



# **Kings Engineering College**

## **UG Regulations 2024**

### **CHOICE BASED CREDIT SYSTEM**

### **Common to all B.E./ B.TECH. Degree Program**

## **VISION**

The Vision of Kings Engineering College is to provide industry relevant technical education, motivate our technocrats to carry out skillful research and encourage innovation and thereby uplift our society through technology.

## **MISSION**

- Provide high quality technical education in the major engineering disciplines through a creative balance of academic, professional and extracurricular programs.
- Prioritize quality teaching and adopt a variety of approaches and methods to grow upon current research and multiple theories of teaching and learning.
- Guide the student to earn secure careers and become a trendsetter.
- Sponsor and educate less privileged with quality technical education.

## **QUALITY POLICY**

Kings Engineering College is committed to “impart quality education, training and develop students with a disciplined and integrated personality. We will achieve this by effective process orientation, teamwork and constant desire for improvement”



# REGULATIONS 2024

## CHOICE BASED CREDIT SYSTEM

Common to all

## B.E. / B.TECH.

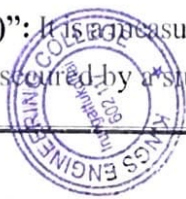
Full-Time Programmes

These rules and regulations will apply to all UG programs provided at Kings Engineering College (Autonomous), Sriperumbudur from 2024-2025.

### PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- I) **“University”** means ANNA UNIVERSITY, CHENNAI.
- II) **“Programme”** means an Undergraduate degree programme i.e, B.E. / B.Tech. Degree \ Programme
- III) **“Specialization / Branch / Discipline”** means a specialization or branch or discipline of B.E./B.Tech. Degree Programme like Computer Science and Engineering, Mechanical Engineering, Information Technology etc.,
- IV) **“Course/ Subject”** means a Theory or Practical subject that is normally studied in a semester, like Mathematics, Physics etc.,
- V) **“Chairman”** means the Head of the Department of the Board concerned.
- VI) **“Controller of Examinations”** means the authority of the College, who is responsible for all the activities of the Examinations of KEC.
- VII) **“Head of the Institution”** means the Principal of the College/Institution
- VIII) **“Head of the Department”** means Head of the Department concerned.
- IX) **“Dean-Academics”** means the authority of the college who is responsible for all the academic activities and implementation of relevant rules of this regulation
- X) **“College”** means Kings Engineering College (Autonomous).
- XI) **“TAP”** means the college's Training and Placement Cell.
- XII) **“Regulation”** means a manuscript that contains the principles and standards designed to control or govern the conduct or provide direction at a more detailed level.
- XIII) **“Choice Based Credit System (CBCS)”**: The CBCS provides choices for students to select from the prescribed courses (elective or soft skill courses).
- XIV) **“Credit”**: A unit measuring the course work. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- XV) **“Grade Point”**: A numerical weight allotted to each letter grade on a 10-point scale.
- XVI) **“Placement Grade Point Average (PGPA)”**: It is a measure of the overall cumulative performance of a student over 1 to 7 semesters in his / her TAP courses. The PGPA is the ratio of total credit points secured by a student in various TAP courses in 1 to 7 semesters and the sum of the total credits of all TP courses.
- XVIII) **“Grade Point Average (GPA)”**: It is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester





and the total course credits taken during that semester.

- XIX) **“Cumulative Grade Point Average (CGPA)”**: It is a measure of a student's cumulative accomplishment over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters.

## ADMISSION ELIGIBILITY CRITERIA

### First Semester Admission

The Candidates seeking admission to the first semester of the eight-semester B.E. / B.Tech. degree program:

Should have passed the Higher Secondary Examinations of (10+2) Curriculum (Academic Stream) prescribed by the Government of Tamil Nadu and AICTE or an examination accepted by the Syndicate of Anna University as equivalent thereto. They should also satisfy other eligibility rules as prescribed by the Anna University and Directorate of Technical Education, Government of Tamil Nadu, Chennai from time to time.

(OR)

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

### Lateral entry Admission

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)

- 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 Board of Studies/the Department.

## PROGRAMMES OFFERED & MODE OF STUDY

### 3.1 UG PROGRAMMES

The following Programmes and Branches of study, approved by Anna University, Chennai and All India Council for Technical Education (AICTE), New Delhi are listed as follows:

#### LIST OF UG & PG PROGRAMMES OFFERED

##### Faculty of Engineering and Technology

S. No.	Code	Programme	Branch
1	AM	B.E.	Computer Science and Engineering (Artificial Intelligence and Machine Learning)
2	BM	B.E.	Bio-Medical Engineering
3	CS	B.E.	Computer Science and Engineering
4	EC	B.E.	Electronics and Communication Engineering
5	ME	B.E.	Mechanical Engineering
6	RA	B.E.	Robotics and Automation Engineering



