KIT- Kalaignarkarunanidhi Institute of Technology

(An Autonomous Institution)

Coimbatore – 641 402

REGULATIONS 2023

CHOICE BASED CREDIT SYSTEM (CBCS)

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

**DEGREE OF MASTER OF ENGINEERING/
MASTER OF TECHNOLOGY
/ MASTER OF BUSINESS ADMINISTRATION/
MASTER OF COMPUTER APPLICATIONS**

(Applicable for students admitted from the Academic Year 2023-24 onwards)

1.   SHORT TITLE AND COMMENCEMENT

➢   These Regulations shall be called the "KIT Kalaignarkaraunanidhi Institute of Technology, Coimbatore, Regulations for the Award of M.E./M.Tech./M.B.A/M.C.A., Degree".

➢   They have been evolved, drafted and implemented after deliberations in and approvals from UGC, Anna University and Academic Council of the Institute, and are subject to change/modifications from time to time; (major modifications at a frequency of TWO years in synchronization with the curriculum structure revision and minor changes as and when applicable).

➢   The latest/first version shall be applicable for the students enrolling for M.E./M.Tech./ M.B.A / M.C.A., degree programs at this Institute from Academic year 2023-2024 onwards.

2.   PREAMBLE

The regulations prescribed herein have been made by KIT, an autonomous institution, approved by AICTE,New Delhi and affiliated to the Anna University, Chennai, to facilitate the smooth and orderly conduct of its academic programmes and activities at the M.E./M.Tech./ M.B.A / M.C.A.,level. It is expected that the regulations will enable the students to take advantage of the various academic opportunities at the Institute and prepare themselves to face the challenges in their professional careers ahead. It may be noted that:

a)   The provision made herein shall be applicable to all the M.E./M.Tech./ M.B.A / M.C.A.,programmes offered at the institute, at present;

b)   They shall also be applicable to all the new M.E./M.Tech./ M.B.A / M.C.A.,programmes which may be started at the Institute in the future;

c)   Academic and non-academic requirements prescribed by the Academic Council have to be fulfilled by a student for eligibility towards award of M.E./M.B.A/M.C.A., Degree.

3.   PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

SI.No.	Name	Definition
1	**Programme**	Refers to Degree Programme that is M.E./M.Tech./ M.B.A / M.C.A.,Degree

		Programme.
2	**Discipline**	Refers to branch or specialization of M.E./M.Tech./ M.B.A / M.C.A., Degree Programme, like Computer Science and Engineering, Mechanical Engineering etc.,
3	**Course**	Refers to a theory or practical subject that is normally studied in a semester, like Computer Applications and Design, Machine learning Techniques, Marketing management, etc.,
4	**Principal / Head of the Institution**	Refers to the authority of the institution who is responsible for all academic activities, for the implementation of relevant rules and regulations.
5	**Controller of Examinations(CoE)**	Refers to the authority of the college who is responsible for all activities of the Examinations.
6	**Head of the Department(HoD)**	Refers to the Head of the Department concerned.
7	**University**	Refers to Anna University, Chennai.
8	**KIT**	Refers to KIT-Kalaignarkarunanidhi Institute of Technology, Coimbatore.
9	**Curriculum**	Refers to the various components/courses studied in each programme that provide appropriate outcomes (knowledge, skill and behavior/attitude) in the chosen branch of study.
10	**L-T-P-C**	Refers to **L**ecture**, T**utorial**, P**ractical and **C**redits respectively
11	**Programme Coordinator**	Refers to the coordinator of the programme concerned. He/she acts as interface between programme and key stakeholders, students, faculty and employer. He/She is responsible for planning the academic activities of the programme along with the course coordinator(s) and the HoD. He/She also prepares, evaluates

		and analyses the attainment of the programme outcomes along with Programme Advisory Committee.
12	**Faculty Advisor**	The Faculty Advisor is responsible for providing general advice on the Academic matters, monitor the attendance and academic performance of the students and counsel them periodically. If necessary, the Faculty Advisor may also inform the parents about the progress/ performance of the students concerned through HoD.
13	**Course Coordinator**	Course Coordinator is responsible for teaching the course, evaluating and analysing the performance of the students. The students is also responsible for the assessment of the Course Outcomes/Program Outcomes/ Program Specific Outcomes. They can also recommend to organize workshops /seminars/guest lectures / industrial visits to meet the Course Outcomes and Program Outcomes.
14	**Class committee**	Class committee for each semester of a programme comprises of HoD, Programme Coordinator, Faculty Advisor, Course Coordinators (as applicable) and Student Representatives.
15	**Academic Evaluation Committee (AEC)**	The committee includes Principal, CoE, HoD concerned(For details refer **Appendix V)**
16	**Department Evaluation Committee (DEC)**	The committee included HoD (need basis), senior faculty member(s) of department from various levels, class advisor, Mentor of the students. (For details refer **Appendix V)**
17	**CIA**	Refers to Continuous Internal Assessment.

18	**ESE**	Refers to End Semester Examination
19	**CBCS**	Choice Based Credit System(CBCS) is a versatile and flexible option for each student to achieve their target number of credits by using their choice both in terms of pace and sequence of courses. The students are given the privilege to choose any course as an elective which they have not studied before.
20	**GPA**	Refers to Grade Point Average
21	**CGPA**	Refers to Cumulative Grade Point Average
22	**CEC**	Refers to Career Enhancement Courses
23	**PCC**	Refers to Professional Certificate Courses
24	**VAC**	Refers to Value Added Cources

4.ADMISSION

4.1 Candidates seeking admission to M.E./M.Tech./M.B.A/M.C.A.,Degree Programme:

Candidates for admission to the first semester of the Post-Graduate Degree Programme shall be required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under qualification for admission as per the Tamil Nadu Common Admission (TANCA) criteria. This is applicable for students admitted both under Single Window Counselling process and through the Management Quota.

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

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

However, the University may decide to restrict admission in any particular

year to candidates having a subset of qualifications prescribed at the time of admission.

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 University from time to time.

4.2 Re - admission

Students, who have discontinued for reasons other than disciplinary action, may be readmitted as per guidelines given by DoTE, Government of Tamilnadu and Anna University. Department Evaluation Committee (DEC) shall study and recommend on the exception and addition of courses to be registered for, by the student concerned during re-admission. The details shall be forward to Academic Evaluation Committee (AEC) for approval and the committee's decision shall be final.

5. PROGRAMMES OFFERED

KIT offers 2 year (4 Semesters) M.E./M.Tech./ M.B.A / M.C.A., Degree programme affiliated to Anna University, under Choice Based Credit System (CBCS) for students admitted from 2023 onwards in the following branches of Engineering and Technology as in Table 1.

Table: 1 List of M.E./M.B.A/M.C.A., programmes offered

M.E., Applied Electronics
M.E., VLSI Design
M.E., Engineering Design
M.E., Computer Science and Engineering
M.E., Power Systems Engineering
M.B.A., Master of Business Administration
M.C.A., Master of Computer Application

6.   ACADEMIC STRUCTURE OF PROGRAMMES

6.1   Medium of Instruction

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

6.2 Categorization of Courses

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

i.   **Foundation Courses (FC)** may include Mathematics or other basic courses

ii.   **Professional Core (PC)** courses include the core courses relevant to the chosen specialization/branch.

iii.   **Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization/ branch.

iv.   **Project Work (PW)** includes Project Work to be done in final semester

v.   **Career Enhancement Courses (CEC)** includes Mini Project Work and/or Internship, Seminar, Professional Practices, Summer Project, Case Study and Industrial / Practical Training.

vi.   **Open Elective Courses (OEC)** include the courses credited from other post graduate Programmes of M.E./M.Tech./M.B.A/M.C.A and online courses.

