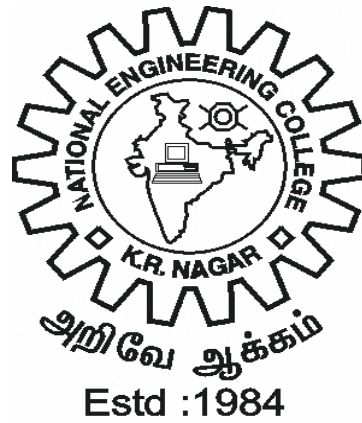


NATIONAL ENGINEERING COLLEGE

(An Autonomous Institution Affiliated to Anna University of Technology Tirunelveli)

K.R.NAGAR, KOVILPATTI – 628 503



RULES AND REGULATIONS – 2011

for

PG DEGREE COURSES

NATIONAL ENGINEERING COLLEGE

(An Autonomous Institution Affiliated to Anna University of Technology Tirunelveli)
K.R.NAGAR, KOVILPATTI - 628503

REGULATIONS 2011

POST-GRADUATE PROGRAMS

The following Rules and Regulations shall be applicable for all the P.G. programs offered in National Engineering College, K.R. Nagar, Kovilpatti from the academic year 2011-2012 onwards.

CREDIT SYSTEM

Effective from the academic year 2011-2012 are applicable to the students admitted in National Engineering College (**Autonomous**), affiliated to Anna University of Technology, Tirunelveli

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

1. “**Program**” means the Post graduate Degree Program e.g. M.E., M.Tech / M.C.A Degree Program.
2. “**Specialization**” means a specialization or discipline of M.E., M.Tech / M.C.A Degree Program “Structural Engineering”, “Engineering Design”, etc.
3. “**Course**” means a Theory or Practical subject studied in a semester, Applied Mathematics, Advanced Thermodynamics, etc.
4. “**Controller of Examinations**” means the Authority of the Institution who is responsible for all the activities of the end semester examinations of this Institute.
5. “**Dean, Academic Courses**” means the authority of the Institution / who is responsible for initiating all the academic activities of the college/Institution and for implementation of relevant rules of this Regulations.
6. “**Head of the Institution**” means the Principal of the College / Institution / who is responsible for all the academic activities of that College / Institution and for implementation of relevant rules of this Regulation.
7. “**Chairman**” means Head of the Faculty.
8. “**Head of the Department**” means Head of the concerned Department of the College.
9. “**University**” means ANNA UNIVERSITY OF TECHNOLOGY, TIRUNELVELI.

2. PROGRAMS OFFERED, MODES OF STUDY AND ADMISSION REQUIREMENTS

2.1 P.G. PROGRAMS OFFERED:

1. M.E. (Energy Engineering)
2. M.Tech.(Production Engineering)
3. M.E. (Computer Science and Engineering)
4. M.E. (Computer and Communication)
5. M.E. (Communication Systems)
6. M.E. (High Voltage Engineering)
7. M.E. (Control and Instrumentation)
8. M.C.A (Master of Computer Applications)

2.2 MODES OF STUDY:

2.2.1 Full - Time:

Candidates admitted under 'Full-Time' shall be available in the Department/ College during the entire duration of working hours of the College.

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

2.2.2 Part –Time - Day Time Mode:

This mode of study is applicable to those candidates admitted under sponsored category (Teacher candidates). In this mode of study, the candidates shall attend classes along with Full-Time students for the required number of courses and complete the Program in three years.

2.2.3 Conversion from one mode of study to the other is not permitted.

2.3 ADMISSION REQUIREMENTS:

2.3.1 Candidates for admission to the first semester of the Master's Degree Program shall be required to have passed any appropriate Degree Examination recognized by the University as specified either under qualification for admission as per the Tamil Nadu Common Admission (TANCA) criteria.

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

2.3.2 All Part-Time (Day-Time mode) candidates should satisfy other conditions regarding experience, Sponsorship etc. that may be prescribed by the TANCA.

3 DURATION OF THE PROGRAMS:

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

Program	Min. No. of Semesters	Max. No. of Semesters
M.E. / M.Tech. (Full-Time)	4	8
M.E. / M.Tech. (Part Time)	6	12
M.C.A. (Full Time)	6	12

3.2 Each semester shall normally consist of 90 working days or 350 periods of each 50 minutes duration for full-time mode of study or 200 periods for part-time mode of study. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught. End Semester Examinations will be scheduled after the last working day of the semester.

