

**P.A. COLLEGE OF ENGINEERING AND TECHNOLOGY, POLLACHI– 642 002  
(AN AUTONOMOUS INSTITUTION AFFILIATED TO ANNA UNIVERSITY)**

**REGULATION 2019**

**CHOICE BASED CREDIT SYSTEM**

**COMMON TO ALL M.E. FULL-TIME PROGRAMMES**

**(FOR THE STUDENTS ADMITTED TO M.E. PROGRAMME FROM THE  
ACADEMIC YEAR 2019 - 2020 ONWARDS)**

**1. DEFINITIONS AND NOMENCLATURE**

In this Regulations, unless the context otherwise specifies:

- i. “University” means ANNA UNIVERSITY, Chennai.
- ii. “College” means P.A. COLLEGE OF ENGINEERING AND TECHNOLOGY.
- iii. “Programme” means M.E. Degree Programme.
- iv. “Branch” means specialization of M.E. Degree Programme in Computer Science and Engineering, and Power Electronics and Drives.
- v. “Course” means a theory or practical course that is normally studied in a Semester, like Mathematics, Project Work etc.
- vi. “Credit” means a numerical value allocated to each course to describe the candidate’s workload required per week.
- vii. “Grade” means the letter grade assigned to each course based on the marks range specified.
- viii. “Grade point” means a numerical value (0 to 10) allocated based on the grade assigned to each course.
- ix. “Principal” means Chairman, Academic Council of the College and Head of the Institution.
- x. “Controller of Examinations” means authorized person who is responsible for examinations of the College and hereafter called COE.
- xi. “Head of the Department” means Head of the Department concerned.

**2. ADMISSION PROCEDURE**

**2.1** Students for admission to the first semester of the Post Graduate Degree Programme shall be required to have passed an appropriate qualifying Degree Examination of Anna University or any examination of any other University or authority approved by the Directorate of Technical Education and Anna University, Chennai as equivalent thereto.

**2.2** Eligibility conditions for admission will be as prescribed by the GOVERNMENT OF TAMIL NADU & ANNA UNIVERSITY from time to time.

### **3. PROGRAMMES OFFERED AND MODE OF STUDY**

#### **3.1 PROGRAMMES OFFERED**

A student may be offered admission to any one of the branches of study approved by the Authorities. Details of branches of study currently being offered by the Institution are listed below:

1. M.E. Computer Science and Engineering
2. M.E. Power Electronics and Drives

#### **3.2 MODE OF STUDY - FULL TIME**

Students admitted under 'Full-Time' should be available in the Institution during the entire duration of working hours 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 during working hours in any Institution or company during the period of Full-Time Programme. Violation of the above rules will result in cancellation of admission to the PG Programme.

### **4. STRUCTURE OF THE PROGRAMMES**

#### **4.1 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 PG specialization/branch.
- iii. Professional Elective (PE) courses include the elective courses relevant to the chosen specialization/ branch.
- iv. Employability Enhancement Courses (EEC) include project work and/or internship, seminar, professional practices, case study and industrial / practical training.

- v. Open Elective (OE) Courses under Open Elective are of importance in the context of special skill development and shall make students capable to work in industry environment. Electives from other technical and/or emerging courses are given as a separate list of Elective Courses offered by the Engineering / Science Departments and a student can choose a Course as an Open Elective from the list of Courses mentioned in the curriculum.

#### **4.2 NUMBER OF COURSES PER SEMESTER**

Curriculum of a semester shall normally have a blend of lecture courses and practical courses including employability enhancement courses. Each course may have credits assigned as per clause 4.3.

#### **4.3 CREDIT ASSIGNMENT**

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

<b>Contact period per week</b>	<b>Credits</b>
1 Lecture / Tutorial Period	1
1 Practical / Project Work / Seminar period / etc.	0.5

#### **4.4 PROJECT WORK**

The Project work is an important component of Post-Graduate programmes. The project work for M.E. consists of Phase – I and Phase – II. The Phase – I is to be undertaken during III semester and Phase – II, which is a continuation of Phase – I is to be undertaken during IV semester.

**4.4.1** In case of candidates of M.E. Programmes not completing Phase-I of project work successfully, the candidates can undertake Phase-I again in the subsequent semester. In such cases the candidates can enroll for Phase-II, only after successful completion of Phase-I.