6.3   Number of courses per semester

    Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Career Enhancement Courses. Each course may have credits assigned as per clause 6.4.

6.4   Credit Assignment

    Each course offered is given a L-T-P-C structure, depending on the number of Lecture   (L),number of periods for Tutorial periods (T), number of periods for practical (P),C- credits required   for an efficient teaching – learning process. A student is expected to put-in his/her own efforts in proportion with periods spent in classroom, as defined in L-T-P-C structure. On successful completion of the course a student is said to have earned a specified number of credits defined for each course. Each course is assigned certain number of credits based on the following table:

Table 2: Credit Assigned

Contact period per week	Credits

1 Lecture (**L)**	1
1 Tutorial (**T**)	1
1 Practical Period (**P**) (Laboratory / Seminar /Project work etc.)	1/2

6.5   Project Work

6.5.1. The project work for M.E. / M.B.A / M.C.A. Programmes consist of Project Work–I and Project Work–II. The Project Work–I is to be undertaken during Semester III and Project Work–II, which is a continuation of Project Work–I, (except when project work II is carried out in the industry) is to be undertaken during Semester IV.

6.5.2 In case of students of M.E. Programmes not completing Project Work-I of project work successfully, the students can undertake Project Work-I again in the subsequent semester. In such cases the students can enroll for Project Work-II, only after successful completion of Project Work-I.

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

6.5.4 A student may, however, undergo Project Work-II (M.E./M.Tech. Programme) in industry/academic institution of repute offering PG programmes in Engineering/Technology (other than affiliated colleges of Anna University)/research institutions for a minimum of 16 weeks during the final semester. In such cases, the students shall undergo the Project Work-II with the approval obtained from the Head of the institution and Centre for Academic Courses preferably one month before the start of the industrial project.

6.5.5 The Project Work-II carried out in industry/academic institution of repute/research institutions need not be a continuation of Project Work-I. In such cases, the Project Work shall be jointly supervised by a supervisor of the department and an expert as a joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress. The review meetings, if necessary, may also be arranged in online mode

with prior approval from the Head of the Institution and suitable record of the meetings shall be maintained.

6.5.6 The Project Work (Project Work-II in the case of M.E./M.Tech.) shall be pursued for a minimum of 16 weeks during the final semester.

6.5.7 The deadline for submission of final Project Report (Project Work-II for M.E./M.Tech. programmes) is 60 calendar days from the last working day of the semester in which project work / thesis / dissertation is done. However, the Project Work-I in the case of M.E./M.Tech./ M.B.A / M.C.A Programmes shall be submitted within the last working day of the semester as per the academic calendar.

6.5.8 Industry Supported Project Work

The students satisfying the following conditions shall be permitted to carry out their final semester Project work for six months in industry/research organization.

The student should not have current arrears and shall have CGPA of 8.0 and above until 2nd semester (for M.B.A./M.E./M.Tech/M.C.A. Students). The student shall undergo the final semester courses in the Pre semester. The Head of Department, in consultation with the faculty handling the said courses shall forward the proposal recommended by the Principal to CoE after approval from AEC at least four weeks before the commencement of the pre - semester of the programme.

6.6 Career Enhancement Courses

6.6.1 Industrial Training / Internship

Students shall undergo industrial training/Internship if mandated in the curriculum for periods as specified in the curriculum during the summer/winter vacation, the training being taken on a continuous basis for the periods mentioned. The industry/organization is to be selected with the approval of the Department Evaluation Committee (DEC). Industrial training may also be referred to as "In-plant training".

The Industrial Training / Internship shall carry 100 marks and shall be evaluated through CIA only. The credit will be awarded to the student after the submission of Internship/Training report to the HoD. The report will be evaluated by a team of (DEC) faculty members nominated by the HoD for awarding the Credit. Based on the recommendation by the team, the student will be awarded credits and the results will be

sent to the Controller of Examinations. The awarded credit will taken for CGPA calculation. The final year project period at industry/research organization will not be considered as industrial Training/internship.

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

DURATION OF TRAINING/INTERNSHIP	CREDITS
3Weeks*	1

6.6.3 Professional Certificate Courses

Students have to undergo one credit courses offered by experts from industry / research organizations and approved by academic council. Students can register such courses from his/her second year of study as and when these courses are conducted by the departments. A student is also permitted to register for these courses of other departments.

If a student does not successfully complete the registered industry supported one credit courses in a semester, the registration of that course will be considered as cancelled. Further, it will not be treated as arrear and if he/she wishes, he/she can re-register for the same course in the ensuing semesters and successfully complete it as and when it is offered subsequently.

6.6.4   Online Courses offered through SWAYAM/NPTEL

Students may be permitted to register maximum of two online courses, subject to a maximum of three credits, registered through SWAYAM/NPTEL instead of Professional/Open Elective Courses are permitted for credit transfer) of regular

M.E./M.Tech./M.B.A/M.C.A Programme with the approval of BOS through DEC. The online course of minimum 3 credits can be considered instead of one Professional / Open elective course.

DEC finalizes the courses to be permitted for credit transfer through SWAYAM/NPTEL prior to the commencement of the semester. The courses selected through the SWAYAM/NPTEL may not be necessarily the courses which are offered in the list of Professional/Open Elective courses, as part of the curriculum.

The Committee also intimates the students about the selected courses prior to the commencement of the semester, identify and designate a Course Coordinator for the online course(s) offered. The Course Coordinator guides the students throughout the course, submits the certificates and marks earned by the students to the office of the CoE during credit transfer request by the student.

The student has to register for the credit transfer of the online course during the course registration. The online course(s) which is/are successfully completed by the student in a particular semester during the course of study is eligible for credit transfer in the immediate next semester by registering it (i.e. an online course is eligible for credit transfer in the immediate next semester only)

6.6.5 Soft Skills (only for M.B.A. & M.C.A.)

Every Student is required to go for two soft skill courses during first year of study. The soft skill course includes the communication skill, interpersonal skill and career development courses. Two credit will be awarded for each soft skill courses and it will be included for GPA/CGPA calculations.

6.7   Course Numbering Scheme

Each course is denoted by a unique code consisting of 9 alphanumeric characters. The details of the numbering scheme are in APPENDIX A

6.8   Credit Requirement for Programmes

The total number of credits that a student earns during the period of study is called the Total credits. The minimum prescribed credits required for the award of the degree shall be within the limits specified below:

Programme	KIT Credit Range
M.E.	69-79

M.B.A.	102
M.C.A.	84

7. DURATION OF THE PROGRAMMES

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

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

7.2   The Curriculum and Syllabi of all the P.G. Programmes shall be approved by the Academic Council of KIT. 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

7.3   Each semester normally consists of 90 working days, including test and examination days. In any contingent situation, the number of working days per semester shall not be less than 65 days. The Principal is given the discretionary powers to decide the number of working days. In such contingencies, the Principal shall ensure that every faculty member teaches the full content of the specified syllabus for the course being taught.

