



**SRI MANAKULA VINAYAGAR**  
**ENGINEERING COLLEGE**  
**(An Autonomous Institution)**

Puducherry

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**ACADEMIC REGULATIONS 2019**  
**(R-2019)**


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**BACHELOR OF TECHNOLOGY PROGRAMMES**

  
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## SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

BACHELOR OF TECHNOLOGY PROGRAMMES  
(Eight Semesters)

### REGULATIONS 2019

### CHOICE BASED CREDIT SYSTEMS (CBCS)

(Common to all B.Tech. Full Time Programmes)

#### 1. INTRODUCTION

- 1.1 Sri Manakula Vinayagar Engineering College (SMVEC) envisions to foster knowledge, skills, attitude and values of the aspiring youth to enable them to become global citizens. To achieve this process, the institution has evolved a flexible integrated academic curriculum designed in accordance with the Outcome Based Education (OBE which is acquired by the learners of a programme under 'Learner Centric' Model.
- 1.2 All the Under Graduate Engineering programme shall be governed by the rules and regulations provided in this version of Academic Regulations (R-2019). The curriculum of each programme provides broad based knowledge, quality course content, academic flexibility, and scope for multi-disciplinary learning activities and opportunities for industry oriented projects.
- 1.3 The provisions made in this document shall govern the policies, procedures, curriculum, conduct of the examinations and evaluation systems.
- 1.4 The semester system shall be adopted for academic activities in the college. Normally, odd semester starts in second week of June and even semester starts in second week of December.
- 1.5 Stringent evaluation norms will be followed to maintain quality of engineering education. The examination system will be transparent and governed by the rules and regulations with time bounded activities.

#### Objectives of CBCS


- ❖ To shift focus from the teacher-centric to student-centric education.
- ❖ To allow students to choose inter-disciplinary, intra-disciplinary and skill oriented courses from the choices to provide more flexibility in learning system.
- ❖ To make education broad-based on par with global standards.
- ❖ To help students to earn credits by choosing unique combination of courses.
- ❖ To create an international exposure to students by providing International Certificate Courses.
- ❖ To provide necessary training to students for gaining vital life skills through skill development programmes.
- ❖ To keep abreast of industrial requirements and societal needs, students are equipped through internship and inculcate the skill of converting Project into Product.

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- 1.6** The rules and regulations shall be subjected to amendment made by the Academic Council (AC) from time to time based on the recommendations of the Board of Studies (BoS).

## 2. PRELIMINARY DEFINITIONS AND NOMENCLATURE

College	:	Sri Manakula Vinayagar Engineering College
University	:	Pondicherry University
Programme	:	B.Tech. Degree
Discipline/ Department	:	Branch or specialization of B.Tech Degree Programme like Civil Engineering, Mechanical Engineering etc.,
Course	:	Theory / Practical subject that is normally studied in a semester. Eg: Mathematics, Computer Programming, etc.,
Professional Core Course	:	Compulsory course in the curriculum
Professional Elective Course	:	A course that can be chosen from the listed courses by a student based on his/her interest which is not covered in professional core courses.
Open Elective Course	:	A course that can be chosen by a student based on his/her interest from the list of multi-disciplinary courses offered by other departments.
Head of the Institution	:	The Director cum Principal
Controller of Examinations (CoE)	:	The authority who is responsible for all Examination related activities of the institution
Lateral Entry	:	Admission of students directly into the second year of B.Tech. Degree programme after completion of Diploma Course in Engineering
L – T – P – PW – C	:	<b>L</b> - Lecture, <b>T</b> - Tutorial, <b>P</b> - Practical, <b>PW</b> –Project Work and <b>C</b> -Credits respectively
Curriculum	:	The various components / courses studied in each programme that provides an appropriate outcome in the chosen branch of study.
Semester Grade Point Average (SGPA)	:	Weightage of average grade points of subjects in a semester.
Cumulative Grade Point Average (CGPA)	:	Weightage of average grade points of all subjects in all semesters completed by a student
Odd semester	:	The Semester that is typically from June to November
Even semester	:	The Semester that is typically from December to May
Period	:	50 minutes duration of a theory / practical class
Day	:	8 periods in a calendar day
Enrolment	:	Enlistment of a student on roll in an academic year
Arrear	:	A course in which a student has not fulfilled the examination passing criteria in the end semester examination.
CAT	:	Continuous Assessment Test
CAM	:	Continuous Assessment Marks
ESE	:	End Semester Examination

  
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ESM	:	End Semester Examination Marks
EEC	:	Employability Enhancement Course
Regular Examination	:	End semester examination conducted for the courses prescribed in the curriculum of that semester.
Arrear Examination	:	End Semester examination conducted for the students who have not fulfilled the examination passing criteria in the previous attempt(s).
Supplementary Examination	:	An additional examination exclusively conducted in the fifth and eighth semester for the students with a maximum of two arrears.
First Attempt	:	Appearing for the end semester examination of a course in a semester for which the students have registered. If a student failed to appear for the end semester examination after registration, it is also treated as first attempt.
Academic Council (AC)	:	An Apex academic body having the power to scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, etc.
Board of Studies (BoS)	:	An Apex academic body having the power to approve the various courses; suggest teaching methodologies, coordinate research and other academic activities keeping in view the objectives of the college.
Academic Standing Committee (ASC)	:	ASC shall perform the functions under emergent situations which are subject to ratification by the Academic Council (AC).
Academic Appeals Board (AAB)	:	If a student finds some anomaly in the award of marks in the Continuous Assessment Test / End Semester examination, he/she can make an appeal to the <i>Academic Appeals Board</i> for review of marks awarded.
Departmental Advisory Committee (DAC)	:	The Committee that formulates a process to review the post implementation effects of curriculum and suggest various measures to ensure academic standard and its excellency of the course offered by the department.
Department Consultative Committee (DCC)	:	Reviews, revises and prepares curriculum structure based on the institutional policy and suggests improvements in syllabus of a course(s) prepared by course teacher(s) and forwards the curriculum to BoS for further recommendations. It monitors the academic progress and conduct of classes throughout the semester and takes appropriate corrective measures to improve the quality of curriculum delivery.
Programme Academic Coordinator (PAC)	:	Coordinates all the academic activities of the department viz. Curriculum revision, framing of syllabus, time table, re-registration of course(s), display and submission of attendance status and BoS meeting as a member secretary.

  
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AICTE	:	All India Council for Technical Education
UGC	:	University Grants Commission
NBA	:	National Board of Accreditation
NAAC	:	National Assessment and Accreditation Council
CRC	:	Complaint Redressal Committee

### 3. BRANCHES OF STUDY

Sri Manakula Vinayagar Engineering College offers the following B.Tech. Degree Programmes:

1. B.Tech - Electrical and Electronics Engineering (EEE)
2. B.Tech - Electronics and Communication Engineering (ECE)
3. B.Tech - Computer Science and Engineering (CSE)
4. B.Tech - Information Technology (IT)
5. B.Tech - Instrumentation and Control Engineering (ICE)
6. B.Tech - Mechanical Engineering (MECH)
7. B.Tech - Civil Engineering (CIVIL)
8. B.Tech - Biomedical Engineering (BME)
9. B.Tech - Mechatronics Engineering (Mechatronics)

### 4. ADMISSION ELIGIBILITY

The norms for admission, eligibility criteria such as marks, age limit and mode of admission will be as prescribed by the Pondicherry University from time to time.