7	AD	B.Tech.	Artificial Intelligence and Data Science
8	IT	B.Tech.	Information Technology

## 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:

- a. i. **Humanities and Social Sciences (HS)** courses include Technical English, Engineering Ethics and Human Values, Communication skills, Environmental Science and Engineering.
- ii. **Basic Sciences (BS)** courses include Mathematics, Physics, Chemistry, etc.
- b. i. **Engineering Sciences (ES)** courses include Engineering Practices, Engineering Graphics, Basics of Electrical / Electronics / Mechanical / Computer Engineering, etc.
- ii. **Programme Core (PC)** courses include the core courses relevant to the chosen specialization/branch.
- iii. **Programme Laboratory (PL)** This includes practical courses relevant to the chosen specialization/branch.
- iv. **Programme Core with Laboratory Component** Courses include the core courses with laboratory components relevant to the chosen specialization/branch.
- v. **Professional Elective (PEC)** courses include the elective courses relevant to the chosen specialization/branch.
- vi. **Open Elective (OE)** courses include courses from other branches which a student can choose from the list specified in the curriculum of the student B.E./B.Tech. programmes.
- vii. **Project (PJ)** Courses that include a prototype development/ case study and industry-oriented topics in the chosen field of specialization.
- viii. **Employability Enhancement Courses (EEC)** include project work (Creative, Core skill Design, Innovative Projects) and/or Internship (by AICTE – Internship, Internshala, etc.), Seminar, Professional Practices, Case Study, and Industrial/Practical Training.
- ix. **Value Added Courses** include the 1 or 2 credit to increase the value of Engineering knowledge
- x. **Mandatory Courses** are non-credit courses and introduced to students just to get awareness on the particular domain.
- xi. **Skill Based Courses (TAP):** Professional Practices, Industry Skill Enabling training & tests like AMCAT etc.

### 4.2 Personality and Character Development

All students shall enroll, on admission, in any one of the personality and character development programmes which are listed below. The students shall undergo training for the specified number of hours as specified in the relevant programmes (50/100 hours and/or attend a camp as applicable). The training shall include classes on hygiene and health awareness, as well as training in first aid.

- (a) **National Cadet Corps (NCC)** will have about 20 parades
- (b) **National Service Scheme (NSS)** will have social service activities in and around the College / Institution
- (c) **National Sports Organization (NSO)** will have sports, Games, Drills and Physical exercises.
- (d) **Youth Red Cross (YRC)** will have activities related to social services in and around





Colleges/Institutions. While the training activities will normally be during weekends, the camp will normally be during the vacation period.

#### (e) Sustainable Development Goals – Activity Programme Points

The following activities are included in the AICTE activity point scheme, and the students must complete them to receive their degree. These activities shall be carried out by the students in teams. The AICTE advises 300 to 400 hours of activity through the course of study. As a result, a student must complete the activity for 75 to 100 hours each year (two semesters). Here, 40-45 hours is considered one week.

These activities may be coordinated by NSS/NCC/YRC/Sports coordinator or by the TAP Cell of the institute.

Following are the suggestive activity as listed by AICTE:

1. Prepare and implement a plan to create local job opportunities.
2. Prepare and implement a plan to improve education quality in villages.
3. Prepare an actionable Detailed Project Report (DPR) for doubling the village Income.
4. Developing a sustainable water management system.
5. Prepare and implement a plan to improve health parameters of villagers.
6. Developing and implementing low-cost sanitation facilities.
7. Prepare and implement a plan to promote local tourism through innovative approaches.
8. Implement/develop technology solutions which will improve quality of life.
9. Prepare and implement solutions for energy conservation.
10. Prepare and implement a plan to skill village youth and provide employment.
11. Develop localized techniques for reduction in construction cost.
12. Prepare and implement a plan for sustainable growth of the village.
13. Setting up an information-imparting club for women leading to contribution to social and economic issues.
14. Developing and managing an efficient garbage disposal system.
15. Contribution to any national-level initiative of Government of India, For eg. Digital India/Skill India/ Swachh Bharat Internship etc.,

#### (f) Club Activities

Every student admitted to the UG programme shall join the club activities as their choice. The students can enroll themselves in at least two clubs.

Technical Related Clubs	Service Oriented Clubs	Skill Building Clubs	Hobbies Related Clubs
Code Club	Eco	Reading Clubs	Cultural Club
Robotics Club	Egalitarian's Club	-	Festival Club
Electronics Club	Leo Club	-	Photography Club
Cyber Security Club	-	-	Sports Club
Design Club	-	-	-
IoT Club	-	-	-





Medical Design Club	-	-	-
Project Expo Club	-	-	-
Ramanujam Club	-	-	-
Science Club	-	-	-
Technical Quiz Club	-	-	-
Techno Paper Club	-	-	-

Apart from the above, the students shall enroll for Professional Societies as per their choice and branch of study.

(g) **Green Campus:** The institute is committed to contribute towards implementing Green Campus as part of SDG. Under this scheme, two major activities have to be adhered by the students. Every student who is admitted to this institute will volunteer himself/herself in these two activities (i) Waste management (ii) Rainwater harvesting.

#### 4.3 Mandatory Three-Week Induction Programme

The students immediately after admission should undergo a mandatory three-week induction programme comprising of yoga class, nurturing various human traits like trust, commitment, gratitude, care, humanity, responsibility, dedication, respect, self-confidence, creativity, gratitude, happiness, affection etc., universal human values, proficiency modules, lectures by eminent people, visits to local areas and familiarization to department/branch and innovations immediately after admission.

#### 4.4 Number of courses per semester

The curriculum in each semester shall normally have a blend of theory courses, theory with lab components not exceeding 7 and Laboratory courses and Employability Enhancement Course(s) not exceeding 5.

