Nadu, Chennai – 14

3. Age Limit

There is no age limit for admission to M.E. Degree Programme.

3.0 STRUCTURE OF THE PROGRAMME

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 Courses (PC)** include the core courses relevant to the chosen specialization/branch.
- iii. **Professional Elective Courses (PE)** include the elective courses relevant to the chosen specialization/ branch.
- iv. **Research Methodology and IPR Course (RM)** covers topics on the process of research and patenting.
- v. **Skill Development Courses (SD)** include Project Work and/or Internship, Seminar, Professional Practices, Summer Project, Case Study and Industrial / Practical Training.
- vi. **Open Elective Courses (OE)** include the courses credited from other post graduate Programmes of M.E. and online courses.
- vii. **Audit Courses (AC)** include the courses such as Constitution of India, Natramizh Ilakiam, etc.

3.2 Courses per Semester

Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Skill Development Courses. The number of courses per semester shall not exceed 10. Each course shall have credits assigned as per clause 3.3.

3.3 Credit Assignment

Each course is assigned certain number of credits based on the details given in Table 1.



Table 1 Credit Assignment	
Contact period per week	Credits
1 Lecture Period	1
1 Tutorial Period	1
1 Laboratory Period (also for Skill Development courses like Seminar/Project Work /Case study/etc.)	0.5

3.4 Project Work

1. The project work for M.E. Programmes consists of Project Work–I and Project Work–II. The Project Work–I is to be undertaken during Semester III and Project Work–II, which is a continuation of Project Work–I, (except when project work II is carried out in the industry) is to be undertaken during Semester IV.
2. In case of students of M.E. Programmes not completing Project Work-I of project work successfully, the students can undertake Project Work-I again in the subsequent semester. In such cases the students can enroll for Project Work-II, only after successful completion of Project Work-I.
3. Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means the faculty member possessing (i) PG degree with a minimum of 3 years’ experience in teaching or (ii) Ph.D. degree.
4. A student may, however, undergo Project Work-II (M.E. Programme) in industry/academic institution of repute offering PG programmes in Engineering/Technology (other than affiliated colleges of Anna University)/research institutions for a minimum of 15 weeks during the final semester. In such cases, the students shall undergo the Project Work-II with the approval obtained from the Head of the Institution preferably one month before the start of the industrial project. The Project Work-II carried out in industry/academic institution of repute/research institutions need not be a continuation of Project Work-I. In such cases, the Project Work shall be jointly supervised by a supervisor of the department and an 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. The review meetings, if necessary, may also be arranged in online mode with prior approval from the Head of the Institution and suitable record of the meetings shall be maintained.
5. The Project Work (Project Work-II in the case of M.E.) shall be pursued for a minimum of 15 weeks during the final semester. All the students have to submit the project report within a week time after completion of project work. The total duration for project work is 16 weeks.
6. The Project Work-I in the case of M.E. programmes shall be submitted within the last working day of the semester as per the academic calendar published by the Institution.

3.5 Industrial Training / Internship (Summer / Winter Vacation)

The students may undergo Industrial Training for a period as specified in the Curriculum during the summer / winter vacation. In this case, the training has to be undergone continuously for at least two weeks in an organisation.

1. The students may undergo Internship at a Research organization / University/ Industry after due approval from the Head of the Institution for the period prescribed in the curriculum during the summer / winter vacation, in lieu of Industrial training. Attendance Certificate signed by the competent authority of the industry, as per the format provided



by the Institution shall be submitted to the Head of the Department. The attendance certificate shall be forwarded to Controller of Examinations by the Head of the Department for processing results.