#### 4.1 First Year B.Tech and Lateral Entry

##### 4.1.1 B.Tech -First Year

*Candidates for admission to the first semester of the eight semester B.Tech. Degree programme shall be required to have passed:*

The Higher Secondary Examination of the (10+2) curriculum (Academic Stream) prescribed by the Government of Tamil Nadu or any other examination equivalent there to with minimum of 45% marks (40% marks for OBC/BCM/MBC/EBC/BT/SC/ST- candidates) in aggregate of subjects – Mathematics, Physics and any one of the following optional subjects: Chemistry / Biotechnology/ Computer Science / Biology (Botany & Zoology) /Technical Vocational subject or an Examination of any University or Authority recognized by the Executive Council of the Pondicherry University as equivalent thereto.


##### 4.1.2 B.Tech - Lateral Entry

*For Lateral entry in to third semester of the eight semester B.Tech Degree programme:*

The minimum qualification for admission is a pass in three year diploma or four year sandwich diploma course in Engineering / Technology with a minimum of 45% marks (40% for OBC/BCM/MBC/EBC/BT/SC candidates) in aggregate in the subjects covered from 3<sup>rd</sup> to final semester or a pass in any B.Sc. course with Mathematics as one of the subjects of study with a minimum of 45% marks (40% for OBC/BCM/MBC/EBC/BT/SC/ST candidates) in aggregate in main and ancillary subjects excluding language subjects.

#### 4.2 Age Limit

The candidate should not have completed 21 years of age as on 1<sup>st</sup> July of the Academic year under consideration. In case of SC/ST candidates, the age limit is relaxable for three years. No age limit for Lateral entry to the second year of the B.Tech degree programme.

  
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## 5 ACADEMIC STRUCTURE

### 5.1 Duration of the Program

A student after securing admission shall pursue B.Tech programme for a minimum period of 4 academic years (8 semesters), if not he / she has to complete the degree within the maximum period of 7 years (14 semesters) starting from the commencement of the first semester. For a student admitted in lateral-entry mode, the minimum and maximum period of study shall be 3 academic years (6 semesters) and 6 years (12 semesters) respectively starting from the commencement of the third semester.

### 5.2 Medium of Instruction

The medium of instruction for the entire B.Tech Degree programme shall be only in **ENGLISH**.

## 6 CURRICULUM STRUCTURE

According to the National Board of Accreditation (NBA), the curriculum has to be evolved after finalizing the Programme Educational Objectives (PEOs) and the corresponding Programme Outcomes (POs). The POs have been directly listed by NBA for UG programmes. Programme Specific Outcomes (PSOs) are to be evolved based on the knowledge and skills to be developed over the duration of programme. The curriculum that evolves should broadly ensure the achievement of the POs and PSOs, and thus the PEOs of the programme.

### 6.1 Category of Courses and its Credit Distribution

Course work is measured in units called credit hours or simply credits. The number of hours of a course per week is the number of credits for that course. One credit per lecture hour per week is assigned for each theory course. Laboratory courses and tutorial are assigned for an hour with 0.5 credits per week. The credits details of courses are shown in Table 1.


**Table 1 Credits details of courses**

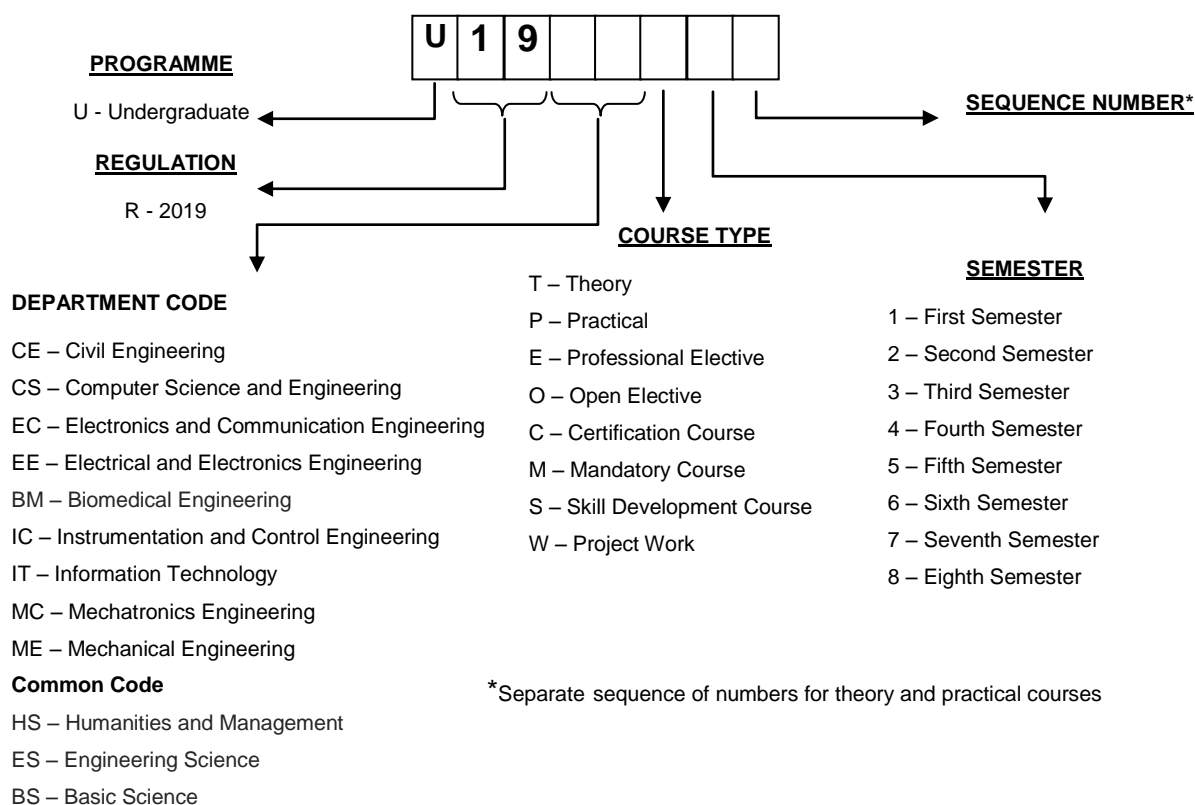
Nature of Course	Number of hours			Credits
	L	T	P	
Theory	3	0	0	3
Theory with Tutorial	2	2	0	3
Practical	0	0	2	1
Project work	0	0	20	10
Total Number of Credits	Regular			Between 180 and 185
	Lateral entry			Between 120 and 125
Number of credits per Semester			Between 18 to 30	

EEC – Employability Enhancement Course and MC – Mandatory Course

### 6.2 Course Numbering Scheme

Each course is denoted by a unique code consisting of 8 alphanumeric characters. The details of the numbering scheme is shown in Fig. 1

  
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**Fig. 1 Course code formation**

### 6.3 Professional Electives

Each student shall choose a course from the professional elective list specified in the curriculum relating to his/her degree programme in consultation with the Class Advisor, Programme Academic Coordinator and the HoD.

### 6.4 Open Electives

Each student shall choose a course from the open elective list offered by other departments specified in the curriculum, in consultation with the Class Advisor, Programme Academics Coordinator and the HoD.

