



SENGUNTHAR ENGINEERING COLLEGE (AUTONOMOUS)

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Recognized Under Section 2(f) & 12(B) of the UGC Act, 1956

NAAC Accredited with 'A' Grade

TIRUCHENGODE - 637 205 NAMAKKAL (Dt) TAMILNADU



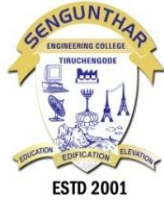
PG (M.E. and M.B.A.) REGULATIONS - 2023

(CHOICE BASED CREDIT SYSTEM)



Note: The regulations hereunder are subject to amendments as may be decided by the Academic Council of the Sengunthar Engineering 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 programme under the same Regulations as may be decided by the Academic Council.





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REGULATIONS – 2023

PG (M.E.)



SENGUNTHAR ENGINEERING COLLEGE
(AUTONOMOUS)
TIRUCHENGODE – 637205, Namakkal District

PG (M.E.) REGULATIONS 2023

CHOICE BASED CREDIT SYSTEM

(For M.E. - Computer Science and Engineering, Medical Electronics, Structural Engineering and VLSI Design)

The following Regulations are applicable to the students admitted to M.E. Programmes from the academic year 2023 - 2024.

1. DEFINITIONS

In these Regulations, unless the context otherwise requires:

- i. **“University”** means ANNA UNIVERSITY, CHENNAI.
- ii. **“College”** means SENGUNTHAR ENGINEERING COLLEGE.
- iii. **“Programme”** means Post Graduate Degree Programme e.g. M.E. Degree Programme.
- iv. **“Branch”** means specialization or discipline of M.E. Degree Programme like “Structural Engineering”, “VLSI Design”, etc.
- v. **“Course”** means Theory or Practical subject that is normally studied in a semester, like Applied Mathematics, Advanced Data Structures, etc.
- vi. **“Credit”** means a numerical value allocated to each course to describe the candidate’s workload required per week.
- vii. **“Grade”** means the letter grade assigned to each course based on the marks range specified.
- viii. **“Grade Point”** means a numerical value (0 to 10) allocated based on the grade assigned to each course.
- ix. **“Head of the Institution”** means Principal of the College and also the Chairman, Academic Council of the College.



- x. **“Controller of Examinations”** means the Authorized person who is responsible for all examinations of the College .
- xi. **“Head of the Department”** means Head of the Department of the Programme Concerned.

2. ADMISSION PROCEDURE

Candidates for admission to the first semester of the M.E. Programme shall be required to have passed an appropriate qualifying Degree Examination of Anna University or any examination of any other University or authority accepted by the Syndicate of Anna University, Chennai as equivalent thereto.

Eligibility conditions for admission such as the Eligible UG Degree, marks, class obtained the number of attempts in the qualifying examination and physical fitness will be as prescribed by the Syndicate of the Anna University from time to time.

3. PROGRAMMES OFFERED

1. M.E. - Computer Science and Engineering
2. M.E. - Medical Electronics
3. M.E. - Structural Engineering
4. M.E. - VLSI Design

3.1 MODES OF STUDY

3.1.1 Full-Time

Candidates admitted under ‘Full-Time’ should be available in the College / Institution during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities assigned to them.

The Full-Time candidates 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 PG programme.



4. STRUCTURE OF THE PROGRAMMES

4.1 Categorization of Courses

Every Post Graduate Degree Programme shall have a curriculum with syllabi consisting of theory and practical courses in each semester that have been approved by the respective Board of Studies and Academic Council of the College.

The courses shall be categorized as follows:

- i. **Foundation Courses (FC)** includes Mathematics, Research Methodology and IPR.
- ii. **Professional Core (PC)** courses include the core courses relevant to the chosen Specialization / branch.
- iii. **Professional Elective (PE)** courses include the elective courses relevant to the chosen Specialization / branch.
- iv. **Open Electives (OE)** includes the courses credited from other post graduate Programmes of M.E. and online courses. However, the open elective courses offering are subject to availability of minimum class strength specified from time to time.
- v. **Employability Enhancement Courses (EEC)** includes Research Paper Writing, Seminar, Projects (Mini Project, Project Work Phase - I and Project Work Phase – II), Internship, Summer Project, Case Study and Industrial / Practical Training.

4.2 Courses per Semester

Curriculum of a semester shall normally have a blend of Theory / Lab Embedded Theory / Theory with lab Component / Employability Enhancement Courses. Each course may have credits assigned as per clause 4.3

4.3 Credit Assignment

S. No.	Name of the Programme	Minimum Credits to be Earned
1	M.E. Computer Science and Engineering	70
2	M.E. Medical Electronics	72
3	M.E. Structural Engineering	70
4	M.E. VLSI Design	70



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

Contact Period Per Week	Credits
1 Lecture Period	1
1 Tutorial Period	1
2 Practical Periods (Laboratory / Seminar / Project Work / etc.)	1

4.4 Project Work

- 4.4.1** The project work for M.E. Programmes consists of Mini Project, Phase – I and Phase – II. The Mini Project is to be undertaken during II semester, Phase – I is to be undertaken during III semester and Phase – II, which is a continuation of Phase – I is to be undertaken during IV semester.
- 4.4.2** In case of candidates of M.E. Programmes not completing Phase - I of project work successfully, the candidates can undertake Phase - I again in the subsequent semester. In such cases the candidates can enroll for Phase - II, only after successful completion of Phase – I.
- 4.4.3** Project work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means the faculty member possessing (i) PG degree with a minimum of 3 years’ experience in teaching or (ii) Ph.D. degree.
- 4.4.4** 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 the Department Concerned. In such cases, the Project work shall be jointly supervised by a supervisor of the department and an expert, as a joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.
- 4.4.5** The Project work (Phase II) shall be pursued for a minimum of 16 weeks during the final semester.
- 4.4.6** The deadline for submission of final Project Report is 60 calendar days from the last working day of the semester in which project / thesis / dissertation is done. However, the Phase-I of the Project work in M.E. Programmes shall be submitted within a maximum period of 30 calendar days from the last working day of the semester as per the academic calendar published by the college.

4.5 Industrial Training / Internship

The students may undergo industrial training for a period as specified in the curriculum during summer / winter vacation. In this case, the training has to be undergone



continuously for at least two weeks in an organization.

The students may undergo internship at research organization after due approval from the Head of the Department for the period prescribed in the curriculum during summer / winter vacation, in lieu of Industrial training.