2. If Industrial Training/ Internship is not prescribed in the curriculum, the student may undergo Industrial Training/ Internship during Summer/Winter vacation optionally and the credits earned will be indicated in the Grade Sheet as per details provided in Table 2. If the student earns three credits in Industrial Training/ Internship, the student may drop one Professional Elective (only one professional elective can be dropped). In such cases, Industrial Training / Internship need to be undergone continuously from one organization or with a combination one two week and one four weeks programme, from one/two organizations. However, if the number of credits earned is 1 or 2, these credits shall not be considered for classification of the degree. Students shall get permission from the Head of the Institution for taking industrial training/internship and the Certificate of completion of Industrial Training / Internship shall be forwarded to Controller of Examinations.

Table 2 Weeks of Training and Equivalent Credits	
Duration of Training/Internship (1 Week = 40 Internship Hours)	Credits
2 Weeks	1
4 Weeks	2
6 Weeks	3

- 3.6 Instead of two electives (Professional Elective/Open Elective) in the curriculum, the student may be permitted to choose a maximum of 2 courses from other PG programmes with the approval of the Head of the Department offering such courses.

3.7 Value Added Courses

1. The students may optionally undergo Value Added Courses (VAC) over and above the topics covered in the curriculum to obtain practical and industry specific knowledge. The credits earned through the Value Added Courses shall be over and above the total credit requirements prescribed in the curriculum for the award of the degree. One / Two credit courses shall be offered by the Department with the prior approval from the Head of the Institution without any additional fee charged from the students. The details of the syllabus, time table and course coordinator may be sent to the Dean Academics at least one month before the course is offered for approval of the Head of the Institution. Students can take a maximum of two one credit courses / one two credit course during the entire duration of the Programme.
2. The value added course shall carry 100 marks and shall be evaluated through Continuous Internal Assessments only. Two assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. A committee consisting of the Head of the Department, staff handling the course and a senior faculty member nominated by the Dean Academics with the approval of the Head of the Institution shall do the evaluation process. The list of students along with the marks and the grades earned shall be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of End Semester Examinations. The grades earned by the



students for Value Added Courses will be recorded in the Grade Sheet, however the same shall not be considered for the computation of CGPA.

3.8 Online Courses and Transfer of Credits

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

1. Students are permitted to optionally enroll and study these courses through SWAYAM / NPTEL platforms and credit transfer is to be done based on the marks and certificate provided by the NPTEL. The number of credits and transfer of credits are based on the procedure explained in Table 3 and the mapping of the marks with the grades is explained in Table 4. The mapping of marks with grades is applicable, only if the student passes the course as per the guidelines of NPTEL.

Table 3 Duration of Courses and Number of Credits for NPTEL Courses	
No of weeks	No of credits
4	1
8	2
12	3
16	4

Table 4 Mapping of Marks Scored in NPTEL Course and Credits Earned							
S	A+	A	B+	B	C+	C	U
91 – 100	81 – 90	71 – 80	66 – 70	61 – 65	56 – 60	50 – 55	< 50

2. For the assessment of online courses through Coursera, AWS, Udemy etc, the committee will decide the equivalent grade.
3. Students are permitted to optionally enroll and study the courses in physical / hybrid / online modes offered by reputed Central / State funded Universities / Institutions and also conducting examination towards award of marks and grades.
4. Students are also permitted to enroll and undergo such courses in Online mode at Universities abroad.
5. Students are also permitted to study courses of a particular semester in a University / Institution abroad based on MoU. A learning agreement shall be evolved to map all the courses offered in the programme and the courses offered in University abroad as per the procedure outlined by the Institution. The credits earned by the students in the University abroad shall be transferred as per the learning agreement.

In the case of 3.8.3, the students can enroll for the courses with the approval of the Head of the Institution only if the course is offered directly by Institution/University and not with the edutech platforms. The marks/credits earned by the student shall be transferred based on the decision of a committee constituted by the Institution.

