



GOVERNMENT COLLEGE OF ENGINEERING, SALEM-11

**(An Autonomous Institution Affiliated to Anna University, Chennai,
Approved by AICTE, Accredited by NAAC)**

ACADEMIC REGULATIONS 2026

POSTGRADUATE PROGRAMMES

M.E. Programmes (Full-Time)

***Applicable to the students admitted in M.E. programme, from the
Academic Year 2026-2027***

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1. Title

These regulations shall be called as 'Academic Regulations 2026 for Postgraduate (PG) Programmes'. In short, it is referred as 'AR2026-PG'.

2. Scope

2.1 The regulations provided herein shall apply to the students admitted in the PG, M.E. Programmes, offered in Government College of Engineering, Salem (Autonomous), affiliated to Anna University, Chennai from the Academic year 2026-2027.

2.2 These regulations are quite comprehensive and include definitions of key terms, critical concepts, methods of calculations, roles of various committees, evaluation systems and other academic processes.

3. Definitions

3.1 'University' means Anna University, Chennai.

3.2 'College' means the Government College of Engineering, Salem.

3.3 'Choice-Based Credit System (CBCS)' means a flexible system of learning that permits students to

- a) learn at their convenient pace.
- b) choose courses from a wide range of elective courses offered by the departments
- c) adopt an inter /multi-disciplinary approach in learning and
- d) make the best use of the expertise of available faculty.

3.4 'Academic Autonomy' means autonomy granted by the University Grants Commission (UGC) and Anna University, Chennai to Government College of Engineering, Salem in all aspects of conducting its academic programmes for promoting excellence.

3.5 'Autonomous College' means a college notified as an autonomous college by the University, as per the Anna University Autonomous College Statute.

3.6 'Programme' means Degree Programme (i.e.) M.E. Degree Programme.

3.7 'Branch' means specialization of M.E. Degree Programme like "Structural Engineering", "Thermal Engineering", etc.



- 3.8 'Semester'** means a term of study consisting of a minimum of 90 working days (including examinations), generally with 'EIGHT' contact hours per day. The Semester scheduled between July / August and November/ December shall be called 'Odd semester' (I and III) and that scheduled between December / January and April / May, shall be called 'Even semester' (II and IV).
- 3.9 'Course'** refers to a Theory / Laboratory integrated theory / Laboratory subject that is offered in a semester of the Programme.
- 3.10 'Contact Hours'** means duration of Lecture, Tutorial, Practical or Project Work, as applicable.
- 3.11 'Credit'** means the weightage assigned to a particular course based on the contact hours to teach the prescribed syllabus. One credit is allocated to 15 contact hours for theory course and 30 contact hours for practical course.
- 3.12 'Continuous Assessment'** means evaluation of the students' progress and performance in a course during a semester through Internal Examinations and various activities such as Assignments, Solution to application-oriented problems using software, Solving of GATE questions, Project, Models, Flipped Class, Seminar, Group Activity, Report Writing, Quizzes, Presentations, Practical Works, Case Studies, Technology enabled services to community, etc. Importantly, the students shall complete the activities, as prescribed in the syllabus of the respective course to get the internal marks.
- 3.13 'End Semester Examination'** means an examination conducted for a course at the end of the semester to evaluate the student's overall learning attainments.
- 3.14 'Bona fide Student'** means the student who is joined and on-roll in an Postgraduate Programme.
- 3.15 'Head of the Institution'** means the Principal of the College / Institution who is responsible for all academic activities, for the implementation of relevant rules and regulations.



3.16 'Disciplinary Committee' means the committee constituted by the Head of the Institution to look after students' discipline.

3.17 'Controller of Examinations (COE)' means the authority of the institution who is responsible for all activities of the End Semester Examinations of all departments.

3.18 'Head of the Department (HOD)' means Head of the Programme concerned.

3.19 'Academic Council' means the Academic Council of the Autonomous College.

3.20 'Board of Studies' means the Board of Studies of a Department of the Autonomous College.

4. Admissions and Mode of Study

4.1 Candidates for admission to the first semester of the Postgraduate Degree Programme shall be required to have passed an appropriate Undergraduate Degree Examination of Anna University or equivalent as specified under qualification for admission as per the Common Engineering Admission Procedure (CEAP) criteria. This is applicable for students admitted under Single Window Counselling process. Other eligibility criteria such as marks, number of attempts and physical fitness shall be as prescribed by the Government of Tamil Nadu from time to time.

4.2 All students admitted provisionally shall submit Photo ID proof issued by State / Central Government, Original Transfer Certificate from the institution last studied, copies of grade / mark sheets of the qualifying examination and other relevant documents at the time of admission or by the last date prescribed by the competent authorities.

4.3 The admission of a student, who fails to submit the prescribed documents by the above-said date in Clause 4.2, or fails to meet other stipulated requirement(s), shall be cancelled by the University. The University shall also cancel the admission of a student at a later time, if the student is found ineligible / unfit at the time of admission or had furnished some false information / certificates or suppressed relevant information while seeking admission to the programme.

4.4 Mode of Study

Students shall be admitted under 'Full-Time' only in the College / Institution. Students shall be available during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities assigned to them.

The Full-Time students should not attend any other Full-Time programme(s) / course(s) or take up any Full-Time job / Part-Time job in any Institution or Company during the period of the Full-Time programme. Violation of the above rules will result in cancellation of admission to the PG programme.

5. Branches of Study

The following are the branches offered in this college.

- ❖ M.E. Structural Engineering
- ❖ M.E. Communication Systems
- ❖ M.E. Computer Aided Design
- ❖ M.E. Power Electronics and Drives
- ❖ M.E. Thermal Engineering
- ❖ M.E. Welding Engineering

6. Programme Structure

6.1 Curriculum

Every programme has a specific structure, known as the 'Curriculum', which prescribes all the details of courses for undergoing the programme and sets out the sequence semester wise.

6.2 Programme Duration

- (i) Duration of the programme is TWO years (Four Semesters) for a student admitted to a programme with qualifications as prescribed in Clause 4.1 of the regulations. The student shall successfully complete all the requirements as per the curriculum and

regulations of the programme within the above-said duration of 'TWO' years.

- (ii) Above mentioned period in Clause 6.2 (i) shall be extended for 'ONE' more year to a student, who is permitted to avail the authorised break of study or opt for dropping of courses, as per the regulations.
- (iii) 'Programme Completion' means that a student shall undergo all the courses as prescribed in the respective curriculum and become eligible for appearing in the end semester examination of all the courses within the period as given in Clauses 6.2 [(i) & (ii)].
- (iv) After programme completion if there are any arrear course(s), a student shall be permitted to successfully complete the same, within 'FOUR' years (students admitted under Clause 4.1). This maximum duration for successful completion shall be reckoned from the commencement of first semester of the programme. The minimum and maximum programme duration is given in Table 1.

