

K.L.N. COLLEGE OF ENGINEERING

Pottapalayam – 630612, Sivagangai District

(An Autonomous Institution, Affiliated to Anna University, Chennai)



Estd: 1994

REGULATIONS 2020

For Post Graduate Program

CHOICE BASED CREDIT SYSTEM

(For the students admitted from the academic year 2020-2021 onwards)

K.L.N. COLLEGE OF ENGINEERING
Pottapalayam – 630 612, Sivagangai District, Tamilnadu
(An Autonomous Institution, Affiliated to Anna University, Chennai)

REGULATIONS 2020

CHOICE BASED CREDIT SYSTEM (CBCS)

Common to Post Graduate Programmes

(For the students admitted from the academic year 2020-2021 onwards)

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Common to Post Graduate Programmes
(For the students admitted from the academic year 2020-2021 onwards)

VISION:

To become a Premier Institute of National Repute by Providing Quality Education, Successful Graduation, Potential Employability and Advanced Research & Development through Academic Excellence.

MISSION:

To Develop and Make Students Competent Professional in the Dynamic Environment in the field of Engineering, Technology and Management by emphasizing Research, Social Concern and Ethical Values through Quality Education System.

1 PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- i. **“Programme”** means Post graduate Degree Programme e.g. M.E., M.B.A and M.C.A.
- ii. **“Branch”** means specialization or discipline of M.E. Degree Programme like “Communication Systems”, “Power Systems Engineering”, etc.
- iii. **“Course”** means Theory or Practical subject that is normally studied in a semester, like Financial Management, Data Mining, etc.
- iv. **“College / Institution”** means K.L.N. COLLEGE OF ENGINEERING.
- v. **“Chairperson, Academic Council”** means the authority of the autonomous institution who is responsible for all academic activities of the Institute for implementation of relevant rules and regulations.
- vi. **“Controller of Examinations”** means the authority of the autonomous institution who is responsible for all activities of the END SEMESTER Examinations.
- vii. **“Chairman, BOS”** means Chairman of Board of studies of each department.
- viii. **“Head of the Institution”** means the Principal of the college.
- ix. **“Head of the Department”** means Head of the Department concerned.
- x. **“Director”** means Director for MBA / MCA.
- xi. **“University”** means ANNA UNIVERSITY, CHENNAI.

2 PROGRAMMES OFFERED, MODES OF STUDY AND ADMISSION REQUIREMENTS

2.1 P.G. Programmes Offered

1. Master of Business Administration (M.B.A).
2. Master of Computer Applications (M.C.A).
3. Master of Engineering (M.E) courses offered
 - Communication Systems
 - Power Systems Engineering
 - Computer Science and Engineering (with specialization in Networks)

2.2 Modes of Study

2.2.1 FullTime

Candidates admitted under ‘FullTime’ should be available in the College during the entire duration of working hours (From Morning to Evening on FullTime basis) for the curricular, co-curricular and extra-curricular activities assigned to them.

The FullTime candidates should not attend/study any other FullTime programme(s) /courses through distant mode or take up any FullTime job / PartTime job in any Institution or Company during the period of the FullTime programme. Violation of the above rules will result in cancellation of admission to the PG programme.

2.2.2 Part Time (Day Time) (for M.E Programmes alone)

The admission of students in this mode should be as per the norms prescribed by Directorate of Technical Education. In this mode of study, the students are required to attend classes along with full time students and complete the course in three years.

2.2.3 Conversion from one mode of study to the other is not permitted.

2.3 Admission Requirements

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

Note: TANCA releases the updated criteria every academic year at the time of admission.

Admission shall be offered only to the candidates who possess the qualification prescribed against each programme.

Any other relevant qualification which is not prescribed against each programme shall be considered as prescribed by the Directorate of Technical Education / Syndicate of the University. Admission to such degrees shall be offered only after obtaining equivalence to such degrees.

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

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

2.3.4 Eligibility conditions for admission such as the class obtained, the number of attempts in qualifying examination and physical fitness will be as prescribed by the Syndicate of the University from time to time.

2.3.5 All Part Time candidates should satisfy other conditions regarding Experience, Sponsorship etc. that may be prescribed by the Syndicate from time to time.