6. Students are also permitted to enroll and study the courses in physical/hybrid mode (not less than 50% in physical mode) that are offered by reputed companies (Manufacturing or software) and the reputed companies involved in the knowledge transferring company is



a spinoff from an Engineering/Technology practicing Industry and sharing the work experience of the respective industry. The academic content and delivery shall be in consonance with Institution academic standard and norms. Such a course shall be offered through MoU between the Industry and Institution. The design of the courses with regard to the syllabus content, duration of each course and number of credits offered for each course shall be discussed and recommended by the Institution. For each course, a course coordinator shall be nominated from the department who shall also attend such course and shall coordinate the question paper setting and answer script evaluation with the course instructor from research institution/laboratory/industry for continuous assessment and end semester examination conducted by the Institution. The passing requirement is as per regulation

7. The marks/credits earned by the student shall be transferred based on the decision of a committee constituted by the Institution

3.9 A student is permitted to register a maximum of two courses in total from clause 3.7 and 3.8.

3.10 Audit courses

The student may optionally study audit courses prescribed by the Institution and it will be mentioned in the Grade Sheet. However, it will not be considered for computation of CGPA.

3.11 Medium of Instruction

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

4.0 DURATION OF THE PROGRAMME

4.1 The minimum and maximum period for completion of the P.G. Programmes are 4 semesters and 8 semesters respectively.

4.2 The Curriculum and Syllabi of all the P.G. Programmes 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 P.G. Programme.

4.3 Each semester shall normally consist of 75 working days or 540 periods of 50 minutes each. The Head of the Department 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. A monthly report on syllabus completion shall be sent to Dean Academics and Head of the Institution.

The Head of the Department may conduct additional classes for improvement, special coaching, conduct of model test etc., over and above the specified periods with the approval of Head of the Institution. The overall attendance percentage of the student will be calculated as:

$$\text{Attendance percentage} = \frac{\text{No of periods attended in all the courses in a semester}}{\text{No of periods conducted in all the courses in a semester}} \times 100$$

The End Semester Examinations will normally follow immediately after the last working day of the semester as per the academic schedule prescribed from time to time.

4.4 Marks will be awarded for student's attendance in 'EACH' course and the distribution of marks is given below in Table 5.



Table 5. Attendance Mark Distribution				
Attendance (%)	80 – 85	86 – 90	91 - 95	96 – 100
Mark	1	2	3	5

The marks earned by a student shall be included in the Continuous Internal Assessment for each course, based on the percentage of attendance secured in a particular course as given above.

- 4.5** The minimum prescribed credits required for the award of the M.E./M.Tech. degree shall be within the limits of 70 – 75

5.0 COURSE REGISTRATION

5.1 Flexibility to Drop Courses

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.
2. From the first to pre-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 P.G. (Full Time) programmes. The student is permitted to drop the course(s) within 30 days of the commencement of the academic schedule.

- 5.2** The Department is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of 6 credits (vide clause 5.1). The registration details of the student shall 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 and
- ii. Courses dropped in the lower semesters.

The maximum number of credits that can be registered in a semester is 36. However, this does not include the number of Re-appearance (RA) and Withdrawal (W) courses registered by the student for the appearance of Examination.

6.0 EVALUATION OF PROJECT WORK

The evaluation of Project Work for Project Work-I & Project Work-II in the case of M.E. shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause 6.1.

- 6.1** There shall be three assessments (each 100 marks) during the semester by a review committee. The student shall make presentation on the progress made before the Committee. The Head of the Institution shall constitute the review committee for each programme. The review committee consists of supervisor, expert from the Department and a project coordinator from the Department. If the project coordinator/expert member happens to be the Supervisor then an alternate member shall be nominated. In the case of project work II carried out in industry/academic/research institutions, the review committee shall have the supervisor, coordinator from industry / academic / research institutions and the project coordinator from the Department. The total marks obtained in the three assessments shall be reduced to 60 marks and rounded to the nearest integer (as per the Table given below). There will be a vice-voce Examination during End Semester Examinations conducted by a committee consisting of the supervisor, one internal examiner and one external examiner. The internal examiner



and the external examiner shall be appointed by the Controller of Examinations. The distribution of marks for the Continuous Internal Assessment and End Semester Examinations is given in Table 6.