Each Employability Enhancement Course may have credits assigned as per clause 4.5. However, the total number of courses per semester shall not exceed 12.

#### 4.5 Credit Assignment

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

CONTACT PERIOD PER WEEK	CREDITS
One Lecture Hour	1
One Tutorial Hour	1
Two Laboratory Periods (also for EEC courses like / Seminar / Project Work / Case Study/ etc.,)	1
Two Weeks Industrial Training / Internship.	1
Four Weeks Industrial Training / Internship.	2
Six Weeks Industrial Training / Internship.	3





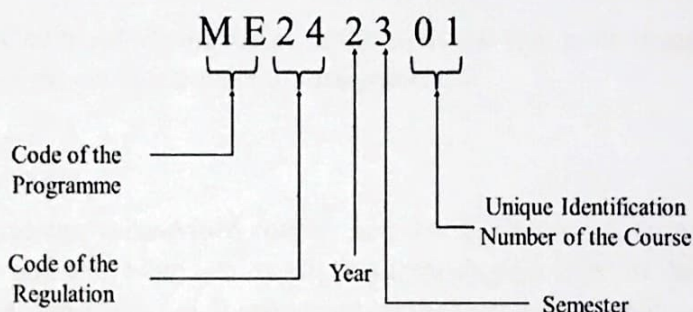
The minimum prescribed credits required for the award of the degree shall be within the limits specified below:

Programme	Prescribed Credit Range
B.E./B.TECH.	160-170

#### 4.6 Course Code

Each course offered by a department under the Professional Core Courses category is assigned with a course code consisting of two alphabets, followed by six numerals. The first two alphabets denote the code of the Programme. The first two numerals denote the code of the Regulation. The third numeral denotes 'Year'. The fourth numeral denotes 'Semester' and last two numerals denotes the unique identification number of the course.

For example, in B.E., Mechanical Engineering programme, a particular PCC offered in the third semester is denoted as



For Professional Elective Courses offered by the Department, the third alphabet is designated as 'P'. For Open Elective Courses offered by the Department, the third and fourth alphabet is designated to identify the programme of the course, fifth and sixth numeral is assigned to identify the number of the course.

For Skill Development Courses offered in the institution, the course codes are assigned a TP.

#### 4.7 Industrial Training /Internship

The students shall undergo Industrial training for a period as specified in the Curriculum (vide clause 4.7.1) during summer/winter vacation. In this case, the training has to be undergone continuously for the entire period.

The students shall undergo an Internship at the Research organization / University after due approval from the Dean (Academics) for the period prescribed in the curriculum during summer/winter vacation, instead of Industrial training.

##### 4.7.1 Internship duration and academic credentials

The following framework is proposed to give academic credit for the internship undergone by the students as part of the programme

4.7.1.1 A mandatory 2 credits of Internship may be counted for the award of the degree.

4.7.1.2 1 credit is equivalent to a minimum of 15 days of internship.

4.7.1.3 Internships may be full-time or part-time; they are full-time during the summer vacation and part-time during the academic session.





#### 4.7.2 Training and Placement Credentials

All the students joining the institute shall undergo training to enhance their industry readiness skills. This activity is taken care of by the Training and Placement Cell (TAP) team of the Institution. Under this category, every student shall have a minimum of exclusive 30 hrs of training per semester to keep them industry-ready at the end of the Programme of study. This training starts from the 5<sup>th</sup> semester and it continues till the end of the 7<sup>th</sup> semester. The students will be evaluated through online tests every semester and their grades will be awarded according to their performance in the test. Based on the performance in these tests each student will be awarded the Placement Grade Point Average (PGPA). Thus a student can earn 1 credit every semester up to the 7<sup>th</sup> semester (A total of 7 credits).

#### 4.8 Industrial Visit

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

The students are expected to submit the report on the industrial visit individually and the same may be considered as one of the activities under the assignment.

#### 4.9 Value Added Courses

The student should 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. A department shall offer one/two credit courses with prior approval from the Head of the Institution. Students should earn a minimum of two credits through the value-added courses during the entire duration of the programme. The credits earned through these optional courses will not be counted for CGPA calculation. The same will be printed on the grade sheets.

#### 4.10 Online Courses

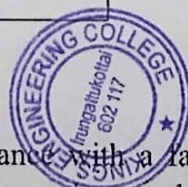
Students may be permitted to optionally enroll and earn credits through online courses (which are conducted and provided with a certificate by any reputed institution or SWYAM / NPTEL platforms, approved by appropriate authorities of the college) and these credits may be transferred after due approval of the Head of the Institution subject to a maximum of 15 credits. The credits earned in such online course(s) can be 4 or 3+1 or 2+2 or 3 or 2+1 credits, which can be considered, instead of one elective course subject to a maximum of FIVE electives. The duration of the course and the corresponding number of credits are listed

**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

#### 4.11 Project Work

Every student shall do a project in the field of his/her interest in guidance with a faculty of his/her department as part of his/her fulfillment of getting the degree. The project work shall be carried out in-house or in any industry.





### (a) In-house projects

For in-house projects, the student shall normally start the work in the VII semester and complete it in the VIII semester. A faculty will be assigned to each project and named as the guide. For UG programmes, students not exceeding 4 will form a group to do the project work.