**4.4.2** The Project work for M.E (for Phase II Project work) shall be pursued for a minimum period of 16 weeks and a maximum period of 6 months during the final semester.

**4.4.3** The 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 of teaching experience or (ii) Ph.D. degree.

**4.4.4** A student may, however, in certain cases, be permitted to work on projects in an industrial /research organization, on the recommendations of the head of the department concerned. 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 and shall submit attendance particulars from the joint supervisor for evaluating the progress.

**4.4.5** Every candidate doing M.E. shall, based on his/her project work/thesis/dissertation, should send a paper for publication in a journal or a conference in which full papers are published after usual review. An acknowledgement for having communicated to the journal or a certificate for having presented the paper in a conference shall be attached to the report of the Phase I /Phase II project work/thesis/dissertation.

**4.4.6** The deadline for submission of final Project Report is 60 calendar days from the last working day of the semester in which project / thesis / dissertation is done. However, the Phase-I of the Project work in the case M.E. Programmes shall be submitted within a maximum period of 30 calendar days from the last working day of the semester as per the academic calendar published by the College.

#### **4.5 INDUSTRIAL TRAINING / INTERNSHIP**

**4.5.1** The students may undergo industrial training for a minimum period of 2 weeks during summer / winter vacation. In this case, the training has to be undergone continuously for the entire period.

The students may undergo internship at research organization / university / Reputed firms satisfying prescribed qualifications set by the department (after due approval from the department )for a minimum period of 2 weeks during summer / winter vacation.

**4.5.2** If industrial training / internship (Industry for internship should be approved by the department) is not prescribed in the curriculum, the student may undergo industrial training / internship optionally and the one credit earned will be indicated in the Grade sheet. This credit shall not be considered for calculation of CGPA.

<b>Duration of Training/Internship</b>	<b>Credits</b>
2 weeks	1

#### **4.6 VALUE ADDED COURSES**

The Students may optionally undergo Value Added Courses and the credits earned through the Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. One / Two credit courses shall be offered by a Department of an institution with the prior approval from the Head of the Institution. The details of the syllabus, time table and faculty may be sent to the BOS, Academic Council and COE after approval from the Head of the Institution concerned at least one month before the course is offered. Students can take a maximum of two one credit courses / one two credit course during the entire duration of the Programme.

#### **4.7 ONLINE COURSES**

Students may be permitted to credit one online courses (which are provided with certificate) with the approval of Board of studies and Academic Council subject to a maximum of three credits. This online course of 3 credits can be considered instead of one elective course. The student needs to obtain certification or credit to become eligible for writing the end semester examination to be conducted by the Institution. In case of credits earned through online mode from a university approved by appropriate Authorities of the Institution, the credits may be transferred after due approval procedures from Head of the Departments and Principal and Chairman.

#### **4.8 SELF-STUDY COURSES**

**4.8.1** Students may opt to credit at most one self-study course with the approval of Board of studies concerned.

**4.8.2** The department may offer self-study courses. The purpose of the course is to permit the student to study a course of the student's choice. The students shall study on their own under the guidance of a faculty member. No formal lectures need to be delivered. The syllabus of the course and mode of assessments shall be approved by the Board of studies and forwarded to the Academic Council for the formal approval of the course by the academic body, preferably before the Commencement of the semester. The self-study course of 3 credits can be considered as one elective course. One faculty member approved by the Head of the department shall be responsible for the periodic monitoring and evaluation of the course.

#### **4.9 MEDIUM OF INSTRUCTION**

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

### **5. DURATION OF THE PROGRAMME**

**5.1** The minimum and maximum period for the completion of the P.G. Programme is given below:

<b>Programme</b>	<b>Min. No. of Semesters</b>	<b>Max. No. of Semesters</b>
M.E. (Full-Time)	4	8

**5.2** Each semester shall normally consist of 90 teaching days (including examination days). The Head of the department shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus covering the full content of the syllabus for the course being taught.

**5.3** The total duration for completion of the Programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum duration specified in clause 5.1 irrespective of the period of break of study (vide clause 16) or prevention (vide clause 7.4) in order that the student may be eligible for the award of the Degree (vide clause 14).

