



**PERIYAR MANIAMMAI INSTITUTE OF  
SCIENCE & TECHNOLOGY**

Periyar Nagar, Vallam, Thanjavur - 613403  
Tamil Nadu, India

**Periyar Maniammai Institute of Science & Technology** is committed to imparting quality education, emphasizing the integration of proficiency and human values, along with the ongoing enhancement of educational quality.

**Vision Statement:**

To be a university of global dynamism with excellence in knowledge and innovation, ensuring social responsibility for creating an egalitarian society.

**Mission:**

- Offering well-balanced programs with scholarly faculty and state-of-the-art facilities to impart a high level of knowledge.
- Providing student-centered education and fostering their growth in critical thinking, creativity, entrepreneurship, problem-solving, and collaborative work.
- Engaging in progressive and meaningful research with a focus on sustainable development.
- Empowering students to acquire the skills necessary for global competencies.
- Instilling universal values, self-respect, gender equality, dignity, and ethics.

**Quality Policy:**

To be a leading institution of excellence in education and research, providing professional competence to meet academic, scholastic, and societal needs.

**Objectives:**

- To provide value-based education with social responsibility and ethics to both urban and underserved rural students.
- To achieve excellence in education and empower students to attain global competence.
- To promote a culture of research and innovation in young minds, fostering academic excellence, and encouraging lifelong learning.
- To engage in specialized areas with a proven ability to make distinctive contributions to the objectives of the higher education system across diverse disciplines.
- To engage in extramural studies, extension programmes, and field outreach activities to contribute to the development of society.

**The Motto:**

**THINK – INNOVATE – TRANSFORM**

# PERIYAR MANIAMMAI INSTITUTE OF SCIENCE & TECHNOLOGY

## PG REGULATIONS: R-2024

### CHOICE BASED CREDIT SYSTEM (CBCS)

(Common to all M.A. / MBA / MCA / M.Sc. / MSW / M.Com. / M.Tech.  
- 2 Years Programmes)

#### Full-Time Programmes (4 Semesters)

(with effect from the academic year 2024 - 2025)

## R1. DEFINITIONS AND NOMENCLATURE

- i. **“Institute”** means Periyar Maniammai Institute of Science & Technology (Deemed to be University).
- ii. **“Degree”** refers to the academic award conferred upon a student on successful completion of a programme designed to achieve the defined attributes. It is referred to as a Postgraduate (PG) Degree, that is M.A. / MBA / MCA / M.Sc. / MSW / M.Com. / M.Tech. Degree.
- iii. **“Discipline”** means branch of a M.Tech. Degree Programme, like Computer Science and Engineering, Environmental Engineering etc. / branch of a M.Sc. Degree Programme, like Computer Science, Data Science etc. / Arts Degree Programmes in Computer Applications / Business Administration / English / Tamil / Commerce / Social Work.
- iv. **“Programme”** means cohesive arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to awarding of a degree.
- v. **“Course”** means a theory / practical / theory integrated with practical / practical integrated with theory subject studied in a semester, like Applied Mathematics, Operating Systems, Advanced Data Structures, Community Engagement and Social Responsibility, Operations Management etc.

- vi. **“Dean (Academic Courses)”** means the authority of the Institute who is responsible for all the academic activities of the departments for implementation of relevant rules and regulations.
- vii. **“Faculty Dean”** means the Dean of the Faculty concerned.
- viii. **“Controller of Examinations”** means the authority of the Institute who is responsible for all the activities of the examinations.
- ix. **“HoD”** means the Head of the Department concerned.
- x. **“BoS”** means Board of Studies for each programme offered in the department.
- xi. **“Chairperson, BoS”** means Chairperson of Board of Studies.
- xii. **“Department Advisory Committee”** means the committee constituted by the Institute for approving academic matters of the department.
- xiii. **“Specialization”** means award of a programme with specific courses on thrust areas or as per the industrial / research requirement.
- xiv. **“E-Resources”** means learning materials saved electronically in online storage or cloud platform, which shall be accessed from anywhere and anytime online or shall be accessed offline by downloading the relevant materials.
- xv. **“MOOCs”** means Massive Open Online Courses available at both introductory and advanced levels accessible from **“E-Resources”**.
- xvi. **“AICTE”** means All India Council for Technical Education established at New Delhi.
- xvii. **“UGC”** means University Grants Commission established at New Delhi.
- xviii. **“Academic Council”** means the approval granting authority for all academic related activities like framing of academic policies, approval of regulations, courses, syllabus etc.
- xix. **“Bonafide Student”** means one who has enrolled for at least one course in the curriculum as per regulations and has paid the tuition fee for the same.
- xx. **“MoU”** means the agreement signed between two parties either in India or Abroad to improve academic standards.

## **R2. ADMISSION PROCEDURE**

### **R2.1 Regular Admission**

The students seeking admission to the Master of Technology / Master of Computer Applications / Master of Science / Master of Commerce / Master of Social work / Master of Arts / Master of Business Administration programmes shall require satisfying eligibility criteria as prescribed by the Institute from time to time.

**R2.1.1** Students for admission to the first semester of the Post Graduate Degree Programme shall be required to have passed an appropriate qualifying Degree Examination accepted by the Executive Council of the Institute.

**R2.1.2** The Executive Council of the Institute may decide to restrict admission in any particular year to students having the subset of qualifications prescribed at the time of admission.

**R2.1.3** Eligibility conditions for admission such as marks, class obtained, the number of attempts in the qualifying examination and physical fitness shall be as prescribed by the Institute from time to time.

**R2.1.4** Candidates seeking admission to the first year of the M.A. degree programme in Tamil, English, Political Science, History, or Periyar Thought or MSW (Master of Social Work) degree programme must have completed a Bachelor's degree with a minimum duration of three years from a recognized University or Institution.

**R2.1.5** Candidates seeking admission to the first year of the MBA degree programme shall be required to have passed any Bachelor's degree with a minimum duration of 3 years from a recognized University or Institution with at least 50% of marks (45% in case of candidates belonging to reserved category) in the qualifying examination. The candidate should have qualified in TANCET / MAT / CAT / PMIST Entrance Examination or any equivalent State / National level Entrance Examination.

**R2.1.6** Candidates seeking admission to the first year of the MCA degree programme shall be required to have passed a 3-year BCA / B.Sc. Computer Science / B.Sc. Information Technology or any other equivalent degree.

OR

Should have passed a 3-year B.Sc. / B.Com. / B.A. / B.Voc. etc., preferably with Mathematics at 10+2 level or at undergraduate level.

OR

Candidates with 4-year B.E. or B.Tech. degree programme in any discipline.

AND

The candidate should have obtained the Bachelor's degree from a recognized University or Institution with at least 50% of marks (45% in case of candidates belonging to reserved category) in the qualifying examination.

**R2.1.7** Candidates seeking admission to the first year of M. Com. degree programme shall be required to have passed a bachelor's degree with a minimum duration of 3 years in Commerce / Accounting and Finance / Professional Accounting / Corporate Secretaryship / Commerce with Computer Applications / Banking Management / Financial Management / Business Administration / Banking from a recognized University or Institution with at least 50% of marks (45% in case of candidates belonging to reserved category) in the qualifying examination.

**R2.1.8** Candidates seeking admission to the first year of M.Sc. Mathematics degree programme shall be required to have passed a bachelor's degree with a minimum duration of 3 years in Mathematics / Applied Mathematics or Integrated B.Sc. B.Ed. with Mathematics as one of the core courses or any other equivalent degree in relevant discipline from a recognized University or Institution.

- R2.1.9** Candidates seeking admission to the first year of M.Sc. Physics degree programme shall be required to have passed a bachelor's degree with a minimum duration of 3 years in Physics / Applied Physics or Integrated B.Sc. B.Ed. with Physics as one of the core courses or any other equivalent degree in relevant discipline from a recognized University or Institution.
- R2.1.10** Candidates seeking admission to the first year M.Sc. Chemistry degree programme shall be required to have obtained a bachelor's degree with a minimum duration of 3 years in Chemistry / Applied Chemistry or Integrated B.Sc. B.Ed. with Chemistry as one of the core courses or any other equivalent degree in relevant discipline from a recognized University or Institution.
- R2.1.11** Candidates seeking admission to the first year of M.Sc. Biotechnology degree programme shall be required to have passed a bachelor's degree with a minimum duration of 3 years such as Biotechnology / Chemistry / Biochemistry / Micro biology / Botany / Zoology / Applied Chemistry or Integrated B.Sc. B.Ed. with Chemistry as one of the core courses from a recognized University or Institution.
- R2.1.12** Candidates seeking admission to the first year of M.Sc. Computer Science / M.Sc. Data Science / M.Sc. Computer Science (Augmented Reality and Virtual Reality) degree programme shall be required to have passed a bachelor's degree with a minimum duration of 3 years such as B.Sc. (Computer Science / Information Technology / Data Science / Software Engineering / Artificial Intelligence / Cyber Security or equivalent) / B.C.A. degree or any other equivalent degree with Computer Science or Mathematics as a core course from a recognized University or Institution.