3.3 The minimum prescribed credits required for the award of the degree shall be within the limits specified below.

PROGRAM	PRESCRIBED CREDITS
M.E. / M.Tech.	65 to 75

PROGRAM	PRESCRIBED CREDITS
M.C.A.	118

3.4 Credits will be assigned to the courses for different modes of study as given below:

3.4.1. The following will apply to all modes of P.G. Programs.

- One credit for each lecture period allotted per week
- One credit for each tutorial period allotted per week

- One credit for each seminar/practical session of two periods designed per week.

3.4.2 Four weeks of practical training in any industrial / research laboratory correspond to one credit, and is applicable to all modes of study.

3.5 The Curriculum and Syllabi of all the P.G. Programs shall be approved by the Academic Council of National Engineering College, K.R. Nagar, Kovilpatti.

3.6. The number of credits to be earned for the successful completion of the Program shall be as specified in the Curriculum of the respective specialization of the P.G. Programs.

4. STRUCTURE OF THE PROGRAM

4.1 Every **Program** will have a curriculum and syllabi consisting of core courses, elective courses, practical courses and project work.

The Program shall also include seminar / practical training, if they are specified in the curriculum.

4.1.1 The electives are to be chosen with the approval of the Head of the Department.

A candidate may be permitted by the Head of the Department to choose a maximum of two electives from P.G. Programmes offered in any other Department of the Institutions during the period of his/her study, provided the Head of the Department offering such course also approves such requests subject to no clash in the time-table for the lecture classes of both departments.

4.1.2 Practical training or Industrial Attachment, if specified in the Curriculum, should be organized by the Head of the Department / Institution for a duration not exceeding 4 weeks.

4.1.3 The medium of instruction shall be English for all courses, examinations, seminar presentations and project thesis/dissertation reports.

4.2 MAXIMUM MARKS

4.2.1 For all theory and practical courses other than project work, the continuous internal assessment shall carry **30 and 40** marks respectively while the **end**

semester examinations shall carry **70 and 60** marks for theory and practical respectively.

- 4.2.2 The Practical Training or Industrial Training shall carry 100 marks and shall be evaluated through internal assessment.

4.3 PROJECT WORK

The project work for M.E. / M.Tech consists of Phase – I and Phase – II. The Phase – I is to be undertaken during III semester of M.E/ M.Tech and Phase-II which is a continuation of Phase – I is to be undertaken during IV semester for M.E / M.Tech. The project work of MCA is to be undertaken during VI semester.

4.3.1 MINIMUM CREDIT REQUIREMENTS TO DO THE PROJECT

Minimum credits shall be as follows:

PROGRAM	MINIMUM NO. OF CREDITS TO BE EARNED
M.E. / M.Tech	24 (for Phase – I)
M.C.A.	70

- 4.3.2 If the candidate has not earned the requisite minimum credits, he / she has to complete the arrears (at least to the extent of earning the minimum credits specified) and can then enroll for the project (Phase - I) work in the subsequent semester.
- 4.3.3 In case of candidates of M.E. / M.Tech. Programs not completing Phase - I of project work successfully, the candidates can undertake Phase - I again in the subsequent semester. In such cases, the candidates can enroll for Phase-II only after successful completion of Phase I.
- 4.3.4 Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means the faculty member possessing Ph.D degree or PG degree with a minimum of 3 years experience in teaching PG courses.
- 4.3.5 A candidate may, however, in certain cases, be permitted to work on projects in an Industrial/Research Organization, on the recommendations of the Head of his/her Department. In such cases, the Project work shall be jointly supervised by a supervisor of the department and an expert-as a joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.

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

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

5. EVALUATION OF PROJECT WORK

The evaluation of Project Work for Phase I & Phase II shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause 12.2.

There shall be three assessments (each 100 marks) by a review committee, during each of the project semesters for M.E. / M.Tech. Programs and in the project semester for M.C.A. Programs. The student shall make presentation on the progress made before the committee. The Head of the Institution shall constitute the review committee for each branch of study.

5.1 The project work shall be evaluated for a maximum of 100 marks of which 40 marks will be through internal assessment.

There should be a minimum of two reviews for each phase (Phase I and Phase II) to be conducted separately with Internals 40 marks and External 60 marks for each phase which can be distributed as detailed below.