- 5.4** The curriculum of P.G. programmes shall be so designed that the prescribed credits required for the award of the degree shall be within the limits specified below

<b>PROGRAMME</b>	<b>PRESCRIBED CREDIT RANGE</b>
M.E.	67- 74

## **6. COURSE REGISTRATION FOR THE EXAMINATION**

- 6.1** Each student, on admission shall be assigned to a Student Counsellor (vide clause 8) who shall advice and counsel the student about the details of the academic Programme and the choice of courses considering the student's academic background and career objectives.
- 6.2** Every student shall enroll for the course of the succeeding semester in the current semester. However, the student shall confirm the enrollment by registering for the courses within the first ten working days after the commencement of the semester concerned. Students who rejoined the Programme after availing permitted Break of Study or Readmitted by DOTE/University need not submit new Enrollment Form, but they have to submit the course registration form within the first 10 working days after publications of results of the previous semester examinations.
- 6.3** Students shall attend the classes, satisfy the attendance requirements, earn continuous assessment marks and appear for the end semester Examinations.
- 6.3.1** Each student on admission shall register for all the courses prescribed in the Curriculum in the student's first semester of study.
- 6.3.2** The enrollment for all the courses of the semester II will commence 10 working days prior to the last working day of semester I. The student shall confirm the enrollment by registering for the courses within the first ten working days after publications of results of the previous semester examinations. However, the student is allowed to register for courses for which the student has not enrolled, if these are the courses in which the student has failed.

**6.3.3** The enrollment for the courses of the II semester to final semester will commence 10 working days prior to the last working day of the preceding semester. If the student wishes, the student may add courses (vide clause 6.5) within ten working days after publications of results of the previous semester examinations and complete the registration process duly authorized by the Programme Co-coordinator and Head of the Department of the Programme. The student is allowed to register for courses for which the student has not enrolled, if these are the courses in which the student has failed.

**6.3.4** A student who has passed all the courses prescribed in the curriculum for the award of the Degree shall not be permitted to re-enroll to improve the student's marks/grade points in a course or the aggregate marks / CGPA.

## **6.5 FLEXIBILITY TO ADD COURSES**

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

**6.5.2** From the Second to final semesters, the student has the option of registering for additional courses.

**6.5.3** The student shall register for the project work phase I in the third semester and project work phase II in the fourth semester.

## **6.6 RE-ENROLLMENT REGISTRATION**

**6.6.1** If a student fails in a theory/Practical course, the student shall do reappearance registration for that course in the subsequent semester and attend end semester examination.

**6.6.2** The student who fails in project work / seminar or any other EEC course other than Practical Courses shall register for the same in the subsequent semester, when offered next. However, if the overall average attendance



of all the courses is below 70%, the student has to rejoin the Programme in the next academic year after getting readmission order from DOTE/University. In this case, the student shall attend the classes, satisfy the attendance requirements (vide clause 7), earn Continuous Assessment marks and appear for the End Semester Examinations. The facility of Reappearance Registration is not available for such courses.

- 6.6.3** If a student is prevented from writing end semester examination of a course due to lack of attendance, the student has to re-enroll and register for that course again, when offered next. The student shall attend the classes and fulfil the attendance requirements as per clause 7, earn continuous assessment marks and appear for the end semester examinations. If the course, in which the student has lack of attendance, is a Professional Elective, the student may register for the same in the subsequent semesters.

## **7. REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION OF A COURSE**

A student who has fulfilled the following conditions (vide Clause 7.1 and 7.2) shall be deemed to have satisfied the attendance requirements for appearing for end semester examination of a particular Course.

- 7.1** Every student is expected to attend all periods and earn 100% attendance. However, the student shall not secure less than 80% of attendance overall as well as in each course.
- 7.2** (i) If a student secures 70% - 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 before the last working day of the respective semester with prescribed condonation fee payable per course. If the student claims medical reasons, the student should submit the medical certificate. The condonation should be decided by a condonation recommendation committee consisting of the Head of the Department of the student, Academic coordinator of the student, Student Counsellor, Faculty incharge of the course and an Assistant Controller of Examinations. The committee scrutinizes the

genuity of the “Condonation application Form A” and conduct of the student and recommend it to the Principal and Chairman to grant the condonation after satisfying the requirements specified in clause.

- (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.
- (iii) 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.

**7.3** 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 7.1 – 7.2) and has registered for examination in those courses of that semester by paying the prescribed fee.

**7.4** Students who do not satisfy clause 7.1 and 7.2 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 the subsequent semester when it is offered next (vide clause 6.6.3).