7.3.1 Due to Pandemic / Abnormal situations the Scheme of Examinations and Evaluation will be followed as per the guidelines issued by the Government of Tamil Nadu and Anna University, Chennai.

7.4   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 7.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree

7.5 For the purpose of regulations, the academic year will be divided into two semesters, the odd semester normally spanning from June to November and the even semester from December to May.

8. COURSE REGISTRATION

Each student, on admission shall be assigned to a mentor who shall advice and counsel the student about the details of the academic programme and choice of courses, considering the student's academic background and career objectives. Some courses require students to register through a course registration process via online.

8.1. Course Registration

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

The registration process for the courses offered in the online registration mode in the forthcoming semester, will commence preferably 10 working days prior to the last working day of the current semester.

A department shall offer a course only if a minimum number of students register for that course. This minimum number may vary from course to course and shall be specified by the department from time to time.

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 Examination (ESE).

8.2 Credits details for Course Registration

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). The student can also register for courses for which the student has failed in the earlier semesters.

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

The courses that a student registers in a particular semester may include
  ➢ Courses of the current semester.
  ➢ The core (Theory/Lab/CEC) courses that the student has not cleared in the previous semesters.

> ➤ Elective courses which the student failed (either the same elective or a different elective)

8.3 Flexibility to Drop courses

A student has to earn the total number of credits specified in the curriculum of the respective programme of study in order to be eligible to obtain the degree. However, if the student wishes, the student is permitted to earn more than the total number of credits prescribed in the curriculum of the student's programme.

From the Second to final semesters, the student has the option of registering for additional courses or dropping existing courses. Total number of credits of such course cannot exceed 6.

However the maximum number of credits the student can register in a particular semester cannot exceed 30 credits (excluding courses for which the student has done reappearance registration (vide clause 8.4).

The student shall register for the project work phase I in the third semester and project work phase II in the fourth semester. However, if a student has not earned the minimum number of credits as specified in table 1, the student may be permitted to register for the project work Phase I and Phase II as and when the student earns the minimum number of credits.

8.4 Reappearance Registration

8.4.1 If a student fails in a theory or practical course, the student shall do reappearance registration for that course in the subsequent semester by retaining the Continuous Assessment Marks already earned.

8.4.2 If the theory course, in which the student has failed, is a Professional Elective or an Open Elective, the student may register for the same or any other Professional Elective or Open Elective course respectively in the subsequent semesters. Such changes can be done only with due approval by DEC.

8.4.3 The student who fails in Project work/ Seminar other than Practical courses shall register for the same in the subsequent semester and reappear for the End Semester Examination.

8.4.4 If a student is not eligible to appear for 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. If the course, in which the student has lack of attendance, is an elective, the student may register for the same or any other elective in the subsequent semesters.

8.4.5 If a student has completed the 6 semesters and has obtained RA grade in one or more courses, he can register and appear for arrear examination directly whenever conducted next.

8.4.6 A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear the same course for improvement of Grade/Marks.

9. REQUIREMENTS FOR APPEARING ESE

9.1 A student who has fulfilled the following conditions (vide clause 9.1 and 9.2) shall be deemed to have satisfied the attendance requirements for appearing for end semester examination of a particular course.

9.2 Ideally every student is expected to attend all periods and earn 100% attendance. However, the student shall secure not less than 80% attendance course wise taking into account the number of periods required for that course as specified in the curriculum.

9.2(i) If a student secures not more than 80% attendance in any Course in the Current Semester due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International Level Sports events with prior permission from the Head of the Department concerned, the student shall apply for condonation with a prescribed condonation fee payable per course. The condonation should be decided by a condonation recommendation committee consisting of Head of the Department of the student, Programme coordinator of the student, Student Counsellor, Faculty incharge of the course and Controller of Examinations. The committee scrutinizes the genunity of the "Condonation application Form " and conduct of the student and recommend it to the Principal and Chairman to grant of condonation after satisfying the requirements specified in clause 9.2 (ii). In such cases, his / her conduct has been certified to be satisfactory by the Faculty Advisor / Student Counsellor concerned and the Head of the Department.

(ii) The student applied for condonation, has to compensate the shortfall periods to 80% by attending the contact classes scheduled by the Course Incharge (One week before

the commencement of subsequent semester). The results of the End Semester Examination of such courses will be published only after the shortfall period is condoned by the PRINCIPAL.

9.3   A student shall normally be permitted to appear for end semester examination of the course if the student has satisfied the attendance requirements (vide Clause 9.1 – 9.2) and has registered for examination in those courses of that semester by paying the prescribed fee.

9.4   Students who do not satisfy clause 9.1 and 9.2 and who secure less than 70% attendance in a course will not be permitted to write the End-Semester Examination of that course. The student has to register and repeat this course in a subsequent semester when it is offered next (vide clause 8.4).

9.5   In the case of reappearance registration for a course (vide Clause 8.4), the attendance requirement as mentioned in Clauses 9.1 - 9.3 is not applicable.

However, the student has to register for examination in that course by paying the prescribed fee.

9.6   A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of grades.

10. PROVISION FOR WITHDRAWAL FROM EXAMINATION

A student may, for valid reasons (medically unfit / unexpected family situations/Sports person representing Tamilnadu / India with prior permission for participation from Principal / CoE / DEC), be granted permission to withdraw (after registering for the examinations) from appearing for any course or courses in the End Semester Examination of a particular semester. The student may withdraw by following the due process of the CoE's office before the commencement of examination. This facility can be availed **only once** during the entire duration of the degree programme.

Withdrawal from ESE will be valid only if the student is, otherwise, eligible to write the examination and the application for withdrawal is made to the CoE, prior to the examination in the course or courses concerned. The application for withdrawal should be recommended by the Head of the Department concerned and approved by the Head of the Institution.

11. TEMPORARY BREAK OF STUDY FROM A PROGRAMME

11.1   Break of study is normally not permitted. However, if a student intends to temporarily discontinue the programme in the middle of a semester / year for valid reasons (such as Internships, accident or hospitalization due to prolonged ill health) and wishes to re-join the programme in the next academic year, he / she shall apply in advance to the Principal through the Head of the Department, stating the reasons. The application shall be submitted not later than the last date for registering for the semester examinations. Break of study is permitted only once during the entire period of the degree programme.

11.2.   The student permitted to re-join the programme after the break shall be governed by the rules and regulations in force, at the time of re-joining.

11.3.   The duration specified for passing all the courses for the purpose of classification of degree(vide clause 20) shall be increased by the period of such break of study permitted(vide clause 11)

11.4   If a student is detained for want of requisite attendance, academic progress and good conduct, the period spent in that semester shall not be considered as permitted Break of Study and Clause 11.3 is not applicable for such cases.
A student may, for valid reasons (medically unfit / unexpected family situations/Sports person representing Tamilnadu / India with prior permission for participation from Principal / CoE / DEC), be granted permission to withdraw (after registering for the examinations) from appearing for any course or courses in the End Semester Examination of a particular semester. The student may withdraw by following the due process of the CoE's office before the commencement of examination. This facility can be availed **only once** during the entire duration of the degree programme.