Project work	Internal (40 Marks) 30 (Reviews) + 10 (Attendance)		External (60 Marks)			
	Review - I	Review - II	Thesis Evaluation (30 Marks)	Viva-Voce (30 Marks)		
				External	Internal	External
Phase – I	15	15	30	10	10	10
Phase - II	15	15	30	10	10	10

5.2 The Project Report prepared according to approved guidelines and duly signed by the supervisor(s) and the Head of the Department shall be submitted to the Head of the Institution.

5.3 The evaluation of the Project work Phase - I & Phase - II (M.E. / M.Tech.) will be based on the project report submitted in each of the Phase – I & Phase - II semesters and a Viva-Voce Examination by a team consisting of the supervisor, a common internal examiner (other than the supervisor) and a common External Examiner for each Program. The common internal examiner and the external examiner shall be appointed by the Controller of Examinations for Phase – I and Phase – II evaluation.

5.3.1 If the candidate fails to obtain 50% of the internal assessment marks in the Phase–I and Phase–II / Final Project, he/she will not be permitted to submit the report for that particular semester and has to re-enroll for the same in the subsequent semester.

If a candidate fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester. This applies for both Phase–I and Phase–II in the case of M.E. / M.Tech. and the Final Project work of M.C.A.

If a candidate fails in the viva-voce examinations of Phase–I he/she has to resubmit the Project Report within 30 days from the date of declaration of the results. If he / she fails in the viva-voce examination of Phase–II of Project work of M.E. / M.Tech, or the Final Project work of M.C.A, he/she shall resubmit the Project report within 60 days from the date of declaration of the results. For this purpose the same Internal and External examiner shall evaluate the resubmitted report.

5.3.2 Every candidate doing M.E. / M.Tech shall send a paper / patent for publication in a journal or a conference. An acknowledgement from the Supervisor for having communicated to the journal or conference shall be attached to the report of the project work. Such acknowledgements shall be sent to the Controller of Examination along with the evaluation marks by the team of examiners without which the thesis shall not be accepted.

5.3.3 A copy of the approved project report after the successful completion of viva examinations shall be kept in the library of the college / institution.

5.3.4 A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve his/her marks in a course or the aggregate marks / CGPA.

5.3.5 Practical training / Industrial Training / Summer Project if specified in the Curriculum shall not exceed the maximum duration of 4 weeks and should be organized by the Head of the Department for every student.

5.3.6 At the end of Practical training / Industrial Training / Summer Project the candidate shall submit a certificate from the organization where he/she has undergone training and also a brief report. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a Departmental Committee constituted by the Head of the Institution. Certificates submitted by the students shall be attached to the mark list sent by the Head of the Institution.

6. FACULTY ADVISER

To help the students in planning their courses of study and for general advice on the academic Program, the Head of the Department of the student will attach a certain number of students to a teacher of the Department who shall function as Faculty Adviser for those students throughout their period of study. Such Faculty Adviser shall advise the students and monitor the courses taken by the students, check the attendance and progress of the students attached to him/her and counsel them periodically. If necessary, the faculty adviser may also discuss with or inform the parents about the progress of the students.

7. CLASS COMMITTEE

7.1 A Class Committee consists of teachers of the concerned class, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include

- Solving problems experienced by students in the class room and in the laboratories.
- Clarifying the regulations of the Program and the details of rules therein.

- Informing the student representatives the academic schedule including the dates of assessments and the syllabus coverage for each assessment
 - Informing the student representatives the details of regulations regarding the weightage used for each assessment. In the case of practical courses (laboratory / project work / seminar etc.) the breakup of marks for each experiment/ exercise/ module of work, should be clearly discussed in the class committee meeting and informed to the students.
 - Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any
 - Identifying the weak students, if any and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.
- 7.2 The class committee for a class under a particular Program is normally constituted by the Head of the Department. However, if the students of different Programs are mixed in a class, the class committee is to be constituted by the Head of the Institution.
- 7.3 The class committee shall be constituted on the first working day of any semester or earlier.
- 7.4 At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.
- 7.5 The chairperson of the class committee may invite the Faculty adviser(s) and the Head of the department to the meeting of the class committee.
- 7.6 The Head of the Institution may participate in any class committee of the institution.
- 7.7 The chairperson is required to prepare the minutes of every meeting, submit the same to the Head of the Institution within two days of the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the head of the institution.