Table 6 Continuous Internal Assessment and End Semester Examinations Marks for Project Work						
Continuous Internal Assessment			End Semester Examinations			
Review I	Review II	Review III	Project Report		Viva Voce Exam	
			External	Supervisor	Internal	External
10	20	30	10	10	10	10

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

- 6.3**
- If the student fails to obtain 50% of the internal assessment marks in the Project Work-I and Project Work-II, he/she will not be permitted to submit the project report and has to register for the same in the subsequent semester.
 - If a student fails to submit the project report on or before the specified deadline as mentioned in clause 3.4, he/she is deemed to have failed in the Project Work and shall register for the same in a subsequent semester. This applies to both for Project Work-I and Project Work-II in the case of M.E.
 - If a student fails in the End Semester Examinations of Project Work-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 Project Work-II of Project work of M.E. he/she shall resubmit the Project Report within 60 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee. For this purpose, the same Internal and External examiners shall evaluate the resubmitted report.
 - If a student has submitted the project report but did not appear for the viva-voce examination, it will be considered as fail and he/she will be permitted to resubmit the report within 30/60 days from the declaration of results and permitted for reappearance in viva-voce examination, for Project Work-I and II respectively.
 - A copy of the approved Project Report after the successful completion of viva-voce examinations shall be kept in the library of the college / institution.
 - 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.
 - At the end of Practical / Industrial Training, Summer Project, the student shall submit an Attendance 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 Institution. The attendance certificate submitted by the students shall be attached to the mark list sent by the Head of the Department to the Controller of Examinations.



7.0 CLASS COORDINATOR AND MENTOR

Class Coordinator: There shall be a Class Coordinator for each class. The Class Coordinator will be one among the course instructors of the class. He/ She will be appointed by the Head of the Department concerned. The Class Coordinator 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.

Mentor: There shall be a Mentor for a batch of students in the class. The batch size may be less than or equal to 20 students and the Mentor will be allotted by the Head of the Department concerned. The responsibilities of the Mentor shall be:

- To inform the interpretation of Regulations to the students and their rights and duties.
- To inform code of conduct to be maintained in the campus and disciplinary actions.
- To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- To guide student enrollment and registration of the courses.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- To collect and maintain the academic and co-curricular records of the students.
- To facilitate and collect students feedback about the course and course instructor, and the course and programme's exit survey.
- To provide all the details of academic including feedback, training, scholarship, placement and co-curricular and extra-curricular activities of the students to the Head of the Institution through HOD.
- To talk to the students and to identify the strength and weakness and the family background of the students.
- To advise the students regularly to solve his professional and personal issues if any.
- To arrange for special coaching or doubt clarifying session with the teacher who are teaching his class.
- To maintain the Student Record and update regularly
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.
- To send the report Mentor – Mentee report to HoD once in a month.

8.0 CLASS COMMITTEE

8.1 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. 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 degree programme and the details of rules therein particularly (clause 3 and 4).
 - Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - Informing the student representatives the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / 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 solving problems, if any.
 - Identifying the slow-learners, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such students.
- 8.2** The class committee for a class under a particular branch is normally constituted by the Head of the Department. However, if the students of different branches 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 within the first week of each semester.
- 8.4** At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee, covering all the elective courses.
- 8.5** The chairperson of the class committee may invite the class adviser(s) and the Head of the Department to the class committee meeting.
- 8.6** The Head of the Institution, Deans and Controller of Examinations may participate in any class committee meeting of the institution.
- 8.7** 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.
- 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 in a semester at suitable intervals.
- The **Class Coordinator** 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 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.

9.0 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).

The Course Coordinator 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.

10.0 ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER

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 80% attendance to become eligible to write the End-Semester Examinations. Therefore, every student shall secure not less than 80% of overall attendance in that semester as per clause 4.3.

10.2 However, a candidate who secures overall attendance between 70% and 79% in that current semester due to medical reasons (prolonged hospitalization / accident / specific illness / participation in sports events) may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate to the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.