### 6.5 Project Work

Each student shall be required to undertake a suitable project in industry / research organization / department in consultation with the Head of the Department and the guide. A student shall register for the Project Phase I and II in 7<sup>th</sup> and 8<sup>th</sup> semester respectively.

#### 1. The process and guidelines for industry/Research organization projects

- Students opting for industry / research organization project should decide, identify and interact with relevant industry/ research organization in 7<sup>th</sup> semester itself. Training and Placement cell shall help to establish contact with industries. Students shall take necessary help from their department for exact plan of action and apply to the industry / research organization through proper channel. The departmental committee shall decide the schedule appropriately.
- Students shall submit the application attached with relevant details viz. correspondence with industry, area and nature of project, progress report to the department before the end of 7<sup>th</sup> semester.

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- Director cum principal / Dean Academics shall issue permission letter to the students on the recommendation of HoD. Students shall be allowed to do the project work in the industry for a maximum period of 13 weeks in 8<sup>th</sup> semester.
- An internal guide from the department and mentor from the industry/ research organization where the project is to be undertaken shall be allocated to the students. Both guides should discuss and finalize the scope of the project work and monitor the progress together.
- Internal guide should visit the industry at least 3 times in a semester to see the progress of his/her student and a brief report should be submitted to the HoD about the project.
- Student should maintain a record on the progress and get the approval from both internal and external guides at least twice in a month either by physically or through email communication. If the progress is not found satisfactory due to any reason, the Guide should take the corrective action, after consulting with Dean Academics through HoD for further extension of the project completion.
- Progress report and certificate of completion of the project work from the industry / research organization shall be submitted by the student to the respective guide. The mode of evaluation shall be same as adopted for students carrying out in-house project.

2. *The Process and guidelines for in-house project*

- Project work may be assigned to a group of students not exceeding 4 per group, under the supervision of faculty guide(s).
- Students execute their in-house project in the Department with proper approval from the HoD through the respective project guide(s).


## 6.6 Employability Enhancement Courses

**6.6.1 Certification Courses:** Students shall choose an International certification course of 40-50 hours duration specified in the curriculum, which will be offered through Centre of Excellence. These courses carry no credit and will not be considered for CGPA calculation.

**6.6.2 Skill Development Courses:** Skill development courses are non-credit courses, provided to enhance the knowledge and skill set of the students. The Skill Development Courses included in the curriculum are Foreign Language / IELTS, online certification course, Technical seminar, Presentation Skill development courses and Technical skill development courses. It is mandatory for every student to register online courses like MOOC / SWAYAM / NPTEL etc. approved by the Department committee comprising of HoD, Programme Academic Coordinator, Class advisor and Subject Expert. Students have to complete relevant online courses successfully. The Committee will monitor the progress of the student and recommend the grade (100% Continuous Assessment pattern) based on the marks secured in online examinations.

## 6.7 Mandatory Courses

Mandatory Courses, specified by AICTE, are non-credit courses to be completed successfully by a student. The Mandatory Courses included in the curriculum are Induction Programme, Environmental Science, Physical Education, NSS, Indian Constitution, Essence of Indian Traditional Knowledge and Professional Ethics. The students are expected to undergo a mandatory three-weeks induction programme comprising of physical activity, creative arts, universal human values, proficiency modules, lectures by eminent people, visits to local areas and familiarization to department/branch & innovations immediately after admission.

  
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National Service Scheme (NSS) has social service activities in and around the College. Sports and Games activities include preparation for inter-collegiate sports events. Further training activities will be during weekends and the camps will be normally during vacation period. AICTE specified syllabus shall be followed for all the remaining mandatory courses.

#### **6.8 Industrial Training / Internship**

Students may undergo training or internship during summer / winter vacation at Industry/ Research organization / University (after due approval from the Mentor, Class advisor and Departmental Consultative Committee (DCC). In such cases, the internship/training should be undergone continuously (without break) in one organization. Normally no extension of time is allowed. However, DCC may provide relaxation based on the exceptional case. The students are allowed to undergo three to four weeks internship in established industry / Esteemed institution during vacation period.

### **7 COURSE ENROLMENT AND REGISTRATION**

#### **7.1 Course Registration**

The registration for each semester courses shall be done in online mode which will commence preferably 10 working days prior to the last working day of the current semester.

**7.1.1** After registering for all the courses, the student must attend the classes, satisfy the attendance requirements, earn Continuous Assessment Marks (CAM) and appear for the End Semester Examinations (ESE).

**7.1.2** The opted Elective course will be offered only if the number of students opted for that course is not less than 30. However, if the students enrollment in a class is less than 30, the head of the department will decide the elective course.

#### **7.2 Arrear Course Registration**

In the first attempt of writing the End Semester Examination of a course if a student fails, He / She can retain the existing CAM and proceeds to write the supplementary exams / End Semester Examinations as and when they are conducted otherwise if a student wish to re-earn the Continuous Assessment Marks (CAM), He/She has to re-register by paying the prescribed fee for the course when it is offered next in the subsequent academic year. The existing CAM will get nullified. The student has to re-earn the CAM by taking-up all the internal tests, assignments and presentation as per the norms of regulations.


### **8 EXAMINATION**

#### **8.1 Requirements for Appearing End Semester Examination**

A student is expected to maintain 100% attendance in all courses as attendance also carries internal marks (Clause 10.3). A student will be qualified to appear for End Semester Examinations in a particular course of a semester only if he/she satisfies the below mentioned requirements.

**8.1.1** The student is permitted to appear for End Semester Examinations, only if he/she maintains minimum 75% of attendance. If he/she secured attendance greater than or equal to 60 % and less than 75% in any course in the current semester can be considered in case of the following reasons:

- i. Medical reasons (hospitalization / accident and or illness)
- ii. Due to participation in sports events or any competitions or NCC and / or NSS activities with prior written permission from the Head of the

  
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He/she has to pay the necessary condonation prescribed by the college authority with necessary supporting documents for his/her absence.

**8.1.2** The student shall be considered for exemption from the prescribed attendance requirement for the reasons stated above and if exempted, the student shall be permitted to appear for the End Semester Examination of that course. In all such cases, the students should have submitted the required documents on joining after the absence, to the Head of the Department through the Class Advisor.

**8.1.3** If any student is suspended for any reason during the semester, the days of suspension of a student on disciplinary grounds will be considered as days of absence for calculating the percentage of attendance for each individual course.

## **8.2 Movement to Next Higher Semesters**

**8.2.1** A student can move to the next semester provided only if he/she fulfills the minimum attendance requirement for appearing in the end semester examination.

**8.2.2** The student who has failed to fulfill the above conditions will not be permitted to move to the higher semester, and shall rejoin the programme in the next academic year in the same semester after fulfilling all the requirements as per the regulations.

**8.2.3** A student who rejoins the programme after the temporary break shall be governed only by the rules, regulations, course of study and syllabi in force, at the time of rejoining the course.

## **8.3 Provision for Withdrawal from Examination**


**8.3.1 Complete Withdrawal (applicable only for nil arrear students):** A student, who is eligible to appear for the semester examinations, will be permitted to withdraw from appearing for the entire End Semester Examinations as one unit (*Complete Withdrawal*) for valid reasons and on the recommendation of the Head of the Department and with the approval of the Dean Academics. Complete Withdrawal application shall be made before the commencement of the first examination pertaining to the semester. Such withdrawal shall be permitted **only once** during the entire programme.

