



# R.M.D. ENGINEERING COLLEGE

RSM Nagar, Kavaraipettai – 601 206

(An Autonomous Institution)

## REGULATIONS 2022

### CHOICE BASED CREDIT SYSTEM

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

Applicable to the Students admitted to B.E. / B.Tech. Programmes from the AY 2022-23 onwards

#### DEGREE OF BACHELOR OF ENGINEERING / BACHELOR OF TECHNOLOGY

This set of Regulations is applicable to the students admitted to B.E. / B.Tech. Programmes at R.M.D. Engineering College, Kavaraipettai, from the academic year 2022-23 onwards.

#### 1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- I. “**Programme**” means Degree Programme that is B.E./B.Tech. Degree Programme.
- II. “**Discipline**” means specialization or branch of B.E./B.Tech. Degree Programme, like Electronics and Communication Engineering, Information Technology, etc.
- III. “**Course**” means a theory / theory course with laboratory component / laboratory course with theory component or laboratory subject that is normally studied in a semester, like Mathematics, Physics, etc.
- IV. “**Chairman, Academic Council**” means the authority of the Institution who is responsible for all academic activities of the Institution/Departments for implementation of relevant Rules and Regulations.
- V. “**Head of the Institution**” means the Principal of the Institution.
- VI. “**BoS Chairman**” means Chairperson of Board of Studies of each department / Division (S&H)
- VII. “**Head of the Department**” means the head of the Department concerned.
- VIII. “**Controller of Examinations**” means the authority of the Institution who is responsible for all Examination related activities of the Institution.
- IX. “**Credit**” means a numerical value allocated for each course to describe the student’s workload required per week.
- X. “**Grade**” means the letter grade assigned to each course based on the range of marks specified.
- XI. “**Grade Point**” means a numerical value (0 to 10) allocated based on the grade assigned to each course.
- XII. “**Institution**” means R.M.D. ENGINEERING COLLEGE.
- XIII. “**University**” means ANNA UNIVERSITY, CHENNAI.
- XIV. “**Department Consultative Committee (DCC)**” means a four-member committee constituted by the Head of the Institution with members as HoD, a faculty member

Amendment  
passed on  
23.09.2024



from the Department of the student, HoD of any other branch of the Institution, and an Industry Expert for approving the academic matters of the Department.

## 2. ELIGIBILITY FOR ADMISSION

2.1 Candidates seeking admission to the first semester of the eight semesters of B.E. / B.Tech. Degree Programme:

Should have passed the Higher Secondary Examinations of (10+2) Curriculum (Academic Stream) prescribed by the Government of Tamil Nadu with Mathematics, Physics and Chemistry as three of the four subjects of study under Part-III or any examination of any other University or authority accepted by the Syndicate of Anna University as equivalent thereto.

(OR)

Should have passed the Higher Secondary Examination of Vocational Stream (Vocational groups in Engineering / Technology) as prescribed by the Government of Tamil Nadu.

### 2.2 Lateral entry admission

(i) The candidates who possess the Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamil Nadu or its equivalent are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech. in the branch corresponding to the branch of study.

(OR)

(ii) The candidates who possess the Degree in Science (B.Sc.,) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for Lateral entry admission to the third semester of B.E. /B.Tech.

Such candidates shall undergo two additional Engineering subject(s) in the third and fourth semesters as prescribed by the Institution.

## 3. PROGRAMMES OFFERED

A candidate may be admitted to any one of the following programme/ disciplines of study approved by All India Council for Technical Education, New Delhi and affiliated to Anna University, Chennai.

### I. Faculty of Computer Science and Engineering and Information Technology

1. B.E. Computer Science and Engineering
2. B.Tech. Information Technology
3. B.Tech. Computer Science and Business Systems
4. B.Tech. Artificial Intelligence and Machine Learning

### II. Faculty of Electronics and Communication Engineering

1. B.E. Electronics and Communication Engineering



## 4. STRUCTURE OF PROGRAMMES

### 4.1 Categorization of Courses

Every B.E. / B. Tech. Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

- i. **Humanities, Social Sciences, and Management Courses (HSMC)** include Technical English, Engineering Ethics and Human Values, Communication skills, etc.
- ii. **Basic Sciences Courses (BSC)** include Mathematics, Physics, Chemistry, Biology, etc.
- iii. **Engineering Sciences Courses (ESC)** include Engineering practices, Engineering Graphics, Basics of Electrical / Electronics / Mechanical / Computer Engineering, Instrumentation, etc.
- iv. **Professional Core Courses (PCC)** include the core courses relevant to the chosen specialization/branch.
- v. **Professional Elective Courses (PEC)** include the elective courses relevant to the chosen specialization/branch.
- vi. **Open Elective Courses (OEC)** include the courses offered by a branch to other branches, from the list specified in the respective curriculum of the B.E./ B.Tech. Programme.
- vii. **Employability Enhancement Courses (EEC)** include Mini-Project, Project Work, Industry Internships, Seminars, Professional Practices, Case Studies, Aptitude and Coding Skills Practices, Industrial/Practical Training, and Product Development Laboratory.
- viii. **Mandatory Courses (MC)** should be studied compulsorily by all the students irrespective of the programme which includes Induction Program.
- ix. **Audit Courses (AC)** include the courses such as Value Education, Yoga, etc.