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 Examinations of that current semester and are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year.

11.0 PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

For all theory, 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

Table 7 Weightage of Marks for Continuous Internal Assessment of Theory Courses				
Assessment I		Assessment II		Total Internal Assessment
Written Test	Activity	Written Test	Activity	
60	40	60	40	200

For Theory Courses out of 100 marks, the maximum marks for Continuous Internal Assessment is fixed as 40 and the End Semester Examinations carries 60 marks. A minimum of two internal assessments will be conducted as a part of Continuous Internal Assessment. Each internal assessment is to be conducted for 100 marks and will have to be distributed in two parts viz., Activity based assessment includes individual Assignment/Case study/Seminar/Mini project / any other experiential learning and Written Test based assessment with each having a weightage of 40% and 60% respectively as given in Table 7.



The total internal assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

11.2 Laboratory Courses

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

The maximum marks for Continuous Internal Assessment shall be 60 marks in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records to be maintained. There shall be at least one midterm test. The criteria for arriving at the Continuous Internal Assessment marks of 60 is as follows: For successful completion of all the prescribed experiments done in the Laboratory 75% of marks shall be awarded and 25% marks shall be awarded for the midterm test, as shown in Table 8. The total marks earned by the student in continuous assessments shall be converted into a maximum of 60 marks and rounded to the nearest integer.

Table 8: Weightage of Marks for Continuous Internal Assessment of Laboratory Courses			
Evaluation of Laboratory	Observation, Record	Model Test	Total
75		25	100

11.3 Theory Courses with Laboratory Component

The theory part and laboratory part are separately assessed as per the procedure given in 11.1 and 11.2 respectively. For theory cum laboratory courses the weightage of Continuous Internal Assessment and End Semester Examinations marks will be 50% each. The distribution of marks for the theory and laboratory components in the Continuous Internal Assessments and End Semester Examinations for different types of courses are provided in the Table 9.

Table 9 Weightage of Continuous Internal Assessment and End Semester Examinations of Theory cum Laboratory Courses							
L	T	P	C	Continuous Internal Assessment		End Semester Examinations (50%)	
				Theory (Total 25%)	Laboratory (Total 25%)		
1	0	2	2	Test 2		Experiment and Midterm Test	Laboratory only (50%)
1	0	4	3	Test 2		Experiment and Midterm Test	Laboratory only (50%)
2	0	2	3	Test 1	Test 2	Experiment and Midterm Test	Theory only (50%)
3	0	2	4	Test 1	Test 2	Experiment and Midterm Test	Theory only (50%)
2	0	4	4	Test 1	Test 2	Experiment and Midterm Test	Laboratory only (50%)

11.4 SKILL DEVELOPMENT COURSES

(a) The Seminar / Case study / Mini project course 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. A two members committee appointed by Head of the Department



with the approval of Head of the Institution consisting of course coordinator and one expert from 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%) as given in Table 10.

Table 10 Assessment of Seminar / Case Study / Mini Project			
Report	Presentation	Viva Voce	Total
40	40	20	100

- (b) The Industrial / Practical Training shall carry 100 marks and shall be evaluated through internal assessment only as detailed in Table 11. At the end of Industrial / Practical training / Internship / Summer Project, the candidate shall submit an attendance 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 two members Departmental Committee constituted by Head of the Department with the approval of Head of the Institution consisting of course coordinator and one expert from the Department. The certificates submitted by the candidate shall be attached to the mark list sent by the Head of the Department to the Controller of Examinations for processing the result.

Table 11 Assessment of Industrial / Practical Training			
Report	Presentation	Viva Voce	Total
40	40	20	100

- (c) For all the courses under Skill Development Courses Category, except the Project Work, the evaluation shall be done with 100% internal marks and as per procedure described in 11.4 (a/b).

