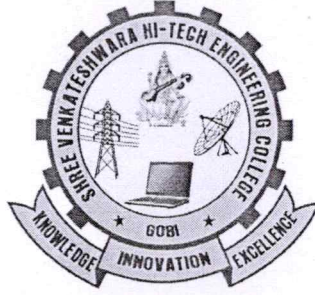


**Shree Venkateshwara Hi-Tech Engineering College**  
(Autonomous, Affiliated to Anna University, Chennai)  
Erode-Gobi Main Road, Gobichettipalayam-638455, Tamilnadu.



**ACADEMIC REGULATIONS – 2025**

**POST GRADUATE PROGRAMMES (PG)**

**M.E. / M.B.A. Programmes (Full-Time)**

(Choice Based Credit System)

Applicable to the students admitted in M.E. / M.B.A. Programmes from the Academic Year 2025-26.

Passed in the Academic Council held on *11.08.2025*.



# Shree Venkateshwara Hi-Tech Engineering College (Autonomous)

## M.E. / M.B.A. – REGULATION – 2025 (Autonomous)

### Choice Based Credit System

(For the students admitted to M.E. / M.B.A. Programme from the Academic Year 2025 - 2026)

#### 1. Title

These regulations shall be called as 'Shree Venkateshwara Hi-Tech Engineering College Regulations 2025. In short, it is referred as 'SVHEC - R2025 (PG)'.

#### 2. Scope

2.1. The regulations provided here in shall apply to the students admitted in the Postgraduate (PG), M.E. / M.B.A. Programmes, offered in SVHEC from the Academic year 2025 – 2026.

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

#### 3. Definitions

3.1. a) 'University' means 'ANNA UNIVERSITY, CHENNAI'.

b) 'College' means 'Shree Venkateshwara Hi-Tech Engineering College (SVHEC)'.

3.2. 'Choice-Based Credit System (CBCS)' is a flexible system of learning that permits students to

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

3.3. 'Programme' means Degree Programme (i.e) M.E. / M.B.A Degree Programme.

3.4. 'Discipline' means Branch of M.E. / M.B.A. Degree Programme, like Structural Engineering, Construction Engineering and Management & Industrial Safety Engineering.

'Specialisation' means a domain in which a student has specialized based on the choice of elective courses for M.B.A.



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



3.17. 'Controller of Examinations' means the Officer of the College responsible for all the activities related to examinations in the Institutions.

3.18. 'Academic Council' means the Academic body of the College and have control and general regulation of teaching and examination in the college and be responsible for the maintenance of the academic standards thereon.

3.19. 'Board of Studies (BOS)' means the academic body of concern board / Department to frame the curriculum and syllabus subject to approval of Academic Council.

#### 4. Admissions, Mode of Study, Programmes offered

4.1. Candidates for admission to the first semester of the Postgraduate Degree Programme shall be required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under qualification for admission as per the Common Engineering Admission Procedure (CEAP 2025) criteria. This is applicable for students admitted both under Single Window Counselling process and through the Management Quota. Other eligibility criteria such as marks, number of attempts and physical fitness shall be as prescribed by the Govt. of Tamil Nadu from time to time.

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

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

#### 4.4. Mode of Study

##### Full-Time Mode:

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



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

## 5. Programme Structure

A candidate may be offered admission to any one of the M.E. / M.B.A. Programmes (Listed in table 1) offered by the Institution for the candidates specified in Clause 4.1 and as per the eligibility criteria for the candidates under Clause 4.2 from the list given below:

**Table 1. Programmes Offered**

Sl. No	Programme Code	Name of the Programme
<b>M.E. Programmes</b>		
1	CM	M.E. Construction Engineering and Management
2	IS	M.E. Industrial Safety Engineering
3	SE	M.E. Structural Engineering
<b>M.B.A. Programme</b>		
4	MS	M.B.A. Master of Business Administration

### 5.1. Curriculum

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

### 5.2. Programme Duration

- (i) Duration of the programme is TWO years (Four Semesters) for a student admitted to a programme with qualifications as prescribed in Clause 4.1 of the regulations. The student shall successfully complete all the requirements as per the curriculum and regulations of the programme within the above said duration of 'TWO' years.
- (ii) Above mentioned period in Clause 5.2 (i) Clause for 'ONE' more year to a student, who is permitted to avail the authorized break of study or opt for dropping of courses, as per the regulations.



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- (iii) 'Programme Completion' means that a student shall undergo all the courses as prescribed in the respective curriculum and become eligible for appearing in the end semester examination of all the courses within the period as given in Clauses 5.2 [(i) & (ii)].
- (iv) After programme completion if there are any arrear course(s), a student shall be permitted to successfully complete the same, within 'FOUR' years (for Full-Time). This maximum duration for successful completion shall be reckoned from the commencement of first semester of the programme.
- (v) In case of a student prevented from appearing in the end semester examination in all the courses of a semester due to shortage of attendance, the period of prevention shall be treated as a break in the programme. In such a case, total duration for completing the programme including all such prevention periods shall not exceed the above-said 'FOUR' years for Full-Time.