- R2.1.13** Candidates seeking admission to the first year of M.Tech. Environmental Engineering degree programme shall be required to have passed B.E or B.Tech. in Civil Engineering / Chemical Engineering / Biotechnology / Geo-Informatics / Mechanical Engineering / Electrical and Electronics Engineering / Agriculture Engineering or any other related programme from a recognized University or Institution with at least 50% of marks (45% in case of candidates belonging to reserved category) in the qualifying examination.
- R2.1.14** Candidates seeking admission to the first year of M.Tech. Nanotechnology degree programme shall be required to have passed B.E or B.Tech. in Biotechnology / Electrical and Electronics Engineering / Electronics and Communication Engineering / Mechanical Engineering / Chemical Engineering / M.Sc. in Physics / Chemistry / Biochemistry or any other related field from a recognized University or Institution with at least 50% of marks (45% in case of candidates belonging to reserved category) in the qualifying examination.
- R2.1.15** Candidates seeking admission to the first year of M.Tech. Renewable Energy degree programme shall be required to have passed B.E or B.Tech. in. Mechanical Engineering / Chemical Engineering / Biotechnology / Electro Chemical Engineering / Electrical and Electronics Engineering or any other related field from a recognized University or Institution with at least 50% of marks (45% in case of candidates belonging to reserved category) in the qualifying examination.



**R2.1.16** Candidates seeking admission to the first year of M.Tech. Wireless Communication degree programme shall be required to have passed B.E. / B.Tech. in Electronics and Communication Engineering / Tele Communication Engineering / Information Technology / Electrical and Electronics Engineering or any other related field from a recognized University or Institution with at least 50% of marks (45% in case of candidates belonging to reserved category) in the qualifying examination.

**R2.1.17** Candidates seeking admission to the first year of M.Tech. Power Electronics and Drives degree programme shall be required to have passed B.E. / B.Tech. in Electrical and Electronics Engineering / Electronics and Communication Engineering / Electronics and Instrumentation Engineering or any other related field from a recognized University or Institution with at least 50% of marks (45% in case of candidates belonging to reserved category) in the qualifying examination.

**R2.1.18** Candidates seeking admission to the first year of M.Tech. Computer Science and Engineering degree programme shall be required to have passed B.E. or B.Tech. in Computer Science and Engineering / Information Technology / MCA degree or any other related field from a recognized University or Institution with at least 50% of marks (45% in case of candidates belonging to reserved category) in the qualifying examination.

## **R2.2 Credit Requirements for Admission**

**R2.2.1** A 3-year bachelor's degree with a minimum of 120 credits is eligible for MA / MBA / MCA / M.Com. / M.Sc. / MSW degree programmes.

**R2.2.2** A 4-year bachelor's degree B.E. / B. Tech. with a minimum of 160 credits is eligible for the M.Tech. degree programme.

**R2.2.3** A 4-year bachelor's degree with Honours / Honours with Research with a minimum of 160 credits is eligible for a 1-year (2 semesters) MA / MBA / MCA / M.Com. / M.Sc. / MSW degree programme.

**R2.3** A student is eligible for a Master's Programme in a discipline corresponding to either major or minor discipline in UG programme. In this case, the Institute can admit the students in the Master's Programme based on the student's performance in the UG programme.

**R2.4** Irrespective of the major or minor disciplines chosen by a student in a UG programme, a student is also eligible for admission in any discipline of a Master's Programme if the student qualifies the National level or Institute level entrance examination in the discipline of the Master's Programme.

**R2.5** If, at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the Institute, the Dean (Academic Courses) may revoke the admission of the candidate and report the matter to the Registrar for further action.

### **R3. PROGRAMMES OF STUDY**

**R3.1** A student may be given admission to any one of the programmes of study (as given in the following table) approved by AICTE / UGC and offered at the Institute.

<b>Sl. No.</b>	<b>Name of the PG Programme</b>	<b>Programme Code</b>
1.	M.A. English	EN
2.	M.A. Tamil	TA
3.	M.A. History	HY
4.	M.A. Periyar Thought	PT
5.	M.A. Political Science	PS
6.	M.C.A. Master of Computer Applications	CA
7.	M.Com.	MC
8.	M.Sc. Mathematics	MS
9.	M.Sc. Physics	PH
10.	M.Sc. Chemistry	CH
11.	M.Sc. Data Science	DS
12.	M.Sc. Computer Science	CO
13.	M.Sc. Computer Science (AR & VR)	CR
14.	M.Sc. Biotechnology	BY
15.	M.B.A. Dual Specialization <ul style="list-style-type: none"> <li>• Finance</li> <li>• Human Resource</li> <li>• Marketing</li> <li>• Operations</li> <li>• Business Analytics</li> </ul>	MB
16.	MSW Master of Social Work	SW
17.	M.Tech. Computer Science and Engineering	CS
18.	M.Tech. Environmental Engineering	ER
19.	M.Tech. Nano Technology	NT
20.	M.Tech. Power Electronics and Drives	PE
21.	M.Tech. Renewable Energy	RE
22.	M.Tech. Wireless Communication	WC

## **R4. STRUCTURE OF THE PROGRAMMES**

### **R4.1 Categorization of Courses**

Every M.A. / MBA / MCA / M.Com. / M.Sc. / MSW / M.Tech. degree programme shall have a curriculum with syllabus comprising of Theory, Theory Integrated with Practical, Practical Integrated with Theory, and Practical courses with well-defined Programme Educational Objectives (PEOs), Programme Specific Outcomes (PSOs), and Programme Outcomes (POs) as per Outcome Based Education (OBE). The content of each course is designed based on the Course Outcomes (COs). The programmes shall cover the following category of courses as per the guidelines of / UGC / AICTE.

#### **a. Foundation Courses**

Include Mathematics, Universal Human Values, Communication skills, Management courses, and other basic courses with respect to each discipline.

**b. Professional Core Courses** include the core courses relevant to the chosen specialization / branch.

**c. Professional Elective Courses** include the elective courses relevant to the chosen specialization / branch.

**d. Open Elective Course** shall provide an opportunity to study a course from any discipline that includes the course relevant to the chosen specialization, the course that enhances soft and managerial skills, the course a student can choose from the curriculum of other Master's degree programmes and the course offered by the other departments such as Indian Knowledge System, any course of study relevant to societal development, and other courses relevant for higher studies / research etc.

- e. **Employability Enhancement Courses** include Internship, Career Development Skills, Creative and Innovative Projects, Coding Techniques, Seminar, Professional Practices, Value Added Courses, Case Study, and Industrial Training.
- f. **Online Courses** allow the students to habituate independent learning through Massive Open Online Courses (MOOCs) restricted to NPTEL, SWAYAM and other courses offered online by premier Universities or Institutions.
- g. **Research Methodology and IPR Course** includes topics on the process of research and creation of patents through research.

There must be a minimum number of core courses and enough elective courses available for students to choose from. The combination of various courses should be designed in a way that, by the end of the programme, students are not only well-prepared for their specific professional fields but also have developed a sense of social consciousness.

The credit requirements for each category of courses are outlined in **Table 1**.

**R4.2** Every MA / MBA / MCA / M.Com. / M.Sc. / MSW / M. Tech. degree programme will have a balanced curriculum as per UGC / AICTE guidelines and syllabus for the courses with required outcomes approved by the Academic Council.

**R4.3** The curriculum of any M.A. / MBA / MCA / M.Com. / M.Sc. / MSW / M. Tech. degree programme is designed to include a maximum of 80 credits for the award of the degree.

**Table 1. Credit Requirements for each category of Courses**

<b>Sl. No.</b>	<b>Category of Courses</b>	<b>Credits</b>
1.	<b>Foundation Courses</b> (Humanities and Social Sciences including Management Courses, Basic Science and Engineering Science Courses with respect to each discipline)	8
2.	<b>Professional Core Courses</b>	30
3.	<b>Professional Elective Courses</b>	9
4.	<b>Open Elective Course</b> (Soft and Managerial Skills, Core and Elective Courses offered by other Departments, Indian Knowledge System, Economics and Finance)	3
5.	<b>Employability Enhancement Courses</b> (Professional Practices, Value-added, Skill Development Courses including Community Engagement and Social Responsibility, Internship, and Projects)	24
7.	<b>Online Course</b>	3
8.	<b>Research Methodology and IPR Course</b>	3

**R4.4** The curriculum of a semester shall normally have a blend of 6 lecture-based courses and laboratory courses not exceeding 2 except for the pre-final and final semesters. In addition, Employability Enhancement Course(s) may be included. Each course may have credits assigned as per **Clause R4.5**. However, the total number of courses per semester shall not exceed 9, including EM Courses. Pre-final semester may have 4 lecture courses, and a Project (Phase 1). The final semester should include only Project (Phase 2) for Engineering stream.

#### **R4.5 Credit Assignment**

Each course is assigned a certain number of credits based on the details provided in **Table 2**.

**Table 2. Credit Assignment**

<b>Contact Period per Week</b>	<b>Credit</b>
One Lecture Period	1
One Tutorial Period	1
Two Practical Periods (also for employability enhancement courses like Seminar / Project Work / Case Study etc.)	1
Two weeks summer Industrial Training / Internship	1

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

**R4.6** Students may be permitted to do additional elective / open elective / online courses subject to the recommendation of the Mentor and approval of the Head of the Department. However, the maximum number of credits registered in any semester shall not exceed 30.

**R4.7** A student shall register for additional courses by paying the prescribed fee.

#### **R4.8 Students Induction Programme**

All PG students should undergo one-week mandatory induction programme at the beginning of the first semester. The programme comprises physical activity, universal human values, proficiency modules, creative arts, lectures by eminent people, visits to local areas and familiarization to department / branch & innovations.

## R4.9 Assigning Course Codes

<b>UG/PG</b> <b>1 character</b>	<b>Regulation</b> <b>2 characters</b>	<b>Category of</b> <b>Courses /</b> <b>Programmes</b> <b>2 characters</b>	<b>Classification</b> <b>1 character</b>	<b>Course</b> <b>Sequence</b> <b>Number</b> <b>2 characters</b>
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The course code consists of 8 characters, and it is divided into 5 parts.