3 STRUCTURE OF THE PROGRAMMES

Each programme shall have a curriculum comprising of theory and practical courses with well defined Program Outcomes (PO) and Programme Educational Objectives (PEO) as per Outcome Based Education (OBE) framework. The content of each course is designed based on the Course Outcomes (CO).

3.1 Categorization of Courses

Every Post Graduate Degree Programme will have a curriculum with syllabus consisting of theory and practical courses that shall be categorized as follows:

- i. **Foundation Courses (FC)** may include Mathematics or other basic courses.
- ii. **Professional Core(PC)** courses include the core courses relevant to the chosen specialization/branch.
- iii. **Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization/ branch.
- iv. **Employability Enhancement Courses (EEC)** include Project Work and/or Internship, Seminar, Professional Practices, Summer Project, Case Study and Industrial / Practical Training.

- v. **Open Elective (OE)** courses include the courses from other branches which a student can choose from the list specified in the curriculum of other PG Programmes.
- vi. **Mandatory Courses (MC)** include Personality and Character development and the courses recommended by the regulatory bodies such as AICTE, UGC, etc.
- vi. Audit Courses (AC) include courses which develop desired attitude.

Instead of open elective in the curriculum, a student may be permitted to choose a course from other PG programme with the approval of the Head of the Department / Director offering such course.

3.2 Courses per Semester

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

3.3 Credit Assignment

Each course is assigned certain number of credits based on the following Table 3.1

Table 3.1 Credit Assigned for Contact Periods

Contact Periods per Week	Credits
One Lecture Period	1
One Tutorial Period	1
Two Practical Periods (Laboratory, Seminar, Project Work, etc.)	1

The contact periods per week for practicals can only be in multiples of 2.

3.4 Project Work

- 3.4.1 The project work for M.E. Programme consists of Phase-I and Phase-II. The Phase-I is to be undertaken during III semester and Phase-II, which is a continuation of Phase-I is to be undertaken during IV semester.
- 3.4.2 In case of candidates not completing Phase-I of project work successfully, the candidates can continue Phase-I in the subsequent semester. In such cases the candidates can enroll for Phase-II, only after successful completion of Phase-I.
- 3.4.3 Students of MBA and MCA must do a project in the final semester i.e in the IV semester. They shall do their final project in industries, research organizations and/or academic institutions like college / university during the final semester.

Project work shall be carried out under the supervision of a "Qualified Faculty Member" in the Department concerned. In this context "Qualified Faculty Member" means the faculty member possessing (i) PG degree with a minimum of 3 year teaching experience in PG or (ii) Ph.D. degree.

- 3.4.4 A M.E candidate may, however, in certain cases, be permitted to work on projects in an Industrial/Research Organization, on the recommendations of the Head of the Department concerned. If candidates of MCA, MBA and ME to do their project in industries / research organization, in such cases, the project work shall be jointly supervised by a supervisor of the department and an expert from the organization as a joint supervisor and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.
- 3.4.5 The Project work (Phase II in the case of M.E.) shall be pursued for a minimum of 16 weeks during the final semester.
- 3.4.6 The deadline for submission of final Project Report is 30 calendar days from the last working day of the semester in which project / thesis / dissertation is done. However, the Phase-I of the Project work in the case of M.E. Programme shall be submitted within a maximum period of 20 calendar days from the last working day of the semester as per the academic calendar published by the Academic council.

3.5 Industrial Training / Internship

The MBA students must undergo one Industrial training / Internship for 4 weeks continuously during summer / winter vacation to earn 2 credits. Other PG students may undergo any one Industrial Training / Internship either 2 or 4 weeks continuously during summer/ winter vacation to earn 1 or 2 credits over and above the total credit requirement prescribed in the curriculum for the award of the degree. The students may also undergo internship at Research organization / University. Recommendation from concerned Head of the Department / Director and prior approval from the standing committee should be obtained.

Duration	Credits
2 weeks	1
4 weeks	2

3.6 Value Added Courses

The Students have to undergo a minimum of one Value Added Course and the credit 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 **with the prior approval from the Head of the Institution**. The details of the syllabus, time table and faculty may be sent to the Academic Council and the Controller of Examinations after approval from the **Head of the Institution** concerned at least one month before the course is offered. **Students can take a maximum of two 1 credit courses / one 2 credit course** during the entire duration of the Programme.