### (b) Field projects

For students who wish to do industry/field projects:

In addition to clause 4.11 (a), the students who satisfy the following conditions are permitted to carry out their project work as field projects.

There shall be an external guide (person working in the chosen industry/company) in addition to the guide assigned in the Institute.

## 4.12 Medium of Instruction

The medium of instruction is English for all Courses, Examinations, Seminar Presentations, and Project/Thesis/Dissertation Reports.

The blend of all the above different courses, Co-curricular and extra-curricular activities shall be so designed that, the students at the end of the programme would have been trained not only for his/her relevant professional field but also would have developed as a socially conscious human professional.

## 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 90 working days or 540 periods of 45 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 teacher teaches the full content of the specified syllabus for the course being taught.

5.3 The Head of the Institution may conduct additional classes, special coaching, conduct of model exams etc., to improve the performance of the students, over and above the specified periods.

But for the calculation of attendance requirement for writing the end semester examinations (as per clause 6) by the students, the following method shall be used.

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

The End Semester Examination will ordinarily follow immediately after the last working day of the semester commencing from the first 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 18) so that he/she may be eligible for the award of the degree (vide clause 16).

## 6. COURSE ENROLLMENT AND REGISTRATION

For the first semester of study, each student on admission shall register for all the courses prescribed in the curriculum for that semester

The courses that a student registers from the second semester include

- Courses of the current semester (including Mandatory non-credit courses)
- Course(s) in which he/she has not been permitted to appear for the end semester examinations





for want of the minimum required attendance if such courses are offered in that semester subject to a maximum of 36 credits including current semester subjects (vide clause 7.3) However, this does not include the number of Reappearance (RA) and Withdrawal (W) courses registered by the student for the appearance of Examination

iii. Course(s) in which he/ she has failed must reappear for the end-semester examinations, carrying forward the Internal Assessment marks earned in the last attempt.

iv. Course(s) in which he/ she has failed must reappear for the Internal Assessment Tests and the End Semester Examination if such courses are offered in that semester.

v. Professional or Open elective course(s) opted by the students in place of courses in which he/she has failed, if the courses are offered in that semester or the same elective course chosen earlier by the student.

vi. The student shall register for the project work in the VII and VIII semesters, provided he/she proposes the title for the project. Students who wish to register for a field project shall complete the theory courses listed in the eighth semester during their sixth and seventh semesters in addition to their regular courses pertaining to the respective semesters subject to the fulfilment of the following conditions.

(i) The student should not have any backlog of arrear courses.

(ii) The student should have a CGPA of 6.5 and above

vii. Any other course(s) the student wishes to register as per norms (vide clause 4.7, 4.10 and 4.11).

**6.1 Faculty Mentor Assignment:** Each student, on admission, shall be assigned to a Faculty Mentor (vide clause 8) who shall advice and counsel the student about the details of the academic programme and the choice of courses considering the student's academic background and career objectives

**6.2 Course Registration Confirmation:** Every student shall enroll for the succeeding semester before the end of the current semester. However, the student shall confirm the enrolment by registering for the courses within the first five working days after the commencement of the concerned semester

**6.3 Elective Course Minimum Strength:** Elective courses shall be offered by the department unless a minimum of 10 students register for that course, subject to the approval of the Head of the Department

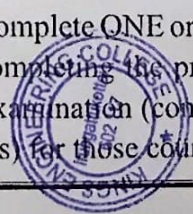
**6.4 Course Enrolment Rules:** After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations.

**6.4.1** Each student on admission shall register for all the courses prescribed in the curriculum for the first semester of study

**6.4.2** The enrollment for all the courses of Semester II will commence 10 working days prior to the last working day of Semester I. The student shall confirm the enrolment by registering for the courses within the first five working days after the commencement of Semester II

**6.4.3** The enrolment for the courses of Semesters III to VIII will commence 10 working days prior to the last working day of the preceding semester. The student shall enroll for the courses with the guidance of the student's Faculty Mentor. If the student wishes, the student may drop or add courses (vide clause 6.6) within five working days after the commencement of the concerned semester and complete the registration process duly authorized by the Faculty Mentor

**6.4.4** After a student completes the EIGHTH semester, if he/she has to complete ONE or TWO or THREE course(s) (maximum 3 only) of any semester, for completing the program within 4 years, he/she will be permitted to appear for a special examination (conducted within a month after the announcement of eighth-semester results) for those courses,





carrying forward continuous assessment marks of the last attempt, for fulfilling the requirements

**6.4.5** Students having a total of 30 and above credits as their (backlog) arrear courses are not permitted to register for the subsequent semester

### **6.5 Registration for Reappearance**

**6.5.1** If a student fails to secure a pass in any course(s), he/she has to register for reappearance for those courses in a subsequent semester, till he/she secures a pass in such courses. In such a case he/she can carry forward the continuous assessment marks earned in the last attempt or can avail the option of reappearing in Continuous Assessment Tests to improve the continuous Assessment marks and appear for the end semester exam. This is subject to the fulfillment of clause 14.3. However, the attendance requirement is not compulsory for such courses.