### 5.3. Course Categories

Every M.E. / M.B.A. Programme will have a curriculum consisting of Theory, Laboratory Courses, with prescribed syllabi as categorized below:

- (i). **Basic Science (BS)** include courses such as Mathematics.
- (ii). **Engineering Science (ES)** are the core courses relevant to General (G), Programme Core (PC) & Programme Elective (PE).
- Foundational Courses that are intended to provide the students with a broad-based understanding of engineering principles and concepts are classified under **General (G)** category.
  - Courses that are relevant to the respective discipline are classified under **Programme Core (PC)** category.
  - Courses, which can be chosen from a larger pool of courses and are very specific / specialized / advanced / supportive to the discipline, are classified under **Programme Elective (PE)** category.
- (iii). **Open Elective (OE)** are elective courses, chosen from other disciplines, with an intention to expose the students to interdisciplinary / multidisciplinary / transdisciplinary fields.



- (iv). **Non-Functional Elective Courses (NEC)** include elective courses outside of the area of specialization.
- (v). **Skill Development (SD)** are the courses offered to enhance specific abilities and competencies of the students in academic and professional contexts. Industry Oriented Courses (IOC), that are offered to allow students to expand their knowledge and skills in niche areas and meet the ever-changing arising in the relevant industries, from time to time are classified under **Skill Development (SD)** category.
- (vi). **Audit Courses (AC)** include the courses such as Constitution of India, Natramizh Ilakiam, etc.
- (vii). **Mandatory Courses (MC)** enable to know something about the Environment Sciences, Indian Constitution, Essence of Indian Traditional knowledge and Induction Program, whose scores will have no bearing on their final credits.

#### 5.4. Medium of Instruction

Medium of Instruction for all the M.E. / M.B.A. Programmes is 'English'.

#### 5.5. Assignment of Credits

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

**Table 2 – Credits for Contact Hour(s)**

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

- (ii). ONE credit is assigned to 'Industrial training / Internship' for every 'TWO WEEKS' duration.
- (iii). ONE credit is assigned to 'SWAYAM/NPTEL' courses for every 'FOUR WEEKS' duration.

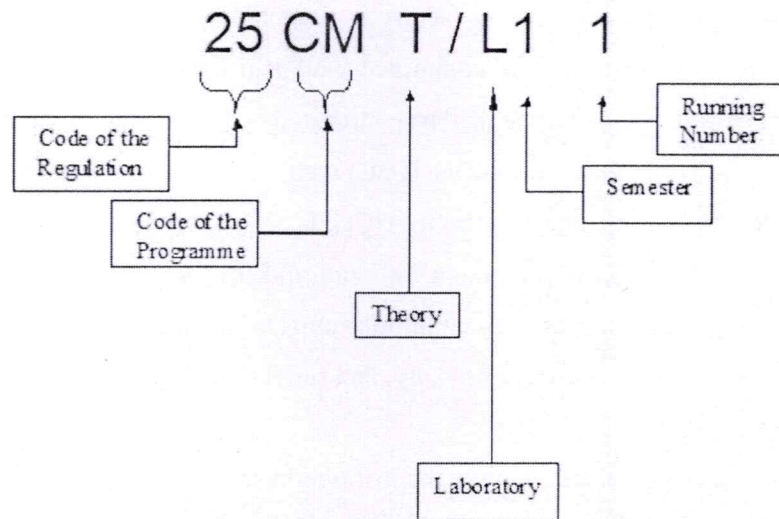
#### 5.6. Course Code

Each course offered by a department under Engineering Science – Programme Core ES (PC) category is assigned with a course code consisting of three alphabets & four numerals. Third & Fourth alphabets denotes Programme, Fifth denotes Theory / Laboratory, Sixth numerical denotes 'Semester' and Last numerical denotes the running number.



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- For example, in M.E. Construction Engineering and Management programme, a particular ES (PC) offered in the first semester is denoted as



## 6. Academic Schedule

The dates of all academic activities including those of course registration, first and the last days of classes and examinations are published in the Academic Schedule every semester. The Academic Schedule for each semester shall be available in the Institute website.

## 7. Mentoring & Statutory Support for Students

### 7.1. Faculty Mentor

Each Department of the Institution shall operate in a system with faculty mentor, where a faculty member is assigned to look after the general welfare of a set of students nominally 10 to 30 students. The faculty mentors offer all the necessary guidance and help in academic matters, and, if need be, in personal matters also. Students are expected to consult the Faculty Mentor on any matter relating to their academic performance and the courses they may take in various semesters.

### 7.2. Grievance Cell

The Grievance Cell is established to address the grievances and complaints of students, faculty, and staff. It provides a platform for individuals to present their concerns in a transparent, confidential, and timely manner, ensuring that all parties are treated with fairness and respect.



### 7.3. Counselling Committee

Institute shall have a dedicated 'Counselling Committee' unit. This committee comprises of psychological counsellors, faculty representatives including the faculty mentor and student representatives. This committee shall help and offer advice in all kinds of matters. This counselling committee shall be constituted by the Head of the Institution.

### 7.4. Internal Complaints Committee (ICC) Cell

The Internal Complaints Committee (ICC) is constituted to address complaints related to sexual harassment, discrimination, bullying, and any form of inappropriate conduct within the college environment. This committee aims to provide a fair and confidential platform for all stakeholders (students, faculty, and staff) to raise their grievances.

### 7.5. SC / ST Cell

A separate cell is functioning in the institute to safeguard the rights and privileges of the students, belonging to SC / ST category. This cell also informs the students about the various scholarships and fellowships and encourages them to apply for relevant ones.

### 7.6. Anti-Ragging Committee

There is an active anti-ragging committee constituted under the chairmanship of the Principal. Services of committee members are utilized towards counseling of both junior and senior students and also educating senior students about what constitutes ragging as per the latest UGC/AICTE guidelines.