**Part 1:** One character (Alphabet) – U or P represents UG or PG.

**Part 2:** Two characters (Numerals) represent Regulations.

**Part 3:** Two characters (Alphabets) represent the Category of Courses / Programme – Core Courses, Programme Elective Courses, Open Elective Courses, and Online Courses.

**Employability Enhancement Courses (EM):** Year and Semester-wise programme specific skill enhancement courses.

**Value Added Courses (VA):** Courses related to programme specific, domain specific, skill based, and courses related to thrust areas and industrial requirements.

**Audit Courses (AU):** Non-credit courses - Courses related to general skills, life skills, language skills, visionary skills, cyber security, understanding historical events, understanding the successful stories of Philanthropists, Indian Constitution, Environmental Science etc.

**Part 4:** One character (single numeral) – 1 to 9 represents the classification of the courses related to the specific programme.



<b>Classification Code (6<sup>th</sup> character)</b>	<b>Purpose</b>
<b>1 - 2</b>	<b>Year of Study:</b> 1 to 2 for all PG programmes
<b>7</b>	Open Elective Courses
<b>8</b>	Online Courses
<b>9</b>	Elective Courses related to the specific programme

**Part 5:** Two characters (Numerals) represent the sequence number of the courses in each category, further, to represent the courses to be offered in the odd and even semesters.

Sequence 01 to 49 represents courses in the odd semester.

Sequence 51 to 99 represents courses in the even semester.

The codes for the Value Added and Audit courses will be general, applied to all programmes offered at the Institute. Although there are only four segments in the codes assigned to these courses, they consist of eight characters in total. Part 4 and Part 5 are combined to create a sequential number ranging from 001 to 999.

#### **R4.10 Project Work**

**R4.10.1** Project work is an important component of postgraduate programmes. The Project work for M.Tech. consists of Project (Phase 1) and Project (Phase 2). The Project (Phase 1) is to be undertaken during semester III. Project (Phase 2), which is a continuation of Project (Phase 1) is to be undertaken during semester IV. For all other PG programmes, the Project Work must be undertaken in the final semester i.e., during semester IV.

- R4.10.2** The Project work for M.A. / M.Sc. / M.Com. / MSW / MBA / M.C.A. programmes shall be pursued for a minimum of 16 weeks during the final semester, along with other courses.
- R4.10.3** The Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means a faculty member possessing a PG degree with a minimum of 3 years of teaching experience or Ph.D. degree.
- R4.10.4** A student may, however, undergo Project in industry / academic / research institutions in lieu of project work of all PG programmes (Project Phase 2 for M. Tech. programmes) for a minimum of 90 days and a maximum of 120 days during Semester IV. Students shall undergo the industrial project with the approval obtained from the Head of the Department and the Dean of the Faculty concerned, preferably one month before the start of the industrial project.
- R4.10.5** The work carried out during Industrial Project shall be jointly supervised by a supervisor of the department and an external guide (mentor) from the industry, who shall be part of the project evaluation committee along with the supervisor in the department of the student.
- R4.10.6** Both guides are expected to interact regularly monitoring the progress of the student. For the reviews the external guide should be present at least in online mode to assess and award marks to the student. The internal guide should ensure in the beginning of the project that the work to be carried out is up to standard as well as not attracting any IPR issues with the external organization so that the thesis work could be published. The reviews may be conducted in online mode, if the student cannot travel to the Institute to attend the reviews and this shall be approved by HoD, and such reviews must be recorded.

**R4.10.7** In the final Thesis report, the Bonafide certificate shall be signed by both the guides mandatorily. However, if any difficulty is encountered in fulfilling this norm, then the HoD can initiate remedial action and complete the evaluation requirement with justification and approval of the Dean (Academic courses) for the same.

**R4.10.8** The Bonafide certificate of the project report shall have the date of viva voce examination and the signatures of the internal and external guides.

**R4.10.9** The industrial project is apart from the summer industrial training or summer internship, if any.

**R4.11 Thesis / Dissertation**

Every student shall undertake a thesis / dissertation work during the semester which is specified in the curriculum. The work will be carried out individually under the supervision of a guide from the same department. The students have to submit the thesis / dissertation report on or before the last working day of the semester and the assessment shall be carried out as per the System of Examinations (vide Clause RXX).

**R4.12 Industrial Training / Internship**

**R4.12.1** The students may undergo Industrial training for a period (a minimum of 4 weeks and a maximum of 6 weeks in one or more slots) as specified in the Curriculum during the summer / winter vacation.

**R4.12.2** The students may undergo Internship at a Research organization / University / industry / Innovation Hubs / Community Centres / Social Service Organizations / Financial institutions (after due approval from the Head of the Department) for the period prescribed in the curriculum during the summer / winter vacation, in lieu of Industrial training.

**R4.12.3** If Industrial Training / Internship is not prescribed in the curriculum, the student may undergo Industrial Training / Internship optionally and the credits earned will be indicated in the Grade Sheet as per details provided in Table 3. If the number of credits earned is 1 or 2, then these credits shall not be considered for computation of CGPA. However, it shall be recorded in the grade sheet.

**R4.12.4** The training / Internship must be undergone continuously in the same organization for the entire period of each slot (a slot equals 2 weeks).

**Table 3. Assigned Credits for Industrial Training / Internship**

<b>Duration of Training Period / Internship</b>	<b>Credit(s)</b>
Two weeks	1
Four weeks	2
Six weeks	3

**R4.12.5** The student is expected to submit a report and it shall be evaluated by a team of faculty members nominated by the Head of the Department. Based on the recommendations, the student will be awarded credits, and the results will be sent to the Controller of Examinations for further processing.

**R4.12.6** During summer the student is allowed to undergo a maximum of 6 weeks Industrial Training / Internship. In such cases, Industrial Training / Internship need to be undergone continuously from one organization only. If the student earns three credits in Industrial Training / Internship, then he / she may optionally drop one Professional Elective within 15 days of the commencement of the semester and the same is to be recommended by the Head of the Department and the Dean of the Faculty concerned.

#### **R.4.13 Medium of Instruction**

The medium of instruction is English for all courses, seminar presentations and project / thesis / dissertation reports. However, bilingual language policy (English and Tamil) shall be adopted for all examinations. The medium of instruction is Tamil for the M.A. Tamil programme offered by the Department of Languages.

#### **R4.14 Value Added Courses**

**R4.14.1** 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. Courses with two / three credits shall be offered by a Department with the prior approval from the Dean (Academic Courses).

**R4.14.2** The details of the syllabus, timetable and faculty may be sent to the Office of the Dean (Academic Courses) after approval from the Departmental Advisory Committee concerned.

**R4.14.3** Students shall be allowed to take these courses offered in other Departments also, but with the permission of the Head of the Department of student and Head of the department offering the course.

**R4.14.4** The courses once approved by the institute, which are represented by any department, shall be made available in the institute website and these courses can be offered by the departments with information to Dean (Academic Courses).

## **R4.15 Off Campus Courses and Transfer of Credits**

**R4.15.1** Students are permitted to optionally enroll and study a maximum of three off-campus courses in physical / online / hybrid mode under each PG programme with the approval of Department Advisory Committee and Dean (Academic Courses) as per the Regulations. The successful completion of these courses through any of the above modes shall be considered in lieu of professional elective / open elective courses of curriculum as approved by Department Advisory Committee.

**R4.15.2** Students are permitted to optionally enroll and study these courses through SWAYAM / NPTEL platforms and credit transfer is to be done based on the marks and certificate provided by the NPTEL. The number of credits and transfer of credits are based on the procedure explained in **Table 4** and the Mapping of the marks with the grades is explained in **Table 5**. The mapping of marks with grades is applicable, only if the student passes the course as per the guidelines of NPTEL.

**Table 4: Duration of the Course and Number of Credits**

<b>Sl. No.</b>	<b>No. of Weeks</b>	<b>Credits</b>
1	4 weeks	1
2	8 weeks	2
3	12 weeks	3
4	16 weeks	4

**Table 5: Mapping of Marks Scored in NPTEL Course and Letter Grades**

<b>Sl. No.</b>	<b>Letter Grade</b>	<b>Marks</b>
1	O	90 - 100
2	A+	80 - 89
3	A	70 - 79
4	B+	60 - 69
5	B	50 - 59
6	C	40 - 49

**R4.15.3** Students are also permitted to enroll and undergo courses in online mode at Universities in India / Abroad. Further, the students are permitted to study courses of a particular semester in a University / Institution based on MoU. The marks / credits earned by the student shall be transferred based on the decision of the Credit Equivalence Committee constituted by Dean (Academic Courses) and approved by the institute.

**R4.15.4** If the students are permitted to undergo courses in online mode or in any MOOCs platform, a course coordinator shall be nominated from the Department who shall also attend such course and shall coordinate the question paper setting and answer script evaluation for the continuous assessment and end semester examination conducted by the University. The passing requirements are as per regulations.

#### **R4.16 Self Study Courses**

**R4.16.1** Students may be permitted to credit one or two Self Study courses with the approval of the Department Advisory Committee and the Dean (Academic Courses).

**R4.16.2** The purpose of the course is to permit the student to study a course / topic of the student's choice. The students shall study on their own under the guidance of a faculty member. No formal lectures need be delivered. The syllabus of the course and mode of assessments shall be approved by the Department Advisory Committee and forwarded to Dean (Academic Courses) for formal approval of the course by the academic bodies, 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.