**6.5.2** If the theory course, in which a student has failed is a professional elective/ open elective, either he/she may register for the same elective course, or any other professional elective/open elective respectively if offered in that semester. In such a case he/she can carry forward the internal assessment marks earned in the last attempt if the student registers for the same elective course else student has to attend the newly opted course and obtain the internal assessment marks for the new elective. This is subject to the fulfillment of clause 14.3.

**6.5.3** If a student fails to secure a pass in any mandatory non-credit course(s), he/she has to register for reappearance for that course in the subsequent semester.

**6.5.4** If a student is prevented from writing the End Semester Examination of a course due to lack of attendance, the student has to register for that course again, when offered next, attend the classes and fulfill the attendance requirements as per clause 7. If the course, in which the student lacks attendance, is a Professional Elective or an Open Elective, the student may register for the same or any other Professional Elective or Open Elective courses respectively in the subsequent semesters when offered next.

### **6.6 Flexibility to Add or Drop Courses**

**6.6.1** A student has to earn the total number of credits specified in the curriculum of the respective Programme of study to be eligible to obtain the degree

However, if a student wishes, then he/she is also permitted to register for courses offered in a higher semester, in advance, to earn more than the total number of credits prescribed in the current semester in the curriculum of the student's programme (subject to a maximum of 36 credits) with the approval of the Head of the Institution

**6.6.2** Similarly, a student has the option of dropping current semester courses limited to 2 courses, subject to a maximum of 6 credits. However, he/she has to undergo these dropped courses in the subsequent semester when offered next, to fulfill the requirements of the degree programme

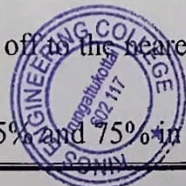
**6.6.3** The student shall register for the project work in the VII and VIII semesters.

## **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, he/she shall secure not less than 75% (after rounding off to the nearest integer) of overall attendance as calculated as per clause 5.3.

However, a candidate who secures overall attendance between 65% and 75% in the current





semester due to medical reasons (prolonged hospitalization/accident / specific illness) / Participation in Sports events may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate/sports participation certificate attested by the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes. This concession can be availed only for any two semesters during the entire course of the study

7.2 Candidates who secure less than 65% overall attendance and candidates who do not satisfy clauses 7.1 and 7.2 shall not be permitted to write the End Semester Examination at the end of the semester 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

7.3 A student who has not satisfied the attendance requirement as per clauses from 7.1 to 7.3 & 5.3, but has at least 50% attendance in every course of that semester can appeal to the Head of the Institution or his nominee, for proceeding to the next higher semester. The Head of the Institution will appoint a committee to examine these appeals. Based on the recommendations of the committee, the Head of the Institution will take a final decision on the appeal by the student

## **8 FACULTY MENTOR AND CLASS ADVISOR**

### **8.1 Faculty Mentor**

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

The responsibilities of the faculty mentor shall be:

- To inform the students about the various facilities and activities available to enhance their curricular and co-curricular activities.
- To guide the student on enrollment 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.

### **8.2 Class Coordinator**

There shall be a Class Coordinator for each class. He / She will be appointed by the HoD of the department concerned. The Class Coordinator is the ex-officio member of the class committee.

The responsibilities of the Class Coordinator shall be:

- To act as the channel of communication between the HoD and the students of the respective class
- To collect and maintain various statistical details of students
- To help the chairperson of the class committee in planning and conduct of the class committee meetings





- To monitor the academic performance of the students including attendance and to inform the class committee meetings
- To attend to the student's welfare activities like awards, medals, scholarships, and industrial visits.

## 9 CLASS COMMITTEE

9.1 Every class shall have a class committee consisting of teachers of the class concerned, student representatives (usually 2 boys and 2 girls), 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) which should be displayed on the college and Department Notice- Board.
- Informing the student representatives, of 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 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, guidance, or coaching to such slow learners.

9.2 The class committee for a class under a particular branch is normally constituted by the Head of the Department. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Head of the Institution.

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

9.4 The Chairperson of the class committee may invite the Class Coordinator and the Head of the Department to the class committee meeting. The Head of the Institution may participate in any class committee of the Institution.

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

9.6 The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals.

The Class Committee Chairperson shall put on the Notice Board the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance details to satisfy clause 7 of this Regulation.





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

## 10 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.

- 10.1 For the course material repository, one of the Course Coordinators may be designated as Course Moderator, to check and validate the materials submitted by the Course Content Creators and Course Coordinators.

## 11 SYSTEM OF EXAMINATION

- 11.1 Performance in each course of study shall be evaluated based on

- (i) Internal Assessment Test (IAT) throughout the semester and
- (ii) End Semester Examination (ESE) at the end of the semester

- 11.2 (a) Assessment weightage tabulation for the students admitted from the AY 2021-22

ASSESSMENT WEIGHTAGE TABULATION

S.No.	Category of Course	Internal Assessment Test	End Semester Examination
1	Theory	40	60
2	Laboratory	60	40
3	Theory with Laboratory	50	50
4	Project Work	40	60
5	Other Courses (TP, Mini Project)	100	-

- 11.3 The End Semester Examination (Theory, Practical and Theory with Practical) 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.

- 11.4 The End Semester Examination for project work shall consist of 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, followed by 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.