3.7 Online Courses

3.7.1 Students may be permitted to undergo online courses (which are provided with certificates) with the approval of Head of the Department.

3.7.2 Students may be permitted to credit any approved online course instead of elective courses subject to a maximum of three credits for each course. The approved list of online courses will be provided by Academic council from time to time. The details of online courses taken by the students should be sent to the COE through HOD within one month from the commencement of the classes. Copies of the online course certificates should be submitted to the Head of the Department.

3.8 Medium of Instruction

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

4 DURATION OF THE PROGRAMMES

4.1 The minimum and maximum period for completion of the P.G. Programmes is shown in the Table 4.1.

Table 4.1 Duration of PG Programmes

Programme	Min. No. of Semesters	Max. No. of Semesters
M.E. (Full Time)	4	8
M.E. (Part Time)	6	12
M.C.A. (Full Time)	4	8
M.B.A. (Full Time)	4	8

4.2 The Curriculum and Syllabi of all the P.G. Programmes shall be approved by the Academic Council of the College. The number of Credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the respective specialization of the P.G. Programme.

4.3 Each semester shall normally consist of 75 working days or 540 periods of each 50 minutes duration, for full-time mode of study. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught. For the purpose of calculation of attendance requirement for writing the end semester examinations (as per clause 9) by students, following method shall be used.

$$\text{Attendance} = \frac{\text{Percentage of Total no. of periods attended in all the courses per semester}}{\text{(No.of periods / week as prescribed in the curriculum) x 15 taken together for all courses of the semester}} \times 100$$

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

- 4.4 The minimum prescribed credits required for the award of the degree shall be within the limits specified in the Table 4.2.

Table 4.2 Credit Range for PG Programmes

Programme	Prescribed Credit Range
M.E.	65 - 75
M.C.A.	86-90
M.B.A.	86 - 90

5 COURSE REGISTRATION

- 5.1 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 5.2)). 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 Academic council and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations. No Elective course shall be offered by any department unless a minimum 10 students register for the course. However, if the students admitted in the associated Branch and Semester is less than 10, this minimum will not be applicable.

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

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

After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations.

5.2 Flexibility to Drop Courses

- 5.2.1 A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree.
- 5.2.2 From the second semester to final semester, 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 full time programmes.

6 EVALUATION OF PROJECT WORK

The evaluation of Project Work for Phase-I & Phase-II in the case of M.E. and project work of M.B.A and M.C.A shall be done independently in the respective semesters and marks shall be allotted as per the weightage 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 Department / Director shall constitute the review committee for each branch of study. The total marks obtained in the three assessments shall be reduced to 30 marks and rounded to the nearest integer (as per the Table given below). There will be a vice-voce examination during End Semester Examinations to

be conducted by a committee consisting of an Internal Examiner, **one Industrial Expert** one External Examiner from academic institutions and supervisor. The internal examiner and the external examiner shall be appointed by the Controller of Examination. The industrial expert for specific domains must be identified by Head of the Department / Director with the approval of Head of the Institution. The distribution of marks for the internal assessment and End semester examination specified in the Table 6.1.

Table 6.1 Distribution of Marks for the Internal Assessment and End Semester Examinations

Internal Assessment (30 Marks)			External Assessment (70 Marks)			
Review - I	Review – II	Review – III	Thesis Submission (20 Marks)	Viva – Voce (Rounded to 50 Marks)		
			External Examiner	Internal Examiner	External Examiner	Supervisor Examiner
5	10	15	20	10	20	20

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

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

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

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

If he / she fail to attend all the 3 reviews, he / she will not be permitted to submit the project report.

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

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

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

7 COUNSELLING SYSTEM

7.1 a) Class Coordinator

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

- To act as the channel of communication between the HOD / Director 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 conducting the class committee meeting.
- 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.

b) Student Counsellor

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department of the students will attach a certain number of students to a teacher of the Department, who shall function as student counsellor for those students throughout their period of study. The student counsellor shall advise the students in registering of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the student counsellor may also discuss with or inform the parents about the progress / performance of the students concerned.