### 4.2 Personality and Character Development

All students shall enroll, on admission, in any one of the personality and character development programme (NSS/YRC/UBA/NSO) and undergo training for about 40 hours (20 hours for lateral entry). The training shall include classes on hygiene and health awareness and also training in first aid.

Alternately, activities in science, literature, and fine arts also will be helpful for personality and character development. Students shall participate actively in **Student Activity Cell (SAC)** activities.

**National Service Scheme (NSS)** will have social service activities in and around the Institution.



**Youth Red Cross (YRC)** will have activities related to social services in and around Institution.

**Unnat Bharath Abhiyan (UBA)** will have activities related to rural development in and around the Institution under UBA Scheme for the 5 Villages adopted by the Institution.

**National Sports Organization (NSO)** will have Sports, Games, Drills and Physical exercises.

While the training activities will normally be conducted during weekends, the camp will normally be done during the vacation period.

Students who enroll and take active participation in any one of the above activities and participate at least, in one event/programme will be given a certificate by the Head of the Institution and the copy of the same shall be forwarded to the Controller of Examinations for publishing in the grade sheet.

#### 4.3 Number of courses per semester

Each semester, the curriculum shall normally have a blend of Theory courses, Theory courses with laboratory component, Laboratory courses with theory component, Laboratory courses, Employability Enhancement Courses, Mandatory Courses and Audit Courses not exceeding 12. Each Course may have credits assigned as per Clause 4.4.

#### 4.4 Credit Assignment

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

Contact period per week	CREDITS
1 Lecture Period	1
1 Tutorial Period	1
1 Laboratory Period	0.5
1 Periods of EEC courses like / Seminar / Project Work/Case study/etc.)	0.5

4.4.2. Total of **160 to 163** credits distributed among various subjects grouped under different categories are as follows:

S. No.	Category	Credits	Course Category Code
1.	Humanities and Social Sciences including Management courses	12+3*(UHV)	HSMC
2.	Basic Science Courses	25	BSC
3.	Engineering Science Courses including workshop, drawing, basics of electrical/mechanical/computer etc.	24	ESC



4.	Professional Core Courses	53	PCC
5.	Professional Elective Courses relevant to chosen specialization/branch	18	PEC
6.	Open Elective Courses–Electives from other technical and/or emerging subjects	12	OEC
7.	Employability Enhancement Courses-Project Work/Mini Project, Seminar, Internship in Industry or elsewhere and Aptitude and Coding skills	16	EEC
8.	A. Mandatory Courses [Environmental Sciences and Sustainability, Induction Program, Indian Constitution, Essence of Indian Knowledge Tradition] B. Audit Courses [Value Education, Yoga for Stress Management, Personality Development through Life Enlightenment skills, Skill Enhancement Programme]	(non-credit)	MC/AC
<b>Total Credits</b>		<b>160+3*</b>	

**\*Universal Human Values II**

#### 4.5 Industrial Training/Internship

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 a period of at least two weeks in an organization. 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. Certificate mentioning the period of Industrial Training / Internship and signed by the competent authority of the industry shall be submitted to the Head of the Department.

Duration	Credits
2 Weeks	1 Credit
4 Weeks	2 Credit
6 Weeks	3 Credit

#### 4.6 Industrial Visit

Every student is required to go for at least two Industrial Visits every year starting from the second year of the Programme. The Heads of the Departments shall ensure the necessary arrangements made in this regard.

#### 4.7 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 the Department of the institution with the prior approval of BoS and Academic Council. The details of the syllabus, timetable and faculty may be sent to the Head of the Institution in advance (at least one month before) for the approval 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.

#### 4.8 Online Courses

Students are permitted to optionally enroll and study a maximum of one off campus course in each semester starting from III semester till VII semester in physical/online/hybrid mode with the approval of DCC. The successful completion of these courses through any of the following modes shall be considered in lieu of professional core / professional elective / open elective courses of curriculum as approved by DCC.

Amendment  
passed on  
23.09.2024

4.8.1 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 1. DCC shall assign the grades to the students based on their relative performance, if the number students enrolled is more than 30, else grades shall be assigned based on Table 2. The mapping of marks with grades is applicable, only if the student passes the course as per the guidelines of NPTEL.

Table 1: Duration of the course and Number of credits

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

Table 2: Mapping of Marks scored in NPTEL course and Credits earned

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

4.8.2. Students are permitted to optionally enroll and study the courses in physical / hybrid / online modes offered by reputed Central / State funded Universities / Institutions which are in the top 100 positions in the latest NIRF



ranking and also conducting examination towards award of marks and grades. (NIRF Ranking of any of the last three years with respect to the year in which course is to be registered; NIRF ranking is based on respective stream for professional elective courses and based on any stream for open elective courses).

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

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

In the case of 4.8.2, the students can enroll for the courses with the approval of DCC only if the course is offered directly by Institution/University and not through the edutech platforms.