Withdrawal from ESE will be valid only if the student is, otherwise, eligible to write the examination and the application for withdrawal is made to the CoE, prior to the examination in the course or courses concerned. The application for withdrawal should be recommended by the Head of the Department concerned and approved by the Head of the Institution.

13. ASSESSMENT PROCEDURES FOR AWARDING MARKS

All PG Programmes consists of different categories of courses as mentioned in table 4. Appearance in End Semester Examination is mandatory for all courses excluding the courses for which only continuous assessment is recommended as mentioned in table 4.Performance in each course of study shall be evaluated based on (i) Continuous assessments throughout the semester and (ii) End Semester Examination at the end of the semester.(i.e.) Each course shall be evaluated for a maximum of 100 marks as shown below:

Table 4 – Categories of Courses

Sl.No	Category of Course	Continuous Assessment marks	End-Semester Examination marks
1.	Theory	40	60
2.	Theory cum Practical	50	50
3.	Practical	60	40
4.	Project Work	40	60
5	Online SWAYAM/NPTEL Courses (Optional)	Marks offered by SWAYAM/NPTEL shall be directly considered	
6.	All EEC Courses (Except Practical Courses and ProjectWork)	100	-
7.	Mandatory Courses (Except Induction Program#)	100	-

* Value Added Courses (comes under EEC) No assessment for Induction program.

Every course coordinator is required to maintain an ATTENDANCE AND ASSESSMENT RECORD' for every semester which consists of attendance marked in each Theory / practical/ EEC class etc, the assessment marks and the record of class

work (topics covered), separately for each course handled by the course coordinator. This should be submitted to the HOD periodically (at least two times in a semester) for checking the syllabus coverage and the records of assessment marks and attendance. The HOD will affix his/her signature and date after due verification. At the end of the semester, the record should be verified by the HOD who shall keep this document after the approval from the Principal for five years. The records of attendance and assessment of both current and previous semesters should be available for inspection whenever required.

13.1 Assessment for Theory Courses Including Mandatory Courses

Theory Courses including mandatory courses are to be assessed out of 100 marks, the maximum marks for CIA is fixed as 40 and the ESE carries 60 marks.

The ESE for theory courses including mandatory courses will be of 3 hours duration and shall normally be conducted for a maximum of 100 marks during the Odd and Even Semesters. Every student should appear for the ESE for all the courses excluding the courses for which only continuous assessment is recommended.

A minimum of two tests would be conducted in a day (in the case of tests and they would be of two hours duration each) students will have two hours of coaching session followed by the CIA. In case a student misses the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the HOD, a Reassessment may be given at the end of the semester after getting approval from the HOD through the Course Coordinator concerned.

To arrive the Continuous Assessment Marks, the following guidelines should be followed

Table: 5 Theory Courses: Continuous Assessment Marks

Assessment I (100 Marks)		Assessment II (100 Marks)		Assessment III (100 Marks)		Total Continuous Assessment Marks
Individual Assignment/Case Study/ Seminar/ Mini project	Written Test	Individual Assignment/ Case Study/ Seminar/ Mini project	Written Test	Individual Assignment/ Case Study/ Seminar/ Mini project	Written Test	
40	60	40	60	40	60	300*

The weighted average shall be converted into 40 marks for Continuous Assessment

A minimum of three Continuous assessments will be conducted as a part of continuous assessment during the semester by the respective department. Each Continuous assessment is to be conducted for 100 marks and will have to be distributed in two parts viz., Individual Assignment/Case study/Seminar/Mini project and Test with each having a weightage of 40% and 60% respectively. The tests shall be in written mode. The total Continuous assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

13.2 Assessment for Practical Courses

For practical including virtual practical Courses, out of 100 marks, the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Examination carries 40 marks.

Every practical exercise / experiment shall be evaluated (as per the rubrics approved by the class committee) based on conduct of experiment / exercise and records. There shall be at least one model test. The criteria for arriving at the Continuous Assessment marks of 60 is as follows:

Table: 6 Practical Courses: Continuous Assessment Marks

Continuous Assessment (100 Marks)*	
Evaluation of Laboratory Observation, Record	Test
75	25

Continuous Assessment marks shall be converted into 60 marks

The End Semester examinations for practical courses shall be of 3 hours duration and normally be conducted for a maximum of 100 marks during the odd and Even Semesters.

13.3 Assessment for Theory cum Practical Courses

Weightage of Continuous Assessment and end semester examination marks will be 50% each. The distribution of marks for the theory and laboratory components in the Continuous Assessment and end semester examination for different types of courses are provided in the table 7.

Table :7 Theory Courses with Practical Component: Continuous Assessment Marks

L	T	P	C	Continuous Internal Assesment			ESE
				I	II	III	
1	0	4	3	Laboratory (15%)	Laboratory (15%)	Theory (20%)	Laboratory only (50%)
1	0	2	2	Laboratory (15%)	Laboratory (15%)	Theory (20%)	Laboratory only (50%)
2	0	2	3	Theory (15%)	Theory (15%)	Laboratory (20%)	Theory (25%) Laboratory (25%)
3	0	2	4	Theory (15%)	Theory (15%)	Laboratory (20%)	Theory (35%) Laboratory (15%)
2	0	4	4	Theory (15%)	Theory (15%)	Laboratory (20%)	Theory (15%) Laboratory (35%)

The procedure for the conduct of Continuous Internal Assessment for theory and laboratory components shall be as per the clause 13.1 and 13.2 respectively. The weighted average shall be converted into 50 marks for Continuous Assessment.

13.5 Assessment for Project Work

The Project work such as mini project and final year project shall be carried out under the supervision of a faculty in the department concerned.

The students who completed their final semester courses (except project work) in advance, shall be permitted to carry out their final semester Project Work for six months in an industry/research organization on the recommendations of the HoD. In such cases the approval should be obtained from the industry concerned, the project work shall be jointly guided by a supervisor of the department and an expert as joint supervisor from the respective organization. The student shall be instructed to meet the supervisor periodically and to attend the review committee meetings and shall submit

attendance particulars from the joint supervisor for evaluating the progress

For Project Work, out of 100 marks, the maximum marks for CIA is fixed as 40 and the ESE (Project Report evaluation and Viva-Voce examination) carries 6 0 marks. Project work may be carried out by a single student.

There shall be three reviews during the semester. The student shall make presentation on the progress made by him / her before the "Project Review Committee". The total marks obtained in the three reviews shall be reduced for 40 marks and rounded to the next integer. The HoD shall constitute a "Project Review Committee" for each Programme. There shall be a minimum of three members in the Review Committee. The Project Guide will be one of the members of the Review Committee.

The student is expected to submit the Project Report on or before the notified date. The ESE for Project Work shall consist of evaluation of the final Project Report submitted by the student of the Project and viva-voce examination by an external examiner and internal examiner.

The project report shall carry a maximum of 20 marks. The project report shall be submitted as per the approved guidelines as given by the CoE. Same marks shall be awarded to every student within the project group for the project report. The viva-voce examination shall carry 40 marks. Marks are awarded to each student of the project group is based on the individual performance in the viva- voce examination.