**8.3.2** A student who has completely withdrawn from appearing for End Semester Examinations in a particular semester should appear for the examinations of all the withdrawn subjects in the next semester itself.

**8.3.3** If all other conditions are satisfactory, the candidate who withdraws is also eligible to be awarded DISTINCTION whereas he/she is not eligible to be awarded a rank.

## **8.4 Scribe for End Semester Examination**

**8.4.1** If any student is not in a position to write End Semester Examination on account of temporary physical disability or injury due to accident and applies for a scribe (writer) with medical certificate obtained from a medical officer not below the rank of Assistant Director level, then a scribe shall be allowed / assigned by CoE to such student. Normally, such scribe shall neither be a student nor a degree holder of any technical programme having similar competency. The student shall, however, apply in a prescribed proforma to

  
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CoE requesting permission for using the scribe well in advance, not on the day of examination, to make necessary arrangements (Scriber, Separate Examination Hall etc.). CoE shall take the undertaking from the scribe in a prescribed proforma. Such student shall produce the permission letter from the CoE for using scribe to the invigilator. He/She should pay the TA/DA and other charges to the scribe. Scribe shall be allowed extra time as per the norms specified by the Controller of Examinations.

**8.4.2** Student admitted with differently abled category and those who can write, but at much slower speed as compared to normal student, he/she may be allowed an extra time of 30 minutes for 50 marks paper and 45 minutes for 75 marks paper to write the examination for all the courses. He/She shall seek permission from CoE for the extra time on account of his/her percentage of disability by producing necessary medical certificate from medical officer not below the rank of Assistant Director.

### 8.5 Supplementary Examinations

Supplementary Examination is an additional examination which will be conducted after declaration of the End Semester Examination results / revaluation results. This examination will be conducted in fifth and eighth semesters for the students who are having a maximum of two arrears only. For supplementary examination, the continuous assessment marks of the last attempt will be considered.

### 8.6 Malpractice in Examinations

If any student caught red-handed due to malpractices in examinations then he/she shall be punished as per the recommendations of the Complaint Redressal Committee (CRC) constituted by CoE with the approval of Head of the Institution. The CRC shall inquire and decide the punishment for the unfair means as specified in the Examination manual.

## 9 ASSESSMENT PROCEDURES FOR AWARDING MARKS


The total marks for each course (Theory, Practical, and Project Work) will be 100, comprising of two components namely Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM). However, there are EEC and Mandatory courses that have only continuous assessment for 100 marks without an End-Semester Examination.

The Assessment components for each course are as illustrated in Table 2. Each course shall be evaluated for a maximum of 100 marks.

**Table 2 Assessment Components**

Sl. No	Category of Course	Continuous Assessment Marks (CAM)	End Semester Examination Marks (ESM)
1	Theory Courses	25	75
2	Practical Courses <sup>#</sup>	50	50
3	Project phase - I	50	50
4	Project phase - II	40	60
5	Internship/In-plant training	100	-
6	Employability Enhancement Course (EEC)	100	-
7	Mandatory Courses (MC)	100	-

<sup>#</sup> Business Basics for Entrepreneur and Entrepreneurship Management courses will have only continuous assessment for 100 marks.

  
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Students may take National/International reputed professional certification courses after due approval from Department Consultative Committee (DCC). After completion of the course, the DCC has to verify the relevant documents and certificates. The credits and grades shall be mapped by the DCC and recommended to CoE through the HoD.

## 10 DISTRIBUTION OF MARKS

### 10.1 Marks Distribution of Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM)

The scheme of assessment for Continuous Assessment Test and weightage for each assessment is shown in Table 3 and 4 respectively. Table 5 shows the scheme for End Semester Examinations.

**Table 3 Scheme for Continuous Assessment Marks**

S. No	Course Type	Continuous Assessment Components									Total Marks
		Test Marks	Average of Pre /post-test/viva for each experiment	Average of Marks for experiment report for each experiment	Model Exam / Report/viva-voce	Assignment**	Review-1	Review-2	Review-3	Attendance	
1	Theory	15	-	-	-	5	-	-	-	5	25
2	Practical	-	10	15	15	-	-	-	-	10	50
3	Project phase - I	-	-	-	-	-	15	15	20	-	50
4	Project phase - II	-	-	-	-	-	10	10	20	-	40


\*\* A minimum of three assignment has to be given for each course and out of them, the best two are to be considered for computation of internal assessment marks

**Table 4 Weightage of Assessment for Theory Courses**

S. No	Test	Portion for Test	Test Marks	Duration of Test	Weightage for Internal Marks
1	CAT – 1	1 ½ Units	50	1 ½ hours	10 <sup>†</sup>
2	CAT – 2	1 ½ Units	50	1 ½ hours	
3	CAT – 3	2 units	50	1 ½ hours	
4	CAT – 4	All 5 Units	75	3 hours	5 <sup>#</sup>
5	CAT – 5 <sup>#</sup> (Improvement Test)	All 5 Units	75	3 hours	
Continuous Assessment for Theory courses					15

\* A minimum of three tests (CAT 1, 2 and 3) to be conducted for every theory course and, out of them, the best two are to be considered for computation of internal assessment marks.

# CAT 5 is optional for the students those who want improvement in the internal marks based on their request to the Department consultative Committee. Either CAT 4 or CAT 5 is to be considered for the

  
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computation of internal assessment marks.

**Table 5 Scheme for End Semester Examinations**

S. No	Course Type	Written Exam	Practical Exam	Practical exam viva	Report and viva -voce	Publication of papers / prototypes /patents etc	Total Marks
1	Theory	75	-	-	-	-	75
2	Practical	40		10	-	-	50
3	Project phase - I	-	-	-	50	-	50
4	Project phase - II	-	-	-	50	10	60

### 10.2 Question Paper Pattern– Theory

The question paper for the continuous assessment tests must follow Revised Bloom's Taxonomy and indicate expected knowledge level and Course Outcomes (COs). Question paper pattern for CAT and ESE is shown in Table 6.

**Table 6 (a) Question Paper pattern for CAT 1 to 3**

2 Mark Questions	5 Mark Questions	10 Mark Questions	Total Marks
5	4	2 (Out of 3 Questions)	50

**Table 6 (b) Question Paper pattern for CAT 4, CAT 5 and End Semester Examination**

2 Mark Questions	5 Mark Questions	10 Mark Questions	Total Marks
10	5 (one question from each unit)	3 (out of 5 Questions)	75

**Table 6 (c) CAT 4, CAT 5 and End Semester Examination Question Paper pattern for 6 units courses**

Course	2 Mark Questions	5 Mark Questions	8 /9 Mark Questions	Total Marks
Part A	5	2 (out of 3 questions, one from each unit)	1 8 mark question (out of 2 questions, from unit I and Unit II) 1 9 mark question (compulsory question from unit III)	37
Part B	5	2 (out of 3 questions, one from each unit)	2 9 mark questions (out of 3 questions, one from each unit)	38

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**10.3 Distribution of Marks for Attendance**

(a). *Theory courses for which there is an internal marks of 25 that includes 5 marks for attendance as shown in Table 3. The distribution of 5 marks for attendance is as follows:*

- 5 marks for 95% and above
- 4 marks for 90% and above but below 95%
- 3 marks for 85% and above but below 90%
- 2 marks for 80% and above but below 85%
- 1 mark for 75% and above but below 80%

(b). *Practical courses for which there is an internal marks of 50 that includes 10 marks for attendance as shown in Table 3. The distribution of 10 marks for attendance is as follows :*

- 10 marks for 95% and above
- 8 marks for 90% and above but below 95%
- 6 marks for 85% and above but below 90%
- 4 marks for 80% and above but below 85%
- 2 marks for 75% and above but below 80%.