If Industrial training / Internship is not prescribed in the curriculum, the student may undergo Industrial Training / Internship during summer/winter vacation optionally.

4.6 Value Added Courses

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

4.7 Online Courses

- 4.7.1** Students may be permitted to credit only one online course of 3 credits with the approval of Head of the Institution and Board of Studies concerned.
- 4.7.2** Students may be permitted to credit one online course (which are provided with certificate) subject to a maximum of three credits. The approved list of online courses will be provided by the Board of Studies concerned from time to time. The student needs to obtain certification or credit to become eligible for writing the End Semester Examination to be conducted by Controller of Examinations. The details regarding online courses taken up by students should be sent to the Controller of Examinations, one month before the commencement of end Semester Examination.

4.8 Medium of Instruction

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



5. DURATION OF THE PROGRAMMES

- 5.1 The minimum and maximum period for completion of the P.G. Programmes are given below:

Programme	Min. No. of Semesters	Max. No. of Semesters
M.E.	4	8

- 5.2 The Curriculum and Syllabi of all the P.G. Programmes shall be approved by the Academic Council. The number of Credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the respective specialization of the P.G. Programme.
- 5.3 Each semester shall normally consist of 75 working days or 540 periods of each 50 minutes duration. 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. For the purpose of calculation of attendance requirement for writing the end semester examinations by students, following method shall be used.

$$\text{Percentage of Attendance} = \frac{A}{B} \times 100$$

A -- Total No. of periods attended in all the courses per semester

B -- Total No. of periods taken together for all courses of the semester

End Semester Examinations conducted by the College will be scheduled after the last working day of the semester.

6. COURSE REGISTRATION

- 6.1 The Institution is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester. The student can also register for courses for which the student has failed in the earlier semesters. In such cases the student shall do reappearance registration for those courses for which the attendance requirement is not compulsory. However, the student has the option to take up some other professional elective or open elective that he has failed to pass. But, the total number of credits that a student is allowed to register per semester cannot exceed 41. The registration details of the candidates may be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations. No Elective course shall be offered by any department unless a minimum 5 students



register for the course. However, if the students admitted in the associated Branch and Semester is less than 5, this minimum will not be applicable.

If the student has failed in Lab Embedded Theory Course, the student has to register for both the Theory and Practical Exams.

If the student is absent for any one of the Lab Embedded Theory exams ie. Theory or Practical, the student has to register for both the Theory and Practical Exams.

The courses that a student registers in a particular semester may include

- i. Courses of the current semester.
- ii. The core (Theory/Lab /EEC) courses that the student has not cleared in the previous semesters.
- iii. Elective courses which the student failed.

7. EVALUATION OF PROJECT WORK

The evaluation of Project Work for Phase-I & Phase-II of M.E. shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause 7.1.

7.1 There shall be three assessments (each 100 marks) during the Semester by a review committee. The Student shall make presentation on the progress made before the Committee. The Head of the Institution shall constitute the review committee for each branch of study. The total marks obtained in the three assessments shall be reduced to 40 marks and rounded to the nearest integer (as per the Table given below). There will be a viva-voce Examination during End Semester Examinations conducted by a Committee consisting of the supervisor, one internal examiner and one external examiner. The internal examiner and the external examiner shall be appointed by the Controller of Examination. The distribution of marks for the internal assessment and End semester examination is given below:

Internal Assessment (40 Marks)			End Semester Examination (60 Marks)			
Review I	Review II	Review III	Thesis Submission (20 Marks)	Viva – Voce (Rounded to 40 Marks)		
10	15	15	External Examiner	Internal Examiner	External Examiner	Supervisor Examiner
			20	15	15	10



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

7.3 If the candidate fails to obtain 50% of the internal assessment marks in the Phase – I and Phase – II of final project, the candidate 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, the candidate is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester. This applies to both Phase – I and Phase – II in Project Work.

If a candidate fails in the end semester examinations of Phase – I, the candidate has to resubmit the Project Report within 30 days from the date of declaration of the results. If the candidate fails in the End semester examination of Phase – II of Project work of M.E, the candidate shall resubmit the Project Report within 60 days from the date of declaration of the results.

The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee. For this purpose, the same Internal and External examiners shall evaluate the resubmitted report.

7.3.1 A copy of the approved Project Report after the successful completion of viva-voce examinations shall be kept in the library of the college /institution.

7.3.2 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.

7.3.3 At the end of Practical / 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 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. Certificates submitted by the students shall be attached to the mark list sent by the Head of the Department to the Controller of Examination.

8. CLASS ADVISOR

There shall be a class advisor for each class. The class advisor will be one among the



(course-instructors) of the class. He / She will be appointed by the Head of the department concerned. The Class advisor is the Convener of the class committee. The responsibilities for the class advisor shall be:

- To act as the channel of communication between the Head of the Department and the students of the respective class.
- To collect and maintain various statistical details of students.
- To help the chairperson of the class committee in planning and conduct of the class committee meetings.
- To monitor the academic performance of the students including attendance and to inform the class committee.
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.

9. CLASS COMMITTEE

9.1 A Class Committee consists of teachers of the concerned class, student representatives and a chairperson who is not teaching the class. The overall goal of the Class Committee is to improve 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 programme 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 period.
- Informing the student representatives, the details of regulations regarding the weightages 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 improving the Students Performance
- Identifying the weak students, if any, in any specific subject and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students as frequently as possible.

9.2 The class committee for a class under a particular programme is normally constituted by the Head of the Department. However, if the students of different programmes are mixed in a class, the class committee is to be constituted by the Head of the Institution.

9.3 The class committee shall be constituted on the first working day of any semester or



earlier.

- 9.4** At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.
- 9.5** The chairperson of the class committee shall invite the class advisor(s) and the Head of the Department to the meeting of the class committee.
- 9.6** The Head of the Institution may participate in any class committee of the institution.
- 9.7** The Chairperson of the Class Committee 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.
- 9.8** 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 weightages 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.

9.9 COURSE COMMITTEE FOR COMMON COURSES

Each common 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).

10. ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER

- 10.1** A student who has fulfilled the following conditions shall be deemed to have satisfied the attendance requirements for completion of a end semester.
Ideally every student is expected to attend all classes and earn 100% attendance. However in order to allow provision for certain unavoidable reasons such as prolonged hospitalization / accident / specific illness the student is expected to earn a minimum of 75% attendance to become eligible to appear for the End-Semester Examinations.