The CIA and ESE marks for Project Work and the Viva-Voce Examination will be distributed as indicated below

Table 9: Project Work: CIA and ESE

Continuous Internal Assessment Marks (40)			End Semester Examinations Marks (60)			
Review I	Review II	Review III	Project Report		Viva-Voce Examination	
			Internal	External	Internal	External
10	15	15	10	10	20	20

The last date for submission of the project report is on the last working day of the semester. If a student fails to submit the project report on or before the specified deadline or the student has submitted the project report but did not appear for the viva-voce examination, it will be considered as fail in the Project Work and the student shall re-register for the same in the subsequent semester

The Project Report prepared according to approved guidelines as given by the Institution and duly signed by the supervisor, Programme Co-ordinator and the Head of the Department.

The evaluation of the Project work Phase - I and Phase - II will be based on the project report submitted in each of the Phase – I and Phase - II semesters respectively and a Viva-Voce Examination by a team consisting of the supervisor and External Examiner. The external examiner shall be appointed by the Office of the Controller of Examinations from the panel of examiners recommended by the HOD for Phase - I and Phase - II project evaluation.

If the student fails to obtain 50% of the continuous assessment marks in the phase–I and Phase–II project work, 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.

The Project Report/ Thesis/ Dissertation report/ Drawings prepared according to approved guidelines and duly signed by the supervisor(s), the Programme Coordinator and the Head of the Department shall be submitted at the end of the IIIrd and IVth semester. If a candidate submits the project report/thesis report/dissertation after the specified deadline, he/she is deemed to have failed in the Project Work/Thesis/Dissertation and shall re-enroll for the same in a subsequent semester

If a student fails to submit the project report on or before the specified deadline, student is deemed to have failed in the project work and shall re-enroll for the same in a subsequent (next) semester. This applies to both phase–I and phase–II project work. In case of students not completing phase - I of the project work successfully, the students can undertake phase - I again in the subsequent (next) semester. In such cases, the students can enroll for Phase-II, only after successful completion of Phase I.

13.6 Assessment for Industrial Training /Practical Training /Internship

The Industrial training /Practical Training /Internship shall carry 100 marks and shall be evaluated through Continuous Assessment only. At the end of Industrial training /Practical Training/Internship, the student shall submit a detailed report including attendance on the training undergone and a certificate from the organization concerned. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a three-member Departmental Consultative Committee constituted by the HOD consisting of Programme Coordinator, Faculty Advisor concerned and Senior Faculty. The evaluation report duly signed by the departmental consultative committee and HOD shall be submitted to the office of the COE.

13.7 Assessment for other Career Enhancement Courses

The Seminar / Case Study shall carry 100 marks and shall be evaluated through Continuous Assessment only. Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar, marks can be equally apportioned. A three member committee appointed by the Head of the Department, consisting of the course coordinator and two experts from the Department, will evaluate the seminar and at the end of the semester, the marks shall 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%).

13.8 Assessment for SWAYAM/NPTEL Courses

The students may be permitted to credit online courses which are offered through SWAYAM/NPTEL platform with the approval of Board of Studies concerned (vide Clause 6.5.4). The course shall carry 100 marks and the marks awarded by the SWAYAM/NPTEL shall be directly considered for grading of the course. No grades shall be awarded for the attendance in the grade sheet for the online course. The attendance requirement as mentioned in Clauses 7 of Regulations 2023 is not applicable for the SWAYAM/NPTEL course.

13.9 Research Publication

The student can register for the Research Publication as a value added course of respective credits with the approval of BoS concerned. Maximum of two students can form a team under the guidance of a faculty member and complete the publication in SCI/SCI expanded/SCOPUS indexed/UGC Care list. Credits for the publication will be awarded as mentioned in Table 09. The students are not allowed for credit transfer for the research publication. The research publication completed in a semester during the course of study is eligible for including in the grade sheet in the immediate next EVEN/ODD by registering it.

Table: 9 Research Publication: Award of Letter Grade

Sl.No	Category of Journal	Credits
1	One Research Publication in SCI/SCI-Expanded Journal	3
2	One Research Publication in SCOPUS indexed Journal	2
3	One Research Publication in UGC Care list Journal	1

14. MARKS DISTRIBUTION

14.1 Question paper pattern

Table :10 End Semester Examinations

2 Marks	16 Marks	Total Marks
10	5 (Either or Type)	100

15. PASSING REQUIREMENTS

15.1   A student who secures not less than 50% of total marks prescribed for the course [Continuous Assessment + End semester Examinations] with a minimum of 50% of the marks prescribed for the end-semester Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is

applicable for theory, theory with practical component and practical courses (including project work).

15.2   If a student fails to secure a pass in a theory course / theory with practical component / practical course (except electives), the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the Continuous assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (Continuous Assessment + End Semester Examination), then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the end semester examinations alone.

15.3   If the course, in which the student has failed, is a Professional Elective or Open Elective course, the student may be permitted to register for the same or any other elective course in the subsequent semesters.

If any other Professional Elective or Open Elective course is opted by the student, the previous registration is cancelled and henceforth it is to be considered as a new Professional Elective or Open Elective course. The student has to register and attend the classes, earn the continuous assessment marks, fulfil the attendance requirements as per clause 9 and appear for the end semester examination.

15.4   If a student fails to secure a pass in project work, the student shall register for the course in the subsequent semester/when offered next and repeat the course.

15.5   The passing requirement for the courses which are assessed only through purely internal assessments (EEC courses except Project Work and laboratory), is 50% of the internal assessment (continuous assessment) marks only

15.6   **Valued Answer Script review by the students**

All the students are allowed to review their valued answer scripts with the faculty in-charge of the course on the specified date (usually the reopening day). Any discrepancies in the valuation can immediately be brought to the notice of the Controller of Examinations.

15.7   **Revaluation**

A student can apply for revaluation in a theory course within 2 working days from the date of review of valued answer scripts by the students on payment of a prescribed fee along with prescribed application to the COE through the HOD. The

COE will arrange for the revaluation and the following procedure is followed in awarding Grade Points after revaluation:

i.   If there is a change from fail to pass for a Candidate in a Course, Grade Point is awarded as per the applicable (relative/absolute) grading.

ii.   If a passed candidate in a course obtains more marks after revaluation, Revised Grading is used only when the candidate gets Higher Grade, otherwise no change in the grade awarded before the revaluation.

The results will be intimated to the student concerned through the HOD within 5 working days from the last date of application of revaluation. Revaluation is not permitted for practical course, practical component of theory with practical component courses and project work.

15.8   Photocopy

Photo Copies of answer script for theory subjects can be obtained from the office of the Controller of Examinations on payment of a prescribed fee specified for this purpose through proper application.

15.9   Challenge Revaluation

Challenging the revaluation is permitted for those students who have applied for photocopy of answer script. The copy of the answer script is to be valued by a competent authority and the valued script should be submitted to the office of the COE along with prescribed fee for challenging the revaluation within 2 working days after the declaration of the Re-valuation results

16 AWARD OF LETTER GRADES

16.1   The award of letter grades will be decided based on relative grading principle. The relative grading is applicable to ONLY those students who have passed the examination as per the passing requirements enumerated above (vide clause 14). For those students who have not passed the examination, Reappearance (U) shall be awarded as shown in the below Table 10.

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

students' strength is greater than 30, the relative grading method shall be adopted. However, if the students' strength is less than 30 then the absolute grading shall be followed with the grade range as specified below.