**10.4 Criteria for Assessment of Project Work**

- Interim project report shall be submitted before the project reviews with the approval of the guide. The Project Report, prepared according to the approved guidelines and duly signed by the guide and the Head of the Department shall be submitted to the department as per the timeline announced by the department.
- The End Semester Examination for the project work shall consist of an evaluation of the final project report by an external examiner, followed by a viva-voce examination conducted by a committee consisting of the external examiner and an internal examiner. The Controller of Examinations (CoE) shall appoint Internal and External Examiners for the End Semester Examination of the Project Work.
- The Continuous Assessment Marks (CAM) and End Semester Examinations marks (ESM) distribution for the Project Work is given in Table 7.

**Table 7 (a) CAM & ESM break-up for Project Phase - I**

Sl. No	Description			Weightage
<b>1</b>	<b>Continuous Assessment Marks</b>			
a	Review 1	Review Committee <sup>#</sup>	10	15
		Guide	5	
b	Review 2	Review Committee <sup>#</sup>	10	15
		Guide	5	
c	Review 3	Review Committee <sup>#</sup>	15	20
		Guide	5	
	<b>Total CAM</b>			50
<b>2</b>	<b>End Semester Marks</b>			
d	Evaluation of Phase I report and Viva-voce	Internal Examiner	25	50
		External Examiner	25	
	<b>Total ESM</b>			50
	<b>Total Marks</b>			100


  
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Table 7 (b) CAM &amp; ESM break-up for Project Phase - II

Sl. No	Description			Weightage
<b>1</b>	<b>Continuous Assessment Marks</b>			
a	Review 1	Review Committee <sup>#</sup>	5	10
		Guide	5	
b	Review 2	Review Committee <sup>#</sup>	5	10
		Guide	5	
c	Review 3	Review Committee <sup>#</sup>	10	20
		Guide	10	
	<b>Total CAM</b>			<b>40</b>
<b>2</b>	<b>End Semester Marks</b>			
a	Evaluation of final report and Viva-voce	Internal Examiner	25	50
		External Examiner	25	
b	Outcome*	Publication of papers /prototypes /patents etc	10	10
	<b>Total ESM</b>			<b>60</b>
	<b>Total Marks</b>			<b>100</b>

\* Outcome, in terms of paper publication, patents, product development and industry projects shall be awarded by both internal and external examiners, based on the document proof submitted by the student concerned

# Review committee consists of internal faculty members nominated by the Head of the Department. The guide of the student being examined shall not be part of the committee.

### 10.5 Grading for Mandatory and EEC Courses

Mandatory and EEC Courses are required to be completed to fulfill the degree requirements. All Mandatory (except induction programme) and EEC Courses are assessed internally for 100 marks. The pass mark is 50%. The marks scored in these courses will not be taken into consideration for the SGPA / CGPA calculations.

## 11 REQUIREMENTS FOR PASSING THE EXAMINATION

**11.1 A student is declared to have successfully passed a theory based course if he/she has secured:**

- A minimum of 40% marks out of 75 marks in the End Semester Examinations.
- A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).

**11.2 A student is declared to have successfully passed a practical / project based course if he/she has secured:**


- A minimum of 50% marks in the End Semester Examinations.
- A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).

**11.3** For mandatory courses, the student must satisfy the minimum attendance requirement and passing criteria as specified for the course in the department.

## 12 GRIEVANCE REDRESSAL MECHANISM IN EVALUATION

**12.1 Photocopy of the Answer Script and Revaluation:**

Students who are not satisfied with the grades awarded in the End Semester Examination of Theory Courses for regular and arrear examinations can seek redressal as follows:

  
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- After declaration of results, photocopy of valued answer scripts with the marks awarded to individual answers shall be made available to the students on submission of an application along with the prescribed fees to Controller of Examinations.
- Students can get their answer scripts revalued by submitting an application along with the prescribed fees to the Controller of Examinations. The revaluation is extended to the students those who have maximum of two arrears in theory papers and the practical arrears are not taken into the account.
- The Controller of Examinations shall get the answer script revalued by appointing an examiner other than the one who has valued the script earlier. If the difference in marks awarded to an answer script by the examiners is less than 15 percent of the total marks earmarked for the End semester Examination, then the average of marks awarded by the two examiners is taken as the mark scored in the examination. If the difference in marks is greater than 15 percent, then the answer script will be evaluated by a third examiner and the mark awarded by the third examiner is taken as the final score.

### 13 LETTER GRADE AND GRADE SHEET

All assessments of a course will be evaluated exactly based on the marks. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range given in Table 8, based on the percentage of marks obtained by the candidate in each subject.

**Table 8 Letter Grade and its range**


S. No	Range of total marks	Letter Grade	Grade Points
1	90 to 100	S	10
2	80 to 89	A	9
3	70 to 79	B	8
4	60 to 69	C	7
5	55 to 59	D	6
6	50 to 54	E	5
7	0 to 49	F	0
8	Absent	FA	0
9	Withdrawal from examination	W	0
10	Pass in non-credit course	P	0

F – denotes Failure of the course and FA – Failure due to Absent

#### 13.1 Grade Sheet

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

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

  
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$$\text{Semester Grade Point Average (SGPA)} = \frac{\sum_i (C_i \times GP_i)}{\sum_i C_i} \quad i = 1 \text{ to } n;$$

Where n= Number of credit courses in that semester,  $C_i$  is the Credit of  $i^{\text{th}}$  course in that semester and  $GP_i$  is the Grade Point earned by the student for that  $i^{\text{th}}$  course. The SGPA is rounded off to two decimals.

- The overall performance of a student at any stage of the Degree programme is evaluated by the Cumulative Grade Point Average (CGPA) up to that point of time.

$$\text{Cumulative Grade Point Average (CGPA)} = \frac{\sum_i (C_i \times GP_i)}{\sum_i C_i} \quad i = 1 \text{ to } m;$$

Where m = Number of credit courses from 1<sup>st</sup> semester to the completed semesters,  $C_i$  is the Credit of  $i^{\text{th}}$  course of the completed semesters at that stage and  $GP_i$  is the Grade Point earned by the student for that  $i^{\text{th}}$  course.

### 13.2 Scheme for conversion of CGPA to Percentage (%) marks

Some employers / institutions expect the students to provide the details of the percentage (%) of marks scored in the semester examination / degree programme. In this regard, a scheme to convert the Cumulative Grade Point Average (CGPA) to Percentage (%) of marks is shown below:

$$\text{Percentage (\%)} \text{ marks} = \text{CGPA} \times 10$$

## 14 ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be declared to be eligible for the award of B.Tech. Degree provided for which the student has

- Successfully completed the course requirements and has passed all the prescribed End Semester Examinations in all the eight semesters (six semesters for lateral entry) within a maximum period of 7 years (6 years for lateral-entry) calculated from the commencement of the first semester to regular entry students and third semester for lateral entry students.