As per referred AICTE "Regulations", Ragging is strictly prohibited in the College Campus as well as outside the College Campus. All students are hereby informed not to indulge in any kind of Ragging activity either directly or indirectly. A strict action as per AICTE "Regulations" will be taken.

### 7.7. Class Committee

A Class Committee consists of all faculty handling courses of the concerned class, student representatives - cross section of students (academically good, average, and slow learner) and a chairperson who is a faculty not handling any course for the class. The overall goal of the Class Committee is to improve the teaching-learning process. The functions of the Class Committee include:

- ❖ Addressing the problems experienced by students in the classroom and in the laboratories.



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- ❖ Clarifying the regulations of the PG degree programme and the details of rules therein.
  - ❖ Informing the student representatives about the academic schedule including the date of assessments (Tests & Assignments) and the syllabus coverage for each assessment.
  - ❖ 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 slow learners, if any, and requesting the faculty concerned to provide some additional help or guidance or coaching to such weak students.
- (i). The class committee for a class under a particular programme is normally constituted by the Head of the Department.
  - (ii). The class committee shall be constituted in the first week of commencement of any semester.
  - (iii). At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee.
  - (iv). The chairperson of the class committee may invite the class advisor(s) and the Head of the Department to the meeting of the class committee.
  - (v). The Head of the Institution may participate in any class committee meeting.
  - (vi). The chairperson is required to prepare the minutes of every meeting, submit the same to Head of the Institution within two working days after the meeting and arrange to circulate among the concerned students and faculty. 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.
  - (vii). The class committee shall meet at least twice in a semester:
    - ❖ The first meeting of the class committee shall be held within seven working days from the date of commencement of the semester.
    - ❖ The nature and weightage of the continuous assessments shall be discussed in the first meeting, within the framework of the Regulations.
    - ❖ The second meeting shall be held a week before the second assessment.



(viii). During these meetings, the student members representing the entire class, shall actively interact and express the opinions and suggestions of other students of the class to improve the effectiveness of the teaching-learning process.

#### 8. Class Timings

The classes are usually scheduled between 09:00 AM to 04:25 PM with necessary recesses and lunch break. Regular classes are scheduled 5-days in a week, from Monday to Friday. The course faculties may also schedule some additional classes / exams / activities with prior approval of the Head of the Institute.

#### 9. Registration of Courses

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

9.2. A student shall not re-register for the courses which are successfully completed by the student, for any reason(s) whatsoever.

9.3. Students shall register the courses in a semester, subject to the maximum credit limit of 36 per semester, that includes courses Shortage of Attendance.

9.4. Students shall add or drop courses using the prescribed format for registration during the period specified for this purpose in the Academic Schedule. Each add / drop request shall be processed by only the Head of the Institution concerned, considering necessary pre-requisites, and other conditions (if any) for the same. Any drop / add of courses shall be communicated to 'Controller of Examinations', within 10 working days from the commencement of the academic session. Under any circumstance drop / add of course in registration process shall not be entertained after 10 working days from the commencement of the academic session. The following rules shall be adhered for add / drop of course(s).

(i). Advancement of courses with prior approval of the respective Head of the Institute shall be completed by a student only before the start of every semester. These courses shall be registered by a particular student.



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(ii). Dropping of a course can be done within 7 working days from the start of academic session and under any circumstances dropping of a course shall not be allowed after 7 working days.

9.5. If PE and OE courses are not successfully completed by a student, in a particular semester, student shall be permitted to opt for alternate course(s) under these categories in the subsequent semester(s).

9.6. A student can choose all the PE Courses either from one of the Streams or a combination of courses from more than one Streams in a semester. Minimum registration of 25% students is required to offer a PE course and OE course.

9.7. PE Courses shall be selected in the specialized groups given as Streams. Students shall choose the courses from various Streams as specified in the respective curriculum.

9.8. Students shall be permitted to register additional courses over and above the courses prescribed in the respective curriculum, under Programme Core (PC) / Programme Elective (PE) / Open Elective (OE) category in any programme with the prior permission of the Head of the Institution. The credits earned shall be printed in the grade sheet and shall not be considered for the computation of CGPA.

#### 10. Attendance Criterion

10.1. The students are expected to attend all the classes without fail. Attendance of the student in each course is calculated from

$$\% \text{ of attendance} = \frac{\text{Actual No. of Classes attended}}{\text{Total No. of Classes conducted}} \times 100$$

10.2. The Institute mandates a minimum overall attendance of 80%. This overall attendance percentage is calculated by taking average of student's attendance in all the registered courses in a semester. For example, if a student has attendance of ATT 1, ATT 2, ATT 3, ATT 4, ATT 5 and ATT 6 in the registered Course 1, Course 2, Course 3, Course 4, Course 5 and Course 6, respectively in a semester, then overall attendance of such student's is calculated from

$$\% \text{ of Overall Attendance} = \frac{(\text{ATT1} + \text{ATT2} + \text{ATT3} + \text{ATT4} + \text{ATT5} + \text{ATT6})}{\text{Total No. of Classes conducted for 'SIX' courses}} \times 100$$



Overall percentage of attendance in a semester for a student is calculated from,

$$\% \text{ of Overall Attendance} = \frac{\text{Actual No. of periods attended in all registered courses (AP)}}{\text{Total No. of periods conducted in all registered courses (TP)}} \times 100$$

10.3. Marks will be awarded for student's attendance in 'EACH' course and the distribution of marks is given in the below Table 3;

**Table 3 – Internal Mark for Attendance**

Attendance (%)	80 – 85%	86 – 90%	91 – 95%	Above 95%
Marks	1	2	3	5

The marks earned by a student shall be included in the Continuous Assessment for each course, based on the percentage of attendance secured in a particular course as given above.