4.8.3 Students are also permitted to enroll and study the courses in physical/hybrid mode (not less than 50% in physical mode) / online mode that is offered by (i) National/State-funded research institutions/laboratories and (ii) (a) reputed companies (manufacturing or software) related to the programme, and (b) reputed companies involved in transfer of knowledge provided the knowledge transferring company is a spinoff from an Engineering/Technology practicing Industry and sharing the work experience of the respective industry. (c) Knowledge partner industry of the programme. The companies mentioned in 4.8.3 (ii) (a) and the company with which the knowledge transfer company is associated in the case of 4.8.3 (ii) (b) should have an average annual turnover of more than 200 crores over a period of 5 years. However, the academic content and delivery shall be in consonance with the academic standards and norms.

The minimum qualification of the course instructor from the company as mentioned in shall be B.E./B.Tech with 10 years of research / industrial experience. Such courses shall be offered through MOU between Institution and such institutions/organizations/ companies. The design of the courses with regard to the syllabus content, duration of each course and number of credits offered for each course shall be discussed and recommended by DCC and approved by BoS and Academic Council as per the Regulations.

For the offer of each course under 4.8.3, a course coordinator shall be nominated from the Department who shall coordinate the examination conducted by the research institution/laboratories/industry/company. The passing requirements and the credits shall be decided based on the decision of DCC and approved by the Head of the Institutions.

#### **4.9 Mandatory courses**

The students study mandatory courses prescribed in the curriculum and it will be mentioned in the Grade Sheet. However, it will not be considered for computation of CGPA.



#### 4.10 Audit courses

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

#### 4.11 Medium of Instruction

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

#### 4.12 B.E./B.Tech. Honours (specialisation in the same discipline), B.E./B.Tech. Honours and B.E./B.Tech. Minor in other specialisation.

Amendment  
passed on  
03.05.2023  
and  
23.09.2024

##### i. B.E / B.Tech. (Hons.)

- a. The students should have taken additional courses from a specified group of Professional Electives (vertical) or any of the verticals of the same programme and earned a minimum of 18 credits.
- b. Should have passed all the courses prescribed in the curriculum and additional courses on the first attempt.
- c. Should have earned a minimum of 7.50 CGPA taking into account of all the courses prescribed in the curriculum and additional courses.

##### ii. B.E./B.Tech. Minor with specialisation in another discipline

The student should have earned additionally a minimum of 18 credits in any one of the verticals offered from other Engineering Disciplines / Science and Humanities / Management.

1. For these 18 credits students can optionally enroll and study a maximum of 6 credits in online mode from the SWAYAM-NPTEL platform (in addition to the online courses permitted for courses of curriculum), as approved by DCC.
2. B.E / B.Tech. (Hons.) and B.E./B.Tech. minor with specialisation in another discipline will be optional for students and the students shall be permitted to select any one of them only.
3. For the categories 4.12 (i), the students, including Lateral Entry, shall be permitted to register for the courses from Semester IV onwards provided the students have earned a minimum CGPA of 7.50 until Semester II for regular students and until III Semester for lateral entry students and have cleared all the courses in the first attempt.
4. For the category 4.12 (ii), the students, including Lateral Entry, will be permitted to register the courses from Semester IV onwards provided the marks earned by the students until Semester II for regular student and until III Semester for lateral entry students is CGPA 7.50 and above.





5. B.E./B.Tech. (Hons.) or B.E./ B.Tech. Minor shall be offered by the Department irrespective of the number of students enrolled.
6. If a student decides not to opt for Honours, after completing certain number of additional courses, such additional courses studied shall be considered instead of the Professional Elective courses which are part of the curriculum.

If the student has studied more number of such courses than the number of Professional Elective courses required as per the curriculum, the courses with higher grades shall be considered for the calculation of CGPA. Remaining courses shall be printed in the grade sheet; however, they will not be considered for calculation of CGPA and the same shall be indicated in a foot note appropriately.

If the student has failed in the additional courses or faced shortage of attendance, they will not be printed in the grade sheet and will not be considered for CGPA calculation and classification of degree.

7. If a student decides not to opt for Minor, after completing certain number of courses, the additional courses studied shall be considered instead of Open Elective courses which are part of the curriculum.

If the student has studied more number of such courses than the number of open electives required as per the curriculum, the courses with higher grades shall be considered for calculation of CGPA. Remaining courses shall be printed in the grade sheet; however, they will not be considered for calculation of CGPA and the same shall be indicated in a foot note appropriately.

If the student has failed in the additional courses or faced shortage of attendance, they will not be printed in the grade sheet and will not be considered for CGPA calculation and classification of degree.

The student has to enroll for these additional courses separately and pay a tuition fee for studying these six additional courses and pay additional exam fee.

## 5. DURATION OF THE PROGRAMME

5.1 A student is ordinarily expected to complete the B.E. / B.Tech. Programme in 8 semesters (four academic years) but, in any case not more than 14 Semesters for HSC (or equivalent) candidates and not more than 12 semesters for Lateral Entry Candidates.

5.2 Each semester shall normally consist of 75 working days or 525 periods of 50 minutes each. 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 full content of the specified syllabus for the course being taught.

5.3 The Head of the Institution may permit to conduct additional classes for improvement, special coaching etc., over and above the specified periods. But for the purpose of calculation of attendance requirement for writing the End Semester Examinations (as per Clause 7) by the students, the following method shall be used.