11.5 Assessment for Value Added Course

The Value Added Course shall carry 100 marks and shall be evaluated through Continuous Internal Assessments only. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. A committee consisting of the Head of the Department, staff handling the course and a senior faculty member nominated by the Head of the Institution shall do the evaluation process. The list of students along with the marks and the grades earned shall be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of End Semester Examinations. The grades earned by the students for Value Added Courses will be recorded in the Grade Sheet, however the same shall not be considered for the computation of CGPA.

- 11.6** Internal marks approved by the Head of the Institution shall be displayed by the respective HODs within 5 days from the last working day.

11.7 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 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/her signature and date after due verification. At the end of the semester, the record should be verified by the Dean Academics 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.

11.8 Conduct of Academic Audit

In order to ensure the quality of Internal Assessment and Attendance Record, Academic Audit is to be done for every course taught during the semester by the Internal Quality Assurance Cell. For the internal assessments conducted for each course as per details provided in Clause 11, the academic records shall be maintained in the form of documentation for the individual assignments / case study report / report of mini project submitted by each student and assessment test question paper with answers and scheme of evaluation and answer script. Report of industrial training / internship shall also be maintained, if applicable. For laboratory courses students' record shall be maintained. Further, the attendance of all students shall be maintained as a record.

The Internal Quality Assurance Cell shall arrange to conduct the Academic Audit for every course in a semester by forming the respective committees with an external course expert as one of the members drawn from a Technical institution of repute near the Institute.

12.0 REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATIONS

- 12.1** A student shall normally be permitted to appear for the End Semester Examinations of the current semester if he/she has satisfied the semester completion requirements as per clause 10.1 & 10.2 and has registered for examination in all courses of the current semester.
- 12.2** Further, examination registration by a student is mandatory for all the courses in the current semester and all arrear(s) course(s) for the End Semester Examinations failing which, the student will not be permitted to move to the higher semester.
- 12.3** A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve his/her marks in a course or the aggregate marks / CGPA.

13.0 END SEMESTER EXAMINATIONS

- 13.1** The End Semester Examinations (theory and practical) of 3 hours duration shall ordinarily be conducted between October and December during the odd semesters and between April and June in the even semesters.

For the practical examinations (including project work), both internal and external examiners shall be appointed by the Controller of Examinations.

13.2 Weightage

All M.E. programmes consist of Theory Courses, Laboratory Courses and Skill Development Courses. Skill Development Courses include Project Work, Seminar, Professional Practices, Case Study and Industrial / Practical Training. Appearance in End Semester Examinations is mandatory for all courses including Theory, Laboratory, Theory Courses with Laboratory Component and Project work. Performance in each course of study shall be evaluated based on (i) Continuous Internal Assessments throughout the semester and (ii) End Semester Examinations at the end of the semester. The evaluation shall be based on Outcome Based Education (OBE).



The weightage of Continuous Internal Assessment and End Semester Examination as detailed in Table 12.

Table 12 Weightage of Continuous Internal Assessment and End Semester Examinations			
S. No	Category of Course	Continuous Internal Assessments	End-Semester Examinations
(i)	Theory Courses	40%	60%
(ii)	Theory cum Laboratory Courses	50%	50%
(iii)	Laboratory Courses	60%	40%
(iv)	Project Work	60%	40%
(v)	All the other Skill Development Courses	100%	-

14.0 PASSING REQUIREMENTS

14.1 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 Examinations, 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).

14.2 If a student fails to secure a pass in a theory course (except electives)/ laboratory courses, the student shall register and appear only for the End Semester Examinations 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 Examinations) as per clause 14.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the End Semester Examinations alone.

14.3 If the course, in which the student has failed, is a professional elective or an open elective, the student may be permitted to complete the same course. In such case, the internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (IA + End Semester Examinations) as per clause 14.1, then the candidate shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the End Semester Examinations alone.

If any other Professional Elective or Open Elective course is opted by the student, the previous registration is cancelled and henceforth it is to be considered as a new Professional Elective or Open Elective course. The student has to register and attend the classes, earn the Continuous Internal Assessment marks, fulfill the attendance requirements as per Clause 10 and appear for the End Semester Examinations.