10.4. For medical reasons, if a student is not able to attend classes, 'Medical Certificate' shall be furnished to the Head of the Institute concerned, within 5 days from the date of reporting back for class work. In the event of student not able to secure 80% attendance, but has at least 70% attendance, such 'Medical Certificate' shall be considered, with the approval of the respective Head of the Institute. In this case, the overall percentage of attendance in all the registered courses in a semester is calculated from clause 10.2 of this regulation with inclusion of 'number of periods during the medical emergency (MEP)' as below;

$$\% \text{ of Overall Attendance} = \frac{\text{AP}}{\text{TP} - \text{MEP}} \times 100$$

The student shall be permitted to appear in the End Semester Examinations, if the overall attendance in each registered course is 75% and above.

10.5. Under any circumstances, medical certificate(s) submitted after the due date, as stipulated in Clause 10.4 shall not be accepted and in this case, % of attendance of the student is calculated as given in Clause 10.1.

10.6. The student shall be prevented from appearing in the end semester examination for all courses in a semester, if the overall attendance secured by a student is less than 80%. Such prevented student shall not be permitted to go to next semester. Importantly, such prevented student shall be permitted to rejoin the programme in the semester of



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prevention, during only in the next academic year and undergo all the courses. If the academic regulation is changed, addition / deletion of course(s) shall be prescribed by the BOS & Academic Council and such student shall undergo additional courses, if any for completion of the programme.

- 10.7.** The students should get prior approval from the Head of the Institution to attend campus recruitments, seminars, project works, internships, co-curricular and extra-curricular activities. Only upon prior approval of Head of the Institution, attendance for the above said activities shall be considered as 'ON-DUTY'. Students shall be permitted to avail only 10% of total working days in a semester. However, student participating in sports activities, representing the institution in the University / State / National / International Level, shall be permitted to avail ON-DUTY without any restriction period of 10%, only with prior approval of the Head of the Institution. Additional classes shall be conducted by the Institute to the student(s) who are participating only in above said Sports activities so that such students shall attain the prescribed overall percentage attendance to appear in the End Semester Examinations.
- 10.8.** The list of students eligible for appearing in the end semester examination(s) and prevented from writing the end semester examination(s) shall be published by the Controller of Examinations within THREE working days from the last working day of a particular semester.
- 10.9.** A student, if eligible for appearing in the end semester examinations shall be allowed to withdraw the course(s) for bonafide reason(s), only with prior approval of the Head of the Institution through HoD and the same shall be intimated to the Controller of Examinations. In case of medical emergencies alone, post-facto approval may be accorded with prior intimation received from the student or parent or guardian by the Head of the Institution. Students shall appear for the 'End Semester Examination' in the subsequent semester. The course(s) withdrawn shall not be considered as an appearance for classification of degree. For any course that may be withdrawn by the student in the final semester of the programme, supplementary examination shall be conducted within a maximum period of 30 working days from the date of publication of the results.



## 11. Break of Study

**11.1** Students shall be permitted to avail ONE 'Break of Study' for a period of ONE year (Two consecutive semesters) in the entire two years of the programme for bonafide reasons (such as hospitalization / accident / specific illness) only. However, Break of Study shall also be granted for above-said bonafide reasons, for a period of SIX months (One semester) to the students who have already completed up to the pre-final semester of the programme. The student shall apply for Break of Study to the Head of the Institution through email / letter, which in turn shall be forwarded to the COE of the college for further action. Under any circumstances, student shall not be permitted to request for Break of Study retrospectively and also request for Break of Study will not be accepted after the generation of 'Prevention list'. Duration of the Programme, is 'as given in Clause 5.2 includes the period of above approved Break of Study.

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

## 12. Unauthorized Absence

If a student has not reported officially to the Institution for the entire duration of the semester, without any prior written request (hardcopy or email to official ID of the respective Head of the Institution) for 'Break of Study', Head of the Institute shall send the intimation on unauthorized absence to such Student / Parent / Guardian through email/registered post.

## 13. Re-joining the Programme

After the end of approved 'Break of study' period, student shall be permitted to re-join the programme in that particular semester, for which 'Break of Study' has been granted to the student. Student(s) shall re-join the programme within TEN working days from the date of commencement of semester. Under any circumstances, the period of re-joining shall not be extended. Regulations & Curriculum in force for the specific semester, at the time of re-joining shall be applicable to such student(s). Appearance of the student (including absence) in the end semester examinations for these courses in that particular semester shall be considered as 'First Appearance'. If there is any change of Academic Regulations & Curriculum, the student shall undergo additional course(s) or get exemption from undergoing the course(s), as recommended by the committee constituted by Head of the institution and minutes placed on BOS and Academic Council of College, for this purpose. Addition/exemption of course(s) if any due to



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change of regulations at the time of re-joining shall be prescribed to the student with in FIFTEEN working days from the date of rejoining and the intimation shall be sent to the Head of the Institute.

