

**DHANALAKSHMI SRINIVASAN ENGINEERING COLLEGE, PERAMBALUR – 621 212**  
**AN AUTONOMOUS INSTITUTION**  
**REGULATIONS 2020**  
**CHOICE BASED CREDIT SYSTEM**  
**COMMON TO ALL UNDER GRADUATE FULL-TIME PROGRAMMES**

This Regulations is applicable to the students admitted to B. E. / B. Tech. Programmes at Dhanalakshmi Srinivasan Engineering College, Perambalur from the academic year 2020 – 2021 onwards.

**1. PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In these Regulations, unless the context otherwise requires:

- I) **“Programme”** means Degree Programme that is B. E. / B. Tech. Degree Programme.
- II) **“Discipline”** means specialization or branch of B. E. / B. Tech. Degree Programme, like Biomedical Engineering, Information Technology, etc.
- III) **“Course”** means a theory or practical subject that is normally studied in a semester, like Mathematics, Physics, etc.
- IV) **“Dean, Academics”** means the authority of the institution who is responsible for all academic activities of the Academic Programmes for implementation of relevant rules of this Regulations pertaining to the Academic Programmes.
- V) **“Chairman”** means the Head of the Faculty.
- VI) **“Head of the Institution”** means the Principal of the Institution.
- VII) **“Head of the Department”** means head of the Department concerned.
- VIII) **“Controller of Examinations”** means the authority of the institution who is responsible for all activities of the Examinations.
- IX) **“University”** means ANNA UNIVERSITY, CHENNAI.
- X) **“Institution”** means Dhanalakshmi Srinivasan Engineering College, Perambalur.

**2. ADMISSION**

- 2.1. Candidates seeking admission to the first semester of the eight semester B. E. / B. Tech. Degree Programme:

Should have passed the Higher Secondary Examinations of (10+2) Curriculum (Academic Stream) prescribed by the Government of Tamil Nadu with Mathematics, Physics and Chemistry as three of the four subjects of study or any examination of any other University or authority accepted by the Syndicate of Anna University as equivalent thereto.

**(OR)**

Should have passed the Higher Secondary Examination of Vocational stream (Vocational groups in Engineering / Technology) as prescribed by the Government of Tamil Nadu.

## 2.2. Lateral entry admission

- (i) The candidates who possess the Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamil Nadu or its equivalent are eligible to apply for Lateral entry admission to the third semester of B. E. / B. Tech. in any branch of study.

**(OR)**

- (ii) The candidates who possess the Degree in Science (B.Sc.) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for Lateral entry admission to the third semester of B. E. / B. Tech. Such candidates shall undergo two additional Engineering subject(s) in the third and fourth semesters as prescribed by the Institution.

## 3. PROGRAMMES OFFERED

A candidate may be offered admission to any one of the programme / disciplines of study approved by the Academic council of Institution.

### 3.1. Faculty of Civil Engineering

- I. B. E., Civil Engineering

### 3.2. Faculty of Electrical Engineering

- I. B. E., Electrical and Electronics Engineering

### 3.3. Faculty of Information and Communication Engineering

- I. B. E., Artificial Intelligence
- II. B. E., Biomedical Engineering
- III. B. E., Computer Science and Engineering
- IV. B. E., Electronics and Communication Engineering
- V. B. Tech., Information Technology

### 3.4. Faculty of Mechanical Engineering

- I. B. E., Aeronautical Engineering
- II. B. E., Aerospace Engineering
- III. B. E., Mechanical Engineering
- IV. B. E., Robotics and Automation

### 3.5. Faculty of Technology

- I. B. Tech., Chemical Engineering
- II. B. Tech., Food Technology
- III. B. Tech., Pharmaceutical Technology

#### 4. STRUCTURE OF PROGRAMMES

##### 4.1. Categorization of Courses

Every B.E. / B. Tech. Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

- i. **Humanities and Social Sciences (HS)** courses include Technical English, Engineering Ethics and Human Values, Communication skills, Environmental Science and Engineering.
- ii. **Basic Sciences (BS)** courses include Mathematics, Physics, Chemistry, Biology, etc.
- iii. **Engineering Sciences (ES)** courses include Engineering practices, Engineering Graphics, Basics of Electrical / Electronics / Mechanical / Computer Engineering, Instrumentation etc.
- iv. **Professional Core (PC)** courses include the core courses relevant to the chosen specialization/branch.
- v. **Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization/ branch.
- vi. **Open Elective (OE)** courses include the courses from other branches which a student can choose from the list specified in the curriculum of the students B. E. / B. Tech. Programmes.
- vii. **Employability Enhancement Courses (EEC)** include the communication skills and Project Work.

##### 4.2. Number of courses per semester

Each semester curriculum shall normally have a blend of lecture courses not exceeding **7** and Laboratory courses and Employability Enhancement Course(s) not exceeding **4**. However, the total number of courses per semester shall not exceed **10**.

Along with the CGPA courses the mandatory courses should be carried out. However, the total number of mandatory courses per semester shall not exceed **2**.