Table 1 - Programme Duration

Programme	Minimum	Maximum
M.E.	2 Years (4 Semesters)	4 Years (8 Semesters)

- (v) In case of a student prevented from appearing in the end semester examination in all the courses of a semester due to shortage of attendance, the period of prevention shall be treated as a break in the programme. In such a case, total duration for completing the programme including all such prevention periods shall not exceed the above-said 'FOUR' years.

6.3 Course Categories

Every M.E. Programme will have a curriculum consisting of theory and practical courses, with prescribed syllabi as categorized below:

- (i) **Basic Science (BS)** includes course such as Mathematics.
- (ii) **Engineering Science (ES)** are the core courses relevant to Programme Core (PC), and Programme Elective (PE).

- ❖ Courses that are relevant to the respective discipline are classified under **Programme Core (PC)** category.
 - ❖ Courses, which can be chosen from a larger pool of courses and are very specific / specialised / advanced / supportive to the discipline, are classified under **Programme Elective (PE)** category.
- (iii) **Skill Development (SD)** are the courses offered to enhance specific abilities and competencies of the students in academic and professional contexts. These courses include Technical Seminar, Internship/ Industrial Training, Dissertation - I and Dissertation - II.
- (iv) **Online Courses (OC)** are the courses that can be undergone by the student, through online platforms.
- (v) **Value Added (VA) courses** are the courses not prescribed in the respective curriculum, but are offered to the students to provide additional value to the programme, for enhancing the knowledge and skills of the student. Completion of these course(s) is / are not mandatory for successful completion of the programme.
- (vi) **Mandatory Courses** are the courses such as **Research Methodology & IPR** (with credits) covering topics on the process of research and patenting and **Audit Courses** (zero credit).

6.4 Medium of Instruction

Medium of Instruction for all the M.E. programmes is 'English'.

6.5 Assignment of credits

- (i) Each course is assigned with credits with respect to contact hours as given in Table 2.

Table 2 – Credits for Contact Hours

Contact Hour	Credits
1 Lecture Hour	1
1 Tutorial Hour	1
1 Laboratory Hour	0.5

6.6 Range of credits for different kind of courses

The range of credits for different category of courses and for each semester prescribed in the curriculum of all PG Programmes is presented in Table 3 and Table 4.

Table 3 - Range of Credits for various courses

S. No	Course Category	Range of Credits
1.	Basic Science (BS)	3-6
2.	Engineering Science (ES) - PC	25-29
3.	Engineering Science (ES) - PE	12
4.	Skill Development (SD) – Dissertation – I / Dissertation - II / Technical Seminar/ Internship	23-24
5.	Mandatory Course (MC)	03
6.	Audit Course (AC)	Nil
Total		70

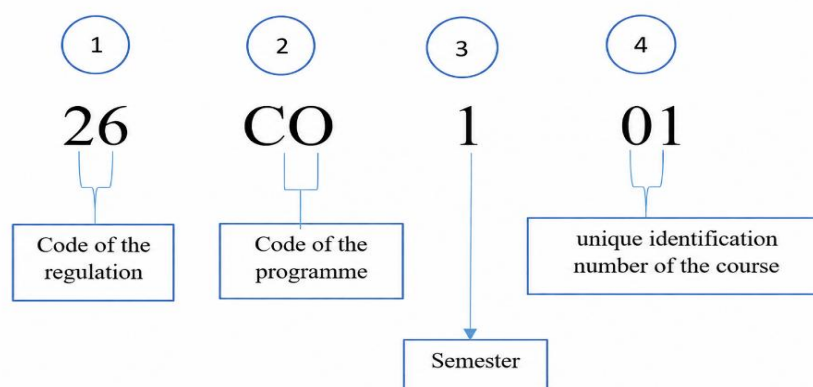
Table 4 – Range of Credits in each semester

S. No	Semester	Range of credits
1.	1,2	42
2.	3	14
3.	4	14

6.7 Course Code

- (i) Each course offered by a department under the Engineering Science – Programme Core ES (PC) category is assigned a course code comprising two numerals, followed by two alphabets and three numerals. The first two numerals represent the regulation code, the next two alphabets indicate the programme code, the following numeral denotes the semester, and the final two numerals provide the unique identification number of the course.

For example, in M.E. Communication System programme, a particular ES (PC) offered in the first semester is denoted as:



- (ii) For courses offered by the department under the Engineering Science – Programme Elective (PE) category, the third part denoting semester is replaced by '**E**'. The fourth part is assigned as 01,02, and so on.

Ex: Programme Electives offered in M.E., Communication System is denoted as:

PE -1: 26CO**E**01, 26CO**E**02,26CO**E**05.

- (iii) For Technical Seminar, third part denotes the semester and fourth part is '0X', where 0X denotes the sequential number followed by ES(PC) Category courses.

Ex: Technical Seminar offered in first semester M.E., Communication System Programme is 26CO**10X**.

- (iv) For Audit Courses, the second part of the course code shall be denoted as "**AC**", followed by the 00X. The course code for Audit courses follows the format 26**AC**00X. Where X is the sequential number from 1,2,3 etc.

- (v) For Common courses offered by the department, third part denoting semester is designated as '**C**'.

Ex: The subject Research Methodology and IPR offered in I semester for all PG programmes is 26ML**C**01.

- (vi) The same course code shall be uniformly adopted for all common subjects across all departments.



6.7 Internship

All the students shall undergo Internship (if specified in the Curriculum) in an organization in SECOND semester vacation for a period of at least TWO weeks in a single spell. The students may undergo Internship at any Research organizations /University /Institution /Industry (after due approval from the Head of the Institution) for the period of two weeks, in lieu of Internship. Internship certificate along with attendance particulars mentioning the period of Internship signed by the competent authority of the Industry, shall be submitted to the Head of the Department. The Head of the Department shall submit the internship details along with the copies of internship certificate to the COE office.

7. Mentoring for Students

7.1 Course Coordinator

The Course Coordinator is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' for every semester which consists of attendance details, the assessment marks and the record of class work (topics covered), for the course(s) handled. This should be submitted to the Head of the Department periodically (at least two times in a semester) for checking the syllabus coverage and the records of assessment marks and attendance. The Head of the Department will affix his/her signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Department who shall keep this document in safe custody (for SEVEN years). The records of attendance and assessment of both current and previous semesters should be available for inspection.