Percentage of Attendance =

$$\frac{[(\text{Total no. of periods attended in all the courses per semester})/$$

$$\{(\text{No. of periods /week as prescribed in the curriculum}) \times \text{No. of Weeks taken together for all courses of the semester}\} \times 100$$

The End Semester Examination will ordinarily follow immediately after the last working day of the semester commencing from I semester as per the academic schedule prescribed from time to time.

5.4 The total period for completion of the programme reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in Clause 5.1 irrespective of the period of break of study (vide Clause 19) so that he/she may be eligible for the award of the degree (vide Clause 17).

## 6. COURSE REGISTRATION

6.1 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 6.2)). 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 to undergo the course as well as for writing the End Semester Examinations. No Elective course shall be offered by any department unless a minimum one third of the class strength register for the course.

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

- i. Courses of the current semester.
- ii. Courses dropped in the previous semester. (Clause 6.2)

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 (WD) courses registered by the student for the appearance of Examination

### 6.2 Flexibility to Add or Drop Courses

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

6.2.2 From the III to final semesters, the student has the option of registering for additional courses or dropping existing courses in a semester during registration. The total number of credits that a student can add or drop is limited to 8, subject to a



maximum of 2 courses. The student is permitted to drop the course(s) within 30 days of the commencement of the academic schedule.

6.2.3 The student shall register for the project work in the final semester only.

### 6.3 Advancement of Courses

The students shall undergo the seventh semester courses other than the Project Work – Phase I, if any, in the fifth and sixth semesters, provided they do not have current arrears and have a CGPA of 7.50 and above at the end of Semester IV. The Head of Department, in consultation with the faculty handling the said courses shall forward the proposal recommended by the Head of Institution to the Controller of Examinations for approval at least 4 weeks before the commencement of the fifth semester of the programme for approval.

### 6.4 Choice of Professional Elective Courses

The professional Elective Courses are listed in the Curriculum in Table format as verticals (Specialisation groups). A student can choose all the Professional Elective Courses either from one of the verticals or a combination of courses from all verticals in a semester. However, students irrespective of enrolling for additional courses for B.E. / B. Tech. (Hons.) are not permitted to choose more than one course from a row. Students are permitted to enroll more than one elective course from the same vertical in a semester. In the subsequent semesters students are permitted to enroll one more course in a row, provided if he/she has cleared the earlier course of the same row. For a professional elective course and open elective course, minimum number of students enrolment permitted shall be 20% of the total strength. However, the minimum number is not applicable for students enrolling B.E. / B. Tech. (Hons) and B.E. / B. Tech. Minor. For each professional elective course atleast two choices shall be offered.

Amendment  
passed on  
03.05.2023

## 7. ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER

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

Ideally, every student is expected to attend all classes of all the courses and secure 100% attendance. However, to give provision for certain unavoidable reasons such as Medical/participation in sports, the student is expected to attend at least 80% of the classes.

Therefore, he/she shall secure not less than **80%** (after rounding off to the nearest integer) of overall attendance as calculated as per Clause 5.3.

7.2 However, a candidate who secures overall attendance between **65% and 79%** in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) / participation in sports events / participation in corporate events may be permitted to appear for the current semester examination subject to the condition that the candidate shall submit the medical certificate/ sports participation certificate



attested by the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.

7.3 Candidates who secure less than 65% overall attendance and candidates who do not satisfy Clause 7.1 and 7.2 shall not be permitted to write the End Semester Examination and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

## 8. FACULTY

### 8.1 Class Advisor

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

### 8.2 Counselor

The Counselor shall advise and guide their counseling students in registering of courses, the reappearance of courses, monitor their attendance, progress and any other problems and counsel them periodically. The Counselor shall discuss/inform to the parents about the progress/performance of the students concerned.

## 9. CLASS COMMITTEE

9.1 Every class shall have a class committee consisting of teachers of the class concerned, student representatives, and a chairperson who is not teaching the class. 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 classroom and in the laboratories. Clarifying the regulations of the degree programme and the details of rules therein particularly (Clauses 5 and 7).
- 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 slow learners.

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

9.3 At least 4 student representatives (usually 2 boys (one dayscholar, one hosteller) and 2 girls (one dayscholar, one hosteller)) shall be included in the class committee.

9.4 The Chairperson of the class committee may invite the Class advisor(s) and the Head of the Department to the class committee meeting.

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

9.6 The Chairperson is required to prepare the minutes of every meeting, submit the same to Head of the Institution within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the Management by the Head of the Institution.

9.7 The first meeting of the class committee shall be held within a week from the date of commencement of the semester, 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. 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 to improve the effectiveness of the teaching-learning process.

## 10. ONLINE FEEDBACK

Online Feedback from students shall be collected for every subject after every unit about the faculty for various parameters and the consolidated Feedback Information shall also be conveyed to the concerned faculty member through respective HoD to improve the Teaching Process and other activities of the faculty members. In addition, at the end of the semester feedback shall be collected for academic and related activities.

## 11. COURSE COMMITTEE FOR COMMON COURSES

Each common theory course offered to more than one discipline or group shall have a “Course Committee” comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the Head of the Department / Head of the Institution depending upon



whether all the teachers teaching the common course belong to a single department or several departments. The 'Course committee' shall meet 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).