### 14.1 Classification of Degree

After successful completion of the programme, degree will be awarded as per the following classifications based on the final CGPA


#### 1. First class with Distinction

Student who satisfies the following conditions shall be declared to have passed the End Semester Examinations in *First class with Distinction*:

- Students who have successfully completed the programme within eight consecutive semesters (*six consecutive semesters for lateral entry students*) and obtained a final CGPA of 8.5 or above by passing the End Semester Examinations in all the courses from first to eighth semester in the *first attempt* will be declared to have passed in **First Class with Distinction**.
- Students who have secured a final CGPA of 8.5 or above but failed to clear the courses offered from first to eighth semester in the first attempt are not eligible for **First Class with Distinction** classification. However, Students who have opted for authorized complete withdrawal (only one time) from examination will also be eligible for **First Class with Distinction** classification but it will not be considered for Ranking.

#### 2. First class

A student who satisfies all the following conditions shall be declared to have

  
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passed the End Semester Examinations in First class:

- (a) Should have passed the examination in all the courses of all eight semesters (6 semesters in the case of Lateral Entry) within Five years (Four years in the case of Lateral Entry). One-year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included in the duration of five years (four years in the case of lateral entry)
- (b) Should have obtained a final CGPA not less than 6.5 shall be declared to have passed in **First Class**.
- (c) Students who have lost the eligibility for **First Class with Distinction** classification by failing to clear the courses offered from first to eighth semesters in the first attempt but securing a final CGPA of 8.5 or above shall also be declared to have passed in **First Class**.

### 3. Second class

All other students (not covered in S.No.1 and 2 under Clause14.1) who qualify for the award of the degree shall be declared to have passed the examination in Second Class.

### 14.2 Gold Medals and Ranks

For the Award of Gold Medal and ranks for each branch of study, the CGPA secured from 1<sup>st</sup> to 8<sup>th</sup> semester should be considered and it is mandatory that the candidate should have passed all the subjects from 1<sup>st</sup> to 8<sup>th</sup> semester in the first attempt. Rank certificates would be issued to the first five candidates in each branch of study.

## 15 TEMPORARY BREAK OF STUDY FROM THE PROGRAMME


A student shall be permitted to withdraw temporarily from the college for the reason beyond his/her control. The applicable rules are:

- i. After withdrawal, the student shall rejoin next year in the same semester during which the student has withdrawn.
- ii. The student shall apply to Dean Academics through HoD stating the reasons for withdrawal along with supporting documents, consent letter from his/her parent/guardian and clearance/no due from all the concerned departments.
- iii. Dean Academics shall examine the case and recommend for the approval/ratification from Academic Council (AC) /Academic Standing Committee (ASC).
- iv. A student availing temporary withdrawal from the college under the above provision shall be required to pay such fees and/or charges as may be fixed by the AC/ASC for his/her name to be enrolled. However, it may be noted that the fees/charges once paid shall not be refundable.
- v. The total period of completion of the course reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed 7 years for regular entry students and 6 years for lateral entry students in any case including of the period of discontinuance.

## 16 TERMINATION FROM THE PROGRAM

A student shall be terminated from the program in the following cases:

- i. Involved in ragging and not obeying disciplinary rules structured by college.
- ii. Not completing the programme in prescribed period; Students shall have to complete B.Tech programme in the maximum period of 7 years (14 semesters)

  
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for regular entry and 6 years (12 semesters) for lateral entry from the date of admission. If not completed, such student will be declared as Failed to Complete Technical Education (FCTE). However, genuine cases with proper justification may be referred to AC for extending programme completion period.

## 17 DISCIPLINE AND CONDUCT

**17.1** Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the college. Violations of the discipline shall include:

- (a) Interference to teaching, examination, administrative work, curricular or extra-curricular activities and any act likely to cause disruption.
- (b) Damaging or defacing the property inside or outside the college campus.
- (c) Engaging in any attempt at wrongful confinement of teachers, employees and students of the college.
- (d) Use of abusive and derogatory slogans or intimidators' language or incitement of hatred and violence.
- (e) Ragging in any form ("Ragging means causing, inducing, compelling or forcing a student whether by way of a practical joke or otherwise to do any act that detracts human dignity or violates his person or exposes him to ridicule or to forbear from doing lawful act, by intimidating, wrongfully re-straining, wrongfully confining or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal offense), as per the directions of Supreme Court of India, is a criminal offence.
- (f) Eve teasing or disrespectful behavior to a student.
- (g) An assault upon or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person.
- (h) Getting enrolled in more than one programme /course of study simultaneously.
- (i) Committing forgery, tampering the documents or records, identity cards, furnishing false certificate or false information.
- (j) Organizing instant agitation/meetings without prior permission in the campus.
- (k) Viewing/downloading obscene information/data, images and executable files, sending obscene mails/messages via Facebook / twitter / other social sites using college servers/personal electronic gadgets in the college premises.
- (l) Sharing the login and password and other details of IT facilities provided to other outside students.
- (m) Refusing to provide an identity card when demanded by any teacher / college authority.
- (n) Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the college campus.
- (o) Possessing or using any weapons and fire arms in the college campus.
- (p) Encroachment of hostel, accommodating guests or other persons in hostels without permission.
- (q) Malpractice in examination
- (r) Indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government.
- (s) Any other act which may be considered by the Head of the Institution or the Discipline Committee to be an act of violation of discipline.

**17.2** Any act of indiscipline of a student reported to the Head of the Institution shall be referred to Redressal and Disciplinary Committee of the college. The Committee shall enquire into the charges and recommend suitable punishment if the charges are

  
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substantiated. The penalties / punishment / actions may include:

- (a). Written warning and information to the parents/guardian.
- (b). Imposition of fine
- (c). Suspension from the College/Hostel/Mess/Library or availing of any other facility.
- (d). Suspension or cancellation of scholarship/fellowship / studentship or any financial assistance from any source.
- (e). Recover of loss caused to college property.
- (f). Debarring from participation in sports/NSS/student club activities.
- (g). Disqualifying from holding any representative position in the Class/College/Hostel Mess/Sports/Clubs and in similar other bodies.
- (h). Disqualifying from appearing in placement and receiving any awards.
- (i). Expulsion from the Hostel/Mess/Library/Club/College for a specified period by forfeiting fees.
- (j). Debarring from appearing for an End Semester Examinations.

**17.3** Student(s) involved in any act of indiscipline /malpractice in examination shall be issued notice to him/her, asked to be present before the Complaint Redressal Committee (CRC) on the day at specified time and venue with his/her parents/guardian. He/She shall give written reply /oral explanation to the charges levied against him/her for consideration. If the implicated student(s) fails to appear before the committee, then decision shall be taken as absent, on the basis of available evidence/documents which shall be binding on the concerned student.


**17.4** Every admitted student shall be issued photo identification (ID) card which must be worn by the students when he /she is inside the college campus / college bus.

## 18 ACADEMIC CALENDAR

**18.1** The academic activities of the college shall be governed by the academic calendar prepared for each academic semester and approved by the AC/ASC. It shall be notified at the beginning of each academic semester. Academic calendar shall incorporate schedule of admission, course registration, course delivery, examination/evaluation, course feedback, course/graduate exit survey, co-curricular activities, compensation of holidays in case of academic loss, meetings (AC, ASC, IQAC, BoS, and Alumni), Academic audit and vacation.