Therefore, every student shall secure not less than 75% of overall attendance in that semester as per clause 5.3.

10.2 However, a candidate who secures overall attendance between 65% and 74% in that current semester due to medical reasons (prolonged hospitalization / accident / specific illness / participation in sports events) may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate to the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.

10.3 Candidates who could secure less than 65% overall attendance will not be permitted to appear for the End-Semester Examination of that current semester and are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year.

11. PROCEDURE FOR AWARDING MARKS FOR CONTINUOUS INTERNAL ASSESSMENT

The maximum marks assigned to different courses shall be as given below:

For all the theory courses, laboratory courses and Lab embedded theory courses and project work the continuous internal assessment shall be awarded as per the procedure given below.

11.1 ASSESSMENT FOR THEORY COURSES

Credit Assignment

L	T	P	C
3	0	0	3
3	1	0	4

Three assessments each carrying 100 marks shall be conducted during the semester by the college. The total marks obtained in all assessments put together out of 300, shall be converted to 40 marks.



CIA 1 (100 Marks)		CIA 2 (100 Marks)		CIA 3 (100 Marks)		Total Internal Assessment
Assignment / Seminar / Mini Project / Case Study / any other experiential learning	Written Test	Assignment / Seminar / Mini Project / Case Study / any other experiential learning	Written Test	Assignment / Seminar / Mini Project / Case Study / any other experiential learning	Written Test	
40	60	40	60	40	60	300*

*The weighted average shall be converted into 40 marks for Internal Assessment

A minimum of three continuous internal assessments will be conducted as a part of continuous assessment. Each continuous internal assessment is to be conducted for 100 marks and will have to be distributed in two parts viz. Assignment / Seminar / Mini Project / Case Study / any other experiential learning and Written Test with each having a weightage of 40% and 60% respectively. The total internal assessment marks of 300 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

For theory courses specified in curriculum out of 100 marks, the maximum marks for Continuous Internal Assessment (CIA) is fixed as 40 marks and the End Semester Examination (ESE) carries 60 marks.

The End Semester Examinations for theory and laboratory courses will be of 3 hours duration (Forenoon: 10.00 a.m. – 1.00 p.m., Afternoon: 2.00 p.m. – 5.00 p.m.) and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters.

The End Semester Examination is mandatory requirement for passing the course and every student should appear for the examination for theory, laboratory courses and project work.

Continuous Internal Assessment tests are conducted by the Internal Exam Cell of the College.

In case a student has not appeared for the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Head of the Department / Principal, a reassessment may be given at the end of the semester after getting approval from the Head of the Department through the class advisor concerned.



11.2 ASSESSMENT FOR LABORATORY COURSES

Credit Assignment

L	T	P	C
0	0	4	2

The maximum marks for Internal Assessment shall be 60 marks in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records are to be maintained. There shall be at least one model practical test. 75 marks for the completion of all the prescribed experiments and 25 marks for model practical test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.

Internal Assessment (100 Marks)*	
Evaluation of Laboratory Observation, Record	Model Practical Test
75	25

*Internal assessment marks shall be converted into 60 marks

For Laboratory Course, out of 100 marks, the maximum marks for Continuous Internal Assessment (CIA) is fixed as 60 marks and the End Semester Examination carries 40 marks.

The End Semester Practical Examination for laboratory courses will be of 3 hours duration and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters.

The student who fails in the laboratory course shall reappear for the same in the subsequent end semester exams.

11.3 ASSESSMENT FOR LAB EMBEDDED THEORY COURSES

Credit Assignment

L	T	P	C
3	0	2	4



The assessment of the embedded theory shall be as that of theory (vide clause 11.1) and the assessment of the embedded lab shall be as that of the lab(vide clause 11.2) and the cumulative mark will be calculated based on the theory and laboratory components giving 25 percentage for theory and 25 percentage weightage for laboratory. Weightage of internal assessment and End Semester Examinations marks will be derived as 35% of marks scored out of max 100 marks of Theory exams and 15% of marks scored out of max 100 marks of Practical exams.

11.4 EMPLOYABILITY ENHANCEMENT COURSES

- (a) The Seminar / Mini Project - Course - is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 3 seminars for seminar and 3 presentation for mini project before the evaluation committee and for each seminar and presentation marks can be equally apportioned. The three members committee appointed by Head of the Department will evaluate the seminar and presentation 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 / Concept (30%), presentation (40%) and response to the questions asked during presentation (30%).
- (b) The Industrial / Practical Training shall carry 100 marks and shall be evaluated through internal assessment only. At the end of Industrial / Practical training / internship / Summer Project, the candidate shall submit a certificate from the organization where he / she has undergone training and a brief report. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a three member Departmental Committee constituted by the Head of the Institution. Certificates submitted by the candidate shall be attached to the mark list sent by the Head of the Department.
- (c) For all the courses under Employability Enhancement Courses Category, except the Project Work/Practical Courses with credits, the evaluation shall be done with 100% internal marks.

11.5 ASSESSMENT FOR VALUE ADDED COURSE

The one / two credit course shall carry 100 marks and shall be evaluated through **Continuous Internal Assessments only**. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. A committee consisting of the Head of the Department, staff handling the course and a senior Faculty member nominated by the Head of the Institution shall monitor the evaluation process. The list of students along with the marks and the grades earned may be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of End Semester Examinations.



11.6 ASSESSMENT FOR ONLINE COURSES

Students may be permitted to credit one online course (which are provided with certificate) subject to a maximum of three credits. The approved list of online courses will be provided by the Centre for Academic courses from time to time. This online course of 3 credits can be considered instead of one elective course. The student needs to obtain certification or credit to become eligible for writing the End Semester Examination to be conducted by Anna University. The course shall be evaluated through the End Semester Examination only conducted by Controller of Examinations.

11.7 Every teacher is required to maintain an '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 (topics 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 put his signature and date after due verification.

12 REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION

12.1 A candidate shall normally be permitted to appear for the End Semester Examinations 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.

12.2 Further, registration is mandatory for all the courses in the current semester as well as for arrear(s) course(s) for the End Semester Examinations failing which, the candidate will not be permitted to move to the higher semester.

12.3 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.

13 END SEMESTER EXAMINATIONS

13.1 There shall be an End Semester Examination of 3 hours duration per 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 College.