## 12. SYSTEM OF EXAMINATION

12.1 Performance in each course of study shall be evaluated based on

- i) Continuous Internal Assessment (CIA) throughout the semester
- ii) End Semester Examination (ESE).

12.2 Each course such as theory, theory course with laboratory component, laboratory course with theory component, laboratory, project work & viva voce examinations and employability enhancement courses (including mini project, internship, seminar, aptitude and coding skills, product development laboratory) shall be evaluated for a maximum of 100 marks as given below

S. No.	Course	Continuous Internal Assessment	End Semester Examination	Total Marks
1	Theory	40	60	100
2	Theory course with laboratory component	50	50	100
3	Laboratory course with theory component	50	50	100
4	Laboratory	60	40	100
5	Project Work	50	50	100
6	Other EEC	100	-	100
7	Mandatory/Audit Course	100	-	100

12.3 The End Semester Examination (theory, theory component of theory courses with laboratory component, laboratory course with theory component and laboratory) of 3 hours' duration shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.

The End Semester Examination for laboratory component of theory course with laboratory component and One credit courses of 2 hours duration shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.

Amendment  
passed on  
03.05.2023

12.4 The End Semester Examination for project work shall consist of



i) An evaluation of the final report submitted by the student or students of the project group (of not exceeding 4 students) by an external examiner and an internal examiner.

ii) A viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the supervisor of the project group and an internal examiner.

12.5 For the End Semester Examination in theory courses, theory courses with laboratory component, and laboratory courses including project work, the internal and external examiners from Academics or Industry shall be appointed by the Controller of Examinations.

### 13. PROCEDURE FOR AWARDING MARKS FOR CONTINUOUS INTERNAL ASSESSMENT

For all theory, theory course with laboratory component, laboratory course with theory component, laboratory courses, and project work the Continuous Internal Assessment shall be awarded as per the procedure given below:

#### 13.1 Theory Courses

Assessment	Portions	Duration	Maximum Marks	Maximum CIA Marks	Weightage
First Internal Assessment Test	2 Units	3 Hours	100 Marks	20	<b>60%</b>
Second Internal Assessment Test	2 Units	3 Hours	100 Marks	(Average of Best 2 of all 3 tests is converted to 20 marks and rounded off to the nearest integer)	
Model Examination	5 Units	3 Hours	100 Marks		
Other Assessment	Multiple Choice Questions			5	<b>40%</b>
	Assignments			5	
	Mini Project / Others			5	
Attendance				5	
<b>Total Continuous Internal Assessment Marks</b>					<b>40</b>

Amendment passed on 23.09.2024

#### 13.2 Laboratory Courses

S. No.	Assessment	Maximum CIA Marks
1.	Completion of Experiments and Evaluation of Laboratory Record	35
2.	Attendance	10
3.	Model Practical Examination	15
<b>Total Continuous Internal Assessment Marks</b>		<b>60</b>

Amendment passed on 23.09.2024



### 13.3 Theory courses with laboratory component/ Laboratory courses with theory component

Weightage of Continuous Internal Assessment and End Semester Examination marks will be 50% each. The distribution of marks for the theory and laboratory components in the Continuous Internal Assessments and End Semester Examination for different types of courses are provided in the table.

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

Amendment  
passed on  
23.09.2024

\*The procedure for the conduct of Continuous Internal Assessments for theory and laboratory components shall be as per the Clause 13.1 and 13.2 respectively.

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

Theory courses with Laboratory component and Laboratory courses with Theory component with different L T P C formats and the weightage of marks for Theory and Laboratory components may be fixed in proportion to lecture and practical contact periods. However, the weightage for internal and end semester examination marks will remain as 50% each.

### 13.4 Project Work

Project work may be allotted to a single student or a group of students not exceeding 4 per group.

The Head of the Institutions shall constitute a review committee for project work for each branch of study. There shall be three reviews during the semester by the review committee. The student shall make a presentation on the progress made by him/her before the committee. The total marks obtained in the three reviews for 50 marks, and rounded to the nearest integer (as per the scheme given in 13.4.1).

13.4.1 The project report shall be submitted as per the approved guidelines as given by the Project Review Committee. Project Report Evaluation and viva-voce examination shall carry 50 marks. Marks are awarded to each student of





the project group based on the individual performance in the project report evaluation and viva-voce examination.

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

13.4.2 If a candidate fails to submit the project report on or before the specified deadline without any valid reasons, he/she is deemed to have failed in the Project Work and shall re-register for the same in a subsequent semester.

### 13.5 Other Employability Enhancement Courses

13.5.1 The Continuous Internal Assessment marks (100) for the Softskills / Seminar / Case study are calculated as follows.

- 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 the Head of the Institution will evaluate the seminar.

Seminar Paper	Presentation	Viva-Voce	Total Marks
40	40	20	100

13.5.2 The Continuous Internal Assessment marks (100) for the Industrial Training/Internship is calculated as follows.

- At the end of Industrial training/Internship 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.

Industrial training/Internship	Presentation	Viva-Voce	Total Marks
40	40	20	100

13.5.3 The Mini Project shall be evaluated through three reviews as Continuous Internal Assessments.

- The first and second reviews are to be evaluated by a three-member internal committee constituted by the Principal which includes the guide and concerned HoD.