7.2 Faculty Advisor

Each Department of the Institution shall operate in a system with Faculty Advisors, where a faculty member is assigned to look after the general welfare of a set of students assigned by Head of the Department. The Faculty Advisors offer all the necessary guidance and help in academic matters, and, if need be, in personal matters also. Students are expected to consult the Faculty Advisor on any matter relating to their academic performance and

the courses they may take in various semesters. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress / performance of the students concerned. Notwithstanding the above, the following are some of the roles and responsibilities of a Faculty Advisor:

- ❖ Inform students about the regulations and relevant information especially at the beginning of the students' academic programme.
- ❖ Review courses already taken and those offered in the upcoming semester.
- ❖ Serve as a guide to the students in their course selection.
- ❖ Serve as a liaison between students and course coordinators on many academic matters including learning disabilities, language barriers, etc.
- ❖ Review students' academic progress at least twice a semester.
- ❖ Identify cases where the students' performance is deteriorating and discuss with the student and suggest avenues for improvement / support.
- ❖ Provide the details about scholarship, placement, co-curricular and extra-curricular activities of the students.
- ❖ Coordinate with other academic bodies, if needed.
- ❖ To help the chairperson of the class committee in planning and conduct of the class committee meetings.

7.3 Class Committee

(i) A Class Committee consists of Faculty Advisor, teachers of the class concerned, student representatives and a Chairperson selected from among the faculty preferably who do not teach that 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 the students in the classroom and in the laboratories.



- ❖ Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
 - ❖ Informing the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory/Project work/ Technical seminar etc.) the breakup of marks for each experiment/exercise/module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - ❖ Analyzing the performance of the students of the class after each test and finding the ways and means of improving the slow learners.
 - ❖ Identifying slow learner students, if any, and requesting the teachers concerned to provide additional help or guidance or coaching to such students.
- (ii) The class committee shall be constituted within the first week of each semester. The class committee Chairperson shall be assigned by the Head of the Department for each class. At least 6 student representatives (usually 3 boys and 3 girls) shall be included in the class committee.
- (iii) The Head of the Department and Principal may also participate in any class committee meeting.
- (iv) The concerned Faculty Advisor is required to prepare the minutes of every meeting, submit the same to Principal 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 Head of the Institution the same shall be brought to the notice of the Head of the Institution by the Head of the Department.
- (v) 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 with the framework of the regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. The Class Faculty Advisor shall put on the Notice Board the cumulative attendance particulars



of each course of each student at the end of every such meeting to enable the students to know their attendance details to satisfy Clause 10 of this Regulation. During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

7.4 Course Committee for Common courses

Each common theory course offered to more than one discipline or group shall have a "Course Committee" comprising the entire faculty teaching the common course, with one of them nominated as Chief Course Coordinator. The nomination of the Chief Course Coordinator shall be made by the Head of the Department depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The "Course Committee" shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests.

8. Class Timings

The classes are usually scheduled between 09:10 AM to 04:50 PM with necessary recesses and lunch break. Additional classes shall be scheduled in the morning and evening hours at the convenience of the Course coordinator, if required. Regular classes are scheduled 5-days in a week, from Monday to Friday.

9. Course Enrollment and Registration

9.1 Each student admitted is required to register before the commencement of each semester to undergo the courses during that semester as per the academic schedule. Registration is a very important procedural part of the academic system for ensuring that the student's name is on the roll list.

9.2 Registration of courses shall be only through the web-based system (ERP) within the prescribed dates as per the Academic Schedule. Students are advised to carefully complete the registration process. Responsibility for completion of the registration process on time,



rests with the student and the student shall approach the Head of the Department concerned for any clarifications.

- 9.3** A student shall not re-register for the courses which are successfully completed by the student, for any reason(s) whatsoever.
- 9.4** Students shall register the courses in a semester, subject to the maximum credit limit of 36 per semester, that includes courses registered for Shortage of Attendance.
- 9.5** 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.
- 9.6** Student shall drop or add courses within 5 working days after the commencement of the concerned semester and complete the registration process duly authorized by the Faculty Advisor. The following rules shall be adhered for add/drop of course(s).
- (i) Advancement of courses with prior approval of the respective Head of the Institute shall be completed by a student only before the start of every semester. These courses shall be registered by a particular student.
 - (ii) Under any circumstances addition/dropping of course in registration process shall not be entertained after the 5 working days from the commencement of academic session.
- 9.7** Students shall choose Programme Elective (PE) courses in a semester from the group of PE courses as prescribed in the curriculum. Minimum registration of 25% students is required to offer a PE course.
- 9.8** The student shall be permitted to register additional courses over and above the credits prescribed in the curriculum under PC/PE category in student's programme within minimum duration with prior permission from Head of the Department and Head of the Institution. The credits earned shall be printed in the grade sheet and shall not be considered for the CGPA calculation.

9.9 *Online (NPTEL/SWAYAM) Courses*

- (i) Students shall have the option of registering the courses in online platforms (NPTEL/SWAYAM Portal) in a semester (except the IV semester), subject to prior approval from the Head of the Institution.
- (ii) Students shall submit a proposal at least FIFTEEN Days before the end of the ongoing semester along with the details of course contents, name and affiliation of the instructor, Mode of evaluation, etc., ***for the online course(s) undergoing in the subsequent semester.*** Such proposals shall be placed before the Departmental Committee (DC) for making recommendations. The recommendations of the DC shall be forwarded to the Controller of Examinations, before the last working day of the semester. DC shall be constituted by the Head of the Department consisting of,
 - 1. Head of the Department concerned
 - 2. TWO senior faculty from the Department concerned
 - 3. Faculty Advisor(s) of the class
- (iii) The DC shall ensure that:
 - i. the student has not studied such courses and would not repeat it again as Programme Core/ Programme Elective courses.
 - ii. the learning platform should have a clear process of awarding grades / marks to the students.
 - iii. The number of courses that can be registered by a student shall not exceed to the maximum credit limit of 36, in a semester.
 - iv. Students shall register only for the online courses approved by Head of the Institute, for the transfer and award of credits in lieu of PE/OE courses.

9.10 *Value-Added (VA) Course(s)*

- (i) Students have the option of registering for Value Added (VA) courses and the credits earned after successful completion of VA courses shall be featured in the Grade sheet. However, credits earned (if any) will not be considered for computation of CGPA.

Students shall be allowed to take the courses offered in other departments also, but with the permission of the respective the Head of the department and the Principal.