#### **14. Discipline and Welfare Committee**

Students faced with disciplinary action for any serious offence (For example: ragging, misbehaviour, etc.), the disciplinary committee of the Institute shall conduct a detailed inquiry within SEVEN working days from the date of cognizance of such incident(s).

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

#### **15. Vacation**

There are two vacations (winter, summer) in an academic year. Period of both vacations shall be announced by Head of the Institution.

#### **16. Teaching & Evaluation**

**16.1.** Each course is conducted by a 'Course Faculty', who has the overall responsibility for successful conduct of class work. Responsibilities of the Course Faculty include the maintenance of attendance and assessment records for the courses handled.

**16.2.** Semester-wise performance assessment of the student is evaluated through continuous assessments & end semester examinations, and in some courses through continuous assessments only.

**16.3. For 'Theory (T) Courses'**, evaluation shall be through continuous assessments and end semester examination. Each course under theory type in the respective curriculum, students' performance shall be evaluated for a maximum of 100 marks. Continuous assessment shall have the weightage of 40% & End semester examination shall have the weightage of 60%.

(i). Continuous assessments comprise of two Internal Examination (IE) and activities such as; tutorials, assignments, group assignments, quizzes, seminar, etc., as relevant



to the course syllabus. Weightage for IE and activities is provided in Table 4. Average of marks obtained in two assessments, shall be taken as Continuous Assessment marks for a particular course.

**Table 4 – Weightage for Continuous Assessment in Theory (T) Courses**

Assessment – I	Assessment – II	Activities	Total
35%	35%	30%	100%

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

**16.4. For ‘Laboratory (L) Courses’,** Evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 60% & End semester practical examination shall have the weightage of 40%.

- (i). Continuous assessments will be based on turn-to-turn supervision of the student’s work, submission of observation notebooks, activities such as; model practical, case studies, prototype model etc., as relevant to the syllabus content of the respective course. Rubrics for each laboratory course shall be arrived by the course instructor, with approval of the Head of the Department concerned, at the beginning of the semester. Weightage for continuous assessment is given in Table 5.

**Table 5 – Weightage for Continuous Assessment in Laboratory (L) Courses**

Evaluation of Student’s work, Observation, Record, etc.	Activities - Practical Examination
75%	25%

- (ii). End semester practical examination shall be conducted for laboratory courses for 100 marks and this examination shall be scheduled preferably before the commencement of theory examinations in a particular semester.

**16.5. For ‘Project Work’,** Evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 60% & End semester practical examination shall have the weightage of 40%.



- (i). The project work for M.E. Programmes consist of Project Work–I and Project Work–II. The Project Work–I is to be undertaken during Semester III and Project Work–II, is to be undertaken during Semester IV.
- (ii). In case of students of M.E. Programmes not completing Project Work-I of project work successfully, the students can undertake Project Work-I again in the subsequent semester. In such cases the students can enroll for Project Work- II, only after successful completion of Project Work-I.
- (iii). Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means the faculty member possessing
  - (i) PG degree with a minimum of 3 year’s experience in teaching (or)
  - (ii) Ph.D. degree.

**16.5.1. For Project Work in industry / academic institution of repute / research institutions**

A student may, however, undergo Project Work-II (M.E. Programme) and final year project work (M.B.A. Programme) in industry / academic institution of repute offering PG programmes in Engineering / Technology / research institutions for a minimum of 16 weeks during the final semester. In such cases, the students shall undergo the Project Work-II and final year project work with the approval obtained from the Head of the institution.

The Project Work-II carried out in industry / academic institution of repute / research institutions need not be a continuation of Project Work-I. In such cases, the Project Work shall be jointly supervised by a supervisor of the department and an expert as a joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress. The review meetings, if necessary, may also be arranged in online mode with prior approval from the Head of the Institution and suitable record of the meetings shall be maintained.

**16.5.2. For ‘Internship cum Project Work’,** A student who are selected for the internship, shall work in a project in the industry concerned that mandatorily requires an internal guide & external guide. On receipt of the intimation letter /



email regarding the internship, the Head of the Department concerned shall nominate a Guide and Co-Guide (if required), for smooth progression of the works and the list of such students' details shall be submitted to the Head of the Institute concerned.

- a. Internal Guide is a faculty from the department of the student. An internal co-guide from other department may also be nominated by the Head of the Department concerned, based on the nature of the project work, if required.
- b. An external guide shall be identified at the time of offering the internship to the students by the industry concerned and the external guide has to interact with the internal guide / co-guide at regular intervals for formulation, monitoring and completion of the project work. External guide shall be a review committee member for evaluating the progress of the work and performance of the student(s). Bonafide certificate for the completion of the 'Internship cum Project Work' shall be approved by both internal guide(s) and external guide.
- c. Any confidential / Intellectual Property Rights matters related to the industry concerned, shall be discussed by the external guide from the industry, at the beginning of the internship cum project work with the student(s) and the internal guide(s), in order to arrive at the problem definition & formulation of objective(s) of the Internship cum Project Work.
- d. For undergoing 'Internship cum Project Work' in hassle-free manner and also in the large academic interest of the students and also to maintain the quality of the project work, sufficient information and data shall be provided by the industry concerned to the student / group of students and the same shall be ensured by the internal guide(s) at the beginning and at regular intervals, for successful completion of the 'Internship cum Project Work'.
- e. Students who are undergoing 'Internship cum Project Work' in the industries located in the vicinity of the Institution (60 km from the Institute) shall attend the review in physical mode. Whereas those students who undergo 'Internship cum Project Work' in the industries located beyond 60 km from the Institution shall be allowed to attend the review, either in physical or online mode. Importantly, the external guide shall attend the review, either through online or physical mode.