- At the end of the semester, the student shall submit a brief report on the Mini-Project.
- The third review will be conducted based on this report and Viva-Voce examination conducted by the internal committee with the approval of Controller of Examinations.

Review I	Review II	Review III		Total Marks
		Report	Viva-Voce	
25	25	20	30	100

13.5.4 The Continuous Internal Assessment marks (100) for the Aptitude and Coding skills and other courses are calculated based on the attendance and the assessment conducted as per the decision of DCC with the approval of the Head of the Institution. Amendment passed on 23.09.2024

#### 14.11 Assessment for Value Added Course

- The one / two credit 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 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.

#### 14.12 Audit/Mandatory courses

The student who secures more than 80% attendance and secures a minimum of 50% marks in Continuous Internal Assessment in the non-credit Mandatory/Audit Course will be mentioned as “Completed” in the grade sheet. However, it will not be considered for computation of CGPA.

#### 14.13 Attendance 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 (topic covered), separately for each course. This should be verified by 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. At the end of the semester, the record should be verified by the Head of the Institution who will maintain these details for five years. The Academic Audit Team may verify the records of attendance and assessment of both current and previous semesters.

#### 14.14 Marks for Attendance

Attendance marks (rounded to the nearest integer) for the theory and laboratory courses will be awarded as per the procedure given below:

Attendance %	Theory Courses	Laboratory Courses
97 to100	5	10
93 to96	4	8
89 to92	3	6
85 to88	2	4
80 to84	1	2

### 14. REQUIREMENTS FOR APPEARING END SEMESTER EXAMINATIONS

14.1 A candidate shall normally be permitted to appear for the End Semester Examinations for all the courses registered in the current semester (vide Clause 6) if he/she has satisfied the semester completion requirements (subject to Clause 7).

14.2 A candidate who has already appeared for any subject in a semester and passed the examination is not entitled to reappear for the same subject for improvement of grades.

### 15. PASSING REQUIREMENTS

15.1 A candidate who secures not less than 50% of total marks prescribed for the course [Continuous Internal Assessment + End Semester Examinations] with a minimum of 45% of the marks prescribed for the end-semester Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for theory courses, theory courses with laboratory component, laboratory courses with theory component and laboratory courses (including project work).

15.2 If a student fails to secure a pass in courses in any semester, he/she is allowed to write Supplementary Arrear Examinations conducted within a period of one month after the publication of results, when the examination is conducted in that course; he/she should continue to register and reappear for the examinations in the failed component only till he/she secures a pass. However, the absentees / the students who got Withdrawal approval for valid reason in any current semester examinations may be permitted to write the supplementary arrear examination conducted within a period of one month after the publication of results is subject to, the valid reason provided by the student and the recommendation by the HoD with approval of the Principal.

Amendment  
passed on  
03.05.2023

15.3 The Continuous Internal Assessment (CIA) marks obtained by the candidate in the current semester (n) shall be retained and carried forward up to the next three



consecutive ESEs (n+3) till the candidate secures a pass. However from the (n+4)<sup>th</sup> ESE onwards, 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. Conducting Continuous Internal Assessment test and other Assessments for improving CIA marks shall not be permitted from (n+1)<sup>th</sup> semester onwards.

15.4 The passing requirement for the courses which are assessed only through Continuous Internal Assessments (EEC courses except for project work), is 50% of the Continuous Internal Assessment mark only.

15.5 A student can apply for Photocopy of the student's semester examination answer paper in a theory course and theory course with laboratory component within one week from the declaration of results, on payment of a prescribed fee along with prescribed application to the CoE through the Head of the Institution. A student can apply for review of the student's semester examination answer paper in a theory course and theory courses with laboratory component within one week from the issue of Photocopy of the answer paper, 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 review of the answer paper and the results will be intimated to the student concerned through the Head of the Institution. Review is not permitted for laboratory courses, laboratory courses with theory component and project work.

#### **15.6 Valuation**

Double valuation is adopted for all the theory courses through online mode to overcome any subjectivity in single valuation in the End Semester Examinations. So the provision for revaluation does not arise. However, if a student wants to appeal for Photocopy and review of the result in any subjects, he / she can submit a review application to the Institution CoE office. A committee consisting of the Head of the Department, concerned course instructor and a subject expert (Internal / External) nominated by the COE will review and give its recommendations.

Amendment  
passed on  
23.09.2024

17.5.1 If the difference of total marks obtained between two valuations is less than 15 marks, the highest mark among the two valuations will be considered for the award of marks.

17.5.2 If the difference in total marks obtained between two valuations is more than 15 marks, a third valuation is applicable. Out of the three valuations, the highest mark between two nearest marks (the mark obtained in third valuation and the marks obtained nearer to the third valuation out of the first two valuations) shall be considered for the award of marks.

### **16. AWARD OF LETTER GRADES**

16.1 The award of letter grades will be decided based on relative grading principle. The relative grading is applicable to ONLY those students who have passed the examination as per the passing requirements enumerated above. For those students who have not



passed the examination, Reappearance (U) shall be awarded as shown in the below Table.