- (ii) Syllabus content, timetable and faculty for conduct of VA course(s) shall be placed before the Departmental Committee (DC) for making recommendations. The recommendations of DC shall be sent to CoE office, within 10 working days from the commencement of a semester for offering VA course(s) in the subsequent semester. Once approved by the Head of the Institution, these courses can be offered by the department. Post-facto permissions shall not be entertained under any circumstances.

10. Attendance Criterion

10.1 The institution mandates that students achieve at least 80% overall attendance. This overall attendance percentage is calculated by taking average of student's attendance in all the registered courses in a semester. For example, if a student has attendance of *ATT1*, *ATT2*, *ATT3*, *ATT4*, *ATT5* and *ATT6* in the registered Course 1, Course 2, Course 3, Course 4, Course 5 and Course 6, respectively in a semester, then overall attendance of such student's is calculated from

$$\begin{aligned}\% \text{ of overall attendance} &= \frac{(ATT1 + ATT2 + ATT3 + ATT4 + ATT5 + ATT6)}{\text{Total No. of classes conducted for 'SIX' courses}} \times 100 \\ &= \frac{\text{Actual No. of periods attended in registered courses (AP)}}{\text{Total No. of periods conducted in all registered courses (TP)}} \times 100\end{aligned}$$

- 10.1** For medical reasons, if a student is not able to attend classes, 'Medical Certificate covering the continuous period of absence' obtained from a Government doctor not below the rank of Assistant Surgeon, shall be furnished to the Controller of Examinations through Head of the Department concerned, within 5 days from the date of reporting back for class work. In the event of student not able to secure 80% attendance, but has at least 70% attendance, such 'Medical Certificate' shall be considered, with the approval of the Head of the Institute and shall be permitted to appear for the current semester examination on condonation (attendance 70% to 80%) Permission mentioned in 10.1 can be allowed only twice during his/her entire course of study.



Fees for 1st time condonation Rs.2000/-

Fees for 2nd time condonation Rs.5000/-

- 10.2** Under any circumstances, medical certificate(s) submitted after the due date, as stipulated in Clause 10.1 shall not be accepted.
- 10.3** The student shall be prevented from appearing in the end semester examination for all courses in a semester, if the overall attendance secured by a student is less than 80%. Such prevented student shall not be permitted to go to next semester. Importantly, such prevented student shall be permitted to rejoin the programme in the semester of prevention, during only in the next academic year and undergo all the courses. If the academic regulation is changed, addition / deletion of course(s) shall be prescribed by the Special Committee constituted by the Head of the Institution and such student shall undergo additional courses, if any for completion of the programme.
- 10.4** The students should get prior approval from the Head of the Institution to attend campus recruitments, seminars, project works, internships, co-curricular and extra-curricular activities. Only upon prior approval of Head of the Institution, attendance for the above said activities shall be considered as 'ON-DUTY'. Students shall be permitted to avail only 10% of total working days in a semester. However, student participating in sports activities, representing the institution in the University / State / National / International Level and the students participating in NCC representing only in Republic Parade conducted in New Delhi, shall be permitted to avail ON-DUTY without any restriction period of 10%, only with prior approval of the Head of the Institution. Additional classes shall be conducted to the student(s) who are participating only in above said Sports and NCC activities so that such students shall attain the prescribed overall percentage attendance to appear in the End Semester Examinations.
- 10.5** The list of students eligible for appearing in the end semester examination(s) and prevented from writing the end semester examination(s) shall be published by the



Controller of Examinations within THREE working days from the last working day of a particular semester.

11. Provision for Withdrawal from End Semester Examinations

A student, if eligible for appearing in the End Semester Examinations shall be allowed to withdraw the course(s) for bona fide reason(s) (such as hospitalization, accident or specific illness only), with the prior approval of the Head of the Institution, and such application shall be submitted at least TEN days prior to the commencement of the examination in the concerned course(s) and shall be recommended by the Head of the Department and intimated to the Controller of Examinations; however, in the case of medical emergencies, post-facto approval may be accorded by the Head of the Institution, provided prior intimation has been received from the student or the parent/guardian. Students shall appear for the 'End Semester Examination' in the subsequent semester. The Course(s) withdrawn shall not be considered as an appearance for classification of degree. This provision is also applicable to those who seek withdrawal during IV semester. Such withdrawal shall be permitted only ONCE during the entire period of study of the Degree Programme.

12. Break of Study

- 12.1** Students shall be permitted to avail ONE 'Break of Study' for a period of ONE year (Two consecutive semesters) in the entire TWO years of the programme for bona fide reasons (such as hospitalization / accident / specific illness only). However, Break of Study shall also be granted for above said bona fide reasons, for a period of SIX months (one semester) to the students who have already completed up to the III semester of the programme. The student shall apply for Break of Study to the Head of the Institution through the respective Head of the Department. Under any circumstances, student shall not be permitted to request for Break of Study retrospectively and also request for Break of Study will not be accepted after the generation of 'Prevention List'. Duration of the Programme, is as given in Clause 6.2 includes the period of above approved Break of Study.

12.2 Students who are granted 'Break of Study', shall be allowed to appear for the End Semester Arrear Examinations for backlog courses, if any, during the period of Break of Study.

12.3 The authorized Break of Study (for a maximum of one year) will not be counted for the duration specified for passing all the courses for the purpose of classification (vide Clause 20)

13. Unauthorized Absence

13.1 If a student has not reported officially to the Institution for the entire duration of the semester, without any prior written request (hardcopy or email to official ID of the Head of the Institution) for 'Break of Study', Head of the Institute shall send the intimation on unauthorized absence to such Student / Parent / Guardian through email/registered post. Considering students' welfare and the natural justice, Head of the Department shall inform such Student / Parent / Guardian a minimum of TWO times periodically in a semester on the unauthorised absence.

13.2 If a student has not reported after two intimations, then the Head of Department shall send the list of such student(s) to the Head of the Institution. Upon verifying all relevant records, admission of such student(s) shall be cancelled and this decision shall be communicated to competent state authority for students' admission.

14. Rejoining the Programme

14.1 After the end of approved 'Break of study' period, student shall be permitted to rejoin the programme in that particular semester, for which 'Break of Study' has been granted to the student. Student(s) shall rejoin the programme within TEN working days from the date of commencement of semester. Under any circumstances, the period of rejoining shall not be extended. Regulations & Curriculum in force for the specific semester, at the time of re-joining shall be applicable to such student(s). Appearance of the student (including absence) in the end semester examinations for these courses in that particular semester shall be considered as 'First Appearance'.

- 14.2** If there is any change of Academic Regulations & Curriculum, the student shall undergo additional course(s) or get exemption from undergoing the course(s), as recommended by the Special Committee, for this purpose. Addition/exemption of course(s) if any due to change of regulations at the time of re-joining shall be prescribed to the student within FIFTEEN working days from the date of rejoining.