## **R5. DURATION OF THE PROGRAMMES**

**R5.1** A student is ordinarily expected to complete the M.A. / M.B.A. / MCA / M.Com. / M.Sc. / MSW / M.Tech. degree programme in 4 semesters (two academic years) but in any case, not more than 8 Semesters (four academic years).

**R5.2** Each semester shall normally consist of 90 working days including the days during which the continuous assessment examinations are conducted. The Dean of the Faculty concerned shall ensure that every teacher imparts instruction as per the number of periods / hours specified in the syllabus and that the teacher delivers the full content of the specified syllabus for the course being taught.

**R5.3** The total period for completion of the programme reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in **Clause R5.1** irrespective of the period of Break of Study (**vide Clause R17**) or prevention (**vide Clause R7.7**) in order that he / she may be eligible for the award of the degree (**vide Clause R16.1**).

## **R6. COURSE ENROLLMENT AND REGISTRATION**

**The courses that a student registers in a semester includes:**

- i. Courses of the current semester (including mandatory non-credit courses).
- ii. Course(s) in which he / she has not been permitted to appear for the end semester examinations for want of the minimum required attendance if such courses are offered in that semester.



- iii. Professional or Programme elective course(s) opted by the students in lieu of the same category of courses in which he / she has failed, if the courses are offered in the semester.
- iv. The project work in the III / IV semester.
- v. Any other course(s) the student wishes to register as per norms with the approval of the Head of the Department and the Dean of the Faculty concerned.

**R6.1** Each student, on admission, shall be assigned to a Mentor (**vide Clause R9**), 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.

**R6.2** Each student on admission shall register for all the courses prescribed in the curriculum of the first semester of study.

**R6.3** After registering for a course, the student should attend classes, satisfy attendance requirements (**vide Clause R7**), earn continuous assessment marks, and appear for the end semester examinations.

**R6.4** Registration for all the courses listed in the curriculum from the semesters II to IV will commence five working days prior to the commencement of the succeeding semester. The candidate makes the choice of electives in consultation with his / her Mentor.

**R6.5** The student shall enroll for the courses with the guidance of the Mentor. If the student wishes, the student may drop or add courses (**vide Clause R6.9**) within five working days after the commencement of the concerned semester and complete the registration process duly authorized by the Course Instructor / Mentor.

- R6.6** Late registration will be permitted with a fine amount as prescribed by the Institute up to two weeks from the last date specified for registration.
- R6.7** The list of students approved by the respective Course Instructor as discussed in the Class Committee (**vide Clause R10**) shall be final and would be considered for attendance, grades, and calculation of CGPA and no changes shall be made thereafter.
- R6.8** The candidate will be eligible for enrollment only if he / she has cleared all the dues to the Institute such as Hostel fees, Library due, Laboratory breakages etc., of the previous semester and paid all required prescribed fees for the current semester, provided he / she is not debarred from the Institute on account of disciplinary matters.
- R6.9** Instead of two electives in the curriculum, the student may be permitted to choose a maximum of 2 courses from other PG programmes with the approval of the Head of the Department of student and Head of the Department offering such courses.
- R6.10** 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 marks in a course or the CGPA.
- R6.11 FLEXIBILITY TO ADD OR DROP COURSES**
- R6.11.1** A student must earn the total number of credits specified in the curriculum of the chosen programme of study to be eligible to obtain the degree. However, the student is permitted to earn more than the total number of credits prescribed in the curriculum of the programme. In such cases, the minimum number of credits required for the completion of the programme would be considered for CGPA calculation.
- R6.11.2** From second semester onwards, each student has to register all courses in the curriculum of a respective semester (with the facility to drop

courses to a maximum of 8 credits). The dropping of courses shall be decided as per prerequisite requirements in consultation with the Mentor.

**R6.11.3** The student can also register for courses in which he / she failed in the earlier semesters. In such cases the student shall do reappearance registration for those courses or redo the courses when they are offered.

**R6.11.4** In case, the student fails to secure pass in an elective course, he / she shall be allowed to opt for a change in elective and register for the same and do attend the classes to meet the criteria stated in Clause R7 and the failed elective shall not be listed in the Grade Sheet.

**R6.11.5** In any case, adding or dropping or redoing of courses, the total number of credits that is allowed to register per semester cannot exceed 30.

**R6.11.6** For an elective to be offered, the department shall specify the minimum number of students required.

## **R6.12 Reappearance Registration**

**R6.12.1** If a student fails in a theory / practical / theory integrated with practical course / practical integrated with theory course, the student shall do reappearance registration for that course in the subsequent semester, and appear for the end semester examination, or appear for the supplementary examination vide **Clause R15**. However, the continuous assessment marks obtained by the student will be retained for the subsequent arrear attempt or for the supplementary examination.

**R6.12.2** In the third attempt, to pass the course, the candidate should secure either 50 percent of marks and above considering the sum of 50 percent of marks acquired in continuous assessment and 50 percent of marks earned in end semester examination (satisfying the passing requirement) or 50 percent of marks and above earned in end semester examination alone.

**R6.12.3** If the course in which the student has failed is a professional elective or programme elective, the student will be permitted to register for the same in the subsequent semesters and shall appear for the end semester examination. If a student registers for the same professional / programme elective, then the **Clauses R6.12.1 and R6.12.2** are applicable. If a student registers for any other professional / programme elective, he / she must attend the classes and fulfil the attendance requirements (vide **Clause R7**), earn continuous assessment marks, and appear for the end semester examination.

**R6.12.4** The student who fails in project work / thesis / dissertation shall register for the same in the subsequent semester, when offered next, and repeat the course. In this case, the student must satisfy attendance requirements (**vide Clause R7**), earn continuous assessment marks and appear for the end semester examination.

**R6.12.5** Students are not eligible to reappear for the courses that they have already passed in a semester for improvement of Grade / Marks.

### **R6.13 Redoing a Course**

Redoing a course means re-registering for a course, attending all classes, fulfilling the attendance requirements as per **Clause R7**, earning fresh continuous assessment marks and appearing for the end semester examinations. A student must redo a course in the following conditions.

**R6.13.1** If a student is prevented from writing the end semester examination of any core course due to lack of attendance, the student has to register for that course again when offered next and redo the course.

**R6.13.2** If a student is prevented from writing the end semester examination of any professional / programme elective course due to lack of attendance, the student can opt to register for the same course again when offered

next and redo the course, or he / she can opt to register for a different professional / programme elective course when it is offered, attend classes, fulfill the attendance requirements as per **Clause R7**, secure continuous assessment marks and appear for end semester examinations.

**R6.13.3** If a student fails to secure a pass in any theory (including professional / programme elective) / practical / theory integrated with practical / practical integrated with theory course, he / she is given a maximum of three arrear attempts to complete the course as per **Clause R14.3**. If the student fails to secure a pass even in the third attempt, he / she shall register for the same when offered next and redo the course.

**R6.13.4** The student who fails in any Project work (Phase 1 or Phase 2 in case of M.Tech. programme) shall register for the course again, when offered next, and redo the course. In this case, the student shall attend the reviews and fulfill the attendance requirements as per **Clause R7**.

**R6.13.5** The student who fails in Seminar / Internship / Case Study and Industrial / Practical Training shall register for the same in the subsequent semester and redo the course. In this case, the student shall attend the classes and fulfill the attendance requirements as per **Clause R7**.

## **R7. REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATIONS**

A student who has fulfilled the conditions, vide **Clause R7.3** and **Clause R7.4** shall be deemed to have satisfied the attendance requirements for appearing for the end semester examination of a particular course.

**R7.1** All students must attend every lecture, tutorial, and practical classes.

**R7.2** Attendance record will be maintained based upon roll calls (or any equivalent operation) in every scheduled lecture, tutorial, and practical class. The Class Advisor will maintain and consolidate the attendance

record for all the courses (lectures, tutorials, and practicals together, as applicable).

- R7.3** Ideally every student is expected to attend all periods and earn 100 percent attendance. However, the student shall secure not less than 75 percent attendance, course wise, considering the number of periods required for that course, as specified in the curriculum.
- R7.4** If a student secures attendance between 65 percent and less than 75 percent 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 and the Dean concerned, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end semester examination of that course. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department through the class advisor.
- R7.5** A student shall normally be permitted to appear for the end semester examination of the courses if the student has satisfied the attendance requirements (**Clauses R7.3 and R7.4**) and has registered for the examination in those courses of that semester by paying the prescribed fee.
- R7.6** A student who has an attendance of less than 75 percent will not be permitted to appear for the end semester examination in the course in which the shortage exists. His / her registration for that course will be treated as cancelled and he / she shall be awarded 'SA' grade (“Shortage of Attendance” i.e., registration is cancelled due to lack of attendance) in that course. This grade shall appear in the result sheet. The student should

register and repeat the course as and when it is offered next as per **Clause R6.13**.

- R7.7** Students who do not satisfy **Clauses R7.3 and R7.4** or who secure less than 65 percent attendance in a course will not be permitted to write the end semester examination of that course (vide **Clause R7.6**). The student must register and redo the course when it is offered next as per **Clause R6.13**. If the course in which the student has been prevented is a professional / programme elective, the student can opt to redo the same course or opt for different professional / programme elective course as per **Clause R6.13.2**.
- R7.8** If a student has shortage of attendance in all the registered courses, he / she would not be permitted to move to the higher semester and must repeat the current semester in the subsequent year.
- R7.9** In the case of reappearance (arrear) registration for a course, the attendance requirement as mentioned in **Clauses R7.3 and R7.4** is not applicable. However, the student must register for the examination in that course by paying the prescribed fee.
- R7.10** If the student needs leave for a short duration (less than two weeks), prior application for the leave shall have to be submitted to the Head of the Department concerned stating the reasons for the leave requested along with supporting documents and such leave may be granted by the Head of the Department.
- R7.11** Absence for the period not exceeding two weeks in a semester due to sickness or any other unavoidable reasons for which prior application could not be made may be condoned by the Head of the Department provided the given explanation is acceptable.