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f. Evaluation of 'Internship cum Project Work' is as per Clause 16.5.2.

**16.6.** The deadline for submission of final Project Report (Project Work-II for M.E. programmes or final project work for M.B.A. programmes) is 60 working days from the last working day of the semester in which project work / thesis / dissertation is done. However, the Project Work-I in the case of M.E. programmes shall be submitted within the last working day of the semester as per the Academic Schedule published by the Institution.

**16.7. Evaluation of Project Work**

- (i). The evaluation of Project Work for Project Work-I & Project Work-II in the case of M.E. and Project Work of M.B.A shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause (ii).
- (ii). Evaluation of project shall be through continuous assessments (Three reviews at regular intervals), evaluation of project report and the final viva-voce examination. Project reviews shall be conducted by a committee constituted by the respective Head of the Department, comprising the Guide(s), Project Coordinator and one internal subject expert. Continuous assessment shall have a weightage of 60%. Student(s) shall submit a project report and defend it in front of a panel of examiners to evaluate students' performance. Evaluation of Project thesis report shall have the weightage of 20% and the final viva-voce examination shall have the weightage of 20%. Break-up of marks with weightage for continuous assessment and end semester examinations is presented in Table 6. For conduct of the viva-voce examination, one internal from the respective department and one external examiner shall be nominated by the Controller of Examinations.

**Table 6 – Weightage for Continuous Assessment & End-Semester Examination for Project Work**

Continuous Assessment (60%)			End-Semester Examination (40%)			
Review I	Review II	Review III	Project Thesis Report Evaluation		Viva-Voce	
			Guide	External Examiner	External Examiner	Internal Examiner
10%	20%	30%	10%	10%	10%	10%



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

**16.8. (i) Practical / 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.

At the end of Practical / Industrial Training, Summer Project, the student shall submit an Attendance certificate from the organization where he/she has undergone training and also a brief report. The evaluation for 100 marks will be carried out internally based on this report and a viva-voce Examination will be conducted by a Departmental Committee constituted by the Head of the Institution. The attendance certificate submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examination.

**(ii) Technical Seminar / Seminar, Case study**

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

**16.9. For 'Internship / Industrial Training'**, a student shall undergo 'Internship / Industrial Training' for a period as stipulated in the respective curriculum of the Programme. The industry in which the student proposes to undergo Internship / Industrial Training, shall involve in Design / Fabrication / Production / Manufacturing / Testing / Research & Development / Services, etc. in alignment with the fields related to the programme. After completion of the Internship / Industrial Training, the student shall submit a report, describing the observations, skills acquired, usefulness, etc., along with the attendance certificate issued by the industry concerned. Evaluation shall be carried out by the



committee comprising of three faculty members, and a representative from the industry concerned (preferably Unit Head) constituted by the respective Head of the Department and one among the faculty shall be nominated as the coordinator. Marks are awarded to the students based on the evaluation with the weightage of 40% for report evaluation, 30% weightage for presentation and 30% weightage for viva-voce examination (out of which 10% marks from the industry concerned), as presented in Table 7. In case of preoccupation of the industry representative for the conduct of viva-voce examination, then the marks awarded by the representative shall be obtained through email.

**Table 7 – Weightage for Continuous Assessment of Internship / Industrial Training**

Report	Presentation	Viva-Voce
40%	30%	30%

16.10. For 'Mini-Project', an academic activity as part of the curriculum, a student or a group of students shall undergo the practice of doing theoretical or experimental works for understanding the concepts elaborately. A review committee shall be constituted by the respective Head of the Department, consisting of three faculty members viz. an internal expert, coordinator and respective supervisor for periodical reviews. Performance of the students is assessed by this committee only through continuous assessments, which include three reviews. Weightage is 25% each for the first two reviews and 50% for the third review as given in Table 8. Student(s) shall submit a report in the prescribed format within the deadline as specified by the Head of the Department. This committee evaluates the project report submitted by the student(s) with a weightage of 30% out of 50% and conduct viva-voce examination with a weightage of 20% out of 50%, in the third review.

**Table 8 – Weightage for Assessment of Mini Project**

Review I	Review II	Review III	
		Report	Viva – Voce Examination
25%	25%	30%	20%



### 16.11. Industry Oriented Course (IOC)

- (i). Industry Oriented Course (IOC) to be successfully completed by student, as prescribed in the respective curriculum. Students shall also be permitted to register for these courses offered by other departments, provided the student has fulfilled the necessary pre requisites of the course being offered.
- (ii). Proposal for conduct of IOC shall be submitted by the respective department to the Head of the Institution during the commencement of each semester for conducting IOC(s) in the subsequent semester, as per the curriculum.
- (iii). Course content of IOC shall be framed by the identified industrial expert in consultation with the department concerned. A faculty member shall be nominated as coordinator by the respective Department. Content shall be of trans / multidisciplinary in nature, with practical applications such as case studies, standards, certifications, etc.
- (iv). The proposal shall contain a brief introduction about the expert, title of the course, lesson plan for 15 hours, tentative schedule of the classes and pre-requisite(s), if any, for the students to undergo the IOC.
- (v). The received proposals shall be placed before the BOS & Academic Council for approval. Approved IOCs shall be offered in the subsequent semester.
- (vi). Classes shall be conducted by the industry expert through physical / hybrid mode and slot for these courses shall be allotted depending on the availability of the expert in regular timetable, before or after the working hours. However, time slots on Saturdays may also be judiciously decided by the respective Head of the Institution, depending on the convenience of the students and expert. For all sessions, the coordinator shall attend the classes along with the students. Attendance register for IOC shall be maintained by the Coordinator.
- (vii). Size of the batch shall be preferably below 75 for both physical and hybrid mode.
- (viii). Classes for IOC shall be held in the Institute premises and the practical classes or case studies / project, if any shall be conducted at the Institute / Industry, which shall be decided by the Industry Expert in consultation with the Coordinator.
- (ix). Performance of the students shall be evaluated only through continuous assessments, with 'TWO' IEs viz. First IE in mid-term of the course and second IE