15. Teaching and Evaluation

- 15.1** Each course is conducted by a 'Course Coordinator', who has the overall responsibility for successful conduct of class work. Responsibilities of the Course coordinator include the maintenance of attendance and assessment records for the courses handled.
- 15.2** Semester-wise performance assessment of the student is evaluated through continuous assessments & end semester examinations, and in some courses through continuous assessments only.
- 15.3** For '**Theory (T) Courses**', evaluation shall be through continuous assessments and end semester examination. Each course, under theory type in the respective curriculum, student's performance shall be evaluated for a maximum of 100 marks. Continuous Assessments have weightage of 40% and end semester examination shall have the weightage of 60%.
- (i) A continuous assessments comprise of two Internal Examination (IE) and activities as prescribed in the syllabus content of the respective course. For each IE, there shall be a minimum of ONE 'activity' which include tutorials, assignments, group assignments, quizzes, etc., Weightage for IE and activities is provided in Table 5. Weighted Average of marks obtained in two assessments, shall be taken as Continuous Assessment marks for a particular course.

Table 5 – Weightage for Continuous Assessment in Theory (T) Courses

Internal Examination-I		Internal Examination -II		Total
Written Test	Activities	Written Test	Activities	
30%	20%	30%	20%	100%

(i) For Test component (60%)

(a) Test - I : 60 marks

(b) Test - II : 60 marks

(ii) For Activity Component (40%)

(a) Activity – I : 40 marks

(b) Activity – II : 40 marks

- (ii) End semester examination shall be conducted for 100 marks for a duration of three hours. However, for theory course with ONE credit end semester examinations shall be conducted for a maximum of 50 marks with a time duration of 90 minutes. Marks secured in such ONE credit course shall be subsequently converted to equivalent marks out of 100.

15.4 For 'Laboratory Integrated Theory (LIT) Courses', Evaluation shall be through continuous assessments and end semester examination. Continuous assessments have weightage of 50% and end semester examination shall have the weightage of 50%.

- (i) Continuous assessment comprises of two IEs for theory part and a minimum of one IE for practical portion. For theory part IE, activities such as assignments, group assignments, quizzes, etc., shall be completed as prescribed in the respective course syllabus. The assessment of laboratory component shall be based on conduct of experiment / exercise and the performance in Laboratory Practical test. Rubrics for laboratory practical component shall be arrived in the common course committee at the beginning of the semester. Details of weightage for theory and practical components with respect to credits are presented in Table 6.

Table 6 - Weightage of Continuous Assessment in LIT courses

S. NO	L-T-P	C	Continuous Assessments		
			Theory	Practical	Activities
1.	45-0-60	5	30%	10%	10%

(i) For Theory Component (30%)

(a) Test - 1 : 60 Marks

(b) Test - 2 : 60 Marks

(ii) For Activity Component (10%)

(a) Activity - 1: 40 Marks

(b) Activity - 2: 40 Marks

(iii) For Practical Component (10%)

- (a) Evaluation of student's work, Observation and Record: 100 marks (75%)
 - (b) Practical test : 100 marks (25%)
- (ii) End semester examination shall be conducted for 100 marks with a duration of THREE hours with a weightage as provided in the Table 7.

Table 7 : Weightage of End Semester Examination in LIT courses

S. NO	L-T-P	C	End Semester Examination	
			Theory	Practical
1	45-0-60	5	40%	10%

15.5 For 'Laboratory (L) Courses', evaluation shall be through continuous assessments and end semester examination. Continuous assessments have weightage of 60% and end semester practical examination shall have the weightage of 40%.

- (i) Continuous assessment will be based on turn-turn supervision of the students work, submission of observation notebooks and activities as prescribed in the syllabus content of the respective courses. Rubrics for each laboratory course shall be arrived by the course coordinator with the approval of the Head of the Department at the beginning of the semester. The weightage for continuous assessment is given in Table 8.

Table 8 - Weightage for Continuous Assessment in Laboratory (L) Courses

Evaluation of student's work, Observation and Record, etc.	Activities
75%	25%

For Continuous Assessment

- (a) Evaluation of student's work Observation and Record : 50 Marks
Model Test : 50 Marks
 - (b) Activities : 100 Marks
- (ii) End semester practical examination shall be conducted for laboratory courses for 100 marks and this examination shall be scheduled preferably before the commencement of theory examinations in a particular semester.

15.6 For '**Project Work**', evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 60% & End semester practical examination shall have the weightage of 40%.

- (i) The project work for M.E. Programmes consists of Dissertation - I and Dissertation - II. The Dissertation - I is to be undertaken during Semester III and Dissertation - II is to be undertaken during Semester IV.
- (ii) In case of students of M.E. Programmes not completing Dissertation - I of project work successfully, the students can undertake Dissertation - I again in the subsequent semester. In such cases the students can enroll for Dissertation - II, only after successful completion of Dissertation - I.
- (iii) 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.
- (iv) The evaluation of Dissertation - I & Dissertation - II shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause 15.6 (vi).
- (v) Evaluation of project shall be through continuous assessments (Three reviews at regular intervals), and end semester examinations (evaluation of project report and the final viva-voce examination). Project reviews shall be conducted by a committee constituted by the respective Head of the Department, comprising the Supervisor(s), Project Coordinator and Faculty Advisor.
- (vi) Student(s) shall submit a project report and defend it in front of a panel of examiners to evaluate students' performance. Evaluation of Project thesis report shall have the weightage of 20% and the final viva-voce examination shall have the weightage of 20%. Break-up of marks with weightage for continuous assessment and end semester examinations is presented in Table 9. For conduct of the viva-voce examination,

supervisor as internal examiner and one external examiner for each specialisation shall be nominated by the respective Head of the department and approved by the Controller of Examinations.

Table 9 - Weightage for Continuous Assessment & End Semester Examination for Dissertation - I & II

Continuous Assessment (60%)			End Semester Examination (40%)			
Review I	Review II	Review III	Project Report Evaluation		Viva –Voce	
10%	20%	30%	Supervisor	External	Supervisor	External
			10%	10%	10%	10%

(i) For Continuous Assessment

(a) Review - I (10%) : 100 Marks

Supervisor: 50 Marks & Committee : 50 Marks

(b) Review - II (20%) : 100 Marks

Supervisor: 50 Marks & Committee : 50 Marks

(c) Review - III (30%) : 100 Marks

Supervisor : 50 Marks & Committee : 50 Marks

(ii) For End Semester Examination

(a) Project Report Evaluation (20%)

i. Supervisor (10%) : 50 Marks

ii. External Examiner (10%) : 50 Marks

(b) Viva-Voce Examination (20%)

i. Supervisor (10%) : 50 Marks

ii. External Examiner (10%) : 50 Marks

15.7 For '*Internship cum Project work*' a student who are selected for the internship, shall work in a project in the industry concerned that mandatorily requires an internal guide & external guide. On receipt of the intimation letter / email regarding the internship, the Head of the Department concerned shall nominate a Guide, for smooth progression of the works.