- R7.12** If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted through Head of the Department and the Dean of the Faculty concerned to the Dean (Academic Courses) with supporting documents. In such case the decision to grant leave shall be taken by the Dean (Academic Courses) on the recommendation of the Head of the Department and the Dean of the Faculty concerned.
- R7.13** A student who is absent due to illness or any other emergency, up to a maximum of two weeks, should approach the Class Advisor / Course Coordinator / Course Instructor for assignments and laboratory work.
- R7.14** In case, the period of absence on medical grounds is more than 20 working days during the semester, the student may apply for withdrawal from the semester, i.e. withdrawal from all courses registered in that semester.
- R7.15** If a student is continuously absent from the Institute for more than four weeks without any notification to the Head of the Department / Dean of the Faculty concerned / Dean (Academic Courses), his / her name will be removed from the Institute rolls and the same should be informed to his / her parents immediately.

**R8. CLASS ADVISOR**

There shall be a Class Advisor for each class. The Class Advisor will be one among the course instructors of the class. He / She will be appointed by the Head of the department concerned. The Class Advisor is the ex-officio member and the Convener of the class committee.

The responsibilities of the Class Advisor shall be:

- a. To act as the channel of communication between the HoD and the students of the respective class.



- b. To collect and maintain various details such as attendance, assessment marks and long leave particulars.
- c. To help the Chairperson of the class committee in planning and conducting the class committee meetings.
- d. To monitor the academic performance of the students including attendance and to inform the class committee.
- e. To coordinate with each instructor in performing analysis of results of continuous assessments and end semester examinations and in estimating CO – PO attainment.
- f. To attend to the students' welfare activities like awards, medals, scholarships, and industrial visits.

**R9. MENTOR**

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students to a teacher of the Department, who shall function as Mentor for those students throughout their period of study. The Mentor shall advise the students in registering and reappearance (arrear) registering of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Mentor may also discuss with or inform the parents about the progress / performance of the students concerned. The number of students assigned to a Mentor will be decided by the Head of the Department. However, the strength shall not exceed 20 students per Mentor.

The responsibilities of the Mentor shall be:

- a. To inform the interpretation of Regulations to the students and their rights and duties.
- b. To inform the code of conduct to be maintained in the campus and disciplinary actions.
- c. To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- d. To guide in the process of enrollment and registration of the courses.
- e. To authorize the final registration of the courses at the beginning of each semester.
- f. To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- g. To collect and maintain the students' academic and co-curricular records.
- h. To facilitate and collect students' feedback about the course and course instructor.
- i. To facilitate and collect the course exit survey and programme exit survey.
- j. To provide all the details of the academic, including feedback, training, scholarship, placement, co-curricular, and extracurricular activities of the students to the Dean (Academic Courses) through the HoD and the Dean of the Faculty concerned.

## **R10. CLASS COMMITTEE**

A class committee consists of all teachers of the class concerned, student representatives and a chairperson who does not handle any course for the class. It is like the 'Quality Circle' (more commonly used in industries), with the overall goal of improving the teaching-learning process. The class committee shall be constituted by the HoD within 7 days from the commencement of classes. The Class Advisor and the HoD will attend the meeting. The Dean (Academic Courses) and the Mentor(s) shall be called to attend the meeting as special invitees if required.

The functions of the class committee include:

- Solving problems experienced by students in the classroom and in the laboratories in consultation with the HoD / Dean of Faculty concerned / Dean (Academic Courses).
- Clarifying the Regulations of the degree programme and the details of rules therein.
- Informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives, the details of Regulations regarding weightage used for each assessment.
- Discussing in the class committee meeting the breakup of marks for each experiment / exercise / module of work, in case of practical courses (laboratory / project work / seminar, etc.) and informing the students.
- Analyzing the performance of the students of the class after each assessment and finding ways and means of improving their performance.

- Identifying the students who are low achievers or weak in their courses if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such students.

The class committee is normally constituted by the Head of the Department. However, if the students of different programmes are mixed in each class, the class committee is to be constituted by the Dean (Academic Courses). At least 4 student representatives from the respective class (usually 2 boys and 2 girls) shall be included in the class committee. The Chairperson of the class committee is required to prepare the minutes of every meeting, submit the same to the Head of the Department within two days of the meeting and arrange to circulate the same among students concerned and teachers. A copy of the minutes shall be displayed in the notice board. If there are some points in the minutes requiring action by the Institute, the same shall be brought to the notice of the Registrar through Dean (Academic Courses).

The first meeting of the class committee shall be held within 10 days from the date of commencement of the semester. The enrollment of courses including add and drop of the courses will be finalized. The nature and weightage of continuous assessments shall be decided in the first meeting, within the framework of the Regulations and the same shall be communicated to the students. Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings the student members representing the entire class, shall meaningfully interact and express their opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process. In each meeting, the action taken report based on the minutes of the previous meeting is to be presented and discussed by the Chairperson of the class committee.

After the completion of the end semester examination and evaluation process, the course instructor shall keep the record of marks and grades earned by the students for the computation of CO and PO attainments.

#### **R11. COMMON COURSE COMMITTEE**

A theory course handled by more than one teacher, or each common theory course offered to more than one discipline or group of disciplines, shall have a “Common Course Committee” comprising of all the instructors teaching that common course with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the Dean (Academic Courses) in consultation with the Dean of the concerned Faculty and the Heads of the Departments, from among the instructors teaching the common course either from a single department or several departments. The committee shall be constituted by the Dean (Academic Courses) within 5 days from the commencement of the semester. The first meeting of the Common Course Committee shall be held within 5 days from the date of formation of the committee. The lesson plan, books and references to be followed shall be decided at the first meeting. The “Common Course Committee” shall meet as often as possible and ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments (**vide Clause R13**). Wherever feasible, the common course committee shall prepare a common question paper for the continuous assessment tests, objective type test and end semester examination. The question paper for the end semester examination shall be set by the Course Co-Ordinator, in consultation with all the teachers. The common course committee shall meet to decide the multiplication factor for the respective batch of students, if required. The minutes in this regard shall be sent to all the concerned HoDs and the Controller of Examinations.

## **R12. PERFORMANCE ANALYSIS COMMITTEE**

The Performance Analysis Committee will consist of the same members as the class committee but including the Dean (Academic Courses), Director IQAC, Dean of the Faculty, the Head of the Department and excluding the student members. An external member from an allied department shall be nominated by the Dean (Academic Courses) in consultation with the Vice Chancellor to the Performance Analysis Committee. The meeting of the Performance Analysis Committee is to be held within 10 days from the last day of the end semester examinations to analyze the performance of the students in all courses of study by estimating the CO - PO attainment levels and finalize the grade ranges for each course and forward the statement of grades to Dean (Academic Courses) immediately, through the Head of the Department. The Performance Analysis Committee, by collective wisdom, should ensure that the clustering / grading / pass-fail decisions have been reasonably balanced. The attendance registers of all the courses with all the continuous assessment marks, end semester marks, Tabulation Register, grades, and grade-ranges entered in the register are also to be sent to Dean (Academic Courses) immediately through the Head of the Department for forwarding to the Controller of Examinations.

## **R13. SYSTEM OF EXAMINATIONS**

The end Semester examinations for theory, theory integrated with practical, practical, practical integrated with theory, and project courses will be 3 hours duration. These examinations shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters. For practical, and project courses, the end semester examination will be conducted with an external examiner appointed by the Controller of Examinations.

### **R13.1 Assessment Procedures for Awarding Marks**

All M.A. / M.Sc. / MSW / M.Com. / MBA / MCA / M.Tech. degree programmes consist of theory / practical / theory integrated with practical / practical integrated with theory / Employability Enhancement Courses such as Professional Practices, Case Study and Industrial / Practical Training / Internship / Project Work / Thesis / Dissertation / Value Added Courses and Audit Courses. Appearance in End Semester Examination is mandatory for all courses including Theory, Theory integrated with Practical, Practical, Practical integrated with Theory, project work, and all lecture-based employability enhancement courses.

Performance in each course of study shall be evaluated based on:

- i) Continuous Assessments throughout the semester and
- ii) End Semester Examination

The evaluation shall be based on Outcome Based Education and the relevant rubrics shall be followed. The commencement date of assessments and the number of weeks to be considered for syllabus coverage shall be fixed as per the academic schedule prescribed by the Dean (Academic Courses) and Controller of Examinations.

**R13.2** Each course, Theory, Theory Integrated with Practical, Practical, Practical Integrated with Theory, Project work, thesis, and dissertation shall be evaluated for a maximum of 100 marks. The weightage for continuous assessment and end semester examination marks are given in **Table 6**.

**R13.3** Some domain specific courses included under Employability Enhancement Courses are evaluated by internal assessments only. There is no evaluation for Audit Courses. However, minimum attendance requirements as per **Clause R7** shall be satisfied.