7.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held at suitable intervals. During these meetings the student members, representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process.

8. COURSE COMMITTEE FOR COMMON COURSES

Each common theory course offered to more than one group of students shall have a “Course Committee” comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the course Coordinator shall be made by the Head of the Department / Head of the Institution depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The ‘Course committee’ shall meet as often as possible and ensure uniform evaluation of the tests and arrive at a common scheme of evaluation for the tests. Wherever it is feasible, the course committee may also prepare a common question paper for the assessment test(s).

9. PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

9.1 Every teacher is required to maintain and 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the department will verify the details. At the end of the semester, the record should be verified by the Head of the institution who will keep this document in safe custody (for five years). Any Inspection team appointed by the college may inspect the records of attendance and assessment of both current and previous semesters.

9.2 **Internal Assessment for Theory Courses:**

Three assessments, each carrying 100 marks shall be conducted in a semester. The marks obtained in the three **assessments** shall be reduced to **25** marks and rounded to the nearest integer and remaining 5 marks for attendance.

9.3 **Internal Assessment for Practical Courses:**

Every practical experiment shall be evaluated based on conduct of experiment and records maintained duly signed by the HOD. There shall be at least one test during the semester. The criteria for arriving at the internal assessment marks shall be decided (based on the recommendation of the class committee) by the Head of the Institution and shall be announced at the beginning of every semester. The maximum mark for Internal Assessment will be 40 in case of Practical Courses.

Out of 40 marks for Internal Assessment 25 marks can be given for viva, experiment results; 10 marks for attendance; and the remaining 5 marks may be distributed for completion of record and neatness.

9.4 **Seminar:**

The seminar is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 4 seminars per semester and for each seminar marks can be equally apportioned. At the end of the semester the marks can be consolidated and taken as the final mark and hence, there is no need for End semester examination for SEMINAR.

10. ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER

10.1 A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester:

- a. He/she should have earned not less than 75% of attendance in each course in that semester and not less than 75% of attendance on an average in all the courses in that semester put together,
- b. His/her progress should be satisfactory, and
- c. His/her conduct should be satisfactory.

10.2 Students who have earned less than 75% attendance in any individual course of the semester are not deemed to have completed the semester. Students

who have earned less than 75% attendance on an average in all the courses of that semester are not deemed to have completed the semester.

10.3 However, a candidate who could secure 65% attendance (without considering any leave) in any individual course and an average attendance between 65% and 74% (without considering any leave) in all the courses 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 Principal / competent authority shall be given exemption from the prescribed attendance requirement and he/she shall be permitted to appear for the current semester examinations.

10.4 The students can take part in any of the following activities:

- Sports and Games: TIES, Inter collegiate, Inter Zonal, Inter University, State level.
- National level and Open Tournaments.
- NCC: Camps and expeditions.
- NSS camps.
- YRC activities.
- Cultural Programs.
- Seminar / Symposia: Paper presentation / Quiz.
- Leadership course organized by other organizations & Alumni Association activities.
- Training Programs Association Activities.
- Personal damages incurred during the extra-curricular activities.
- Projects in Industries/Organizations.
- Placement activities.

10.5 Percentage of attendance for the leave period (Medical Leave or On Duty Leave or Both) for the purpose of calculation of eligibility will be worked out based on the actual number of working days during the period of leave availed by the student and the actual total number of working days in that semester.

- 10.6 The ODL requisition letter shall be forwarded to the Principal through the HOD of the student concerned by the staff in charge of the respective activities before / after completion of the every activity.
- 10.7 The ODL sanctioned letters shall be submitted to the Department office. The staff in charge of the department office will check the eligibility for the award of attendance at the end of semester and the same may be submitted to the HOD for approval.
- 10.8 Those students who are not deemed to have completed the semester with reference to the conditions specified above shall undergo the semester again in all the courses in the respective semester of next academic year.

11. REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATION

- 11.1 A candidate shall be permitted to appear for the End Semester examination of the current semester if he/she has satisfied the semester completion requirements as per clause 10.1 & 10.2 and has registered for examination in all courses of the current semester.
- 11.2 Further, registration of arrear(s) course(s) is mandatory.

12. END SEMESTER EXAMINATIONS

- 12.1 There shall be a semester examination of 3 hours duration for each lecture based course.