(i) Internal guide is a faculty from the department of the student.

(ii) An external guide shall be identified at the time of offering the internship to the students by the industry concerned and the external guide has to interact with the internal guide at regular intervals for formulation, monitoring and completion of the project work. External guide shall be a review committee member for evaluating the

progress of the work and performance of the student(s). Bona fide certificate for the completion of the 'Internship cum Project Work' shall be approved by both internal guide(s) and external guide.

- (iii) Any confidential / Intellectual Property Rights matters related to the industry concerned, shall be discussed by the external guide from the industry, at the beginning of the internship cum project work with the student(s) and the internal guide(s), in order to arrive at the problem definition & formulation of objective(s) of the Internship cum Project Work.
- (iv) For undergoing 'Internship cum Project Work' in hassle-free manner and also in the large academic interest of the students and also to maintain the quality of the project work, sufficient information and data shall be provided by the industry concerned to the student / group of students and the same shall be ensured by the internal guide(s) at the beginning and at regular intervals, for successful completion of the 'Internship cum Project Work'.
- (v) Students who are undergoing 'Internship cum Project Work' in the industries must attend the review in physical mode.
- (vi) Evaluation of 'Internship cum Project Work' is as per Clause 15.6.

15.8 For Project Work in Dissertation - II in industry/academic institution of repute/ research institutions, a student may, however, undergo Project Work in Dissertation - II 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 with the approval obtained from the Head of the institution.

The Project Work in Dissertation - II carried out in industry/academic institution of repute/research institutions need not be a continuation of Dissertation - 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.

15.9 For '*Internship /Industrial Training*', if specified in the Curriculum shall not exceed the maximum duration of 2 weeks at the end of the SECOND semester and should be organized by the Head of the Department for every student.

At the end of Internship / Industrial Training, the student shall submit an Attendance certificate from the organization where he/she has undergone training and also a brief report at the beginning of THIRD semester. The evaluation for 100 marks will be carried out internally based on this report and a viva-voce Examination as presented in Table 10. A three-member committee appointed by Head of the department consisting of Faculty Advisor and two experts from the Department will evaluate the internship. The attendance certificate submitted by the students shall be attached to the mark list sent by the Head of the Department to the Controller of Examination within 15 working days from the commencement of the THIRD Semester.

Table 10 - Weightage for Continuous Assessment of Internship / Industrial Training

Report	Presentation	Viva-Voce
40%	30%	30%

Continuous Assessment (100%)

(a) Report (40%) : 40 Marks

(b) Presentation (30%) : 30 marks

(c) Viva-Voce (30%) : 30 marks

15.10 Technical Seminar

The Technical Seminar / Seminar / Case study course is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar marks can be equally apportioned. A three-member committee appointed by Head of the department consisting of Faculty Advisor and two experts from the Department, will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper (40%), presentation (40%) and response to the questions asked during presentation (20%) as given in Table 11.

Table 11 - Weightage for Continuous Assessment of Technical Seminar

Seminar Paper	Presentation	Viva-Voce
40%	40%	20%

15.11 Online (NPTEL/SWAYAM) Courses

- (i) Students shall register only for the online courses (vide Clause 9.9) approved by DC concerned, for the transfer and award of credits in lieu of PE courses.
- (ii) After completion of the course, the Head of the Department shall submit the following documents to the Office of CoE for transfer of credits before the end of the semester.
 - ❖ DC minutes showing the approval for online courses for student's registration.
 - ❖ List of students who cleared online courses, with course name, duration, marks scored and credits earned.
- (iii) The students can transfer a maximum of 'THREE' credits in lieu of PE courses during their period of study. Credit transfer is to be done on the marks and certificate provided by the NPTEL/SWAYAM etc. The number of credits and transfer of credits are based on the duration of course as given in Table 12.

Table 12 - Credits based on duration of NPTEL course

No. of weeks	No. of Credits
4	2
8	3
12	4

(iv) However, students can opt any number of online courses during their study with the approval of DC, Head of the department and Head of the Institution, but only three credits shall be taken for the calculation of CGPA. However, these courses will be printed in the Grade Sheet under the title additional courses.

15.12 Courses offered under '**Mandatory Courses with ZERO credit such as Audit Courses**' shall be evaluated as follows:

- (i) The courses shall be evaluated only through continuous internal assessments with minimum of TWO tests. These two tests shall carry equal weightages and total marks obtained these tests shall be 100 marks. End Semester Examination shall not be conducted for these courses.

15.13 In summary, the weightage for Continuous Assessments & End Semester Examination for various type/category of courses is given in Table 13.

Table 13 - The Weightage for Continuous Assessments & End Semester Examination for various category of courses

S.NO	Type	Continuous Assessments	End Semester Examinations
1.	Theory	40%	60%
2.	Laboratory Integrated Theory	50%	50%
3.	Laboratory	60%	40%
4.	Dissertation – I / Dissertation – II / Internship cum Project work	60%	40%
5.	Technical Seminar	100%	--
6.	Internship/Industrial Training	100%	--
	Type/Category		
7.	Theory/Audit Course	100%	--

15.14 Passing Criteria in a Course

A Student is declared 'PASS' in a course upon satisfying the following conditions.

- (i) For '**Theory, Laboratory Integrated Theory & Laboratory courses**', student shall secure a minimum 45% of marks in the end semester examination and also obtain a minimum 50% marks in total, combining both Continuous assessments and End semester examination.
- (ii) For '**Dissertation / Internship cum Project Work in Dissertation**', student shall secure a minimum 45% of marks in the end semester examination (Project report evaluation & Viva-Voce examination) and also obtain a minimum 50% marks in total combining both Continuous assessments and End semester examination.
- (iii) For '**Technical seminar**', student shall secure minimum 50% of marks in the continuous assessments through two seminars as given in Clause 15.10.
- (iv) For '**Internship / Industrial Training**', student shall secure a minimum 50% of marks in the continuous assessment.
- (v) For '**Mandatory/Audit Course**', student shall secure minimum of 50% of marks in the continuous assessment. The student must satisfy the minimum attendance requirements and passing criteria as specified for the course. Students who get less than 50% marks must redo the same course in the subsequent semesters.
- (vi) For '**Online Courses**', the student shall secure a minimum 40% of marks. Published result of the online courses obtained from the source of learning shall be submitted by student to the Controller of Examinations, through the respective Head of Department after completion of the course. Marks obtained by a student in the online course shall be converted to an equivalent grade, adopting the procedure as prescribed in Clause 16.2 (Table 17) of this regulation.
- (vii) For '**Value Added Courses**', a student shall secure a minimum 50% marks, as per the evaluation processes, prescribed by the Firm / Company offering the VAC. Grade shall be awarded as prescribed in Clause 18.2 of the regulations. Credits earned shall

not be considered for computation of CGPA.