**TABLE 6. Weightage of Marks**

SL.No.	Category of Courses	Marks Weightage (%)	
		Continuous Assessment	End Semester Examination
1	Theory Courses	50	50
2	Practical Courses	75	25
3	Theory integrated with Practical Courses	Theory – 25 Practical - 25	Theory - 50
4	Practical integrated with Theory Courses	Theory - 25 Practical - 50	Practical - 25
5	Project Work / thesis / dissertation	60	40
6	Value Added Courses, Skill Development Programmes, Internship and Online Courses (with one credit)	100	-

**R13.4** Every teacher is required to maintain an ‘**ATTENDANCE AND ASSESSMENT RECORD**’ for every semester, which consists of attendance marked in each class of Theory / Theory Integrated with Practical / Practical / Practical integrated with Theory / Employability Enhancement Courses / Audit Courses, the assessment marks, and the record of class work (topics covered), separately for each course handled by the teacher. The attendance book completed in all aspects should be submitted to the HoD periodically (three times in a semester) for checking the syllabus coverage and the records of assessment marks and attendance. The HoD and the Dean of Faculty concerned will affix signature and date after due verification. At the end of the semester, the record should be verified by the Dean (Academic Courses) who shall keep this document in safe custody for 5 years. The records of attendance and assessment of both current and previous semesters should be available for auditing.



## **R13.5 Assessment for Theory Courses**

**R13.5.1** The End Semester Examinations for theory courses will be 3 hours duration and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters.

### **R13.5.2 Continuous Assessment Evaluation for Theory Courses**

- The mode(s) of internal evaluation is / are to be decided for each course in the class committee.
- There shall be assignment / tutorial / quiz / case study / seminar / mini-project type of assessment for each course as decided in the class committee and the faculty must evaluate fairly for all the students relatively for 25 marks.
- All regular assessment tests are to be conducted for 100 marks and the marks obtained by the students are reduced to 25 marks while evaluating continuous assessment marks. Three assessment tests are to be conducted for each course.
- The question paper is to be set considering the appropriate Bloom's Taxonomy levels and to cope with the prescribed course outcomes.
- The regular first assessment test is to be conducted between 30 and 35 days from the commencement of classes for the semester with the portion of syllabus covered up to 4 weeks. The test duration shall be 1 hour.
- The second assessment test, termed as Mid-term test is to be conducted between 60 and 65 days from the commencement of classes for the semester with the portion of syllabus covered up to 8 weeks. The test duration shall be 2 hours. The question paper should

have 5 questions in Part A and 3 questions in Part B.

- The third assessment test, termed as Model Examination is to be conducted between 80 and 85 days from the commencement of classes for the semester with the portion of syllabus covered up to 11 weeks. The test duration shall be 3 hours. The pattern of the question paper is as per the end semester regular examination.
- The sum of marks obtained through assignment / tutorial / quiz / case study / seminar / mini-project type of assessment as per **Clause R13.9** (out of 25 marks) and the marks obtained through 3 assessment tests (out of 25 marks), i.e., out of 50 marks, shall be submitted as continuous assessment marks.

**R13.5.3** 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 Competitions / conferences / seminars with prior permission from the Head of the Department and Dean of the Faculty concerned, only one re-assessment may be given at the end of the semester after getting approval from the Dean (Academic Courses) by the concerned Head of the Department and Course Instructor.

**R13.6 Assessment for Theory Integrated with Practical / Practical integrated with Theory Courses**

Each theory integrated with practical or practical integrated with theory course shall be evaluated for a maximum of 100 marks as shown in **Table 7**.

**Table 7: Assessment Pattern and Weightage**

Sl.No.	Category of Course	Marks (in percentage)		
		Assessment for Theory	Assessment for Laboratory	End Semester Examination
1.	Theory integrated with Practical	25 (Two Assessments)	25 (Continuous Evaluation)	50 (Theory Examination)
2.	Practical integrated with theory	25 (One Assessment)	50 (Continuous Evaluation)	25 (Practical Examination)

For theory integrated with practical courses, the end semester examination will be conducted as theory examination. The two assessment tests for theory are written tests. For practical integrated with theory courses, the end semester examination will be conducted and evaluated with an external examiner appointed by the Controller of Examinations. The procedure for conduct of continuous assessments for practical component is as per the **Clause R13.7**. The weighted average shall be converted into 50 marks for continuous assessment in case of theory integrated with practical courses and into 75 marks for practical integrated with theory courses.

**R13.7 Assessment for Practical Courses**

**R13.7.1** Every practical experiment shall be evaluated based on the student's performance during the laboratory class and the maintenance of the records.

**R13.7.2** There shall be at least one assessment test for practical courses.

**R13.7.3** The criteria for arriving at the continuous assessment marks of 75 will be as per the following scheme: for successful completion of all the prescribed experiments done in the laboratory including observation and record work, 75 percent of marks shall be awarded, and 25 percent marks shall be awarded for the assessment test. The total marks earned by the

student in continuous assessments shall be converted into a maximum of 75 marks and rounded to the nearest integer in case of practical courses and to a maximum of 25 marks in case of Theory integrated with Practical courses. The total marks earned by the student in continuous assessments shall be converted into a maximum of 50 marks and rounded to the nearest integer in case of Practical integrated with Theory courses.

**R13.7.4** The end semester examination for practical courses shall be for 25 marks and shall include viva-voce also as a part of it. The viva-voce examination shall be conducted by an external examiner appointed by the Controller of Examinations.

**R13.7.5** The end semester examination for practical courses will be of 3 hours duration and shall normally be conducted before the start of the theory examinations for that semester.

### **R13.8 Assessment for Project Work**

**R13.8.1** For Project work out of 100 marks, the maximum mark for continuous assessment is fixed as 60 and the end semester examination (project report evaluation and viva-voce examination) carries 40 marks. For all PG programmes, the project work shall be assigned to a single student. In the case of M.Tech. programme, the Project Phase 2 in the fourth semester must be continuation of Project Phase 1 in the third semester with the same supervisor if the student is pursuing his / her project work within the campus.

**R13.8.2** There shall be three assessments (each 100 marks) during the semester by a review committee. The student shall make a presentation on the progress made before the committee. The Head of the Department shall constitute a review committee for each programme. There shall be a minimum of three members in the review committee. The committee shall consist of the supervisor (project guide), project coordinator and

domain expert from the concerned / allied department. The total marks obtained in the three reviews shall be reduced to a maximum of 60 marks (as per the distribution given in **Table 9**) rounded to the nearest integer. The review meetings, if necessary, may also be arranged in online mode with prior approval from the Dean (Academic Courses) and a suitable record of the meetings shall be maintained.

**R13.8.3** Each student is expected to submit the project report on or before the last working day of the semester. The end semester examination for the project work shall consist of the evaluation of the final project report submitted by the student by an external examiner, followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner and an internal examiner (other than project guide). The project coordinator shall be the internal examiner. The Head of the Department, with the approval of the Controller of Examinations shall appoint the external examiner for the end semester examination of the project work.

**R13.8.4** The continuous assessment and viva-voce examination marks for project work shall be distributed as indicated below in **Table 8**.

**Table 8: Continuous Assessment and End Semester Examination Marks for the Project Work**

<b>Continuous Assessment (60 Marks)</b>			<b>End Semester Examination (40 Marks)</b>			
<b>Review I</b>	<b>Review II</b>	<b>Review III</b>	<b>Project Report</b>		<b>Viva-Voce Examination</b>	
			<b>Guide</b>	<b>External</b>	<b>Internal</b>	<b>External</b>
10	20	30	10	10	10	10

**R13.8.5** If the project report is not submitted on or before the specified deadline, an extension of time up to a maximum limit of 30 days may be given for the submission of project work with due approval obtained from the Dean

(Academic Courses) and the same needs to be communicated to Controller of Examinations. If the project report is not submitted even beyond the extended time, then the student is deemed to have failed in the Project Work. In the above two cases, double the amount of prescribed Viva-voce examination fee shall be collected from the students.

**R13.8.6** A student may, however, in certain cases, be permitted to work on the project in an Industrial / Research organization on the recommendation of the Head of the Department, with the approval of the Dean (Academic Courses). In such cases, the project work shall be jointly supervised by a faculty member (project guide) of the department and an Expert / Scientist from the organization (project coordinator) and the student shall be instructed to report the progress periodically and to attend the project reviews for evaluating the progress. The student will produce a certificate of attendance from the Industry / Research organization where the project is carried out. In case of industrial projects, the marks allotted for the project guide will be shared equally by the guide from the department and the coordinator from the industry.

**R13.9 Assessment for Seminar / Professional Practices / Case Study / Mini Project**

The Seminar / Professional Practices / Case study / Mini-Project shall carry 100 marks and shall be evaluated through continuous assessment only. Every student is expected to present a minimum of 2 presentations / demonstration per semester before the evaluation committee and for each presentation / demonstration, marks can be equally apportioned. The three-member committee consisting of one coordinator and two members appointed by the Head of the Department will evaluate the performance of the student in above activities 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 marks), presentation / demonstration (40 marks) and response to the questions asked during presentation / demonstration (20 marks). The final marks obtained by each student in all the above activities should be consolidated and submitted by the concerned HoD to the Dean (Academic Courses) which in turn should be submitted to Controller of Examinations at the end of each semester. The consolidated final mark obtained by each student is reduced to 25 marks and to be utilized as stated in the **Clause R13.5.2**.

### **R13.10 Assessment for Industrial / Practical Training / Internship**

The Industrial / Practical Training shall carry 100 marks and shall be evaluated through continuous assessment only. At the end of the Industrial / Practical Training / Internship, the student shall submit a certificate from the organization where the student has undergone training and a brief report about the training. The evaluation will be made based on this report (40 marks), presentation (30 marks) and a Viva-Voce Examination (30 marks). The viva- voce examination will be conducted by a three-member committee constituted by the HoD. The committee comprises of one expert from an industry and two members (a coordinator and a member) from the Department. Certificates (issued by the Organization) of the student along with his / her mark statement should be submitted by the concerned HoD to the Dean (Academic Courses) which in turn should be submitted to Controller of Examinations at the end of each semester.