The examinations shall ordinarily be conducted between October and December during the odd semesters and between April and June in the even semesters.

For the practical examinations (including project work), both internal and external examiners shall be appointed by the Institution. The maximum marks for each theory and practical course shall be 100 Marks.

12.2 WEIGHTAGES

The following will be the weightages for different courses.

- i) Lecture or Lecture cum Tutorial based course:

Internal Assessment	-	30%
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End Semester Examination	-	70%
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- ii) Laboratory based courses

Internal Assessment	-	40%
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End Semester Examination	-	60%
iii) Project work		
Internal Assessment	-	40%
Evaluation of Project Report by external examiner	-	30%
Viva-Voce Examination	-	30%

12.3 If a student indulges in malpractice in any of the end semester examinations he / she shall be liable for punitive as prescribed by the Institution from time to time.

13. PASSING REQUIREMENTS

13.1 A candidate who secures not less than 50% of total marks prescribed for the courses with a minimum of 50% of the marks prescribed for each of the course of the end-semester Examination in both theory and practical courses, shall be declared to have passed in the Examination.

13.2 If the candidate fails to secure a pass in a particular course as per clause 13.1, it is mandatory that the candidate shall register and reappear for the examination in that course during the subsequent semester when examination is conducted in that course. Further the candidate should continue to register and reappear for the examination till a pass is secured in such arrears subjects.

The internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secure a pass.

13.2.1 However, from the 3rd attempt onwards if a candidate fails to secure a pass as per clause 13.1 then the alternate passing requirement shall be as follows:

The candidate should secure 50% and above of the maximum marks prescribed for securing a pass in the end semester Examinations alone irrespective of the Internal Assessment marks obtained.

14. ELIGIBILITY FOR THE AWARD OF THE DEGREE

14.1 A student shall be declared eligible for the award of the degree if he/she has

- i. Successfully passed all the courses as specified in the curriculum corresponding to his/her Program within the stipulated period. (as per clause 3.1)

- ii. No disciplinary action is pending against him/her.
- iii. The award of the degree must have been recommended by the academic council of the college and approved by the syndicate of the University.

15. AWARD OF LETTER GRADES

15.1 All assessments of a course will be done on absolute marks basis. 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 of total marks (out of 100) obtained by the candidate (Regular or Arrear), in each subject as detailed below:

Letter grade	Grade Points	Marks Range
S	10	91 - 100
A	9	81 - 90
B	8	71 - 80
C	7	61 - 70
D	6	56 - 60
E	5	50 - 55
U	0	< 50
I	0	
W	0	
AB	0	

A student deemed to have passed and acquired the Grade points in a particular course if he / she obtained any one of the following grades: “S”, “A”, “B”, “C”, “D”, “E”.

“U” denotes unsatisfactory performance which requires Reappearance (RA) in the examination for that particular course. (RA will figure in Result sheets & Grade sheets). “W” denotes **withdrawal** from the course. “AB” denotes **absent**. The Grade “I” denotes **inadequate attendance** and hence prevention from writing the end semester examination. The Grade “I”, “W” and “AB” will figure only in the Result Sheets.

15.2 Grade sheet

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

- The college in which the candidate has studied
- The list of courses enrolled during the semester and the grade scored.
- The Grade Point Average (GPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

GPA is the ratio of the sum of the products of the number of credits of courses enrolled and the points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

$$\text{GPA} = \frac{\text{Sum of [Credits acquired} \times \text{Grade Points]}}{\text{Sum of Credits Registered}}$$

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

$$\text{CGPA} = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

where C_i - is the Credits assigned to the course

GP_i - is the point corresponding to the grade obtained for each Course

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

"RA", "I", "AA" and "W" grades will be excluded for calculating GPA and CGPA.

16. CLASSIFICATION OF THE DEGREE AWARDED

16.1 A candidate who qualifies for the award of the Degree (Vide Clause 14) having passed all the prescribed examinations in all the courses in his / her first appearance within the specified minimum number of semesters securing a **CGPA of not less than 8.50** shall be declared to have passed the examination in **First Class with Distinction**. For this purpose the withdrawal from examination (vide clause 18) will not be construed as an appearance. Further, the authorized break of study (vide clause 19) will not be counted for the purpose of classification.