14.4 If a student is absent during the viva voce examination, it would be considered as fail. If a student fails to secure a pass in project work even after availing clause 6.3, the student shall register for the course again.



- 14.5 Publication of result:** The results will be published within 15 days of last theory/practical examination in the semester
- 14.6** The passing requirement for the courses which are assessed only through purely internal assessment (Skill Development courses except project work), is 50% of the internal assessment marks only.
- 14.7** A student can apply for revaluation of his/her semester examination answer paper in a theory course as per the guidelines of the Controller of Examinations, on payment of a prescribed fee along with prescribed application to the Controller of Examinations through the Head of the Institution. The Controller of Examinations 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 EEC courses.

15.0 AWARD OF LETTER GRADES

15.1 Absolute Grading

The award of letter grades will be decided using absolute grading principle for all the courses. The performance of a student will be reported using letter grades, each carrying certain points as detailed in Table 13 below:

Table 13 Letter Grades and Grade Points		
Letter Grade	Description	Grade Points
S	Outstanding performance with respect to course learning objectives; exhibits original and relative thinking, and demonstrates the ability to analyze critically and synthesize information	10
A +	Excellent performance with respect to course learning objectives and creative thinking	9
A	Very Good achievement with respect to course learning objectives	8
B +	Good achievement with respect to course learning objectives	7
B	Above Average achievement with respect to course learning objectives	6.5
C+	Average achievement with respect to course learning objectives	6
C	Satisfactory achievements	5
U	Re-appearance	0
SA	Shortage of Attendance	0
WD	Withdrawal	0

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

"SA" denotes shortage of attendance (vide clause 10.3) and hence prevented from writing the End Semester Examinations. 'SA' will appear only in the result sheet.

"U" denotes that the student has failed to pass in that course (RA/RA*/SE). RA denotes re-appearance, RA* denotes re-appearance due to absent and SE denotes withdrawal from the End Semester Examinations under Sports Exemption (SE)

"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 as per the Regulations.



If the grade “U” is given to Theory Courses/ Laboratory Courses it is not required to satisfy the attendance requirements (vide clause 10), but has to appear for the End Semester Examination and fulfil the norms specified in clause 14 to earn a pass in the respective courses.

If the grade “U” is given to Skill Development course (except Project Work), which are evaluated only through internal assessment, the student shall register for the course again in the subsequent semester, fulfil the norms as specified in clause 14 to earn pass in the course. However, attendance requirement need not be satisfied.

Range of Marks for Grades

The range of marks for corresponding grades is presented in Table 14.

Table 14 Grade Range for Absolute Grading							
S	A+	A	B+	B	C+	C	U
91 – 100	81 – 90	71 – 80	66 – 70	61 – 65	56 – 60	50 – 55	< 50

15.2 The grades S, A+, A, B+, B, C+, C obtained for the one/two credit courses (not part of curriculum) under the title ‘Value Added Courses’ and ‘Internship/Industrial Training’ (if not part of curriculum) shall figure in the Grade Sheet. For these courses if the grades obtained are RA, SA then it shall not figure in the Grade Sheet.

15.3 For the students who complete the Audit Course satisfying attendance requirement, the title of the Audit Course will be mentioned in the Grade Sheet. If the attendance requirement is not satisfied, it will not be shown in the Grade Sheet.

15.4 Grade Sheet

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

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

GPA for a semester is the ratio of the sum of the products of the number of credits acquired for courses and the corresponding points to the sum of the number of credits acquired for the courses 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.

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

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.

In the consolidated grade sheet, the CGPA earned shall be converted into percentage of marks as follows:

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

16.0 ELIGIBILITY FOR THE AWARD OF THE DEGREE

A student shall be declared to be eligible for the award of the M.E. degree provided the student has,



- Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- Successfully completed the course requirements, appeared for the End Semester Examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted.
- Successfully passed any additional courses prescribed by the Institution whenever readmitted under regulations other than R-2026 (vide clause 19.3)
- No disciplinary action pending against the student.
- The award of Degree must have been approved by the Syndicate of the Anna University.