### **R13.11 ASSESSMENT OF SEMESTER LONG INDUSTRIAL PROJECT**

**R13.11.1** The Viva-Voce examination for semester long industrial project shall be based on the report submitted by the student regarding the work carried out in the industrial project. The students must produce an attendance certificate at the time of reviews. The report shall be certified by the

coordinator from the industry, supervisor (internal guide) and Head of the Department.

**R13.11.2** Projects undertaken externally should have an internal guide and an external guide. Both guides are expected to interact regularly monitoring the progress of the student. For the reviews the external guide should be present at least in online mode to assess and award marks to the student. In the beginning of the project, the internal guide should ensure that the work to be carried out is up to the standard as well as not attracting any IPR issues with the external organization so that the work could be published.

**R13.11.3** The reviews may be conducted in online mode, if the student cannot travel to the institute to attend the reviews and this shall be approved by HoD, and such reviews must be recorded. However, the end semester examination must be conducted in physical mode with the mentor (coordinator) from the industry present physically or through online.

**R13.11.4** In the final report, the Bonafide certificate shall be signed by both the guides mandatorily. However, if any difficulty is encountered in fulfilling this norm, then the HoD can initiate remedial action and complete the evaluation requirement with justification and approval of the Dean (Academic courses) for the same.

**R13.11.5** The Bonafide certificate of the project report shall have the date of viva voce examination and the signatures of the internal and external guides, including the HoD and the examiners.

**R13.11.6** If the project report or report of industrial project is not submitted on or before the specified deadline, an extension of time up to a maximum limit of 30 days may be given for the submission of report with due approval obtained from the Head of the Department. If the report is not submitted even beyond the extended time, then the student is deemed to have failed



in the Project Work and the student must redo the course again. In the above two cases, double the amount of prescribed Viva-voce examination fee shall be collected from the students.

### **R13.12 Assessment for Thesis / Dissertation**

**R13.12.1** Students shall carryout a thesis / dissertation work as specified in the curriculum, which may be evaluated for 100 marks through Continuous Assessment and external Viva-voce examination. The work may be evaluated by a committee consisting of one coordinator and two members appointed by the Head of the Department and Dean of concerned Faculty. There shall be three assessments (each 100 marks) during the semester by a review committee. The student shall make a presentation on the progress made before the committee. The total marks obtained in the three reviews shall be reduced to a maximum of 60 marks rounded to the nearest integer. The review meetings, if necessary, may also be arranged in online mode with prior approval from the Dean (Academic Courses) and a suitable record of the meetings shall be maintained.

**R13.12.2** The student is expected to submit the thesis / dissertation report on or before the last working day of the semester. A Viva-voce examination carrying 40 marks will be conducted by a committee consisting of an internal examiner and the external examiner appointed by the controller of examinations.

**R13.12.3** The weightages for continuous assessment and Viva-voce examination for thesis / dissertation work shall be distributed as per the **Table 9**.

**Table 9: Weightage for Continuous Assessments and Viva-voce**

Continuous Assessment (60 Marks)			End Semester Examinations (40 Marks)			
Review I	Review II	Review III	Thesis / Dissertation		Viva-voce Examination	
			Guide	External	Internal	External
10	20	30	10	10	10	10

**R13.12.4** If the thesis / dissertation report is not submitted on or before the specified deadline, an extension of time up to a maximum limit of 30 days may be given for the submission of dissertation work with due approval obtained from the Dean (Academic Courses) and the same needs to be communicated to Controller of Examinations. If the thesis / dissertation report is not submitted even beyond the extended time, then the student is deemed to have failed in the thesis / dissertation. In the above two cases, double the amount of prescribed Viva-voce examination fee shall be collected from the students.

**R13.12 Assessment for Value Added Courses**

This one / two credit course shall carry 100 marks and shall be evaluated through continuous assessments only. One or two assessments shall be conducted during the semester by the department concerned. The HoD may identify a faculty member as coordinator for the course. A committee consisting of the Head of the Department, faculty handling the course (if available), coordinator and a senior faculty member nominated by the Head of the Department shall monitor the evaluation process. The grades shall be assigned to the students by the above committee based on their relative performance. Certificates issued by the industry if any along with the student's mark / grade statement should be submitted by the concerned Head of the Department to the Office of Dean (Academic

Courses) which in turn should be submitted to Controller of Examinations at the end of each semester.

### **R13.13 Assessment for Online Courses**

Students may be permitted to credit online courses (NPTEL / SWAYAM) with the approval of the Head of the Department and Dean (Academic Courses), subject to a maximum of six credits.

**R13.13.1** On successful completion of the online course, the candidate must submit the copy of the certificate and the grade card (if applicable) to the Head of the Department.

**R13.13.2** The Head of the Department shall form a team of faculty members to recommend the credit and grade to be awarded to the candidate by mapping the score earned by the student and results shall be submitted to the Office of Dean (Academic Courses) which in turn should be submitted to Controller of Examinations for further processing with due approval from Dean (Academic Courses).

**R13.13.3** If the grade card is not submitted by the student, the HoD shall recommend to the Controller of Examinations through Dean (Academic Courses) to conduct end semester examination on the online course.

**R13.14** Continuous assessment marks approved by the Dean (Academic Courses) shall be displayed to students by the respective HoDs within 5 days from the last working day.

### **R14. PASSING REQUIREMENTS**

**R14.1** A student who secures not less than 50 percent of total marks prescribed for the course [Continuous Assessment + End Semester Examinations] with a minimum of 50 percent of the marks prescribed for the end semester examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for all theory, practical, theory integrated with practical, and practical integrated theory

courses.

- R14.2** If the student gets less than 50 percent of total marks, then the student will be awarded only RA (Reappearance) grade.
- R14.3** If a student fails to secure a pass in a course, the student shall register and appear for the end semester examination in the subsequent semester or appear for the supplementary examination vide **Clause R15**. In such a case, the Continuous Assessment marks obtained by the student in the first appearance shall be retained and considered valid for one subsequent arrear attempt. However, in the third attempt, if a student fails to obtain pass marks i.e., (Continuous Assessment + End Semester Examination) as per **Clause R14.1**, then the student shall be declared to have passed the examination if he / she secures a minimum of 50 percent of marks prescribed for the end semester examination alone.
- R14.4** The students are allowed to write arrear examination as per **Clause R6.12.1**.
- R14.5** If a student has submitted the project report but absent in the end semester examination of project work, the student is deemed to be failed. If a student attends and fails in the End Semester examination of Project work, he / she shall attend the end semester examination again within 60 days from the date of declaration of the results. The subsequent viva-voce examination will be considered as reappearance with payment of double the amount of prescribed examination fee. In case the student fails in the subsequent viva-voce examination also, the student shall redo the course again.
- R14.6** The passing requirement for the courses which are assessed only through continuous assessment (employability enhancement courses such as value-added courses, skill development courses, online courses with one credit, and internship except project work), shall be fixed as minimum 50 percent and the rest of the grades are decided.

**R15. AWARD OF LETTER GRADES**

**R15.1** All assessments will be done based on marks. However, for the purpose of reporting the performance of a student, letter grades, each carrying certain number of points will be awarded as per the range of total marks (out of 100) obtained by the candidate in each course as detailed below in the **Table 10**. The letter grades and the associated grade points are shown in **Table 11**.

**Table 10: Grade Distribution with Range of Marks**

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

An absolute grading system will be followed in assigning grades to students for each course registered.

**Table 11: Letter Grades with Grade Points**

<b>Letter Grade</b>	<b>Grade Significance</b>	<b>Grade Points</b>
O	Outstanding	10
A+	Excellent	9
A	Very Good	8
B+	Good	7
B	Average	6
C	Satisfactory	5
RA	Reappearance Registration	0
SA	Shortage of Attendance	0
W	Withdrawal	0

- i) “RA” denotes Reappearance required for the examination in the course and “W” denotes withdrawal from the course.
- ii) The Grade “SA” denotes inadequate attendance (as per **Clause R7**) and hence prevented from writing the end semester examination.
- iii) The Grade “SA’ and “W” will figure only in the Result Sheets.

**R15.2** The grades obtained for the one / two credit value added courses shall figure in the grade sheet under the title ‘**Value Added Courses**’ / ‘**Online Courses**’. The other grades RA, and SA will not figure in the grade sheet.

### **R15.3 GRADE SHEETS**

**R15.3.1** After the results are declared, Grade Sheets will be issued to each student, which will contain the following details:

- List of courses enrolled for that semester and the grades obtained by the student.
- The Grade Point Average (GPA) for the semester considering only the courses listed in the curriculum (not the additional courses) and
- The Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards considering only the courses of curriculum (not the additional courses).

**R15.3.2** The Grade Point Average (GPA) for each semester will be calculated only for the students who have passed all the courses of that semester. Similarly, Cumulative Grade Point Average (CGPA) up to any semester will be calculated only for the students who have passed all the courses up to that semester. GPA is the ratio of the sum of the products of the number of credits of curricular courses ( $C_i$ ) registered and the grade points scored in those courses ( $G_{Pi}$ ), taken for all the courses, to the sum of the number of credits of all the courses successfully cleared ( $n$ ) during the particular semester.

$$GPA = \frac{\sum_i^R C_i * GP_i}{\sum_i^R C_i}$$

On successful completion of the programme, the CGPA will be calculated in a similar manner as follows, considering all the curricular courses (not the additional courses) enrolled from the first semester.

$$CGPA = \frac{\sum_{i=1}^N C_i \times GP_i}{\sum_{i=1}^N C_i}$$

where N is the total number of courses for the entire programme. “RA” and “SA” grades will be excluded for calculating GPA and CGPA.