Table: 11 Letter Grades and Range of Marks

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

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

Table:12 Letter Grades and Grade Points

LETTER GRADE	GRADE POINTS	RESULT
O (Outstanding)	10	PASS
A+ (Excellent)	9	
A (Very Good)	8	
B+ (Good)	7	
B (Average)	6	
C (Satisfactory)	5	
U (Re-appearance)	0	RA (Re-appearance)
SA (Shortage of Attendance)	0	RC (Repeat Course)
WD (Withdrawal)	0	EA(Extended Appearance)
AB (Absent)	0	RA (Re-appearance)
WH(Withheld)	0	RA (Re-appearance)

16.2. For a student who does not meet the minimum passing requirements, the term "RA" against the course will be indicated in his/her grade sheet. He/she shall reappear in the subsequent examinations for the course as arrear or re-register for the course when offered .

16.3. For a student who is absent for end-semester theory / practical / project viva-voce, the term "RA" will be indicated against the corresponding course. He/she shall reappear for the End Semester Examination of that course as arrear in the subsequent semester or when offered next. .

16.4. The letter grade "W" will be indicated for the courses for which the student has been granted authorized withdrawal (refer Clause 10).

16.5. For mandatory courses (non-credit), the student must satisfy the

minimum attendance requirement & passing criteria as specified for the

course as detailed in clause 9

17. METHODS FOR REDRESSAL OF GRIEVANCES IN EVALUATION

Students who are not satisfied with the grades awarded in the End Semester Examination of Theory for regular and arrear exams can seek redressal as illustrated in **Table 11**

Table 13: Grievance Redressal Mechanism

Sl.No	Redressal Sought	Methodology	
		Regular Exam	**Arrear Exam**
1	Revaluation	• Apply for photo copy of answer book Then apply for revaluation after course expert recommendation	
2	Challenge of Evaluation	• Apply for photo copy of answer book • Then apply for revaluation after course expert recommendation • Next apply for challenge of evaluation	
Note: All applications to be made to COE along with the payment of the prescribed fee.			

Challenge of Evaluation – Flow Process

Table 14: Evaluation – Flow Process

Step 1	A student can make an appeal to the CoE for the review of answer scripts after paying the prescribed fee
Step 2	CoE will issue the photocopy of answer scripts to the student
Step 3	The faculty who had handled the subject will evaluate the script and HoD will recommend
Step 4	A committee consisting of 2 evaluators appointed by CoE will review and declare the result
Step 5	If the result is in favour of the student, the fee collected will be refunded to the student
Step 6	The final mark will be announced by CoE.

18.2 Grading for Mandatory Courses

      Mandatory Courses are courses that are required to be completed to fulfill the degree requirements (e.g. Human excellence, Environmental science, etc.). They are normally non – credit based. These courses will not be taken in to consideration for the SGPA / CGPA calculations. Each of these courses is assessed continuously and internally for a total mark of 100. The pass mark is 50%. Students, who fail to pass this course, are required to repeat the course, when offered next.

18.2.1. For Mandatory non-credit courses the student must satisfy the minimum attendance requirement & passing criteria as specified for the course. These courses do not carry credits but needs to be completed to fulfill the degree requirements.

18.2.2. For the Mandatory non-credit courses student completing the course will be awarded Pass grade (P) and those who fail to satisfy the attendance requirement or fail to satisfy the minimum passing requirement of 50% marks, will be awarded Fail (F) grade and the student must re-register for the course when it is offered next.

18.3 Grade Sheet

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

➢ The College Name and Affiliating University.
➢ The list of courses registered during the semester and the grades scored.
➢ The Grade Point Average (GPA) for the semester.
➢ The Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards.
➢ On completion of a semester, each student is assigned a GPA which is computed as below for all courses registered for, by the student during that semester.

➢ **GPA =** $\dfrac{\sum (C_i \times GP_i)}{\sum C_i}$

where **C_i** is the credit for a course in that semester and **GP_i** is the Grade Point earned by the student for that course. The **GPA** is rounded off to two decimals.

The overall performance of a student at any stage of the Degree programme is evaluated by the **CGPA** up to that point of time.

$$\textbf{CGPA} = \frac{\sum (C_i \times GP_i)}{\sum C_i}$$

where **C$_i$** is the credit for each course in each of the completed semesters at that stage and **GP$_i$** is the grade point earned by the student for that course. The **CGPA** is rounded off to two decimals.

18.4 FORMULA FOR CALCULATING PERCENTAGE

CGPA X 9.5 =% of Marks

19. ELIGIBILITY FOR THE AWARD OF DEGREE

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

i.   Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.

ii.   Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in clause no.7.

iii.   Successfully passed any additional courses prescribed by the Academic council

iv.   Successfully passed any additional courses prescribed by the Department
         & concerned whenever readmitted under regulations 2023 (R23)

v.   No disciplinary action pending against the student.

vi.   The award of Degree must have been approved by the Academic Council of KIT.

20. CLASSIFICATION OF M.E./M.Tech./M.B.A./M.C.A. DEGREE

The degree awarded to eligible students will be classified as given in **Table 15**

Table 15: Classification of the M.E./M.Tech./M.B.A./M.C.A. Degree

Sl.No.	Class Awarded	Criteria
1	First class with distinction	A student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

		M.E. / M.B.A./ M.C.A ➢ Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within **three** years, which includes authorised break of study of one year (if availed). Withdrawal from examination 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
2	First Class	A student who satisfies the following conditions shall be declared to have passed the examination in **First class**: **M.E. / M.B.A./ M.C.A** ➢ Should have passed the examination in all the courses of all four semesters **within three years** ,which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable). ➢ Should have secured a CGPA of not less than **6.50.**
3	Second Class	All other students (not covered in clauses Sl.No.1 and 2 under clause 19) who qualify for the award of the degree (vide Clause 20) shall be declared to have passed the examination in Second Class.
Note: *A student who is absent for the End Semester Examination in a course / project work Viva Voce after having registered for the same will be considered to have appeared for that examination (except approved withdrawal from End Semester Examinations as per Clause 9) for the purpose of classification.*		

21 PROVISION FOR WITHDRAWAL FROM EXAMINATION

21.1   A student may, for valid reasons, (medically unfit/ unexpected family situations/ sports approved by the Chairman) be granted permission to withdraw from appearing for the ESE in any Course or Courses in ANY ONE of the Semester examinations during the entire duration of the Degree Programme. The application shall be sent to the Principal and Chairman through HoD with required documents for approval.

21.2   Withdrawal application shall be valid only if the student is eligible to write the Examination (Clause 7) and if it is made within TEN working days before the commencement of the ESE in that Course or Courses and also recommended by the HoD.

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

21.4   If a student applies for withdrawal from Project Work, he/she will be permitted for the withdrawal only after the submission of project report before the deadline. However, the student may appear for the viva voce examination within 30/60 days after the declaration of results for Project Work and the same shall not be considered as reappearance.

21.5   Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.

21.6   Withdrawal is permitted for the ESE in the final semester as per Clause 7.1.

22 BREAK OF STUDY FROM A PROGRAMME

22.1 A student is permitted to go on break of study for a single break of one year only.

22.2 The student can apply for break of study in advance, in any case, not later than the last date of the first assessment period. The application duly filled by the student shall be submitted through the HoD with the approval of the Principal.