**7.5** However, if the overall average attendance of all the courses is below 70%, the student has to rejoin the Programme in the next academic year after getting readmission order from DOTE / University.

**7.6** 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.

## **8. FACULTY ADVISOR / STUDENTS COUNSELLOR**

To help the students in planning their courses of study and for general advice on the academic Programme, the Head of the Department of the students will attach a certain number of students to a teacher of the Department who shall function as Students

Counsellor/Faculty Advisor for those students throughout their period of study. The Students Counsellor/Faculty Advisor shall advise the students in registering and reappearance registering of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Students Counsellor/Faculty Advisor may also discuss with or inform the parents about the progress /performance of the students concerned.

The responsibilities for the Students Counsellor/Faculty Advisor shall be

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

To monitor the academic and general performance of the students including attendance and to counsel them accordingly.

## **9. CLASS COMMITTEE**

Class committee for each semester of a Programme which comprises of (i) the Course Coordinators /Course teachers (as applicable) (ii) the Students Counsellor/Faculty Advisor of the class and (iii) Programme Coordinator (iv) Head of the Department (v) student representatives. This class committee shall meet periodically to discuss academic related matters, progress and status of the students of the semester concerned.

## **10. COURSE COMMITTEE**

Each common theory course offered to more than one discipline or group shall have a "Course Committee" comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the HOD / Head of the Institution 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. Wherever feasible, the course committee may also prepare a common question paper for the internal assessment test(s).

## 11. ASSESSMENT PROCEDURES FOR AWARDING MARKS

All M.E. Programmes consist of Theory Courses, Laboratory Courses and Employability Enhancement Courses. Employability Enhancement Courses include Project Work, Seminar, Case Study and Industrial / Practical Training. Appearance in End Semester Examination is mandatory for all courses including Theory, Laboratory, Theory Courses with Laboratory Component and Project work. (i.e.) Each course shall be evaluated for a maximum of 100 marks as shown below

S.No.	Category of Course	Continuous Assessment	End-Semester Examinations
1.	Theory Courses	40 Marks	60 Marks
2.	Laboratory Courses	40 Marks	60 Marks
3.	Project Work	40 Marks	60 Marks
4.	Online Courses/Self Study Courses (Optional)	40 Marks	60 Marks
5.	All EEC Courses (Except Laboratory Courses and Project Work)	100 Marks	-
6.	Value Added Courses* (Optional)	100 Marks	-

\*Value added courses – not included for CGPA calculation

Every teacher is required to maintain a “PERSONAL LOG BOOK” for every semester which consists of attendance marked in each theory / Laboratory /EEC class, the assessment marks and the record of class work (topics covered), separately for each Course handled by the teacher. This should be submitted to the HOD periodically (at least three 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 in safe custody for eight years. The records of attendance and assessment of both current and previous semesters should be available for inspection whenever required.

### 11.1 ASSESSMENT FOR THEORY COURSES

For Theory Courses out of 100 marks, the maximum marks for Continuous assessment is fixed as 40 and the End Semester Examination carries 60 marks. The End Semester Examination for theory courses will be of 3 Hours duration and shall normally be conducted for a maximum of 100 marks between November /

December during the Odd Semesters and between April/May during the Even Semesters. End semester Examination is mandatory requirement for passing the Course and Every Student should appear for the End Semester Examination for Theory including Laboratory Courses and Project Work.

Continuous Assessment is to be arrived on the basis of performance of the Students in tests, assignments and tutorial or objective type tests. Three assessments of equal weightage are conducted by the Controller of Examinations. The total marks obtained in the assessments put together shall be reduced to 40 marks and rounded off to the nearest integer. A minimum of two tests would be conducted in a day (in the case of tests and they would be of one and a half hours' duration each) students will not have regular classes on the scheduled day of these tests. 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 Head of the Department through the concerned Course handling faculty.

To arrive the Continuous Assessment Mark, the following guidelines are to be followed.