**18.2** The curriculum shall be typically delivered in two semesters in an academic year. Each semester shall be of 20 weeks (approximately 100 working days) duration, including evaluation, grade moderation and result declaration. Generally, 13-14 weeks (65-70 days) for course content delivery and 4-6 weeks (20 – 30 days) for examination /evaluation shall be assigned in each semester. The academic session in each semester shall provide at least 75 teaching days with 40 hours per week. The odd and even semesters of an academic year normally begin from second week of June and second week of December respectively.

**18.3** The academic calendar should be strictly adhered to all other activities including co-curricular and extra-curricular activities that should be scheduled so as not to interfere with the curricular activities as stipulated in the academic calendar.

  
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**19 VARIOUS COMMITTEES AND ITS FUNCTIONS**

  
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**19.1 Academic Council (AC)**

Composition of Academic Council:

1. The Director cum Principal (Chairman)
2. All the Heads of Departments in the college
3. Four teaching staff of the college representing different designation are nominated on rotation basis according to the service of seniority.
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the university not less than Professors.
6. A faculty member nominated by the Principal (Member Secretary).

**Term:** The term of the nominated members shall be three years.

**Meetings:** Academic Council shall meet at least twice a year.

**Functions of the Academic Council:**


The Academic Council shall have powers to:

- (a). Scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b). Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- (c). Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d). Recommend to introduce the new programme of study to the Governing Body proposals.
- (e). Recommend to the Governing Body regarding the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (f). Advise the Governing Body on suggestions(s) pertaining to academic affairs framed by it.
- (g). Perform other functions as may be assigned by the Governing Body.

**19.2 Board of Studies (BoS)**

Composition of Board of Studies:

1. Head of the Department concerned (Chairman).
2. The entire faculty of each specialization.
3. Two subject experts from outside the Parent University to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.

  
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5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the principal. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
  - (a). Experts from outside the college whenever special courses of studies are to be formulated.
  - (b). Other members of staff of the same faculty.

**Term:** The term of the nominated members shall be three years.

**Meetings:** The Board of Studies shall meet at least twice a year.

#### **Functions of BoS**

The Board of Studies of a Department in the college shall:

- (a). Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council.
- (b). Suggest methodologies for innovative teaching and evaluation techniques.
- (c). Suggest panel of names to the Academic Council for appointment of examiners.
- (d). Coordinate research, teaching, extension and other academic activities in the department/college.

#### **19.3 Academic Standing Committee (ASC)**

Composition of Academic Standing Committee is same as that of AC, except external members. ASC shall perform the functions under emergent situations subject to ratification by the AC.

#### **19.4 Academic Appeal Board (AAB)**


The entire process of Continuous Assessment shall be made transparent, in which students can get the explanation of marks being awarded from the course instructor, if and when required. However, if a student finds some anomaly in the award of marks in the continuous assessment, he/she can make an appeal to the *Academic Appeal Board* for review of marks awarded. Before appealing for such review, a student shall first approach the concerned Course Instructor and then the concerned Head of the Department, with a request to do the needful. Only after exhausting the above options and in situations where satisfactory actions / remedial measures have not been taken, the student may appeal to the Academic Appeal Board.

The Academic Appeal Board is constituted with Dean Academics as convener and two senior level professors as members, and the concerned Head of the Department and Class Advisor as co-opted members. The board will receive the grievances/complaints in writing from the aggrieved student regarding anomaly in award of marks. The board will examine the complaints and recommend appropriate measures to the Director cum Principal, for necessary action.

#### **19.5 Departmental Advisory Committee (DAC)**

DAC is another basic constituent of the academic system of an autonomous college. The composition and functions of the DAC are given below

1. Chairman : Head of the concerned Department

  
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2. Internal Members : Two senior faculty members of the department
3. Industry Representative : One representative from industry/corporate sector / is related to the placement
4. One academician from other Institution
5. One meritorious alumnus
6. One parent
7. One student
8. Member secretary : Programme Academic Coordinator

**Term:** The term of the nominated members shall be three years.

**Meetings:** The meeting may be scheduled as and when necessary, but at least twice a year.

### **Functions of DAC**

The DAC of a department in the college shall

- (a). Formulate a process to review post implementation effects of curriculum
- (b). Suggest measures to ensure academic standard and excellence of the course offered by the department.
- (c). Suggest the methodologies for innovative teaching and evaluation techniques; enhancement of industry institute interaction
- (d). Identify and recommend the record of new programme
- (e). Review target set for attainment of course outcomes and programme outcomes
- (f). Guide and provide support to department for enhancing interaction with outside world.
- (g). Plan strategically to enhance the academic quality of department.
- (h). Address concerns of stakeholders expressed through feedback.
- (i). Defining and redefining the Programme Educational Objectives (PEOs) and Programme Outcomes (POs) based on the recommendations by departmental academic committee.
- (j). Study the achievement of PEOs and POs reported by department academic committee and suggest measures for improvement.


## **19.6 Board of Examinations (BoE)**

### **Composition**

1. Director cum Principal (Chairman)
2. Dean Academics.
3. Controller of Examination(CoE): Member Secretary
4. One expert possessing ten years of industrial/ field experience nominated by the Chairman
5. Coordinators (Examinations, Assessment, Results and Tabulation)

### **Functions of BoE:**

- (a). The BoE shall
  - i. Ensure proper performance of the various duties in conducting examinations viz paper setting, time table preparation, assessment and declaration of results.

  
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- ii. Recommend examination reforms and shall implement after the approval of academic council.
  - iii. Prepare the detailed time table of examinations as per the schedule approved by academic council.
  - iv. Arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty and invigilators.
- (b). Chairman, BoE shall constitute Complaint Redressal Committee (CRC) consisting of three members as and when required to deal with the complaints related to the conduct of examinations.
  - (c). The recommendations of the CRC shall be approved by Chairman for the BoE to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the BoE.
  - (d). The BoE shall perform duties and responsibilities that are assigned by Academic Council of the institute from time to time.


### 19.7 Department Consultative Committee (DCC)

#### Composition

1. Head of Department (Chairman)
2. Five faculty members (at least one from each specialization) nominated by HOD
3. Member Secretary: Programme Academic Coordinator / Programme Evaluation Coordinator

#### Functions of DCC

- (a). Review, revise and prepare curriculum structure based on institutional policy, suggest improvements in syllabus of a course/s prepared by course teacher/s and forward the curriculum to BoS for further recommendations.
- (b). Check appropriateness of course objectives, course outcomes, and mapping of COs with POs and suggest necessary improvements/modifications.
- (c). Monitor the academic progress throughout the semester, conduct of classes and take appropriate corrective measures to improve the quality of curriculum delivery.
- (d). Review academic performance of students.
- (e). Counsel the concerned course teachers for improvement based on student feedback, academic and question paper audit reports.
- (f). Verify the attainment level of course outcomes and programme outcomes.
- (g). Formulate strategy to collect feedback from stake holders, analyze the collected feedback and forward the analysis to DAC.
- (h). Contribute to maintain academic standard as well as improving the quality of the courses offered by the department and enhance industry–institute interaction.
- (i). Suggest open and professional electives considering societal needs.
- (j). Recommend methodologies for innovative teaching and evaluation techniques to BoS.
- (k). Coordinate research, teaching, extension and other academic activities in the department/college.