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at the end of the course. These IEs have equal weightage. Mode of assessment can be Quiz, Multiple Choice Questions, Descriptive type, Assignments, Projects, etc., and it is at the discretion of Industrial Expert and Coordinator. End Semester Examinations shall not be conducted for IOC course.

- (x). Students shall also be permitted to attend the IOCs as 'Value Added Courses' over and above the two mandatory IOCs. The result(s) of such VACs shall be printed in the Grade sheet and the credit acquired shall not be considered for computation of CGPA.
- (xi). At the end of each IOC, students' feedback shall be obtained and reviewed by the respective Head of the Department, for further refinement of the course.

#### 16.12. Audit Courses (AC)

The student may optionally study Audit Courses prescribed by the Institution and it will be mentioned in the Grade Sheet. However, it will not be considered for computation of CGPA.

16.13. In summary, the weightage for Continuous Assessments & End Semester Examination for various category of courses is given in 'Table 9' as follows.

**Table 9 – Summary of Weightages for Continuous Assessments & End Semester Examination for various category of courses**

S.NO	Type	Continuous Assessments	End Semester Examinations
1	Theory	40%	60%
2	Laboratory	60%	40%
3	Project Work I / Project Work II & final Project Work	60%	40%
4	Internship / Industrial Training / Practical Training / Summer Project / Seminar	100%	-
5	Mini-Project	100%	-



#### 16.14. Passing Criteria in a Course

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

- (i). *For Theory & Laboratory course*, student shall secure a minimum 45% of marks in the end semester examination and also obtain a minimum 50% marks in total, combining both Continuous assessments and End semester examination.
- (ii). *For Project Work / Internship cum Project Work*, student shall secure a minimum 45% of marks in the end semester examination (Project report evaluation & Viva-Voce examination) and also obtain a minimum 50% marks in total combining both 'Continuous assessments and End semester examination (Project report evaluation & Viva-Voce examination)'.
- (iii). *For Internship / Industrial Training*, student shall secure a minimum 50% of marks in the continuous assessments.
- (iv). *For Mini Project*, student shall secure a minimum 50% of marks in the continuous assessments through three reviews, as given in Clause 16.10.
- (v). *For 'Industry Oriented Courses' under SD Category*, student shall secure a minimum 50% of marks in continuous assessments.

#### 16.15. Publication of Results and Revaluation

- (i). Publication of examination results shall be within TWENTY FIVE working days from the date of completion of regular end semester examinations of a particular programme.
- (ii). After publication of end semester examination results, student shall apply for revaluation of the answer script(s), as per the guidelines prescribed by the Controller of Examinations from time-to-time.
- (iii). Student shall not be permitted to apply for revaluation of the answer script(s) for the course(s) in which the students' performance is evaluated only based continuous assessment.
- (iv). Student shall not be permitted to apply for revaluation of the answer script(s) for the course(s) offered under SD category.
- (v). The COE will arrange for the revaluation and the results of revaluation shall be published within 15 days from the last date for submission of application for revaluation answer script, as notified by the Controller of Examinations.



### 16.16. NOT SATISFYING 'PASSING' CRITERIA

A student who has not satisfied the passing conditions in,

(i). *Theory & Laboratory courses*, Student has to reappear in the 'End Semester Examination' in the subsequent semester(s). In such case, the continuous assessment marks obtained in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass.

However, from the third attempt onwards if a student fails to obtain pass marks (Continuous Assessments + End Semester Examination) as per clause 16.15, then the student shall be declared to have passed the examination if the student secures a minimum 50% of total marks in the end semester examinations alone.

(ii). *Project Work or Practical Training or Internship / Industrial Training / Mini Project*, a supplementary viva-voce examination shall be conducted within a minimum period of 30 days from the date of publication of results. If the student is not able to successfully complete the course in the supplementary examination, then the student has to repeat the course in the ensuing semester.

(iii). *Industry Oriented Courses under SD category*, re-examination shall be conducted within a minimum period of 10 days from the date of publication of results. If a student does not successfully complete the IOC in the re-examination, registration of the particular IOC shall stand cancelled. Student shall register for the same IOC / any other IOC, in the ensuing semester.