The responsibilities of the student counsellor shall be:

- To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities
- To guide student enrolment and registration of the courses
- To authorize the final registration of the courses at the beginning of each semester
- 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

8 CLASS COMMITTEE

- 8.1 A Class Committee consists of teachers of the concerned class, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include:
- Solving problems experienced by students in the class room and in the laboratories.
 - Clarifying the regulations of the programme and the details of rules therein.
 - Informing the student representatives, the "academic schedule" including the dates of assessments and the syllabus coverage for each assessment period.
 - Informing the student representatives, the details of regulations regarding the weightage used for each assessment. In the case of practical courses, (laboratory / project work / seminar etc.) the breakup of marks for each experiment/ exercise/ module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - Analyzing the performance of the students of the class after each test and finding the ways and means of improving the Students Performance.
 - Identifying the problems of the students, if any, in any specific subject and requesting the teachers concerned to provide some additional help or guidance or coaching to such needy students as frequently as possible.
- 8.2 The class committee for a class under a particular programme is normally constituted by the Head of the Department / Director. However, if the students of different programmes are mixed in a class, the class committee is to be constituted by the Head of the Institution.
- 8.3 The class committee shall be constituted within three days from the first working day of any semester.
- 8.4 At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.
- 8.5 The chairperson of the class committee shall invite the Head of the Department / Director to the meeting of the class committee.

- 8.6 The Head of the Institution may participate in any class committee of the institution.
- 8.7 The Chairperson of the Class Committee is required to prepare the minutes of every meeting, submit the same to the Head of the Institution / IQAC within two days of the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Head of the Institution.
- 8.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held at suitable intervals in a semester. During these meetings the student members, representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process.

9 COURSE COMMITTEE FOR COMMON COURSES

- 9.1 A Theory and Practical course handled by more than one teacher shall have a "Course Committee" comprising of all teachers teaching that course. One of the senior teachers shall be nominated as Course Coordinator by the course Coordination Committee (CCC) duly approved by the Head of the Department.
- 9.2 The Common Course Committee meeting shall be held before fifteen days from the date of commencement of the semester. The nature and weightage of the continuous assessments shall be decided in the meeting, within the framework of the Regulations. During the meetings, the Program Assessment Committee recommendations will be considered to improve the effectiveness of the teaching-learning process.
- 9.3 Wherever feasible, the common course committee shall prepare a common question paper for the continuous assessment tests also. The question paper for the end semester examination is common.

10 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 75% attendance to become eligible to write the end semester examinations.
Therefore, every student shall secure not less than 75% of overall attendance in a semester to write the end semester examinations.
- 10.2 However, a candidate who secures overall attendance between 65% and 74% in that current semester due to medical reasons (prolonged hospitalization / accident / specific illness / participation in sports events) may be permitted to appear for the end semester examinations subject to the condition that the candidate shall submit a medical certificate from a doctor/ 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 65% 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 PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

For all theory and practical courses (including project work) the continuous assessment shall be for a maximum of 30 marks. Assessment of courses is shown in Table 11.1. The above continuous assessment shall be awarded as per the procedure given below:

Table 11.1 Assessment of Courses

S.No.	Category of Courses	Continuous Assessments	EndSemester Examinations
i.	Theory Courses	30 Marks	70 Marks
ii.	Laboratory Courses	30 Marks	70 Marks
iii.	Theory Courses with Laboratory Component	30 Marks	70 Marks
iii.	Project Work	30 Marks	70 Marks
iv.	All other EEC Courses	100 Marks	-

11.1 The marks for the continuous assessment shall be awarded as per the procedure given below:

(i) Theory Courses

Three tests each carrying 50 marks shall be conducted during the semester by the Exam Management Cell (EMC) in a centralized manner. One improvement test is allowed at the end of the semester. Average of best three assessments shall be arrived to 30 marks and rounded off to the nearest integer.

(ii) Laboratory Courses

The maximum marks for Internal Assessment shall be 30 in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained. There shall be at least two tests namely midterm test and model exam. The criteria for arriving at the Internal Assessment marks of 30 are as follows: 70 marks shall be awarded for successful completion of prescribed experiments done in the laboratory and 30 marks shall be awarded for midterm test and for model exam. The total marks shall be arrived to 30 and rounded to the nearest integer.