17.0 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, which includes authorised break of study of one year (if availed). Withdrawal from examination (vide Clause 18) will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50.
- Should NOT have been prevented from writing End Semester Examinations 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:

- 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 Examinations due to lack of attendance (if applicable).
- Should have secured a CGPA of not less than 6.50.

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) shall be declared to have passed the examination in Second Class.

17.4 A student who is absent in End Semester Examinations 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 student can apply for photocopy of his/her semester examination answer paper in a theory course, as per the guidelines of Controller of Examinations on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institutions. The answer script is to be valued and justified by a faculty member, who handled the subject and recommend for revaluation with breakup of marks for each question. Based on the recommendation, the student 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 student concerned through the Head of the Institutions.



Revaluation is not permitted for practical courses and for Skill Development courses. A student 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 Examinations through the Head of the Institution. Candidates applying for Revaluation only are eligible to apply for Review.

18.0 PROVISION FOR WITHDRAWAL FROM EXAMINATION

18.1 A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Head of the Institution) be granted permission to withdraw from appearing for the End Semester Examinations 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 Controller of Examinations through the Head of the Institution with required documents.

18.2 Withdrawal application is valid if the student is otherwise eligible to write the examination (vide clause 10) and if it is made within TEN days after the date of the examination(s) in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations. For a student to withdraw from a course(s), he/she should have registered for the course, fulfilled the attendance requirements (vide clause 10) and earned continuous assessment marks.

Note: 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(s), it will figure both in Marks Sheet as well as in Result Sheet. However, withdrawal shall not be considered as an appearance for the eligibility of a student for First Class with Distinction.

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

18.5 If a student applies for withdrawal from Project work, he/she will be permitted only after the submission of project report before the deadline. However, the candidate may appear for the viva voce examination within 30 days after the declaration of results and the same is not considered as reappearance.

18.6 Withdrawal is permitted for the End Semester Examinations in the final semester, as per clause 18.1

19.0 AUTHORIZED BREAK OF STUDY FROM A PROGRAMME

19.1 A student is permitted to avail authorised break of study for a maximum period of one year in 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 student may apply for additional break of study not exceeding another one year. If a student 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 Dean Academics in advance, but not later than the last date for registering for the end semester examination of the semester



- in question, through the Head of the Institution stating the reasons therefore and the probable date of rejoining the programme.
- 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 register for additional courses, if any, as notified by the Centre for Academic Courses under change of regulations. These courses may be from any of the semesters of the curriculum in force, so as to bridge the curriculum in force and the old curriculum. In such cases, the total number of credits to be earned by the student may be more than or equal to the total number of credits prescribed in the curriculum in force.
- 19.4** The authorized break of study of maximum of one year is included in the duration specified for passing all the courses for the purpose of classification (vide Clause 19.1).
- 19.5** 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 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' (vide clause 19.1).
- 19.7** If a student in Full Time mode wants to take up job / start-up / entrepreneurship during the period of study he/she shall apply for authorised break of study for one year. The student shall undertake the job / start-up / entrepreneurship only after getting approval of the same by Head of the Institution with due proof to that effect.
- 19.8** No fee is applicable to students during the Break of Study period.
- 20.0 DISCIPLINE**
- 20.1** Every student is required to observe disciplined and decorous behaviour both inside and outside the college 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 to enquire into acts of indiscipline and report about the disciplinary action recommended for approval.
- 20.2** If a student indulges in malpractice in any of the Continuous Internal Assessment/ End Semester Examinations, he / she shall be liable for punitive action as prescribed by the Controller of Examinations from time to time.
- 21.0 REVISION OF REGULATIONS, CURRICULUM AND SYLLABI**
- The Institution 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 the Governing Council.
- 22.0 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.