13.2 WEIGHTAGE

The following will be the weightage for different courses.

i) Theory Courses	
Continuous Internal Assessment	40 Marks
End Semester Examination	60 Marks
ii) Lab Courses	
Continuous Internal Assessment	60 Marks
End Semester Examination	40 Marks
iii) Lab Embedded Theory Courses	
Continuous Internal Assessment	50 Marks
End Semester Examination	50 Marks
iv) Project Work/Practical Courses with credits	
Continuous Internal Assessment	40 Marks
Evaluation of Project Report , Viva-Voce Examination By Internal Examiner, External Examiner and Supervisor	60 Marks
v) Industrial training / Internship / Practical training / Summer project / Seminar / Mini Project (All Employability Enhancement Courses except Project Work/Practical courses with credits)	100 Marks

14 PASSING REQUIREMENTS

A student who secures not less than 50% of total marks prescribed for the course (Internal Assessment + End Semester Examinations) with a minimum of 45% of the marks prescribed for the End Semester Examinations, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses(including project work)

If a student fails to secure a pass in a theory course / Laboratory course (except electives), the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secure a pass. However, from the third attempt onwards if a student fails to obtain a pass marks, then the student shall be declared to have passed the



examination if he / she secure a minimum of 50% marks prescribed for the End Semester Examinations alone.

The passing requirement for the courses which are assessed only through purely internal assessment (EEC courses except project work), is 50% of the internal assessment marks only.

15 AWARD OF LETTER GRADES

The award of letter grades will be decided based on relative grading principle. The relative grading is applicable to ONLY those students who have passed the examination as per the passing requirements said above. For those students who have not passed the examinations, Reappearance (U) shall be awarded as shown in the below table.

For those students who have passed the course, the relative grading shall be done. The marks of these students who have passed only shall be fed in the software developed for relative grading. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards to each student. For a given course, if the student's strength is greater than 30, the relative grading method shall be adopted. However, if the students's strength is less than or equal to 30 then the fixed grading shall be followed with the grade range as specified below.

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

The performance of a student shall be reported using letter grades, each carrying certain points as detailed below:

Letter Grade	Grade Points
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Average)	6
C (Satisfactory)	5
RA (Re-appearance)	<50
AB (Absent)	-
W (Withdrawal)	-
CC (Course Completed)	>=50
CN (Course Not Completed)	<50



A student is deemed to have passed and acquired the corresponding credits in a particular course if he / she obtain any one of the following grades: “O”, “A+” “A”, “B+”, “B”, “C”.

“RA” denotes reappearance required for examination in the course.

“AB” denotes absent for the particular course.

“W” denotes withdrawal from the exam for the particular course.

i. GRADE SHEET

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

- The college in which the candidate has studied.
- The list of courses enrolled during the semester and the grades 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 for a semester is the ratio of the sum of the products of the number of credits for courses acquired and the corresponding points to the sum of the number of credits for the courses acquired in the semester. CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded for calculating GPA and CGPA.

$$\text{GPA} = \frac{\sum(\text{Credits Acquired} \times \text{Grade Points})}{\sum(\text{Credits Acquired})}$$

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

where

C_i is the number of credits assigned to the course

GP_i is the Grade 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.



16 ELIGIBILITY FOR THE AWARD OF THE DEGREE

16.1 A student shall be declared to be eligible for the award of the PG Degree (M.E.) provided the student as

- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- ii. Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted.
- iii. Successfully passed any additional courses prescribed by the College. No disciplinary action pending against the student.
- iv. The award of Degree must have been approved by the Syndicate of the University.

17 CLASSIFICATION OF THE DEGREE AWARDED

17.1 FIRST CLASS WITH DISTINCTION

A Student who satisfies the following conditions shall be declared to have passed the examination in **First Class with Distinction**:

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within **three** years, which includes authorized break of study of one year (if availed). Withdrawal from examination will not be considered as an appearance.
- Should have secured a CGPA of not less than **8.50**.
- Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.

17.2 FIRST CLASS

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

- Should have passed the examination in all the courses of all four semesters **within three years**, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- Should have secured a CGPA of not less than **6.50**.



17.3 SECOND CLASS

All other students (not covered in clauses 17.1 and 17.2) who qualify for the award of the degree shall be declared to have passed the examination in **Second Class**. A student who is absent in End Semester Examination in a course / project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from end semester examinations as per clause 18) for the purpose of classification.

18 REVALUATION

A candidate can apply for revaluation of his / her semester examination answer paper in a theory course, within a week from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institution. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Institution. **Revaluation is not permitted for practical courses and for project work.**

19 PROVISION FOR WITHDRAWAL FROM EXAMINATION

A candidate, may for valid reasons with prior application, be granted permission to

- 19.1 Withdraw from appearing for the examination of any one course or consecutive examinations of more than one course in a semester examination.
- 19.2 Such withdrawal shall be permitted only once during the entire period of study of the degree programme.
- 19.3 Withdrawal of application is valid only if it is made within 10 days prior to the Commencement of the examination in that course or courses and recommended by the Head of the institution and approved by the Controller of Examinations.
- 19.4 Even though the requirement of mandatory is 10 days notice, applications for Withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 19.5 Withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction.
- 19.6 Withdrawal from the End Semester Examination is NOT applicable to arrear subjects of previous semesters.



19.7 The candidate shall reappear for the withdrawn courses during the examination conducted in the immediate semester.

19.8 Withdrawal shall not be permitted in the final semester examinations.

19.9 Withdrawal shall not be permitted for all papers in a semester. He/she has to appear at least for one paper in a semester. Otherwise he/she shall be considered as break of study.

20 PROVISION FOR AUTHORIZED BREAK OF STUDY

20.1 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 programme. 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 programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the DOTE, University, 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 Institution stating the reasons therefore and the probable date of rejoining the programme. However, if the candidate has not completed the first semester of the programme, Break of Study will be considered only on valid medical reasons.

20.2 The candidates permitted to rejoin the programme after break of study/prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. Students rejoining in new Regulations should appear in additional courses if any, as prescribed by admission committee from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.

20.3 One year authorized break of study will not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 20.1 and 20.2).

20.4 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.

20.5 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 20.3 is not applicable for this case.