(iii) Theory Courses with Laboratory Component

If there is a theory course with Laboratory component, there shall be three tests. The first two tests (each 100 marks) will be from theory portions and the third test (maximum mark 100) will be for laboratory component. The sum of marks of first two tests shall be arrived to 60 marks and the third test mark shall be arrived to 40 marks. The sum of these 100 marks may then be arrived at for 30 rounded to the nearest integer.

(iv) Other Employability Enhancement Courses

- (a)** The seminar / Case study is to be considered as purely internal (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar marks can be equally apportioned. The three member committee appointed by Head of the Department / Director / Head of the Institution will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper (40%), presentation (40%) and response to the questions asked during presentation (20%).
- (b)** The Industrial / Practical Training shall carry 100 marks and shall be evaluated through internal assessment only. At the end of Industrial / Practical training / Internship / Summer Project, the candidate shall submit a certificate from the organization where he / she has undergone training and a brief report. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a three member Departmental Committee constituted by the Head of the Department / Director / Head of the Institution. Certificates submitted by the candidate shall be attached to the mark list sent by the Head of the Department.

11.2 Assessment for Value Added Courses

- The one / two credit course shall carry 100 marks and shall be evaluated through **continuous assessments only**. Two Assessments shall be conducted during the semester by the Department concerned. Details of evaluation are available in Annexure 1.
- The duration of assessment is one hour each. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. The Head of the Department may identify a faculty member as coordinator for the course.
- 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 grades shall be assigned to the students by the above committee based on their relative performance. The coordinator for the course is responsible for maintaining and processing the records with regard to assessment marks and results.
- The passing requirement for value added courses shall be 50% of the marks prescribed for the course (Internal assessment only).
- The list of students along with the marks and the grades earned may be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of End Semester Examinations.

11.3 Assessment for Online Courses

Students may be permitted to credit one online course (which is provided with certificate) subject to a maximum of three credits. The approved list of online courses will be provided by the Academic Council from time to time. This online course of 3 credits (minimum 8 weeks of course duration) can be considered instead of one elective course.

11.4 Internal marks approved by the Head of the Institution shall be displayed by the respective Head of the Department / Director within 5 days from the last working day.

11.5 Every teacher is required to maintain an '**ATTENDANCE cum 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 / Director 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 / Director will put his signature and date after due verification.

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

12 REQUIREMENTS FOR APPEARING END SEMESTER EXAMINATIONS

12.1 A candidate 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, registration is mandatory for all the courses in the current semester as well as for arrear course(s) for the end semester examinations failing which, the candidate will not be permitted to move to the higher semester.

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

13 END SEMESTER EXAMINATIONS

13.1 There shall be an End Semester Examinations of 3 hours duration for theory / practical / theory with laboratory component respectively.

The examinations 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), internal examiner shall be decided by the Head of the Department / Director and external examiner shall be appointed by the Controller of Examinations.

13.2 Weightage

The following will be the weightage for different courses.

i) Theory and Theory cum Lab component based courses

Internal Assessment(30)	-	30%
End Semester Examinations (70)	-	70%

ii) Laboratory courses

Internal Assessment (30)	-	30%
End Semester Examinations (70)	-	70%

iii) Project work

Internal Assessment (30)	-	30%
Evaluation of Project Report by external examiner 20	-	20%
Viva-Voce Examination 50	-	50%

iv) Practical training / summer project / seminar

Internal Assessment	-	100%
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14 PASSING REQUIREMENTS

14.1 A candidate who secures not less than 50% of total marks prescribed for the course with a minimum of 50% of the marks prescribed for each of the course of the End Semester Examinations in both theory and practical courses shall be declared to have passed in the course and acquired the relevant number of credits.

14.2 If a student fails to secure a pass in theory courses in the current semester examinations, he/she is allowed to write arrear examinations for the next three consecutive semesters and the internal marks shall be carried over for the above mentioned period of three consecutive semesters. If a student fails to secure a pass in a course even after three consecutive arrear attempts, the internal marks for that course will not be considered and the students will be evaluated only through the end semester examinations for that particular course.

14.3 If the course, in which a student has failed is a professional elective or an open elective, the student may be permitted to register for the same in the subsequent semesters.

14.4 If a student fails to secure a pass in a laboratory course, **the student shall register** for the course in the subsequent semester.

14.5 If a student fails to secure a pass in project work, **the student shall register** for the course in the subsequent semester.