- 11.5 For the ESE in both theory and practical courses including project work, wherever necessary the internal and external examiners shall be appointed by the Controller of Examinations.

- 11.6 Theory with Lab Components

All the courses under this category will have two components basically Theory with five Units of the syllabus. Additionally, experiments ranging from 6 to 10 related to the course objective of the syllabus.





## 12. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

For all theory courses (including project work) the Internal Assessment shall be for a maximum of 40 marks. The above internal assessment shall be awarded as per the procedure given below:

### 12.1 (a) Theory Courses

**For the courses offered during the 1st Year (first and second semesters), the IAT shall be done as follows:**

Three Periodic Tests will be conducted at regular intervals for a maximum of 100 marks each. At the end of the course, these will be added with equal weightage and calculated for 40 marks.

**For the courses offered during the 2nd to 4th Year (third to eighth semesters), the IAT shall be done as follows.**

Three Periodic Tests will be conducted at regular intervals for a maximum mark of 100. At the end of the course, it will be added to the IAT with equal weightage and will be calculated for 40 marks.

### 12.1 (b) Laboratory Courses:

Every laboratory exercise/experiment shall be evaluated based on the conduct of the experiment/exercise and records are to be maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 60 are as follows: 75 marks shall be awarded for completing all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.

### 12.1 (c) Theory Courses with Laboratory Component

**For IAT:** If there is a theory course with a Laboratory component, there shall be three assessments for the theory portions. In addition, after the 3rd test, there will be a laboratory component test. The marks obtained from the 3 theory tests will be added and weighted to 20 marks. The marks obtained from the laboratory test will be weighted to 50 marks. The sum of these marks of all three assessment tests will be rounded to the nearest integer.

**For ESE:** The procedure for ESE for Programme Core with Laboratory Component courses is similar to other theory courses. The marks obtained by the student will be weighted for 50%.

### 12.1 (d) Mandatory Non-credit Courses

For every Mandatory Non-credit Course, there will be three continuous assessments carrying equal marks which include tests/assignments/ seminars etc. The total marks obtained in all three assessments put together shall be proportionately reduced for 100 marks and rounded to the nearest integer. Students securing more than 50% will be declared as "SATISFACTORY (Eligible)".

## 12.2 Project Work

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

The Head of the Department concerned 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 shall be reduced to 50 marks and rounded to the nearest integer (as per the scheme given in 12.2.1).

**12.2.1** The thesis and its evaluation shall carry a maximum of 25 marks. The thesis shall be submitted as per the approved guidelines as given by the Board of Studies. The oral viva voce examination shall carry 25 marks. Marks are awarded to each student of the project group based on the individual performance in the viva voce examination.



Internal (40 Marks)			End Semester Examinations (60 Marks)			
Review	Review	Review	Thesis Submission/ Evaluation (20Marks)		Viva-Voce (40 Marks)	
I	II	III	Internal	External	Internal	External
10	15	15	10	10	20	20

**12.2.2** 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.

### 12.3 EMPLOYABILITY ENHANCEMENT COURSES

**12.3.1** The Industrial / Practical Training, Summer Project, and Internship shall carry 100 marks and shall be evaluated through internal assessment only. At the end of Industrial / Practical training/internship / Summer Project, the candidate shall submit a certificate from the organization where he/she has undergone training and a brief report. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a three-member Departmental Committee constituted by the Head of the Institution. The certificates (issued by the organization) submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examinations. The assessment shall consider 50 marks for the certificate, 20 marks for the report, 20 marks for the presentation and 10 marks for the interactions. There shall be one Faculty in charge for the above Assessment for each class. The Faculty in Charge shall consolidate the assessment details and submit to the COE through HoD.

**12.3.2** The EEC courses mentioned in 4<sup>th</sup> Semester shall carry 100 marks and shall be evaluated through internal assessment only. The evaluation will be done continuously based on 4 reviews (0th review to 3rd review) and a final review with an oral Viva-Voce Examination, conducted internally by a three-member Departmental Committee constituted by the Head of the Institution. The weightage of marks assessment for reviews allotted as per the following table.

#### ASSESSMENT WEIGHTAGE FOR EEC COURSES

REVIEWS	0	1	2	3	Final Review
WEIGHTAGE	10%	20%	25%	15%	30%

**12.3.3** The Skill-Based Courses, starting from Semester 1 to 7, shall carry 100 marks evaluated through internal assessments only. The evaluation is based on two or three online tests and quizzes, conducted by the Training and Placement Cell (TAP) of the institute. The students will be graded based on the marks obtained through these examinations.

These grades will be accumulated as the PGPA of the respective student, which will be useful for the student's career option.

#### ASSESSMENT FOR ONLINE COURSES:

Students shall earn a minimum of six credits through online courses during the entire period of study to qualify for the award of a degree. The approved list of online courses will be provided by the office of the Dean (Academics) from time to time.



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## 12.4 Online Course Credit Transfer:

A maximum of six credits earned through online courses shall be considered for credit transfer. The online course of 45 hours duration shall be considered as equivalent to a three-credit course. The online course of 30 hours duration shall be considered as equivalent to a two-credit course. The online course of 15 hours duration shall be considered as equivalent to a one-credit course. The credit transfer shall be done based on the recommendations of the online course evaluation committee of the departments concerned. The approved list of online courses will be provided by the Office of the Dean (Academics) from time to time.