**R15.3.3** In the consolidated grade sheet, the CGPA earned shall be converted into percentage of marks as follows:

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

**R15.3.4** The Grade Point Average (GPA) for each semester will be included in the grade card or sheet, even if a student fails in one or more courses within the semester. In such cases, the GPA will be calculated based on the grades obtained in the courses the student has passed. Similarly, the Cumulative Grade Point Average (CGPA) will also be calculated based on the grades obtained in all the courses the student has passed up to and including the current semester.

#### **R15.4 REVALUATION OF ANSWER SCRIPTS**

A candidate can apply for photocopy of his / her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Department. Students can see the valued answer scripts of the semester examinations and can get it retotalled / revalued by the faculty concerned. Based on the

recommendation, the candidate can register for the reevaluation through proper application to the Controller of Examinations. The answer sheets will be reevaluated and the results will be intimated to the student concerned through the Head of the Department. Reevaluation is permitted only for theory courses, and not permitted for practical courses, project work and Employability Enhancement Courses.

## **R15.5 SUPPLEMENTARY EXAMINATION**

**R15.5.1** Only those Students who obtained "RA" grade and have prescribed attendance and above in a course are eligible to apply for Supplementary Examination.

**R15.5.2** Registration shall be made for supplementary examination within the stipulated period from the date of notification and the examination fee to be paid is double the amount of fee prescribed for the regular end semester examinations.

**R15.5.3** A student is eligible for only one Supplementary Examination for any course. No second chance will be given. In case a student fails in the Supplementary Examination, he / she must rewrite the examination along with the regular stream in the subsequent semesters, as and when it is conducted.

**R15.5.4** Students who miss the end-semester examination due to valid medical or some other reason may be permitted with the consent of the Dean (Academic Courses) to appear for the supplementary examination(s) subject to fulfilling of attendance requirement (vide **Clause R7**).

**R15.5.5** Supplementary Examinations will be conducted during the first two weeks after the commencement of the next semester.

**R15.5.6** Supplementary examination will be considered as an alternative to the end-semester examination only. The continuous assessment marks



already secured by the students will be considered for finalizing the grade.

**R15.5.7** A minimum of 50 percent of marks prescribed for the end semester examination should be scored in the supplementary examination(s) to declare the result as have passed the course and acquired the relevant number of credits.

**R15.5.8** If a student receives an "RA" grade due to involvement in malpractice during an examination, he or she will not be permitted to appear for the supplementary examination.

## **R16. ELIGIBILITY FOR THE AWARD OF DEGREE**

**R16.1** A student shall be declared to be eligible for the award of the M.A. / MBA / MCA / M.Com. / M.Sc. / MSW / M.Tech. degree, provided the student has:

- i) Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated duration.
- ii) Successfully completed the course requirements, appeared for the End Semester Examinations and passed all the courses prescribed in all the 4 semesters within a maximum duration of 4 years reckoned from the commencement of the first semester.
- iii) Successfully passed any additional courses prescribed by the Dean (Academic Courses).
- iv) No disciplinary action is pending against the student.
- v) The award of Degree must have been approved by the Academic Council of the Institution.

## **R16.2 Classification of the Degree Awarded**

### **First Class with Distinction**

**R16.2.1** 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 first appearance within three years, which includes authorized break of study of one year. Withdrawal from examination (vide **Clause R18**) will not be construed as an appearance.
- ii) Should have secured a CGPA of not less than 8.00.
- iii) Should not have been prevented from writing end semester examination due to lack of attendance in any of the courses.
- iv) The authorized break of study (vide **Clause R17**) and withdrawal from the examination (vide **Clause R18**) will not be construed as an attempt.

### **First Class**

**R16.2.2** 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 4 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 6.50.

- iii) The authorized break of study (vide **Clause R17**) and withdrawal from the examination (vide **Clause R18**) will not be construed as an attempt.

## **Second Class**

**R16.2.3** All other students (not covered in **Clauses R16.2.1** and **R16.2.2**) who qualify for the award of the degree (vide **Clause R16**) shall be declared to have passed the examination in Second Class.

**R16.3** A student who is absent in the end semester examination in a course / project work / dissertation / thesis 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 R18**) for the purpose of classification.

## **R17. PROVISION FOR AUTHORISED BREAK OF STUDY**

**R17.1** Break of Study shall be granted by the Dean (Academic Courses) only once for valid reasons for a period of maximum one year during the entire period of study of the degree programme.

**R17.2** Prescribed fee to the Institute should be paid during the “Break of Study” period.

**R17.3** The student permitted to re-join after the break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of re-joining. If the Regulation is changed, then, those students may have to take up additional courses as prescribed by the Dean (Academic Courses).

- R17.4** Total number of credits to be earned by the student shall be more than or equal to the total number of credits prescribed in the curriculum in force. If the credit assigned for L T P of the courses are not same in two Regulations under consideration, then equivalence shall be arrived as per the credit assignment followed in the Regulations in force.
- R17.5** The authorized break of study (for a maximum of one year) will not be construed for the duration specified for passing all the courses for the purpose of classification. (vide **Clause R16.2**).
- R17.6** The total period for completion of the programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in **Clause R5** irrespective of the period of break of study (vide **Clause R17**) in order that he / she may be eligible for the award of the degree.
- R17.7** If any student is detained due to a lack of requisite attendance, progress, or good conduct, the period spent in that semester shall not be considered as a permitted "Break of Study" or "Withdrawal", and **Clause R17 or R18** shall not apply to this case.
- R17.8** 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 Dean (Academic Courses) through the concerned HoD before the end of the semester in which the student has taken break of study.
- R17.9** If the student has not reported back to the department, after the break of study, his / her name shall be deleted permanently from the Institute enrollment. Such students are not entitled to seek readmission under any circumstances.

**R17.10** If a student in Full Time mode wants to take up job / start-up / entrepreneurship during the period of study, he / she shall apply for authorized break of study for one year. The student shall take up the assignment only after getting approval of the same by the Dean (Academic Courses).

**R18. PROVISION FOR WITHDRAWAL FROM THE END SEMESTER EXAMINATIONS**

**R18.1** A student may, for valid reasons (medically unfit / unexpected family situation / Sports approved by the Director, Sports and HoD) and on prior application, be granted permission to withdraw from appearing for one examination of one course or two or more consecutive examinations of different courses in the end semester examination. Permission cannot be given to withdraw from the examinations in a non-consecutive sequence.

**R18.2** Such withdrawal shall be permitted only once during the entire period of study of the degree programme.

**R18.3** Withdrawal application is valid only if the student is otherwise eligible to write the examination (vide **Clause R7**) and if it is made within 10 days prior to the commencement of the end-semester examination and recommended by the HoD and approved by the Dean (Academic Courses).

**R18.4** Notwithstanding the requirement of mandatory 10 days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

- R18.5** Withdrawal shall not be construed as an appearance for the eligibility of a student for First Class with Distinction. This provision is not applicable to those who seek withdrawal during IV semester.
- R18.6** Withdrawal from the end semester examination is NOT applicable to arrear courses of previous semesters.
- R18.7** The student shall appear for the end semester examination with respect to the withdrawn courses during the examination conducted in the subsequent semester or appear for the supplementary examination vide **Clause R15** and need not re-appear for the continuous assessment examination.
- R18.8** Withdrawal from the continuous assessment examination is not permitted.
- R18.9** Withdrawal is not permitted for a student who has not satisfied the conditions prescribed in **Clause R7** as requirements for appearing in the end-semester examination.

## **R19. DISCIPLINE**

The Institute reserves the right to cancel the admission of any student and ask him / her to discontinue his / her studies at any stage of his / her career on the grounds of unsatisfactory academic performance or misbehavior and conduct.

- R19.1** Every student is required to observe discipline and decorous behaviour both inside and outside the Institute and not to indulge in any activity which will tend to bring down the prestige of the institution.
- R19.2** Any act of indiscipline of a student reported to the Dean (Academic Courses) will be referred to a Discipline and Welfare Committee constituted by the Vice Chancellor. The Committee will enquire into the charges and recommend suitable punishment if the charges are

substantiated. The Vice Chancellor will consider the recommendation of the Discipline and Welfare Committee for appropriate action.

**R19.3** If a student indulges in malpractice in any of the end semester examination / continuous assessment tests, he / she shall be liable for punitive action as prescribed by the institution from time to time.

**R19.4** Ragging of any dimension is a criminal and non-bailable offence in our country. The current State and Central legislations provide for stringent punishment, including imprisonment. Once the involvement of a student is established in ragging, the offending student will be dismissed from the Institution and will not be admitted into any other Institution. Avenues also exist for collective punishment if individual cannot be identified in this inhuman act. Every student of the Institute, along with the parent, shall give an undertaking every year in this regard and this should be submitted at the time of enrolment.

**R20. REVISION OF REGULATIONS AND CURRICULUM**

The Academic Council of the Institute reserves the right to revise, amend or change the regulations, the curriculum, syllabus and the scheme of examinations from time to time if found necessary and shall send the recommendations to the Executive Council for approval.

**R21. SPECIAL CASES**

In the event of any clarification in the interpretation of the above regulations, they shall be referred to the Standing Committee (Internal members of the Academic Council). The Standing Committee will offer suitable interpretation / clarification required for special case on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final.