##### 4.3. Credit Assignment

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

Contact period per week	CREDITS
1 Lecture Period	1
2 Tutorial Periods	1
2 Laboratory Periods (also for EEC courses like / Seminar / Project Work / etc.)	1

The Contact Periods per week for Tutorials and Practical can only be in multiples of 2.

#### 4.4. Mandatory Courses

In addition to the CGPA courses a student should satisfactorily complete the other co and extracurricular activities-based courses categorized as Mandatory courses.

The students can enrol into any mandate courses as grouped for every year during the programme which are listed in **Annexure 1**. Only one course shall be preferred in a group. Minimum of 75% attendance to be gained by the students.

A student in regular is expected to obtain 12 credits during their four academic years of study and 10 credits for Lateral Entry Candidates. However, the credits will not be counted for CGPA but the courses will be mentioned in the Grade Sheet. "Satisfactory" or "Unsatisfactory" will be assigned for the courses instead of Grade. The students have to gain the credits as mentioned below.

Year	1	2	3	4	Total Credits
Credits	2	4	4	2	12

##### 4.4.1. Assessment for Mandatory Courses

Theory & Practical oriented courses will be evaluated by End-semester examination. The field / event-oriented courses will be evaluated by Gaining of certification / publication / awards / prizes etc. A certificate from the headmaster / panchayat president or complement authority is needed for claiming credits in service to society categorized courses. The list of students of respective courses may be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of End Semester Examinations.

#### 4.5. Medium of Instruction

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

### 5. DURATION OF THE PROGRAMME

- 5.1. A student is ordinarily expected to complete the B. E. / B. Tech. Programme in 8 semesters (four academic years) but in any case, not more than 14 Semesters for HSC (or equivalent) candidates and not more than 12 semesters for Lateral Entry Candidates.
- 5.2. Each semester shall normally consist of 90 working days including the internal assessment test(s) conducting days or 540 periods of 50 minutes each. 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.
- 5.3. The Head of the Institution may conduct additional classes for improvement, special coaching, conduct of model test etc., over and above the specified periods. But for the purpose of calculation of attendance requirement for writing the end semester examinations by the students, following method shall be used.

$$\text{Percentage of Attendance} = \frac{\text{Total no. of periods attended in all the courses per semester}}{(\text{No of periods / week as prescribed in the curriculum}) \times 15} \times 100$$

*taken together for all courses of the semester*

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

## 6. COURSE REGISTRATION

- 6.1. 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.
- 6.2. 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 of any institution unless a minimum  $\frac{1}{3}$  of students' strength register for the course. However, if the students admitted in the associated Branch and Semester is less than 20, this minimum will not be applicable.

### **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 (either the same elective or a different elective instead).

## 7. ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER

- 7.1. A Candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as Medical / participation in sports, the student is expected to attend at least 75% of the classes.

Therefore, he / she shall **secure not less than 75%** (after rounding off to the nearest integer) of overall attendance as calculated as per clause 5.3.

- 7.2. However, a candidate who secures overall attendance between 65% and 74% in the 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 attested by the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.
- 7.3. Candidates who **secure less than 65% overall attendance** shall not be permitted to write the examination at the end of the semester and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

## 8. FACULTY ADVISOR

There shall be a faculty advisor for each class. The faculty advisor will be one among the (course-instructors) of the class. He / She will be appointed by the HoD of the department concerned. The faculty advisor is the ex-officio member and the Convener of the class committee. The responsibilities for the faculty advisor shall be:

- i. To act as the channel of communication between the HoD and the students of the respective class.
- ii. To collect and maintain various statistical details of students.

- iii. To help the chairperson of the class committee in planning and conduct of the class committee meetings.
- iv. To monitor the academic performance of the students including attendance and to inform the class committee.
- v. To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.

## 9. CLASS COMMITTEE

- 9.1. Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson who is not teaching the class. The functions of the class committee include
  - i. Solving problems experienced by students in the class room and in the laboratories.
  - ii. **Clarifying the regulations of the degree programme and the details of rules therein particularly "duration of the programme" and "attendance requirements for completion of the semester" which should be displayed on Notice-Boards.**
  - iii. Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
  - iv. Informing the student representatives, the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / 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.
  - v. Analysing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
  - vi. Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.
- 9.2. The class committee for a class under a particular branch is normally constituted by the Head of the Department. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Head of the Science and Humanities.
- 9.3. The class committee shall be constituted within the first week of each semester.
- 9.4. At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee.
- 9.5. The Chairperson of the class committee may invite the faculty advisor(s) and the Head of the Department to the class committee meeting.
- 9.6. The Head of the Institution may participate in any class committee of the institution.
- 9.7. The chairperson is required to prepare the minutes of every meeting, submit the same to Head of the Institution within two days of the meeting and arrange to circulate it among the students and teachers concerned. 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 weightage of assessments within the framework of the Regulations. Two or three

subsequent meetings may be held in a semester at suitable intervals. **The Class Committee Chairman shall put on the Notice Board the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance.** During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

## 10. COURSE COMMITTEE FOR COMMON COURSES

Each common theory course offered to more than one discipline or group, 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 in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests. Wherever feasible, the course committee may also prepare a common question paper for the internal assessment test(s).