- (viii) The minimum number of total credits to be earned through successful completion of the courses of study of the respective branch by a candidate to qualify for the award of degree in various branches of study is provided in Table 14.

Table 14 - Minimum number of credits to be earned for various branches

Branches of study	Credits
M.E. Structural Engineering	70
M.E. Communication Systems	70
M.E. Power Electronics and Drives	70
M.E. Computer Aided Design	70
M.E. Thermal Engineering	70
M.E. Welding Technology	70

15.15 Publication of Results and Revaluation

- (i) Publication of examination results shall be within TWENTY working days from the date of completion of end semester examinations of a particular programme.
- (ii) After Publication of end semester examinations results, student shall be permitted to go through the end semester examination answer scripts of the courses under Theory, Laboratory Integrated Theory on 'OPEN DAY'. The open day is organized only for students currently enrolled in the Institution.
- (iii) The OPEN DAY shall be conducted within TEN working days after the publication of results, adhering to the guidelines in force, as prescribed by the COE, from time to time, to address the doubts raised by the students, if any. No claim for revaluation shall be entertained under any circumstances later, if the student has not reported for the 'OPEN DAY'.
- (iv) The immediate passed out students shall apply for revaluation of the answer script(s), as per the guidelines prescribed by the Controller of Examinations from time-to-time.

- (v) Student shall not be permitted to apply for revaluation of the answer script(s) for the course(s) in which the students' performance is evaluated only based on continuous assessment.
- (vi) Student shall not be permitted to apply for revaluation of the answer script(s) for the course(s) offered under SD category and Laboratory Courses.
- (vii) The COE will arrange for the revaluation and the results of revaluation shall be published within 10 days after the completion of OPEN DAY.

15.16 Malpractice

If a student indulges in malpractice in any of the end-semester examinations, he/she shall be liable to face punitive action as prescribed by the Controller of Examinations, Government College of Engineering, Salem.

15.17 Procedure for using Scribe

If a candidate has a disability of 40% or more, then he/she may be permitted to use a scribe to write the examination on payment of a prescribed fee through proper application to the Office of the Controller of Examinations. In such a case, a maximum of one-hour extra time will be permitted. The scribe shall be a non-engineering student/ graduate.

15.18 Not Satisfying 'Passing' Criteria

A student who has not satisfied the passing conditions in,

- (i) ***Theory, Laboratory Integrated Theory, Laboratory courses***, has to reappear in the 'End Semester Examination' in the subsequent semester(s). In such case, the continuous assessment marks obtained 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 Assessments + End Semester Examination) as per Clause 15.13. (i), then the student shall be declared to have passed the examination if the student secures a minimum 50% of total marks in the end semester examinations alone.

- (ii) If a student fails to secure a pass in a theory course / laboratory course the student shall register and appear only for the end semester examination in the subsequent semester. In such cases, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (IA + End Semester Examination), then the student shall be declared to have passed the examination if he/ she secures a minimum of 50% marks prescribed for the University end semester examinations alone.
- (iii) **Dissertation - I & Dissertation – II**, has to repeat the course in the ensuing semester.
- (iv) **Technical Seminar and Internship/ Industrial Training**, has to repeat the course in the subsequent semesters.

16. Grading of Courses

16.1 The grades and corresponding grade points are given in Table 15.

Table 15 - Grades and Grade Points

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

- 16.2** Absolute grading system shall be followed for all category of courses. Range of marks for corresponding grades is presented in Table 16.

Table 16 - Range of marks for Grades

S	A+	A	B+	B	C+	C	U
91-100	81-90	71-80	66-70	61-65	56-60	50-55	<50

For SWAYAM/NPTEL courses alone, absolute grading system shall be followed and corresponding range of marks for each grade is presented as given in Table 17.

Table 17 - Range of marks for grading of SWAYAM/ NPTEL courses

S	A+	A	B+	B	C+	C	U
91-100	81-90	71-80	61-70	51-60	46-50	40-45	<40

- 16.3** For the students who completed the Mandatory zero credit Audit courses satisfying the attendance requirements, course title shall be featured in Grade Sheet along with grading as given in Table 18.

Table 18 - Range of Marks for grading of Mandatory Courses

Excellent (Ex)	Good (GD)	Satisfactory (SF)
91-100	71-90	50-70

17. Calculation of Grade Point Average (GPA) & Cumulative Grade Point Average (CGPA)

- 17.1** Two parameters, Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) are used to evaluate the academic performance of the student.
- 17.2** The GPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester and is computed to two decimal places. For example, if a student passes five courses (Theory / Laboratory /LIT/ Project / Seminar etc.) in a semester with credits C_1, C_2, C_3, C_4 and C_5 and the students' grade points in these courses are g_1, g_2, g_3, g_4 and g_5 respectively, then GPA of the student is calculated as:

$$GPA = \frac{(C1Xg1) + (C2Xg2) + (C3Xg3) + (C4Xg4) + (C5Xg5)}{(C1 + C2 + C3 + C4 + C5)}$$

- 17.3** At the end of each semester, the student is given with a semester wise grade sheet. This is a consolidated list of courses registered and grades obtained in that particular semester along with the appropriate GPA calculation. The grade sheet shall be issued through the Head of the Department concerned, after the publication of the results.
- 17.4** The CGPA indicates the overall academic performance of a student and is computed to two decimal places in the same manner as the GPA, except that all the courses registered up to and including the latest completed semester. Grades obtained after successful completion of additional courses, that are not mandatory for minimum requirement for award of degree, shall not be considered for computation of CGPA. However, results of these courses will be printed only in the grade sheet.
- 17.5** If the student is absent for the registered course in the End Semester Examination(s) or Viva-Voce Examinations or absent for the assessments in case of courses evaluated only through continuous assessments, this absence shall be considered as an appearance for the purpose of classification of degree.
- 17.6** If a student opts to drop PE Courses(s) as per the Clause 9.6, this appearance in the particular PE Course shall be considered as an appearance for the purpose of classification of degree.
- 17.7** 'U', 'SA' and 'WC' grades will be excluded for calculating GPA and CGPA. These grades shall figure in the Grade Sheet as well as in the Result Sheet. In all cases, the student has to reappear for the End Semester Examinations.
- 17.8** If the grade U is given to Theory Courses/LIT/Laboratory Courses, it is not required to satisfy the attendance requirements, but has to reappear for the end semester examination in subsequent semesters and fulfill the passing requirements to earn a pass in the respective courses.
- 17.9** If the grade 'U' is given to the courses, which are evaluated only through internal

assessment, the student shall register for the course again in the subsequent semester, fulfilling the passing requirements to earn a pass in the course. However, attendance requirement need not to be satisfied.