16.1.1 For those students who have passed the course, the relative grading shall be done. The marks of those students who have passed only shall be entered in the software developed for relative grading. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards the grade to each student.

16.1.2 For a given course, if the students' strength is greater than 30, the relative grading method shall be adopted. However, if the students' strength is less than or equal to 30 then the fixed grading shall be followed with the grade range as specified below.

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

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

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

- A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: "O", "A+", "A", "B+", "B", "C".
- 'SA' denotes shortage of attendance and hence prevented from writing the End Semester Examinations. 'SA' will appear only in the result sheet.
- "U" denotes that the student has failed to pass in that course.
- "WD" denotes withdrawal from the exam for the particular course.



- The grades U and WD will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the End Semester Examinations.

16.1.4 If the grade U is given to Theory Courses, Theory courses with laboratory component, Laboratory courses with theory component, and laboratory courses it is not required to satisfy the attendance requirements but has to appear for the End Semester Examination and fulfill the passing requirements to earn a pass in the respective courses.

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

16.2 For the Co-curricular activities such as NSS/ NSO / YRC / Student Activity Cell, a 'completed' remark will appear in the Grade Sheet on successful completion of the same. Every student shall put in a minimum of 80% attendance in the training and attend the camp or events of the Student Activity Cell compulsorily. The training and camp or club events shall be completed during the first year of the programme. However, for valid reasons, the Head of the Institution may permit a student to complete this requirement in the subsequent years. Successful completion of any one of the above co-curricular activities is compulsory for the award of degree.

16.3 The grades O, A+, A, B+, B, C obtained for the one/two credit course (not the part of curriculum) shall figure in the Grade Sheet under the title 'Value Added Courses'. The courses for which the grades obtained are RA, SA will not figure in the Grade Sheet.

16.4 For the students who complete the Mandatory Course satisfying attendance and passing requirements, the title of the Mandatory Course will be mentioned in the Grade Sheet. If the attendance and passing requirements are not satisfied, the student shall register for the mandatory course again in the subsequent semester, to fulfill the passing requirements to complete the course, However, attendance requirement need not be satisfied.

16.5 For the students who complete the Audit Course satisfying attendance and passing requirements, the title of the Audit Course will be mentioned in the Grade Sheet. If the attendance and passing requirements are not satisfied, it will not be shown in the Grade Sheet.

### **16.6 Grade sheet**

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

- The list of courses of curriculum registered during the semester and the grades scored.

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- List of courses studied for Hons., minor and any other additional courses in which the student has passed with the grades under the title additional courses
- The Grade Point Average (GPA) for the semester considering only the courses of curriculum (not the additional courses) and
- The Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards considering only the courses of curriculum (not the additional courses). However, for the students who have successfully completed the requirements of B.E. / B. Tech. (Hons) and B.E. / B.Tech. Minor vide Clause 4.12, grades scored in the six additional courses shall be taken into account for the computation of CGPA.
- During each semester, the list of curricular courses (not the additional courses) registered and the grades scored in each course are used to compute the Grade Point Average (GPA). GPA is the ratio of the sum of the products of the number of credits of curricular courses (not the additional courses) registered and the grade points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

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

Where,

- $C_i$  is the number of credits assigned to the course
- $GP_i$  is the point corresponding to the grade obtained for each course
- $n$  is the number of all courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.
- CGPA will be calculated in a similar manner, considering all the curricular courses (not the additional courses) enrolled from first semester. “U” and “SA” grades will be excluded for calculating GPA and CGPA.
- Credits earned under value-added courses, shall not be considered for calculating the GPA or CGPA.
- If a student studies more number of professional and open electives than required as per the student’s programme curriculum (if the student decides not to opt for Hons. and Minor), the calculation of the final CGPA shall be as per 4.12.6 and 4.12.7.
- If a student successfully completes all the requirements of the programme and also meets the requirements of B.E. / B. Tech. (Hons) or B.E. / B. Tech. Minor but desires not to opt for the additional qualification, then he/she has to submit a declaration with regard to the same within 30 days before the completion of semester VIII.



- In the consolidated grade sheet the CGPA earned shall be converted into percentage of marks as follows:
- Percentage of Marks = CGPA X 10

## 17. ELIGIBILITY FOR THE AWARD OF THE DEGREE

17.1 A student shall be declared to be eligible for the award of the B.E./ B.Tech. Degree provided the student has

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passed on  
03.05.2023

- 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 within the period as prescribed in Clause 5.1.
- Successfully passed any additional courses prescribed by the BoS, whenever the student is readmitted under Regulations 2022 from the earlier Regulations.
- Completed the NSS/YRC/UBA/ NSO / SAC requirements.
- No disciplinary action is pending against the student.
- The award of Degree must have been approved by the Syndicate of the University.

### 17.2 Classification of the Degree Awarded

#### 17.2.1 First Class with Distinction

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

- Should have passed the examination of all the courses of all the eight semesters (**Six Semesters for Lateral Entry**) in the student's first appearance within five years (**Four years for Lateral Entry**), which includes authorized break of study of one year. 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 in any of the courses of the Curriculum making up the total credit requirement.
- A student who satisfies norms given in Clause 4.12 becomes eligible for classification of the degree with B.E./B.Tech. (Hons) and B.E./B.Tech. minor.