20.6 All the norms may liable to change upon the terms of affiliated University.



21. DISCIPLINE

- 21.1 Every student is required to observe discipline both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the college. The Head of the Institution shall constitute a disciplinary committee consisting of Dean (Student Affairs), Head of the Departments to which the student concerned belongs, and the Head of another Department to enquire into acts of indiscipline and to recommend the principal for taking final decision.
- 21.2 If a student indulges in malpractice in any of the examinations, the student shall be liable for punitive action as prescribed in the regulations from time to time.

22. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The college may from time to time revise, amend or change the Regulations, Curriculum, Syllabi and Scheme of examinations through the Board of Studies and Academic Council with the approval of the Governing Body of the college.



REGULATIONS – 2023

PG (M.B.A.)



SENGUNTHAR ENGINEERING COLLEGE
(AUTONOMOUS)
TIRUCHENGODE – 637205, Namakkal District

PG (M.B.A.) REGULATIONS - 2023

CHOICE BASED CREDIT SYSTEM

(For the students admitted to M.B.A. Programme from the Academic Year 2023-2024 onwards)

Regulations-2023 has been prepared in accordance with the guidelines given by the University Grants Commission, All India Council for Technical Education and affiliated University in the aspect of the Choice Based Credit System (CBCS).

The “Regulations 2023” is applicable to the candidates admitted to the Master of Business Administration Degree Programme of the Institution in the academic year 2023-2024 and subsequently.

1. DEFINITIONS

In these Regulations, unless the context otherwise requires:

- i. **“University”** means ANNA UNIVERSITY, CHENNAI.
- ii. **“College”** means SENGUNTHAR ENGINEERING COLLEGE.
- iii. **“Programme”** means Post graduate Degree Programme M.B.A. (Master of Business Administration)
- iv. **“Branch”** means Business Administration.
- v. **“Course”** means a theory or practical subject that is studied in a Semester, like Managerial Economics, Marketing Management, Human Resource Management, Business Application Software lab, etc.
- vi. **“Credit”** means a numerical value allocated to each course to describe the candidate’s workload required per week.
- vii. **“Grade”** means the letter grade assigned to each course based on the marks range specified.
- viii. **“Grade Point”** means a numerical value (0 to 10) allocated based on the grade assigned to each course.

- ix. **“Head of the Institution”** means Principal of the College and also the Chairman, Academic Council of the College.
- x. **“Controller of Examinations”** means the Authorized person who is responsible for all examinations of the College.
- xi. **“Head of the Department”** means Concerned Head of the Department of the College.

2. PREAMBLE

Sengunthar Engineering College with a spotlighted vision and mission of imparting quality technical education to go with latest technologies is accelerating several initiatives towards successful academic excellence and quality improvement.

In view of this, the Choice Based Credit System (CBCS) is being introduced from the academic year 2019-2020, to build up interdisciplinary and multidisciplinary approach with advances in learner centric programmes and life-long learning prospective with enriched and flexible curriculum.

The proposed academic structure under the Choice Based Credit System shall make all innovations possible, preparing the students to face the professional & managerial challenges.

3. PROGRAMME OFFERED

Programme Code	Degree	Branch of Study
BA	M.B.A.	Master of Business Administration

3.1 Mode of Study

Candidates admitted under M.B.A. Programme should be available in the College / Institution during the entire duration of working hours (from morning to evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities assigned to them.

The Full-Time candidates 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 PG programme.

4. DURATION OF THE PROGRAMME

- 4.1 The programme will lead to the Degree of Master of Business Administration of the Anna University, Chennai and spread over a period of **two years**. The two academic years will be divided into **four Semesters** with two Semesters per year.
- 4.2 A student is ordinarily expected to complete the M.B.A. Programme in **four** Semesters (two academic years) but in any case not more than eight consecutive Semesters (4 years). These periods being reckoned from the commencement of the Semester to which the candidate was first admitted.
- 4.3 The Curriculum and Syllabi of all Programme shall be approved by the Academic Council of the College. The number of Credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the Programme.
- 4.4 Each Semester shall normally consist of 75 working days. The Principal 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.
- 4.5 The minimum prescribed credits required for the award of the degree shall be within the limits specified in the curriculum.

5. ADMISSION CRITERIA

Candidates for admission to the M.B.A. degree programme will be required to satisfy the conditions of admission thereto prescribed by the Anna University, Chennai and Government of Tamil Nadu, as given below:

S. No.	Course	Eligibility Norms
1.	M.B.A.	<ol style="list-style-type: none">1. A pass in any degree from a recognized University with 10+2+3/4 year's pattern.2. A pass in any degree from a recognized University with 10+3 (Diploma) + 3 years pattern.3. Candidates who have already passed the above qualifying Degree course and candidates who have appeared for the final semester/year examination of the said qualifying degree course during April/May may apply for admission to M.B.A degree programme along with TANCET / MAT / CONSORTIUM score.

6. STRUCTURE OF THE PROGRAMME

- 6.1. The Programme will have a curriculum and syllabi consisting of Theory Courses, Elective courses, Practical, Employability Enhancement Courses (Spoken and Written Communication,

Creativity and Innovation, Summer Training and Project Work) as prescribed by the respective Board of Studies from time to time.

6.1.1. The electives from the curriculum are to be chosen with the approval of the Head of the Department.

6.1.2. The students have to opt for two specializations (electives) each with three courses in third semester along with two core courses.

6.2 Medium of Instruction

The medium of instruction, examination, Practical, Summer Training and Main Project report shall be in English.

6.3 Credit Assignment

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

CONTACT PERIOD PER WEEK	CREDITS
3 Lecture / Tutorial Periods	3
4 Lecture / Tutorial Periods	4
2 Practical Periods (Laboratory / Summer Training / Main Project Work / etc.)	1
4 Practical Periods (Laboratory / Summer Training / Main Project Work / etc .)	2
24 Practical Periods (Laboratory / Summer Training / Main Project Work / etc .)	12

The Minimum Credits to be earned by the students should be 86.

6.4 Summer Training

6.4.1. The Summer Training of M.B.A. Programme shall be carried out under the Supervision of a faculty member.

6.4.2. Normal duration for the Summer Training is 28 calendar days (4 weeks).

6.4.3. The deadline for submission of the rough draft of the Summer Training report is the 30th day after the commencement of the Third Semester.

6.4.4. If a candidate fails to submit the Summer Training report on or before the specified deadline, the candidate is deemed to have failed in the Summer Training and shall register for the same in the succeeding Semester.