17.10 'SA' denotes shortage of attendance and hence prevented from writing the end semester examinations. 'SA' will appear both in the Grade Sheet as well as in the Result. The student shall attend the classes and fulfil the attendance requirements as per Clause 10, earn continuous assessment marks and appear for the end semester examinations.

17.11 After successful completion of the courses as required for the award of degree, as per the curriculum, a consolidated grade sheet shall be printed and issued to all the students through respective Head of the Department.

17.12 The percentage of marks shall be printed in the consolidated grade sheet from the CGPA earned using,

$$\% \text{ of Marks} = \text{CGPA} \times 10$$

18. Award of Degree

18.1 A student is deemed to have completed the requirements for the award of the degree, if the student has:

- ❖ Successfully completed all courses as per the respective curriculum of the discipline satisfying the minimum credit requirement and other academic requirements within the maximum specified duration of time.
- ❖ No dues payable to the institution, Library, Hostels, etc.
- ❖ No disciplinary action pending against student.

18.2 A student who fulfils the following criteria shall be declared to have successfully completed the degree programme classified under '**First class with Distinction**'

- (i) Should have passed the examination of all the courses prescribed in curriculum of the respective programme in the 'FIRST APPEARANCE' itself, within the prescribed duration as per Clauses 6.2 (i), 6.2 (ii), and 6.2 (iii) of this regulations.

- (ii) Should have secured a CGPA of at least 8.50.
- (iii) Should not have been prevented from appearing for any end semester examination for the courses prescribed in the curriculum.

18.3 A student who fulfils the following criteria shall be declared to have successfully completed the degree programme as '**First class**'

- (i) Should have passed the examination of all the courses prescribed in curriculum of the respective programme, within the prescribed duration as per Clauses 6.2 (i), 6.2 (ii), and 6.2 (iii) of this regulation.
- (ii) Should have secured a CGPA of at least 6.50.
- (iii) Should not have been prevented from appearing for any end semester examination.

18.4 A student who fulfils the following criteria shall be declared to have successfully completed the degree programme as '**Second class**'

- A. (i) Should have passed the examination of all the courses prescribed in curriculum of the respective programme, within the prescribed duration as per Clauses 6.2 (i), 6.2 (ii), and 6.2 (iii) of this regulation.
- (ii) Should have secured a CGPA below 6.50.

(OR)

- B. Should have passed the examination of all the courses prescribed in curriculum of the respective programme, within the prescribed duration as per Clauses 6.2 (iv) and 6.2 (v) of this regulation.

19. Rank of a Student

A candidate who qualifies for the Degree by passing the examination in all courses of the entire programme in the first attempt within a period of FOUR Semesters from the date of admission to the course can be given his/her position in the class as rank. The rank is determined from the CGPA attained by the student from the end semester examinations.

20. Special Committee for Academic Matters

20.1 This committee is constituted for the smooth functioning of the various autonomous programmes of the institute and shall consist of the following members as given in Table 19.

Table 19 - Special Committee

Principal	Convener
All HoDs	Member(s)
Controller of Examinations	Member
Assistant Controller of Examinations	Member(s)

20.2 The Committee shall meet periodically to discuss academic related matters, progress and status of the students. The committee will meet as and when necessary and send its recommendations to the Academic Council for consideration / ratification / approval.

21. Disciplinary Proceedings

Students faced with disciplinary action for any serious offence (For example: ragging, misbehavior, etc.), the disciplinary committee of the Institute shall conduct a detailed inquiry within SEVEN working days from the date of cognizance of such incident(s). Disciplinary committee of the institute shall be constituted by the Head of the Institution from time to time.

Head of the Institution shall in turn forward the committee report with remarks to the Director, Centre for Student Affairs. If the recommendations of the committee suspension more than one week or debarring for a semester or issuance of Transfer Certificate, then Committee report shall be placed in the Students' Grievance Redressal committee of the University and appropriate disciplinary action shall be taken against the student, if charges are proved. Representation of the students shall be considered, in all the stages of the enquiry, before imposing any penalty to the student(s).

22. Academic Audit

22.1 The Controller of Examinations/IQAC shall initiate the academic audit process once in every semester, by inviting external expert(s) approved by the Principal of the Institution.

22.2 The Controller of Examinations/IQAC shall make the arrangements for the conduct of Academic Audit. Academic audit shall cover (not limited to),

(i) Internal Quality Assurance Cell (IQAC)

- a. Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for continuous assessments, practical assignments and conduct of practical classes and the evaluation.
- b. Co-curricular and extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students.
- c. Academic functioning of the Institute encompassing students, faculty and administration covering punctuality, attendance, discipline, academic environment, learning ecosystem, academic achievements and benchmarking.
- d. The quality criteria prescribed by statutory bodies.

(ii) Controller of Examinations (COE)

- a. Quality and compliance of End Semester Examination question papers with the prescribed syllabus, Course Outcomes (COs), and question paper pattern.
- b. Scrutiny of End Semester Examination question papers by internal and external faculty before the conduct of examinations.
- c. Evaluation of answer scripts by both internal and external examiners as per the prescribed regulations.
- d. Conduct of Open Day, redressal of student grievances, and submission of the Open Day report.



- e. Adherence to the Academic Schedule for examination scheduling, valuation, result publication, and other examination-related activities in accordance with Anna University Academic Calendar.

22.3 Academic documents of PG programmes for a particular batch of students shall be kept for a period of 'FIVE' years after the end of programme duration.

22.4 Academic audit report and subsequent action taken in every academic year shall be placed in Academic Council meeting for continuous improvement towards the academic excellence.

23. Revision of Regulations, Curriculum and Syllabi

The college may from time-to-time revise, amend or change the regulations, scheme of examinations and syllabus, if found necessary through the Academic council.