22.3 The students permitted to rejoin the Programme after break of study / readmission 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 in the prescribed format through HoD at the beginning of the readmitted semester itself for prescribing additional/equivalent courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.

22.4 The total period for completion of the programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in Clause 6 irrespective of the period of break of study in order that the student may be eligible for the award of the Degree (vide Clause 16).

22.5 In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the Programme only if   the approval is obtained from the Director of Technical Education / University through the concerned HoD / Principal before the end of the Semester in which the student has taken break of study.

22.6 If a student has not reported to the department for a period of two consecutive Semesters without any intimation, the name of the student shall be deleted permanently from the college enrollment.

22.7 During the break of study period, the students shall pay the prescribed tuition fees failing which the name of the student shall be deleted permanently from the enrollment. Such students are not entitled to seek readmission under any circumstances.

23. PROCEDURE FOR USING SCRIBE

If a candidate is physically handicapped (in case of accidents / ill health) at the time of examination, he/she may be permitted to use a scribe to write the examination. The compensatory (additional) time should be half hour for three hour duration of examination. The Scribe shall be a non-engineering student / graduate.

24.   FACULTY MENTOR

To help the students in palnning their courses of study and for general advice on the academic matters, the HoD will attach a certain number of students (maximum 25) to a faculty member of the department. He/She shall function as Faculty Mentor for these students throughout their period of study. The faculty mentor shall,

➢ Advice the students in registering and reappearance registering of courses
➢ Monitor their attendance, academic progress and discipline of the students
➢ Counsel periodically or during the faculty mentor meeting scheduled in the class time table.
➢ Inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities
➢ If necessary, the faculty mentor may also discuss with or inform the parents about the progress of the students through HoD or in Parent-Teacher meeting.

25. CLASS COMMITTEE

The objective of the Class Committee is to improve the teaching-learning process.

The functions of the class committee include:

➢ Resolving difficulties experienced by students in the classroom and in the laboratories.
➢ Clarifying the regulations of the degree programme and the details of rules therein.
➢ Discussing the progress of academic schedule and deviations if any.
➢ Evaluating the performance of the students of the class after each test and finding the ways and means of improvement.
➢ Every class in first year of study shall have a class committee consisting of faculty members who are teaching in that class, student representatives
➢ Cross section of students from boys and girls and a chairperson who is a faculty not handling the course for the class.

From III semester onwards, Class committee comprises of all the faculty members who are handling courses in that particular semester and two student representatives

from each course. A chairperson who is a faculty not handling course for that particular semester, nominated by
the HoD shall coordinate the activities of this committee.

> The class committee shall be constituted by the HoD/Chief mentor on the first week of commencement of the semester.

> The class committee shall meet three times in a semester as specified in the academic calendar.

> The Principal may participate in any class committee meeting of the institution

> During these meetings, the representative of the class shall meaningfully interact and express the opinions and suggestions of the other students of the class to improve the effectiveness of the teaching-learning process.

> The Chairperson is required to prepare the minutes of the meeting, signed by the members and submit the same to HoD within five working days of the meeting. HoD will in turn consolidate and forward the same to the Principal, within five working days of the meeting.

> In each meeting, the action taken report of the previous meeting is to be presented by the Chairperson of the class committee.

26. COMMON COURSE COMMITTEE

> A theory course handled by more than one teacher shall have a "Common Course Committee" comprising of all teachers teaching that course and few students who have registered for that course. There shall be two student representatives from each batch of that course. One of the teachers shall be nominated as Course Coordinator by the HOD concerned and duly approved by the Principal

> The first meeting of the Common Course Committee shall be held within fifteen days from the date of commencement of the semester. The nature and weightage of the continuous assessments shall be decided in the first meeting, within the framework of the Regulations. Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and

suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to the whole batch.

➢ In addition, the "Common Course Committee" (without the student representatives) shall meet to ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments.

Wherever feasible, the common course committee (without the student representatives) shall also prepare a common question paper for the CIA tests. The question paper for the ESE is common and shall be set by the Course Coordinator in consultation with all the teachers or the external member as appointed by the CoE.

27. DETAILS OF FACULTY PEDAGOGICAL AND STUDENT ASSESSMENT RECORD

Every teacher is required to maintain a Faculty Record Book/ course file consisting of the following details as shown below;

➢ Time-table, course syllabus, program outcomes, course outcomes.

➢ Details of attendance of each student marked in each theory/practical/project work class.

➢ CIA marks,Details of Assignment/ seminar given, course delivery details, corrective and preventive actions on test performance of students and any other additional details.

The record book should be submitted to the HoD periodically (at least three times in a semester) for checking the syllabus covered, the test marks and attendance. The HoD shall put his/her signature and date in the record book after due verification. At the end of the semester, the record book shall be verified by the Principal who will also ensure safe custody of the document for at least four years. The university or any inspection team appointed by the University/UGC/AICTE may verify the records of attendance.

28. DISCIPLINE

Every student is required to maintain discipline and decorum both inside and outside the institution campus. They shall follow all the rules and regulations and should not indulge in any activity which can tarnish the reputation of the Institution. The Principal shall refer any act of indiscipline by students to the Discipline and Welfare Committee and other appropriate committees for action.

29. SPECIAL CASES

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

ANNEXURE I
COURSE NUMBERING SCHEME

M	1	9	M	E	T	7	0	9
Programme	Regulation		Department Code		Course Type	Semester	Sequence Number	

Programme :	
Masters Degree (M.E./M.Tech) - M	Course Type
Regulation:	T - Theory
R – 19	P - Practical / Project/ Internship
Department Code	E - Elective
AE - Applied Electronics	O - Open Elective
CS - Computer Science and Engineering	C - One Credit Courses
ED - Engineering Design	N - Online courses
PS - Power System Engineering	S - Special Electives
VD - VLSI Design	Semester
CA - Computer Application	1 - First Semester
MB - Management Studies	2 - Second Semester

EN - English	3 - Third Semester
MA - Mathematics	4 - Fourth Semester
CE - Career Enhancement	Sequence Number
MC - Mandatory Course	00-99

ANNEXURE II
POLICY ON MALPRACTICES
GENERAL

- It shall be the endeavour of all concerned to prevent, control and take remedial action to bring about the occurrences of malpractices to "Zero" in Examinations (both Internal and External), Assignments and in all Academic class works.

- Therefore, a comprehensive approach to the malady of malpractices has to be adopted to create a mindset of integrity and honesty, and at the same time take sufficiently stern action to make it clear that such attempts are fraught with comparably very high risk.

- In keeping with this stance, the following measures are to be taken by all concerned from class room level to the Examination Halls:

A. PREVENTION
a)Class room level:
All faculty members are to involve themselves in a psychological growth of students by personal example and self-respect and strive towards

- Developing a sense of honour in the minds of students so that they look down upon earning undeserved marks.

- Imbibing a sense of self-respect and internal dignity that prevents him/her from succumbing to the temptation of easy marks by cheating.

- Generating an awareness of the risks to their character and career if convicted, while also explaining the process and strict rules and regulations adopted by the educational system to prevent malpractices.

- Taking stern view of copied assignments and attempts at malpractices in internal examinations also merits equal seriousness as semester examinations.

- Setting sufficiently strong deterrent rules in place and regulations like intimation to parents and warning to students in the presence of parents etc. even in case of efforts at

malpractices in internal tests and/or repeated acts despite warnings in case of assignments also.