- 6.4.5.** The maximum marks for Summer Training is 100 marks, consisting of 40 marks for Internal and 60 marks for Viva –Voce.
- 6.4.6.** The Internal marks will be awarded by the supervisor of the Candidate.
- 6.4.7.** The Viva-Voce of the Summer Training shall be conducted along with Third Semester examinations by Internal Examiner appointed by Controller of Examinations.
- 6.4.8.** The External marks shall be awarded for 100 marks during Viva-Voce examination, which will be converted to 60 marks.
- 6.4.9.** The Total marks for Summer Training is 100 (Internal Marks - 40 and External Marks - 60).
- 6.4.10.** A hard copy of the approved Summer Training report shall be kept in the library of the college and a soft copy at the Department.

6.5 Project Work

- 6.5.1.** The Project Work of M.B.A Programme shall be carried out under the supervision of a faculty member.
- 6.5.2.** The Project work shall be pursued for a minimum of 16 weeks during the final semester.
- 6.5.3.** The deadline for submission of the project report is the last instruction day of the fourth Semester.
- 6.5.4.** If a candidate fails to submit the project report on or before the specified deadline, the candidate is deemed to have failed in the Project Work and shall register for the same in the next year Project Work.
- 6.5.5.** The Viva-Voce of the Project Work shall be conducted as per the Academic Calendar schedule in the fourth Semester.
- 6.5.6.** A hard copy of the approved Project Work report shall be kept in the library of the college. A soft copy of the main project report shall keep in the Department.
- 6.5.7.** The Internal marks will be awarded by the members of the Project review committee with the consent of the respective supervisors.
- 6.5.8.** The External marks shall be awarded for 100 marks during Viva-Voce examination, which will be converted to 60 marks.
- 6.5.9.** The Total marks for Project Work is 100 (Internal Marks – 40 and External Marks - 60).

7. CLASS ADVISOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will appoint a faculty member of the Department who shall function as class advisor for the particular class.

Such class advisor shall advise the students and monitor the courses undergone by the students, check the attendance and progress of the students attached to him/her and counsel them periodically.

If necessary, the class advisor may also discuss with or inform the parents about the progress of the students through the Head of the Department concerned.

8. CLASS COMMITTEE

8.1 Every class shall have a class committee consisting 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 degree programme 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 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 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 of guidance or coaching to such weak students.

8.2 The class committee for a class under a particular branch is normally constituted by the Head of the department.

8.3 The class committee shall be constituted on the first working day of any Semester or earlier.

8.4 At least four student representatives (usually 2 boys and 2 girls) shall be included in the class committee.

- 8.5** The chairperson of the class committee may invite the Faculty Advisor(s) and the Head of the Department to the meeting of the class committee.
- 8.6** The Principal may participate in any class committee of the institution.
- 8.7** The chairperson is required to prepare the minutes of every meeting, submit the same to Principal 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.
- 8.8** 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 in a semester at suitable intervals. During these meeting the student members express the opinions and suggestions of the other students of the class to improve the effectiveness of the teaching-learning process.

9. PROCEDURE FOR COMPLETING THE COURSE

- 9.1** For the purpose of these regulations, the academic year will be normally spanning the period from June to May. Each academic year will be divided into two Semesters, the first Semester normally spanning the period from July to December, the second Semester spanning the period from January to May.
- 9.2** The course work of the odd Semester will ordinarily be conducted only in odd Semester and that of the even Semester only in the even Semester.
- 9.3** A candidate will be permitted to proceed to the courses of study of any Semester only if he/she has satisfied the requirements of attendance, progress, character and conduct in respect of the preceding Semester and had registered for the higher Semester examination for which he / she was eligible to register.
- 9.4** A candidate who is required to repeat the study of any Semester for want of attendance, progress, character and conduct or who desires to rejoin the course after a period of discontinuance or who upon his/her own request is permitted by the authorities to repeat the study of any Semester, may join the Semester which he/she is eligible or permitted to rejoin, only at the time of its normal commencement for a regular batch of candidates and after obtaining the approval from Anna University, Chennai and the Director of Technical Education. No candidate will however be enrolled in more than one Semester at any time. In the case of repeaters, the earlier assessment in the repeated courses will be disregarded.

10. REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION OF A COURSE

A student who has fulfilled the following conditions (vide clause 10.1 and 10.2) shall be deemed to have satisfied the attendance requirements for appearing for end semester examination of a particular course.

- 10.1** A candidate who has fulfilled the following conditions shall be deemed to have satisfied the attendance requirements for completion of a semester. Ideally every student is expected to attend all classes and earn 100% attendance. However in order to allow provision for certain unavoidable reasons such as hospitalization / accident / specific illness the student is expected to earn a minimum of 75% attendance to become eligible to appear for the End-Semester Examinations.

Therefore, every student shall secure not less than 75% of overall attendance in that semester taking into account the total number of periods in all courses attended by the candidate as against the total number of periods in all courses offered during that semester.

- 10.2** However, a candidate who secures overall attendance between 65% and less than 75% in that current semester due to medical reasons (hospitalization / accident / specific illness / participation in sports events - College / University / State / National / International level Sports events with prior permission from the Head of the Department and Principal) may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate to the Head of the Institution.
- 10.3** The candidates who secure less than 65% and above 60% of overall attendance may apply for condonation of shortage of attendance on genuine grounds. Application for condonation of shortage of attendance along with the prescribed fee should be forwarded so as to be received in the office of the Controller of Examinations along with the final attendance statement within 7 working days, before the commencement of the semester examination. Candidate can seek condonation of shortage of attendance only once in the entire duration of a course.
- 10.4** However the Candidates who secure less than 60% overall attendance and who do not satisfy the clauses 10.1 & 10.2 will not be permitted to appear for the End Semester Examination of that current semester and are not permitted to go to next semester. They are required to repeat the same semester in the next academic year as per the norms prescribed by the Directorate of Technical Education, Tamilnadu and Anna University, Chennai.

11. SCHEME OF ASSESSMENT

ASSESSMENT PROCEDURE FOR AWARDING MARKS

M.B.A. Programme consists of Theory & Practical Courses. Employability Enhancement Courses includes Summer Training & Project Work in End Semester Examination is mandatory for all courses that are specified in the curriculum.