16.2 A candidate who qualifies for the award of the Degree (vide clause 14) having passed the examination in all the courses within the specified minimum number of semesters plus one year (two semesters), securing a **CGPA of not less than 6.50** shall be declared to have passed the examination in **First Class**. For this purpose the authorized break of study (vide clause 19) will not be counted for the purpose of classification.

16.3 All other candidates (not covered in clauses 16.1 and 16.2) who qualify for the award of the degree (vide clause 14) shall be declared to have passed the examination in **Second Class**.

A candidate who is absent in semester examination in a course / project work after having enrolled for the same shall be considered to have appeared in that examination for the purpose of classification.

17. REVALUATION

A candidate can apply for revaluation of his/her end semester examination answer paper for 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 HOD. **A candidate can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.** The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the HOD. **Revaluation is not permitted for practical courses, seminars, practical training and for project work.**

18. PROVISION FOR WITHDRAWAL FROM EXAMINATION:

A candidate may, for valid reasons, be granted permission to withdraw from appearing for any course or courses of only one semester examination during the entire duration of the degree Programs. Also only one application for withdrawal is permitted for that semester examination in which withdrawal is sought.

Withdrawal application shall be valid only if the candidate is otherwise eligible (as per clause 13.1) to write the examinations and if it is made **prior to the examination** in that course or courses and also recommended by the Head of Department and Head of the Institution. A Xerox copy of the hall ticket must be enclosed along with the withdrawal application and submitted to COE.

Withdrawal shall not be construed as appearance for the eligibility of a candidate for the purpose of classification vide clause 16.1 and 16.2.

19. AUTHORIZED BREAK OF STUDY FROM A PROGRAM

19.1 **Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree Program.** However, in extraordinary situation the candidate may apply for

additional break of study not exceeding another one year by paying prescribed fee for break of study. If a candidate intends to temporarily discontinue the Program in the middle of the semester for valid reasons, and to rejoin the Program in the subsequent year, permission shall be granted based on the merits of the case provided he / she applies to the **Head of the Institution** in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Department and stating the reasons therefore and the probable date of rejoining the Program. However, if the candidate has not completed the first semester of the Program, Break of Study shall be considered only on valid medical reasons.

19.2 The candidate permitted to rejoin the Program after the break shall be governed by the Curriculum and Regulations in force at the time of rejoining. **If the Regulation is changed**, then those candidates may have to do additional courses as prescribed by the **Dean (Academic)**.

19.3 The authorized break of study (for a maximum of one year) will not be counted for the duration specified for passing all the courses for the purpose of classification. (vide Clause 16.1 and 16.2).

19.4 The total period for completion of the Program reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified irrespective of the period of break of study in order that he/she may be eligible for the award of the degree (vide clause 16).

19.5 If any student is detained for want of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as permitted 'Break of Study' and Clause 19.3 is not applicable for this case.

20. DISCIPLINE

Every student is expected to observe discipline and decorous behavior both inside and outside the college and not to indulge in any activity, which will tend to bring down the prestige of the Institution. In the event of an act of indiscipline being reported, the Principal shall constitute a disciplinary committee consisting of Principal, two Heads of Department of which one should be from the faculty of the student, to inquire into acts of indiscipline and notify the Principal about the disciplinary action to be taken. The disciplinary action is

subject to review by the PRINCIPAL in case the student represents to the Principal. Any expulsion of the student from the college shall be with prior concurrence of the Institution.

21. REVISION OF REGULATION AND CURRICULUM

The Academic Council of the Institution reserves the right to, amend or change the Regulations, scheme of examinations, the curriculum and the syllabi from time to time, if found necessary through the Board of studies.

ANNEXURE

MINIMUM TOTAL CREDITS
FOR
M.E. / M.TECH. / M.C.A.DEGREE PROGRAMS OFFERED IN THE
INSTITUTION

Sl. No.	Name of the Program	MINIMUM TOTAL CREDITS *
1.	M.E. Energy Engineering	69
2.	M.Tech. Production Engineering	68
3.	M.E. Computer and communication	68
4.	M.E. Communication Systems	68
5.	M.E. Computer science and Engineering	68
6.	M.E. High voltage Engineering	67
7.	M.E. Control and Instrumentation	69
8.	M.C.A.	118

*** Minimum Total Credits to be earned by the student admitted to the particular PG Program to become eligible for the award of Degree under Clause 3.3 of Regulations 2011 (PG).**