Details are provided in the below table.





Degree (i)	Duration of programme (ii)	Duration permitted (iii)	Additional credits above the requirement of curriculum (iv)	CGPA (v)	Pass in (vi)	Break study of (vii)	Prevention to write end semester examination (viii)	Withdrawal from writing end semester examination (viii)
B.E./B.Tech. (Regular)	4 years	5 years	-	8.50	First attempt	One year authorised break of study included in the Duration permitted (iii)	Not permitted	Will not be considered as an attempt
B.E./B.Tech. Lateral Entry	3 years	4 years	-	8.50	First attempt	One year authorised break of study included in the Duration permitted (iii)	Not permitted	Will not be considered as an attempt
B.E./B.Tech. (Hons)	3/4 years (Lateral entry, Regular respectively)	4/5 years (Lateral entry, Regular respectively)	18 credits from more than one verticals of the same programme	8.50	First attempt	One year authorised break of study included in the Duration permitted (iii)	Not permitted	Will not be considered as an attempt
B.E./B.Tech. Minor	3/4 years (Lateral entry, Regular respectively)	4/5 years (Lateral entry, Regular respectively)	18 credits from any one vertical of the other programme	8.50	First attempt	One year authorised break of study included in the Duration permitted (iii)	Not permitted	Will not be considered as an attempt

### 17.2.2 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 of all the courses of all eight semesters (Six Semester for Lateral Entry) within five years (within Four years for Lateral Entry), which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- Should have secured a CGPA of not less than 6.50.
- A student who satisfies norms given in Clause 4.12 becomes eligible for classification of the degree with B.E./B.Tech. (Honours) and B.E./B.Tech. minor.

Details are provided in the below table.



Degree (i)	Duration of programme (ii)	Duration permitted (iii)	Additional credits (iv)	CGP A (v)	Pass in (vi)	Break of study (vii)	Prevention to write end semester examination	Withdrawal from writing end semester examination (viii)
B.E./B.Tech. (Regular)	4 years	5 years	-	6.50	-	One year authorised break of study included in the Duration permitted (iii)	Included in the Duration permitted (iii)	-
B.E./B.Tech. Lateral Entry	3 years	4 years	-	6.50	-	One year authorised break of study included in the Duration permitted (iii)	Included in the Duration permitted (iii)	-
B.E./B.Tech. (Hons)	3/4 years (Lateral entry, Regular respectively)	4/5 years (Lateral entry, Regular respectively)	18 credits from more than one verticals of the same programme	7.50	First attempt	One year authorised break of study included in the Duration permitted (iii)	Not permitted	Will not be considered as an attempt
B.E./B.Tech. minor	3/4 years (Lateral entry, Regular respectively)	4/5 years (Lateral entry, Regular respectively)	18 credits from any one vertical of the other programme	6.50	-	One year authorised break of study included in the Duration permitted (iii)	Included in the Duration permitted (iii)	-

### 17.2.3 Second Class

Students who pursue B.E./B.Tech. in Regular mode or lateral entry mode or B.E./B.Tech. minor in the specialisation of another discipline and who are not covered in Clauses 17.2.1 and 17.2.2 and who qualify for the award of the degree (vide Clause 17.1) shall be declared to have passed the examination in **Second Class**.

A student who is absent in the 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.

Student earned an additional 18 credits as per Clause 4.12 (i) and (ii) but does not satisfy the conditions mentioned in 17.2.1 or 17.2.2 shall not be awarded B.E./B.Tech.(Hons.) In such case, if the student becomes eligible for First Class, while computing CGPA with the PE/OE courses with higher grades the student shall be awarded B.E. / B.Tech. in First Class only.



## **18. PROVISION FOR WITHDRAWAL FROM END SEMESTER EXAMINATION**

18.1 A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by HoD and Head of the Institution) 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 the 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 (Clause 7) and if it is made within TEN working days after the date of examination in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations.

18.2.1 Notwithstanding the requirement of mandatory 10 working 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, the course will be figured both in the Marks Sheet as well as in the 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 7), earn Continuous Internal Assessment marks, and attend the End Semester Examination. However, the withdrawal shall not be considered 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 5 years as per Clause 17.2.1.

## **19. PROVISION FOR AUTHORISED BREAK OF STUDY**

19.1 A student is permitted to go on a 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 an extraordinary situation, the candidate may apply for an additional break of study not exceeding another one year by paying the prescribed fee for the 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 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 a 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 Head of the Institution in the prescribed format at the beginning of the



readmitted semester itself for prescribing additional courses, if any, from any semester of the regulations in force, 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 classification (vide Clause 17.2).

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 5.1 irrespective of the period of break of study so 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 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 / College. The Head of Institution shall constitute a disciplinary committee consisting of the Head of Institution, two Heads of Department of which one should be from the department of the student, to enquire into acts of indiscipline and notify the Academic Council about the disciplinary action recommended for approval.

20.2 If a student indulges in malpractice in any of the End Semester Examination / Continuous Internal Examination, he/she shall be liable for punitive action as prescribed by the Institution from time to time.

20.3 If a student is involved in any major disciplinary action violating the rules, a testimonial will not be given to him/her.

## **21. 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 Body.

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