Performance in each course of study shall be evaluated based on (i) Continuous Internal Assessments throughout the semester and (ii) End Semester Examination at the end of the semester. For theory courses out of 100 marks, the maximum mark for Continuous Internal Assessment is fixed as 40 marks and the End Semester Examination carries 60 marks. For laboratory courses out of 100 marks, the maximum marks for Continuous Internal Assessment is fixed as 60 marks and the End Semester Examination carries 40 marks for certain courses. For project work Continuous Internal Assessment carries 40 marks and End Semester Examination carries 60 marks (Project work, Project report evaluation and Viva voce). Each course shall be evaluated for a maximum of 100 marks as shown below:

S.No.	Category of Course	Continuous Internal Assessment	End Semester Examinations
1.	Theory Courses	40 Marks	60 Marks
2.	Laboratory / Practical Courses**	60 Marks	40 Marks
3	Employability Enhancement Course	100 Marks	-

** As specified in the Curriculum

Every faculty is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' for every semester which consists of attendance marked in each Theory / Laboratory / EEC class the assessment marks and the record of class work (topics covered), separately for each course handled by the faculty. 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 assessment marks and attendance.

The Head of the Department will fix his/her signature with date after due verification. At the end of the semester, the record should be verified by the Head of the Department who shall keep this document in safe custody (for five years). The records of attendance and assessment of both current and previous semesters should be available for inspection.

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.

ASSESSMENT FOR THEORY COURSES

For theory courses specified in curriculum out of 100 marks, the maximum marks for continuous assessment is fixed as 40 marks and the End Semester Examination carries 60 marks.

The End Semester examinations for theory and laboratory courses will be of 3 hours duration (Forenoon: 10.00 a.m. – 1.00 p.m., Afternoon: 2.00 p.m. – 5.00 p.m.) and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters.

End semester Examination is mandatory requirement for passing the theory course, certain practical course and for Project Work.

Credit Assignment

L	T	P	C
3	0	0	3
3	1	0	4

Three assessments each carrying 100 marks shall be conducted during the semester by the college. The total marks obtained in all assessments put together out of 300, shall be converted to 40 marks.

CIA 1 (100 Marks)		CIA 2 (100 Marks)		CIA 3 (100 Marks)		Total Internal Assessment
Assignment / Seminar / Mini Project / Case Study / any other experiential learning	Written Test	Assignment / Seminar / Mini Project / Case Study / any other experiential learning	Written Test	Assignment / Seminar / Mini Project / Case Study / any other experiential learning	Written Test	
40	60	40	60	40	60	300*

*The weighted average shall be converted into 40 marks for Internal Assessment

A minimum of three continuous internal assessments will be conducted as a part of continuous assessment. Each continuous internal assessment is to be conducted for 100 marks and will have to be distributed in two parts viz. Assignment / Seminar / Mini Project / Case Study / any other experiential learning and Written Test with each having a weightage of 40% and 60% respectively. The total internal assessment marks of 300 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

In case a student has not appeared for the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Head of the Department / Principal, a reassessment may be given at the end of the semester after getting approval from the Head of the Department through the faculty advisor concerned.

ASSESSMENT FOR LABORATORY COURSES

Credit Assignment

L	T	P	C
0	0	4	2

The maximum marks for Internal Assessment shall be 60 marks in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records are to be maintained. There shall be at least one model practical test. 75 marks for the completion of all the prescribed experiments and 25 marks for model practical test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.

Internal Assessment (100 Marks)*	
Evaluation of Laboratory Observation, Record	Model Practical Test
75	25

*Internal assessment marks shall be converted into 60 marks

For Laboratory Course, out of 100 marks, the maximum marks for Continuous Internal Assessment (CIA) is fixed as 60 marks and the End Semester Examination carries 40 marks.

The End Semester Practical Examination for laboratory courses will be of 3 hours duration and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters.

The student who fails in the laboratory course shall reappear for the same in the subsequent end semester exams.

Procedure of Evaluation of Project Work

Continuous Internal Assessment (40 Marks)				End Semester Examination (100 Marks)			
Review I	Review II	Review III	Model Viva-Voce	Report Submission	Viva-Voce		
5	10	10	15	External Examiner	Internal Examiner	External Examiner	Supervisor Examiner
				20	35	30	15

End Semester Examination:

Examination Duration : 3 Hours

Max. Marks : 100 (Will be converted to 60 marks)

ASSESSMENT FOR EMPLOYABILITY ENHANCEMENT COURSES

(a) Evaluation of Seminar

The Seminar 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%).

(b) Evaluation of Summer Internship

Summer internship will comprise of 4 weeks. The students will be working under a department appointed guide the candidate shall submit an attendance certificate from the organization where he/she has undergone internship and 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 evaluation will be done as follows: 20 marks for evaluation by the guide, 40 marks for the report and 40 marks for the viva voce examination. Certificates submitted by the students along with the report shall be sent by the Head of the Institution to the Controller of Examination.

(c) Evaluation of Creativity and Innovation Laboratory

The creativity and innovation laboratory course is an activity-based course with both theoretical and practical content and is to be considered as purely INTERNAL (with 100% internal marks only). Each student is expected to present seminars and to come out with

innovative products or services. This will be evaluated by the faculty member(s) handling the course and the consolidated marks can be taken as the final mark. No end semester examination is required for this course

12. SCHEME OF ASSESSMENT PASSING REQUIREMENTS AND PROVISIONS

A student who secures not less than 50% of total marks prescribed for the course (Internal Assessment + End Semester Examinations) with a minimum of 45% of the marks prescribed for the End Semester Examinations, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work)

If a student fails to secure a pass in a theory course / Laboratory course (except electives), the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secure a pass. However, from the third attempt onwards if a student fails to obtain a pass marks, then the student shall be declared to have passed the examination if he / she secure a minimum of 50% marks prescribed for the End Semester Examinations alone.

The passing requirement for the courses which are assessed only through purely internal assessment (EEC courses except project work), is 50% of the internal assessment marks only.

13. CREDIT SYSTEM AND ASSESSMENT

- 13.1** For awarding the grades, affiliating university guidelines is followed; it will be changed from time to time based on the guidelines of above affiliating authorities.
- 13.2** The award of letter grades will be decided based on relative grading principle. The relative grading is applicable to ONLY those students who have passed the examination as per the passing requirements said above. For those students who have not passed the examinations, Reappearance (U) shall be awarded as shown in the below table.