### 17. Grading of Courses

17.1. The grades and corresponding grade points are given in Table 10.

Table 10 – Grading of Courses

Grade	Description	Grade Points
S	<b>Outstanding</b> performance with respect to course learning objectives; exhibits original and creative thinking, and demonstrates the ability to analyze critically and synthesize information	10
A+	<b>Excellent</b> performance with respect to course learning objectives and creative thinking	9
A	<b>Very Good</b> achievement with respect to course learning objectives	8
B+	<b>Good</b> achievement with respect to course learning objectives	7



B	Above Average achievement with respect to course learning objectives	6.5
C+	Average achievement with respect to course learning objectives	6
C	Satisfactory achievement	5
U	Re-appearance	0
SA	Shortage of Attendance	0
WC	Withdrawal of Course	0

17.2. Absolute grading system shall be followed for all category of courses. Range of marks for corresponding grades is presented in Table 11.

**Table 11 – Range of Marks for Grades**

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

Absolute grading system shall be followed as given in 'Table 11' and for NPTEL / SWAYAM courses alone, the corresponding range of marks for each grade is presented in Table 12.

**Table 12 – Range of Marks for grading of NPTEL / SWAYAM courses**

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

## 18. Calculation of Grade Point Average (GPA) / Cumulative Grade Point Average (CGPA)

18.1. Two parameters, Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) are used to evaluate the academic performance of the student.

18.2. The GPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester. For example, if a student passes five courses (Theory / Laboratory / Project / Seminar etc.) in a semester with credits C1, C2, C3, C4 and C5 and the students' grade points in these courses are g1, g2, g3, g4 and g5 respectively, then GPA of the student is calculated as:

$$\text{GPA} = \frac{(C1 \times g1) + (C2 \times g2) + (C3 \times g3) + (C4 \times g4) + (C5 \times g5)}{(C1+C2+C3+C4+C5)}$$



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- 18.3. At the end of each semester, the student is given with a semester wise grade sheet. This is a consolidated list of courses registered and grades obtained in that particular semester along with the appropriate GPA calculation.
- 18.4. The CGPA indicates the overall academic performance of a student and is computed to two decimal places in the same manner as the GPA, except that all the courses registered up to and including the latest completed semester. Grades obtained after successful completion of additional courses, which are not mandatory for minimum requirement for award of degree, shall not be considered for computation of CGPA. However, results of these courses will be printed only in the grade sheet.
- 18.5. If the student is absent for the registered course in the End Semester Examination(s) or Viva-Voce Examinations or absent for the assessments in case of courses evaluated only through continuous assessments, this absence shall be considered as an appearance for the purpose of classification of degree.
- 18.6. If a student opts to drop PE Courses(s) as per the Clause 9.5, this appearance in the particular PE Course shall be considered as an appearance for the purpose of classification of degree.
- 18.7. After successful completion of the courses as required for the award of degree, as per the curriculum, a consolidated grade sheet shall be printed and issued to all the students through respective Head of the Institute.
- 18.8. The percentage of marks shall be printed in the consolidated grade sheet from the CGPA earned using,

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

## 19. Award of Degree

- 19.1. A student is deemed to have completed the requirements for the award of degree, if the student has:
- ❖ Successfully completed all courses as per the respective curriculum of the discipline satisfying the minimum credit requirement and other academic requirements for the programme.
  - ❖ No pending disciplinary action against him / her.
- 19.2. The award of Degree shall be approved by the 'University'.
- 19.3. A student, who fulfils the following criteria shall be shall be declared to have successfully completed the degree programme classified under '**First Class with Distinction**'.



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- (i). Should have passed the examination of all the courses prescribed in curriculum of the respective programme in the 'FIRST APPEARANCE' itself, within the prescribed duration as per Clauses 5.2 (i), 5.2 (ii) and 5.2 (iii) of this regulations.
- (ii). Should have secured a CGPA of at least 8.50.
- (iii). Should not have been prevented from appearing for any end semester examination(s), for the courses prescribed in the curriculum.

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

- (i). Should have passed the examination of all the courses within the prescribed duration as per Clauses 5.2 (i), 5.2 (ii) and 5.2 (iii) of the regulations.
- (ii). Should have secured a CGPA of at least 6.50.
- (iii). Should not have been prevented from appearing for end semester examination.

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

- (A) (i) Should have passed the examination of all the courses within the prescribed duration as per Clauses 5.2 (i), 5.2 (ii) and 5.2 (iii) of the regulations.
- (ii) Has secured a CGPA below 6.50.

**(OR)**

- (B) Should have passed the examination of all the courses within the prescribed duration as per Clauses 5.2 (iv) and 5.2 (v) of the regulations.

## **20. Academic Audit**

The Internal Quality Assurance Cell (IQAC) shall initiate the academic audit process once in every semester, by inviting external expert(s) approved by the Head of the Institution. The IQAC shall make the arrangements for the conduct of Academic Audit.

Academic audit shall cover (not limited to),

- 20.1.** Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for continuous assessments, end semester examinations, practical assignments, mini projects and conduct of practical classes and the evaluation.
- 20.2.** Co-curricular and extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students.



20.3. Academic functioning of the Institute encompassing students, faculty and administration covering punctuality, attendance, discipline, academic environment, learning ecosystem, academic achievements and benchmarking.

20.4. The quality criteria prescribed by statutory bodies.

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

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

## 21. Revision

Not with standing all that has been stated above, the Academic Council has the right to modify any of the above regulations from time to time.

### Note:

Regulation-2025 has been prepared in accordance with the guidelines given by the University Grants Commission, All India Council for Technical Education and Anna University in the aspect of the Choice Based Credit System (CBCS). The regulations here under are subject to amendments as may be made by the Academic Council of the College from time to time. Any or all such amendments will be effective from such date and to such batches of candidates (including those already undergoing the program) as may be decided by the Academic Council.

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