<b>S.No.</b>	<b>Category Details</b>	<b>CA Marks</b>
1.	Test (3 Nos) { each test is to be conducted for 50 marks, best two of three }	20
2.	Assignment (Average of 3 Nos)	10
3.	Quiz/Seminar/Online test/MCQs	10
<b>Total</b>		<b>40</b>

## **11.2 ASSESSMENT FOR LABORATORY COURSES**

For Laboratory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 40 and the End Semester Examination carries 60 marks. Every laboratory exercise / experiment shall be evaluated based on the student performance during the laboratory class and the student's records maintained. There shall be at least one assessment test. The criteria for arriving at the Continuous Assessment marks of 40 shall be decided at the respective class committee meetings. The End Semester examinations for Laboratory courses will be of 3 hours' duration and shall normally be conducted for a maximum of 100 marks between November and December during the odd semesters and between April and May during the even semesters.

### **11.3 ASSESSMENT FOR THEORY COURSES WITH LABORATORY COMPONENT**

The maximum marks for Internal Assessment shall be 40 in the case of theory courses with laboratory component. For a theory course with Laboratory component, there shall be three assessments: the first two assessments (each with a maximum of 100 marks) will be from theory portions and the third assessment (maximum marks 100) will be for laboratory component. The sum of marks of all the three assessments shall be reduced to 40 marks and rounded to the nearest integer.

### **11.4 ASSESSMENT FOR PROJECT WORK**

The Project work shall be carried out under the supervision of a Faculty member in the Department concerned. A student may, however, in certain cases, be permitted to work on projects in an industrial / research organization, on the recommendations of the head of the department. In such cases, the project work shall be jointly guided by a supervisor of the department and an expert as joint supervisor from the organization and 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. Absolute grading is adopted for the evaluation of Project Work. For Project Work, out of 100 marks, the maximum marks for Continuous Assessment is fixed as 40 and the End Semester Examination (Project Report evaluation and Viva-Voce examination) carries 60 marks. Project work may be assigned to a single student.

There shall be three assessments (each 100 marks) during the semester by a Review Committee. The student shall make presentation on the progress made before the Committee. The HOD shall constitute a Review Committee for each Programme. There shall be a minimum of three members in the Review Committee. The Project Supervisor will be one of the members of the Review Committee. The total marks obtained in the three Reviews shall be 40 marks.

The student is expected to submit the Project Report on or before the notified date. The End Semester Examination for Project Work shall consist of evaluation of the final Project Report submitted by the student by an external examiner and followed by a Viva-Voce examination conducted separately for each student by a committee consisting of the External Examiner, the supervisor of the Project and an Internal Examiner.

The Continuous Assessment and End Semester Examinations marks for Project Work and the Viva-Voce Examination will be distributed as indicated below.

Review I	Review II	Review III	End semester Examinations				
			Thesis Submission (20)		Viva-Voce (40)		
10	15	15	Internal Examiner	External Examiner	Supervisor	Internal	External
			10	10	10	10	10

If the Project Report is not submitted on or before the specified date, the student is deemed to have failed in the Project Work. The failed student(s) shall register for the same in the subsequent semester and repeat the Project Work.

#### **11.5 ASSESSMENT FOR SEMINAR /MINI PROJECT/ PROFESSIONAL PRACTICES / CASE STUDY**

The seminar /Professional Practices/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. The three-member committee appointed by head of 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 / report (40%), Presentation (40%) and response to the questions asked during presentation (20%).

#### **11.6 ASSESSMENT FOR INDUSTRIAL / PRACTICAL TRAINING /INTERNSHIP / SUMMER PROJECT**

The Industrial / Practical Training/Internship/Summer Project shall carry 100 marks and shall be evaluated through Continuous Assessment only. At the end of Industrial / Practical training / internship / Summer Project, the student shall submit a detailed report 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 Committee constituted by the HOD. Certificates (issued by the Organization) submitted by the student shall be attached to the mark list and sent to COE by the HOD with due recommendations. The training will appear in the list of Value Added Courses in the Grade sheet with the credits (additional/extra credits) obtained.

#### **11.7 ASSESSMENT FOR VALUE ADDED COURSE**

The Value Added Course shall carry 100 marks and shall be evaluated through Continuous Assessments only. Two assessments shall be conducted during the Semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded off to the nearest integer. The HOD may identify a faculty member as Coordinator for the Course. A committee consisting of the HOD, staff handling the course (if available), Programme Coordinator and a Senior Faculty member nominated by the HOD shall monitor the evaluation process.