For those students who have passed the course, the relative grading shall be done. The marks of these students who have passed only shall be fed in the software developed for relative grading. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards to each student. For a given course, if the student's strength is greater than 30, the relative

grading method shall be adopted. However, if the students's strength is less than or equal to 30 then the fixed grading shall be followed with the grade range as specified below.

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

The performance of a student shall be reported using letter grades, each carrying certain points as detailed below:

Letter Grade	Grade Points
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Average)	6
C (Satisfactory)	5
RA (Re-appearance)	<50
AB (Absent)	-
W (Withdrawal)	-
CC (Course Completed)	>=50

A student is deemed to have passed and acquired the corresponding credits in a particular course if he / she obtain any one of the following grades: "O", "A+", "A", "B+", "B", "C".

"RA" denotes reappearance required for examination in the course.

"AB" denotes absent for the particular course.

"W" denotes withdrawal from the exam for the particular course.

GPA AND CGPA CALCULATON

After the completion of the programme, the Cumulative Grade Point Average (CGPA) from the first Semester to final Semester is calculated using the formula:

$$GPA = \frac{\sum(\text{Credits Acquired} \times \text{Grade Points})}{\sum(\text{Credits Acquired})}$$

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

where

C_i is the number of credits assigned to the course

GP_i is the Grade 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.

- 13.3** A candidate will be permitted to appear for the End Semester examination of a Semester only if the candidate has completed the study of that Semester (vide Clause 10). A candidate will not be allowed to register for any End Semester examination unless the candidate simultaneously registers for the examinations of the highest Semester eligible and all the courses in which he/she has arrears. In the case of examination in project work, no candidate will be permitted to appear for the project work examination unless he /she had submitted the project report on or before the prescribed date.
- 13.4** A candidate who is absent in End Semester examination in a course / project work after having registered for the same shall be considered to have appeared and failed in that course /project work and awarded grade RA.
- 13.5** If a candidate fails to submit the report on project work on or before the date specified by the college / department, the candidate is deemed to have failed in the project work and awarded grade RA.
- 13.6** The assessment will comprise of Continuous Internal Assessment and End Semester examination carrying marks as specified by Clause 10.
- 13.7** End Semester examinations will normally be conducted during December/January and during May/June of each year.
- 13.8** Continuous Internal Assessment marks will be awarded on the basis of continuous assessment made during the Semester as per guidelines framed by the College.

14. ISSUE OF MARK SHEET & DEGREE CERTIFICATE

After the publication of the results by the college in each Semester, the college will issue the grade statements. After successful completion of the degree, the college will recommend the candidate to the University, which in turn shall award the degree.

15. CLASSIFICATION OF THE DEGREE AWARDED

- 15.1** A candidate shall be declared to have qualified for the award of the M.B.A. Degree provided the candidate has successfully completed the course requirements and has passed all the prescribed courses of study in all the four Semesters within a maximum period of 4 years reckoned from the commencement of the Semester to which the candidate was first admitted.
- 15.2** A candidate who qualifies for the award of the Degree (vide Clause 15.1) having passed all the courses of study of all the four Semesters at the first opportunity within four consecutive Semesters after the commencement of his /her study and securing a **CGPA of 8.50 and above** in the **four Semesters** shall be declared to have passed in **First Class with Distinction**. For this purpose the withdrawal from examination (vide Clause 17) will not be construed as an opportunity for appearance in the examination.
- 15.3** A candidate who qualifies for the award of the Degree (vide clause 15.1) having passed all the courses of study of Semesters 1 to 4 within a maximum period of four consecutive Semesters after commencement of his / her study and securing a **CGPA of 6.5 and above** in all the **four Semesters** shall be declared to have passed in **First Class**.
- 15.4** All other candidates who qualify for the award of the degree shall be declared to have passed in **Second Class**.

16. REVALUATION

A candidate can apply for photocopy of his/her semester examination answer paper in a theory course, within a week from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of institution. The answer script is to be valued and justified by a faculty member, who is not handled the subject and recommend for revaluation with breakup of marks for each question. Based on the recommendation, the candidate can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the institution. Revaluation is not permitted for practical courses and for project work. A candidate can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

17. WITHDRAWAL FROM THE EXAMINATION

A Candidate may, for valid reasons with prior application, be granted permission to :

- 17.1** Withdraw from appearing for the examination of any one course or consecutive Examinations of more than one course in a semester examination.

- 17.2** Such withdrawal shall be permitted only once during the entire period of study of the degree programme.
- 17.3** Withdrawal of application is valid only if it is made within 10 days prior to the Commencement of the examination in that course or courses and recommended by the Head of the institution and approved by the Controller of Examinations.
- 17.4** Even though the requirement of mandatory is 10 days notice, applications for Withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 17.5** Withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction.
- 17.6** Withdrawal from the End Semester Examination is NOT applicable to arrear subjects of previous semesters.
- 17.7** The candidate shall reappear for the withdrawn courses during the examination conducted in the immediate semester.
- 17.8** Withdrawal shall not be permitted in the final semester examinations.
- 17.9** Withdrawal shall not be permitted for all papers in a semester. He/she has to appear at least for one paper in a semester. Otherwise he/she shall be considered as break of study.

18. PROVISION FOR AUTHORISED BREAK OF STUDY

- 18.1** 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 programme. 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 programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the DOTE, Anna University, 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 Institution stating the reasons therefore and the probable date of rejoining the programme. However, if the candidate has not completed the first semester of the programme, Break of Study will be considered only on valid medical reasons.
- 18.2** The candidates permitted to rejoin the programme after break of study/prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. Students rejoining in new Regulations should appear in additional courses if any, as prescribed by admission committee from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.

- 18.3** One year authorized break of study will not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 18.1 and 18.2).
- 18.4** The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 4.2 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 18.5** 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 18.3 is not applicable for this case.
- 18.6** All the norms may liable to change upon the terms of affiliated university.

19. DISCIPLINE

Every student is required to observe discipline both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the college. The Head of the Institution shall constitute a disciplinary committee consisting of Dean (Student Affairs), Head of the Departments to which the student concerned belongs, and the Head of another Department to enquire into acts of indiscipline and to recommend the principal for taking final decision.

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

20. INDUSTRIAL VISIT

Every student is required to undergo one industrial visit, starting from the first semester of the programme.

21. REVISION OF REGULATION AND CURRICULUM

The college may from time to time revise, amend or change the Regulations, Curriculum Syllabus and Scheme of examinations through the Board of Studies and Academic Council with the approval of the Governing Council of the college.