  
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- (l). Carry out preparatory work for defining /redefining the Programme Educational Objectives (PEOs) and Programme Outcomes (POs) periodically.
- (m). Monitor evaluation of course attainments leading to achievement of programme outcomes and report the results of assessment to BoS.

#### **19.8 Programme Academic Coordinator (PAC)**

There shall be Departmental Academic Coordinator whose functions and duties are:

- (a). Coordinating all academic activities of the department viz Curriculum revision, framing of syllabus, time table, member secretary for BoS meeting, re-registration of course/s, display and submission of attendance status.
- (b). Conducting internal academic audit and departmental advisory committee meeting as a member secretary.
- (c). Monitoring the academic activities and conduct of classes.
- (d). Extending necessary help to departmental academic and evaluation committee.
- (e). Recording and forwarding all academic related documents to Dean Academics.
- (f). Working in association with Dean Academics.

#### **19.9 Departmental Evaluation Coordinator (DEC)**


Functions and duties of DEC are:

- (a). Conduct course and graduate exit survey, make arrangements for feedback from stakeholders (industry/employer/alumni/student) and feedback analysis.
- (b). Monitoring the assessment of course outcome.
- (c). Computation /assessment /evaluation/achievement of PEOs and POs as per NBA/NAAC requirements.
- (d). Compilation of information required for preparation of Annual Quality Assurance Report (AQAR) by the Internal Quality Assurance Cell (IQAC).
- (e). Extend necessary help to departmental academic and evaluation committee.

#### **19.10 Class Advisor**

Head of the Department will allot one faculty member to be the class advisor for a particular batch of students throughout their period of study. The role of class advisors is as follows:

- i. To motivate and closely monitor the performance of the students.
- ii. To build a strong alumni base for the institution by maintaining a meaningful rapport with students and parents.
- iii. To maintain all important documents of the students for reference/inspection by all committees.
- iv. To work closely with the student counselors on matters related to students and update the details from time to time in student's profile for further reference.

  
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**19.11 Student Counselor (Mentor)**

By guiding and counseling students, faculty can create a greater sense of belongingness amongst the student community. To help the students in planning their courses and for general guidance on the academic programme, the Head of the Department will allot a certain number of students to a teacher of the department who shall function as student counselor throughout the period of study.

The student counselor will guide / monitor the courses chosen by the students, check attendance and progress of the students and counsel them periodically. The student counselors should ensure that each student is made aware of the various options for progress. Students are monitored and guided to become overall performers. Students can select and work for career choices of their interest. The student counselors shall update and maintain the student counselor record of each student under his guidance attached to them. The student counselors shall also help the class advisors to update the students details attached to them.

The student counselor may also discuss with the class advisor, HoD and parents about the progress of the students.

**19.12 Class Committee**


Every class will have a class committee constituted by the HoD. The members of the class committee will be as follows:

1. Chairperson (a senior faculty who is preferably not teaching any course for the class)
2. All faculty handling courses for the class
3. Students (a minimum of 6 consisting of 3 boys and 3 girls on pro-rata basis)

**Functions**

The functions of the class committee shall include the following: -

- (a). Clarify the regulations of the programme and the details of rules therein.
- (b). Inform the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- (c). Inform the student representatives about the details of Regulations regarding marks assigned for each assessment. In the case of practical courses (laboratory/ drawing / project work / seminar etc.) the breakup marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students
- (d). Analyze the performance of the students of the class, after each assessment test and initiate steps for improvement.
- (e). Identify slow learners, if any, and request the faculty concerned to provide additional help / guidance / coaching to such students.
- (f). Discuss and sort out problems experienced by students in the classroom and in the laboratories.
- (g). The class committee shall be constituted within the first week of commencement of any semester.
- (h). The chairperson of the class committee may invite the class advisor / student counselor and the Head of the Department to the meeting of the class committee.

  
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- (i). The Director cum Principal may participate in any class committee meeting.
- (j). The chairperson is required to prepare the minutes of every meeting, submit the same through the Head of the Department to the Principal within two days of the meeting and arrange to circulate the same among the students and faculty concerned. Points requiring action by the management shall be brought to the notice of the management by the Principal.

### Meetings

The class committee meetings are to be conducted as scheduled below.

Meeting 1	Within one week from the date of commencement of the semester
Meeting 2	One week before the 1 <sup>st</sup> assessment test
Meeting 3	One week before the 2 <sup>nd</sup> assessment test

During the first meeting of the class committee, the students are to be informed about the assessment procedure as per the framework of the Regulations. During these meetings the student representatives shall meaningfully interact and express opinions and suggestions of the students of the class to improve the effectiveness of the teaching-learning process.

### 19.13 Course Committee for Common Courses

Each common theory / laboratory course offered to more than one class / branch shall have a Course Committee, comprising all the faculties who are teaching the common courses and one of them is nominated as a Course Coordinator.


Sl. No	Nature of common courses	Person Responsible for Forming Course Committee and Nominating Course Coordinator
1	For common course handled in a particular department	Respective HoD
2	For common courses handled in more than one department	Controller of Examinations (CoE) puts up the course committee details to the Principal to get approval for the same and intimate to the concerned faculty

The course committee will ensure that a common question paper is prepared for the tests / exams and uniform evaluation is carried out. The Course committee will meet a minimum of 3 times in each semester. The schedule for the course committee to meet is as follows.

Meeting 1	One week before the beginning of the semester
Meeting 2	One week before the 1 <sup>st</sup> assessment test
Meeting 3	One week before the 2 <sup>nd</sup> assessment test

## 20 REVISION OF REGULATIONS AND CURRICULUM


The college may revise, amend or change the regulations of curriculum and syllabi from time to time as and when found necessary.

  
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**ANNEXURE - A**

(Diploma programmes for admission to the B.Tech. Lateral Entry)

<b>B.Tech programmes in which admission is sought</b>	<b>Diploma programmes eligible for admission</b>
Civil Engineering	Civil Engineering Civil and Rural Engineering Architectural Assistantship Architecture Agricultural Engineering
Mechanical Engineering	Mechanical Engineering Automobile Engineering Agricultural Engineering Mechanical and Rural Engineering Refrigeration and Air-conditioning Agricultural Engineering & Farm Equipment Technology Metallurgy Production Engineering Machine Design & Drafting Machine tool maintenance and Repairs Printing Technology/Engineering Textile Engineering/Technology Tool Engineering
Electrical and Electronics Engineering Electronics & Communication Engineering Instrumentation and Control Engineering Bio Medical Engineering	Electrical Engineering Electrical and Electronics Engineering Electronics and Instrumentation Engineering Instrumentation Engineering/Technology Electronics and Communication Engineering. Electronics Engineering Medical Electronics Instrumentation and Control Engineering Applied Electronics
Information Technology Computer Science & Engineering	Computer Science and Engineering Computer Technology Electrical and Electronics Engineering Electronics & Communication Engineering Electronics & Instrumentation Engineering Instrumentation Engineering/Technology
Mechatronics Engineering	Mechatronics Engineering Mechanical Engineering Production Engineering Electrical Engineering Electrical and Electronics Engineering Electronics and Instrumentation Engineering Instrumentation Engineering/Technology Electronics and Communication Engineering. Electronics Engineering Medical Electronics Instrumentation and Control Engineering Applied Electronics

  
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