#### **11.8 ASSESSMENT FOR ONLINE COURSE**

Students may be permitted to credit online courses (which are provided with certificate) with the approval of Board of studies subject to a maximum of three credits. This online course of 3 credits can be considered instead of one elective course. Departmental consultative committee consists of the Head of the Department, Programme Coordinator and Senior Faculty Member will take a decision on the evaluation methodology for the online course. The committee can decide whether to Evaluate the online courses through continuous assessment and end semester Examination or through end semester examination only and same may be conveyed to the Controller of Examinations at the beginning of the semester when the course is offered. The student needs to obtain certification or



credit to become eligible for writing the end Semester examination to be conducted by the Office of the Controller of Examinations. The Head of the Department may identify a faculty member as a coordinator for the course, who is responsible for evaluation of Continuous Assessment. The Performance Analysis Committee shall assign the grades to the students based on their relative performance (vide clause 12).

In case of credits earned through online mode from a university approved by appropriate authorities of the Institution, the credits may be transferred without End Semester Examinations and / or Continuous Assessment and grades shall be approved by the Performance Analysis Committee (vide clause 12).

### **11.9 ASSESSMENT FOR SELF STUDY COURSE**

The faculty member approved by the head of the department shall be responsible for periodic monitoring and evaluation of the course. The course shall be evaluated through continuous assessment (as decided by the departmental consultative committee) and end semester examination. The evaluation methodology shall be the same as that of a theory course (vide clause 11). The Performance Analysis Committee shall assign the grade to the students based on their relative performance (vide clause 12).

## **12. PASSING REQUIREMENTS**

**12.1** The passing requirement for a student in a course is determined based on the marks obtained both in continuous assessment and end semester examinations. A student, who earns a minimum of 6 grade points in a course subject to securing minimum of 50% marks in the end semester examinations, wherever applicable, shall be declared to have successfully passed the course.

If a student fails to secure a pass in theory courses, students are allowed to write the supplementary examination for maximum of 2 courses in the current semester.

If a student fails to secure a pass in a theory course, the student shall do reappearance registration for that course in the subsequent semester, with retaining the original continuous assessment marks and attend the end semester examination. If a student fails to secure a pass in a laboratory course, the student shall do reappearance registration for that course in the subsequent semester; with retaining

the original continuous assessment marks and attend the end semester examination (vide clause 6.6.1).

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 (vide clause 6.6.2).

- 12.2** The passing requirement for the courses which are assessed only through continuous assessment (EEC except Laboratory and project work), shall be determined based on the marks obtained in continuous assessment.

### **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.

### **Revaluation**

A student can apply for revaluation of the student's semester examination answer script in a theory course within 2 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 head of the department. The results will be intimated to the student concerned through the head of the department within 5 working days from the last date of application of revaluation. Revaluation is not permitted for laboratory and project work.

### **Challenging the 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 COE's office along with prescribed fee for challenging the revaluation within 2 days after declaration of the Re-valuation results.

## **13. AWARD OF LETTER GRADES**

<b>Marks Range</b>	<b>Letter grade</b>	<b>Grade Points</b>
91 to 100	O (Outstanding)	10
81 to 90	A+ (Excellent)	9
71 to 80	A (Very Good)	8
61 to 70	B+ (Good)	7
50 to 60	B (Average)	6
<50	RA(Reappearance Registration)	0
	SA (Shortage of Attendance)	0
	W (Withdrawal)	0

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

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

“RA” denotes that the student has failed to pass in that course. “W” denotes withdrawal from the exam for the particular course. The grades RA and W will figure both in Marks Sheet as well as in Result Sheet). In both cases the student has to earn Continuous Assessment marks and appear for the End Semester Examinations.

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

- 13.2** For the Co-curricular activities such as National Service Scheme (NSS), Red Ribbon Club (RRC), Youth Red Cross (YRC), etc., a satisfactory / not satisfactory grading will appear in the mark sheet.

Every student shall put in a minimum of 75% attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the first year of the Programme. However, for valid reasons, the Head of the Institution may permit a student to complete this requirement in the second year. A

satisfactory grade in the above Co-curricular activities is compulsory for the award of degree.

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

### **Grade sheet**

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

- i. The college in which the candidate has studied
- ii. The list of courses enrolled during the semester and the grade scored.
- iii. The Grade Point Average (GPA) for the semester
- iv. The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards and
- v. Value added course/ Online course/Self Study course details

GPA for a semester is the ratio of the sum of the products of the number of credits for courses acquired and the corresponding points to the sum of the number of credits for the courses acquired in the semester.