Examination Halls:

- Detailed instructions on Invigilation, question paper setting and evaluation and such other instructions will be issued for Invigilation, vigilance, which are to be brought to the notice of all students prior to the examinations.

B.   PENAL ACTION FOR MALPRACTICES

All instances of malpractices will be forwarded to the Principal/ Chief Superintendents. The offences will be investigated by a Standing Enquiry Committee constituted by Principal, The committee is to summon and give the student an opportunity to present / plead his/her case. The Committee may also summon anybody else, if it so deems necessary for the conduct of enquiry, in the interest of proper investigation and dispensation of the case. The tenure of the committee would be a complete Academic year.

The Committee is to be guided by the following:

- ➢ The seriousness of the malpractice, in terms of deviousness, and culpability/ criminality of motive
- ➢ The seriousness in terms of effort and degree of deviousness and culpability / criminality of effort
- ➢ Any FIR/ Police case that has been registered in the first instance by the Principal/ Chief Superintendent
- ➢ Any other special consideration either mitigating or to the contrary

C. PENALTY FOR OFFENSES

The penalties awarded will depend on the seriousness of the offence. A list of offences and penalties are placed at **Annexure III.**

The enquiry report with findings and recommendations of the committee are to be forwarded to the Controller who will undertake necessary follow up action. Based on the recommendations of the CoE, the Principal is empowered to award penalties for offences classified as belonging to categories 1 to 7 of the offence table. The cases falling in categories from S.No. 8 onwards are to be put up to the Principal for consideration and award of suitable penalty.

Sl.No.	Nature of Malpractice	Maximum Punishment
1	Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks.	Fine of Rs. 1000/- per subject.
2	The candidate writing his/her name in the answer script.	
3	The candidate writing his/her registration number/college name in places other than specified in the answer script	
4	Any special marking in the answer script by the candidate.	
5	The candidate communicating with neighbouring candidate orally or non-verbally; the candidate causing suspicious movement of his/her body.	
6	Irrelevant writing by the candidate in the answer script.	
7	The candidate writing answer on his/her question paper or making use of his/her question paper for rough work	
8	The candidate possessing cell phones / programmable calculator(s)/any other electronic storage device(s) **gadgets**	Invalidating the examination of the particular subject written by the candidate
9	The candidate possessing any incriminating material(s) (whether used or not). For example:-Written or printed materials, bits of papers containing written information, writings on scale, calculator, handkerchief, dress, part of	Invalidating the examination of the subject concerned and all the theory and the practical subjects of the current semester registered by the candidate. Further the candidate is not considered for revaluation of answer scripts of the

	the body, Hall Ticket, etc.	arrears-subjects.
10	The candidate possessing cell phone(s)/programmable calculator(s)/any other electronic storage device(s) **gadgets** and containing incriminating materials (whether used or not).	If the candidate has registered for arrears – subjects only, invalidating the examinations of all the arrears – subjects registered by the candidate.
11	The Candidate possessing the question paper of another candidate with additional writing on it.	
12	The candidate passing his/her question paper to another candidate with additional writing on it	
13	The candidate passing incriminating materials brought into the examination hall in any medium (hard/soft) to other candidate(s).	
14	The candidate copying from neighbouring candidate.	
15	The candidate taking out of the examination hall answer booklet(s), used or unused	
16	Appeal by the candidate in the answer script coupled with a promise of any form of consideration.	
17	Candidate destroying evidence relating to an alleged irregularity.	Invalidating the examinations of the subject concerned and all the theory and the practical subjects of the current

		semester registered by the candidate.
		Further the candidate is not considered for revaluation of answer scripts of the arrears-subjects.
		If the candidate has registered for arrears – subjects only, invalidating the examinations of all the arrears – subjects registered by the candidate.
		Additional Punishment: i. If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for one year i.e., for two subsequent semesters. However the student is permitted to appear for the examination in all the arrears-subjects during the debarred period. ii. If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears-subjects for two subsequent semesters.
18	Vulgar/offensive writings by the candidate in the answer script.	Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears – subjects registered by the candidate.
19	The candidate possessing the answer script of another candidate	
20	The candidate passing his /her answer script to another candidate	

21	Involved in any one or more of the malpractices of serial no. 8 to 21 for the second or subsequent times.	Invalidating the examinations of all the theory and practical courses of the current semester and all the arrears- courses registered by the candidate. **Additional Punishment:** i. If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for one year i.e., for two subsequent semesters. However the student is permitted to appear for the examination in all the arrears-subjects during the debarred period. ii. If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears-subjects for two subsequent semesters.
22	The candidate substituting an answer sheets prepared outside the examination hall for the one already distributed to the candidate	
23	The candidate indulge in any disruptive conduct including, but not limited to, shouting, assault of invigilator, officials or students using abusive and /or threatening language, destruction of property.	Invalidating the examinations of all the theory and practical courses of the current semester and all the arrears- courses registered by the candidate. **Additional Punishment:** i. If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for two years i.e., for four subsequent semesters. However the student is permitted to appear for the examination in all the arrears-subjects during the debarred period. ii. If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears-courses for four subsequent semesters.
24	The candidate harass or engage others to harass on his/her behalf an invigilator, official, witnesses or any other person in relation to an irregularity by making telephone calls, visits, mails or by any other means.	
25	Candidate possessing any firearm/weapon inside the examination hall.	

26	Cases of Impersonation	(i) Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Supt.
		If a student is found to impersonate a 'bonafide student', the impersonating student is debarred from continuing his/her studies and writing the examinations **permanently.** He/she is not eligible for any further admission to any programme.
		Debarring the 'bonafide student' for whom the impersonation was done from continuing his/her studies and writing the examinations **permanently.** He/she is not eligible for any further admission to any programme .

Annexure III

Appendix IV

Process to Consider the Application for Revocation of Detainment

The process to consider the application for revocation of detainment on account of lack of attendance in 3 or more courses, due to genuine reasons (viz. sports participation, NCC, Medical Grounds etc.) is as follows:

The student submits an application for consideration via a request letter to the CoE,not later than 3 days from the last working day, along with the HoD's recommendation, Class Advisor's report and Mentor's recommendation. A committee consisting of the Principal, CoE, HoD (Respective Department) and HoD's-2 from departments other than the student's own. The committee shall meet within 4 working days,to consider the case. Stakeholders may be called to be present in the meeting as may be required, and

Decision arrived at.The decision approved by Principal shall be final.

Appendix V

Academic Evaluation Committee (AEC)

The committee includes the Principal, CoE, HoD concerned. The committee meets to carry out business related to academic matters which require central decision making and approval viz. retest approval of missed CIA, addressing the feedback collected from the various departments' class committee meetings

Department Evaluation Committee(DEC)

The committee includes HoD (need basis), and a few faculty members of the department from various levels. The committee meets to carry out business related to academic matters that can be addressed within the department viz. course equivalence of common courses for readmitted students; approval of new courses to be offered by the department; consider and approve the credit equivalence of courses offered by industry, review the course offerings; consider the merit of applications involving lack of attendance in PE/OE courses to take up another PE or OE; approve CIAM only courses every semester; approve scheme of assessment for each course; Approval for and Mapping credits of certification courses; approval of list of nationally or internationally recognized professional certification courses with prometric testing.