12.5. Internal marks approved by the Head of the Institution shall be intimated to the students by the respective HoDs within 5 days from the last working day.

## 12.6 ATTENDANCE RECORD

Every teacher has 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 submitted to the Head of the Department periodically (at least three times a semester) to check the syllabus coverage and the records of test marks and attendance. The Head of the Department will put his signature and date after due verification. At the end of 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 verify the attendance and assessment records of the current and previous semesters. The inspection team appointed by the principal may verify the attendance and assessments of the current and previous semesters.

## 13 REQUIREMENTS FOR APPEARING FOR UNIVERSITY EXAMINATIONS

A candidate shall normally be permitted to appear for the ESE 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).

Registration is mandatory for current semester and arrear examinations, failing which the candidate will not be permitted to move to the higher semester.

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 to improve their grades.

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 college from time to time.

## 14 PASSING REQUIREMENTS

14.1 A candidate who secures not less than 50% of total marks prescribed for the course [Internal assessment test (IAT) + End semester examinations (ESE)] with a minimum of 45% of the marks prescribed for the end-semester examinations, shall be declared to have passed the course and acquired the relevant number of credits.

This is the applicable proportion of these marks is mentioned below:

### PASS PERCENTAGE CRITERIA

	IAT minimum	ESE minimum	Overall Passing
Theory	NIL	45% (27 out of 60 marks)	50 % (IAT and ESE together)
Practical	NIL	50% (25 out of 50 marks)	50 % (IAT and ESE together)
Project	NIL	50% (25 out of 50 marks)	50 % (IAT and ESE together)

*Sup*





Theory with a Laboratory  
Component

NIL

50% (25 out of 50 marks)

50 % (IAT and ESE  
together)

**14.2** If a candidate fails to secure a pass in a particular course, it is mandatory that he/she register and reappear for the examination for that course during the subsequent semester when the examination is conducted for that course. He/she should continue to register and reappear for the examinations in the failed subjects till he/she secures a pass.

**14.3** The internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for the next three attempts. From the fourth attempt 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.

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

**14.5** A student can apply for a review of the result in any subject(s), he/she can submit a challenge/review application to the COE office along with the payment of prescribed fees. A committee consisting of the Head of the Department, the concerned course instructor, and a subject expert (Internal / External) nominated by the HoD will review and give its recommendations to the COE. If the student secures any change in the grade the review fees will be refunded. Review is not permitted for laboratory course(s) and project work.

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

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

### **GRADE POINTS**

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	56 – 60
C (Satisfactory)	5	50 – 55
RA (Fail/Reappear)	0	<50
SA (Shortage of Attendance)	0	
UA (Absent)	0	
W (Withdrawal)	0	
WH (Withheld)	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", "C".

'SA' denotes shortage of attendance (as per clause 7.3) and hence prevention from writing the end semester examinations. 'SA' will appear only in the result sheet.

"UA" denotes that the student has not appeared for the exam

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“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 the Marks Sheet as well as in the Result Sheet. In both cases the student has to earn Continuous Assessment marks and appear for the End Semester Examinations.

If the grade W is given to the course, the attendance requirement need not be satisfied. If the grade RA is given to a core **theory course**, the attendance requirement need not be satisfied, but if the grade RA is given to a **Laboratory Course/ Project work / Seminar and any other course**, the attendance requirements (vide clause 7) should be satisfied.

For the extra-curricular activities such as National Cadet Corps (NCC)/ National Service Scheme (NSS) / National Sports Organization (NSO) / Youth Red Cross (YRC)/Unnat Bharat Abhiyan (UBA), a satisfactory / not satisfactory grading will appear in the mark sheet. Every student shall put in a minimum of 75% attendance in the training and attend the camp compulsorily. The training and camp 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 second year. **A satisfactory grade in the above co-curricular activities is compulsory for the award of degree.**

### 15.1 Grade sheet

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

- The college in which the candidate has studied
- The list of courses enrolled during the semester and the grade 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.

$$GPA = \frac{\text{Sum of (Credits earned} \times \text{Grade Points)}}{\text{Sum of Credits earned}}$$

CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded from calculating GPA and CGPA.

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

where  $C_i$  is the number of Credits assigned to the course

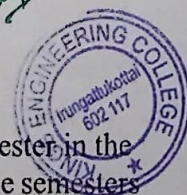
$GP_i$  is the point corresponding to the grade obtained for each course

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

### 15.2 Eligibility for the Award of the Degree

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

*Dep*





- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- ii. Successfully completed the programme requirements, appeared for the End-Semester examinations, and passed all the courses prescribed in all 8 semesters within a maximum period of 7 years and 6 years in the case of Lateral Entry) reckoned from the commencement of the first (third in the case of Lateral Entry) semester to which the candidate was admitted.
- iii. Successfully passed any additional courses prescribed by the Dean (Academics) whenever readmitted under regulations R- 2024 (vide clause 18.3)
- iv. Successfully completed the NCC / NSS / NSO / YRC /UBA requirements.
- v. No disciplinary action is pending against the student.
- vi. The award of Degree must have been approved by the authorized body of the university.