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

$$\text{GPA / CGPA} = \frac{\sum_{i=1}^n C_i G P_i}{\quad}$$

$$\sum_{i=1}^n C_i$$

where

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

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

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

## 14. ELIGIBILITY FOR THE AWARD OF DEGREE

**14.1** A student shall be declared to be eligible for the award of the M.E. Degree provided the student has

- i. Successfully gained the required number of total credits as specified in the Curriculum corresponding to the Programme within the stipulated time.
- ii. Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted.
- iii. Successfully passed any additional courses prescribed by the BOS, Academic Council whenever readmitted under regulations other than R-2019
- iv. No disciplinary action pending against the student
- v. The award of Degree must have been approved by the COE and Academic Council.

- 14.2** A student shall be declared to be eligible for the award of the M.E. Degree provided the student has Successfully gained the required number of total credits as specified in the Curriculum corresponding to the Programme of study within the stipulated time. Total minimum credits needed for each branch of study is as given below.

**Details of Total minimum credits**

<b>S.No.</b>	<b>Branch</b>	<b>Total Minimum Credits Needed for Successful Completion</b>
1	M.E. Computer Science and Engineering	70
2	M.E. Power Electronics and Drives	69

**14.3 CLASSIFICATION OF THE DEGREE AWARDED**

**14.3.1 FIRST CLASS WITH DISTINCTION**

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

- i. 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 authorized break of study of one year. Withdrawal from examination (vide Clause 15) will not be considered as an appearance.
- ii. Should have secured a CGPA of not less than 8.50.
- iii. Should NOT have been prevented from writing End Semester examination due to lack of attendance in any of the Courses.

**14.3.2 FIRST CLASS**

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

- i. 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).
- ii. Should have secured a CGPA of not less than 7.00.

### **14.3.3 SECOND CLASS**

All other students (not covered in Clauses 14.3.1 and 14.3.2) who qualify for the award of the degree (vide Clause 14.1) shall be declared to have passed the examination in Second Class (vide Clause 14.2). A student who is absent in End Semester Examination in a Course / Project work after having registered for the same shall be considered to have appeared in that Examination (except approved withdrawal from End Semester Examinations as per Clause 15) for the purpose of Classification.

## **15. PROVISION FOR WITHDRAWAL FROM EXAMINATION**

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

Withdrawal application shall be valid only if the student who has no history of arrears and is otherwise eligible to write the Examination (Clause 7) and if it is made within 10 working days before the commencement of the End Semester Examination in that Course or Courses and also recommended by the HOD and COE.

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

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

Withdrawal is permitted for the End Semester Examinations in the final semester only if the Period of Study the student concerned does not exceed 3 years as per Clause 14.2.

## **16. BREAK OF STUDY FROM A PROGRAMME**

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

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 for the approval of the Principal & Chairman.

The students permitted to rejoin the Programme after break of study / readmission due to lack of attendance, shall be governed by the Regulations and Curriculum 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.

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 5.1 irrespective of the period of break of study in order that the student may be eligible for the award of the Degree (vide Clause 14).

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.

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. Such students are not entitled to seek readmission under any circumstances.

## **17. RANK OF A STUDENT**

A Candidate who qualifies for the Degree by passing the examination in all courses of the entire Programme in first attempt within a period of two or three consecutive academic years applicable for the students joined after permitted Break of Study can be given his/her position in the class as rank. The Rank is determined from I Semester to IV Semester end semester examination CGPA. Students transferred from other institutions to PACET are not eligible for rank.

## **18. 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. In such case 30 minutes extra time will be permitted for continuous assessment test and 60 minutes for end semester examination. The Scribe shall be a non-engineering student / graduate.



## **19. INDUSTRIAL VISIT**

Every student is required to undergo one Industrial visit, starting from the first semester of the Programme. Every teacher shall take the students at least for one industrial visit in a semester.

## **20. DISCIPLINE**

Every student is required to observe disciplined and decorous behavior both inside and outside the College and not to indulge in any activity which will tend to bring down the prestige of the Institution. The Head of the Institution shall constitute a Disciplinary Committee to enquire into acts of indiscipline and notify the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a committee shall be constituted by the Principal for taking final decision.

If a student indulges in malpractice in any of the Examinations, the student shall be liable for punitive action as prescribed by the University from time to time.

## **21. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI**

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