14.6 The passing requirement for the courses which are assessed only through purely internal assessment (EEC courses except project work), is 50% of the internal assessment marks only.

- 14.7 A student can apply for revaluation of the semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for laboratory courses and project work.

15 AWARD OF LETTER GRADES

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

Table 15.1 Award of Letter Grades

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

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

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

“RA” denotes that the student has failed to pass in that course. “W” denotes **withdrawal** from the exam for the particular course. The grades RA and W will figure both in Marks Sheet as well as in Result Sheet.

- 15.2 The grades O, A+, A, B+, B obtained for the one (1) credit course shall figure in the Mark sheet under the title ‘Value Added Courses’. The Courses for which the grades are RA, SA will not figure in the mark sheet.

15.3 Grade Sheet

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

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

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

where,

C_i is the number of credits assigned to the course

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

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

16 ELIGIBILITY FOR THE AWARD OF THE DEGREE

16.1 A student shall be declared to be eligible for the award of the PG Degree (M.E., M.C.A., M.B.A.) provided the student has

- 1) Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- 2) **a. M.E.(Full Time), M.B.A.(Full Time) and M.C.A.(Full 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.

b.M.E. (Part Time) (Day Time)

Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 6 semesters within a maximum period of 6 years reckoned from the commencement of the first semester to which the candidate was admitted.

- 3) Successfully passed any additional courses prescribed by the Chair Person, Academic Council of KLNCE, whenever readmitted under new regulations.
- 4) No disciplinary action pending against the student.
- 5) The award of Degree must have been approved by the SYNDICATE OF THE UNIVERSITY.

17 CLASSIFICATION OF THE DEGREE AWARDED

17.1 First Class with Distinction

A student who satisfies the following conditions shall be declared to have passed the examinations in **First Class with Distinction**.

M.E.(Full Time), M.B.A.(Full Time) and M.C.A. (Full Time)

- Should have passed the examinations in all the courses of all the four semesters in the student's First Appearance **within three years**, which includes authorized break of study of one year (if availed). Withdrawal from examination (vide Clause 18) will not be considered as an appearance.
- Should have secured a CGPA of not less than **8.50**.
- **Should not** have been prevented from writing end Semester examination due to lack of attendance in any of the courses.

M.E. Part time (Day Time)

- Should have passed the examinations in all the courses of all the six semesters in the student's First Appearance **within four years**, which includes authorized break of study of one year (if availed). Withdrawal from examination (vide Clause 18) will not be considered as an appearance.
- Should have secured a CGPA of not less than **8.50**.
- Should **NOT** have been prevented from writing end Semester examination due to lack of attendance in any of the courses.

17.2 FIRST CLASS:

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

M.E.(Full Time), M.B.A. (Full Time)and M.C.A. (Full Time)

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

M.E. Part time (Day Time)

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

17.3 SECOND CLASS:

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

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

17.5 Photocopy / Revaluation

A candidate can apply for photocopy of his/her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institution. The answer script is to be valued and justified by a faculty member, who handled the subject and recommend for revaluation with breakup of marks for each question. Based on the recommendation, the candidate can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Institution. Revaluation is not permitted for practical courses and for project work. A candidate can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

18 PROVISION FOR WITHDRAWAL FROM EXAMINATIONS

18.1 A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Chairman, Sports Board, Anna University / Head of the Institution) be granted permission to withdraw from appearing for the end semester examination in any course or courses in ANYONE of the semester examinations during the entire duration of the degree programme.

18.2 Withdrawal application shall be valid only if the student is otherwise eligible to write the examination and if it is made within TEN working days before the commencement of the end semester examination in that course or courses and also recommended by the Head of the department, approved by Head of the Institution and intimated to Controller of Examination.

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

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

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

19 PROVISION FOR AUTHORIZED BREAK OF STUDY FROM A PROGRAMME

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

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

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

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

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

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

20 DISCIPLINE

20.1 Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the Institution and the University. The Head of Institution shall constitute a disciplinary committee consisting of Head of Institution, Two Heads of Department / Director of which one should be from the faculty of the student, to enquire into the acts of indiscipline and notify about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a special committee shall be constituted by the Head of the Institution for taking the final decision and the same be communicated to the Anna University.

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

21 REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The College may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and scheme of examinations through the Head of the Institution with the approval of the Academic Council of the Institution.