## 16 CLASSIFICATION OF THE DEGREE AWARDED

### 16.1 B.E./B.Tech (Honours)

A Student can opt for B.E/B.Tech (Honours) at the end of the fourth semester of B.E./B.Tech. programme subject to the conditions prescribed by the Academic Council from time to time. In addition to the requirements specified for First Class with Distinction (vide clause 16.1.2), B.E./B.Tech. (Honours) students must earn a minimum of 18 additional (Professional Elective Category) credits as per the requirements specified in clause 12.4.

#### 16.1.1 (a): B.E./B.Tech. Honours (specialization in the same discipline)

The students

- I. Should have earned additionally a minimum of 18 credits from a vertical of the same programme.
- II. Should have passed all the courses on the first attempt.
- III. Should have earned a minimum CGPA of 7.50.

#### 16.1.1 (b): B.E. / B.Tech. Honours

The students

- I. Should have earned additional courses (minimum of 18 credits) from more than one vertical of the same programme.
- II. Should have passed all the courses on the first attempt
- III. Should have earned a minimum CGPA of 8.50 for first-class with distinction
- IV. Should have earned a minimum CGPA of 7.50 for first-class

#### 16.1.1 (c): B.E./B.Tech. (Minor in other specialization)

The student Should have earned additionally a minimum of 18 credits in any one of the verticals of other B.E/B.Tech. programmes or from any one of the following verticals

- I. VERTICAL 1
- II. VERTICAL 2
- III. VERTICAL 3
- IV. VERTICAL 4
- V. VERTICAL 5

*Sup*





- Should have passed all courses on the first attempt and also should have earned a minimum CGPA of 8.50 for first class with distinction
- Should have earned a minimum CGPA of 7.50 for first-class

#### 16.1.2 First Class with Distinction

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

- Should have passed the examination in all the courses of all the eight semesters and 6 semesters in the case of Lateral Entry) in the student's First Appearance within five years and Four years in the case of Lateral Entry). Withdrawal from examination (vide Clause 17) will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50.
- One-year authorized break of study (if availed of) is included in the five years and four years in the case of lateral entry) for award of First class with Distinction.
- Should NOT have been prevented from writing end semester examinations due to lack of attendance in any of the courses.

#### 16.1.3 First Class

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

- Should have passed the examination in all the courses of all eight semesters and 6 semesters in the case of Lateral Entry within Six years.
- One-year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included in the duration of six years and five years in the case of lateral entry) for the award of First class
- Should have secured a CGPA of not less than 6.50.

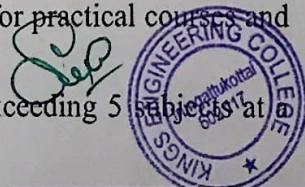
#### 16.1.4 Second Class

- All other students (not covered in clauses 16.1) who qualify for the award of the degree (vide Clause 16.1) shall be declared to have passed the examination in Second Class.
- A candidate 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 for the purpose of classification. (Subject to clause 17 and 18).

#### 16.2 Photocopy / Review

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

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





## **17 PROVISIONS FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION**

**17.1** A student may, for valid reasons, (medically unfit/unexpected family situations/sports approved by Director, Physical Education and HOD) 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. The application shall be sent to the Dean (Academics), through the Head of the Department with the required documents.

**17.2** Withdrawal application is valid ONLY if the student is otherwise eligible to write the examination (Clause 7) and if it is made within TEN days before the commencement of the End Semester examination in that course or courses and recommended by the Head of the Department.

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

**17.3** In case of withdrawal from a course/course (Clause 13) the course will figure both in the Marks Sheet as well as in Result Sheet. Withdrawal essentially requires the student to re-register for the course/courses and attend the supplementary or the end semester examination in the subsequent semester, when the examination is conducted.

The student has to register for the course, fulfill the attendance requirements (vide clause 7), earn internal 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 and for First Class.

Withdrawal is permitted for the end semester examinations in the final semester only if the period of study the student concerned does not exceed 5 years.

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

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

**18.2** 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 additional break of study not exceeding another one year by paying a prescribed fee for a 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, but not later than the last date for registering for the end semester examination of the semester in question, through Head of the Department stating the reasons therefore and the probable date of rejoining the programme.

**18.3** The student is permitted to rejoin the programme after a break of study/prevention due to lack of attendance / more than 10 arrears, which shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Dean (Academics) in the prescribed format through the Head of the Institution duly forwarded by the Head of the Department at the beginning of the readmitted semester itself for prescribing additional courses, if any, from any semester of the regulations in force, to bridge the curriculum in-force and the old curriculum.



- 18.4 The authorized break of study would not be counted towards the duration specified for passing all the courses for classification (vide Clause 16.1).
- 18.5 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 in order that he/she may be eligible for the award of the degree.
- 18.6 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 18.1)

**19. DISCIPLINE**

- 19.1 Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the College. The Head of Institution shall constitute a disciplinary committee consisting of Head of Institution and two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline.
- 19.2 If a student indulges in malpractice in any of the END SEMESTER/ Internal examination he/she shall be liable for punitive action as prescribed by the COLLEGE from time to time.

**20. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI**

The College may from time to time revise, amend or change the Regulations, Curriculum, Syllabus, and Scheme of Examinations through the Academic Council.

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