## 11. SYSTEM OF EXAMINATION

- 11.1. Performance in each course of study shall be evaluated based on (i) continuous internal assessment throughout the semester and (ii) Examination at the end of the semester.
- 11.2. Each course, both theory and practical (including project work & viva voce Examinations) shall be evaluated for a maximum of 100 marks.

For all theory and practical courses including project work, the continuous internal assessment (CIA) will carry **25 marks** while the End - Semester examination (ESE) will carry **75 marks**.

Evaluation	Criteria	Marks	Total Marks
Continuous Internal Assessment (CIA)	3 Assessment Tests	15	25
	3 Assignments	5	
	Semester Attendance	5	

- 11.3. The examination (theory and practical) of 3 hours duration shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.
- 11.4. The examination for project work shall consist of evaluation of the final report submitted by the student or students of the project group (of not exceeding 4 students) by an external examiner and an internal examiner, followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the supervisor of the project group and an internal examiner.
- 11.5. Special exam (Theory & Project) will be conducted only for those who are failed in the 8<sup>th</sup> semester courses alone.
- 11.6. For the examination in both theory and practical courses including project work the internal and external examiners shall be appointed by the Controller of Examinations.

## 12. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

For all theory and practical courses (including project work) the continuous assessment shall be for a maximum of 25 marks. The continuous assessment shall be awarded as per the procedure given below:

### 12.1. Theory Courses

Three tests each carrying 75 marks shall be conducted during the semester by the Department / College. The total marks obtained in all tests put together out of 225, shall be proportionately reduced for 15 marks and rounded to the nearest integer (This also implies equal weightage to all the three tests) + Assignment marks obtained in three submission put together out of 30, shall be proportionately reduced for 5 marks and rounded to the nearest integer + Attendance percentage out of 100, shall be proportionately reduced for 5 marks. The total internal mark out of 25 shall be rounded to the nearest integer.

### 12.2. Laboratory Courses

Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 25 is as follows: 5 marks shall be awarded for successful completion of observation note with all the prescribed experiments done in the Laboratory + 5 marks for the record note + Attendance percentage out of 100, shall be proportionately reduced for 5 marks + Model test marks obtained out of 75, shall be proportionately reduced for 10 marks. The total internal mark out of 25 shall be rounded to the nearest integer.

### 12.3. Project Work

The students shall be permitted to carry out their final semester Project work for six months in industry/research organizations.

Project work may be allotted to a single student or to a group of students not exceeding 4 per group. Projects shall be carried out from the 7<sup>th</sup> semester.

The Head of the Institutions shall constitute a Project monitoring committee (PMC) for project work for each branch of study. There shall be the zeroth review during the 7<sup>th</sup> semester followed by three reviews during the 8<sup>th</sup> semester. The student shall make presentation on the progress made by him / her before the committee. The total marks obtained in the reviews shall be **reduced for 25 marks** and rounded to the nearest integer.

**12.3.1. The project report shall carry a maximum 25 marks. The project report shall be submitted as** per the approved guidelines as given by Dean, Academics. Same mark shall be awarded to every student within the project group for the project report. The viva-voce examination shall carry 50 marks. Marks are awarded to each student of the project group based on the individual performance in the viva-voce examination.

0 <sup>th</sup> Review	I Review	II Review	III Review	End semester Examinations			
				Project Report Submission	Viva-Voce (50)		
					Internal	External	Supervisor
5	5	5	10	25	15	20	15



**12.3.2.** If a candidate fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-register for the same in a subsequent semester.

**12.4.** Internal marks approved by the Head of the Institution shall be displayed by the respective HODs within 5 days from the last working day.

**12.5. Attendance Record**

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 (topic covered), separately for each course. This should be submitted to the Head of the department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the department will put his signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Institution who will keep this document in safe custody (for five years). The Institution or any inspection team appointed by the University may verify the records of attendance and assessment of both current and previous semesters. A maximum of 5 marks for attendance out of 100 marks shall be given to each student depending on candidate's attendance percentage as per the distribution given below:

<b>Attendance (5 Marks)</b>	
<b>Percentage of attendance</b>	<b>Marks</b>
80-84	2
85-89	3
90-94	4
95 and above	5

**13. REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATIONS**

A candidate shall normally be permitted to appear for the Examinations for all the courses registered in the current semester if he/she has satisfied the semester completion requirements.

A candidate who has already appeared for any subject in a semester and passed the examination is not entitled to reappear in the same subject for improvement of grades.

**14. PASSING REQUIREMENTS**

14.1. A candidate 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 Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and practical courses (including project work).

14.2. The internal marks obtained in the first appearance shall be considered till passing the course.

14.3. If a student fails to secure a pass in a theory course, the student shall do reappearance registration in the subsequent semester.

14.4. If a student fails to secure a pass in a laboratory course, the student shall register for the course again, in the subsequent semester.

- 14.5. If a student fails to secure a pass in project work, **the student shall register** for the course again, in the subsequent semester.
- 14.6. The passing requirement for the courses which are assessed only through purely internal assessments (EEC courses except project work), is 50% of the internal assessment (continuous assessment) marks only.
- 14.7. A student can apply for revaluation of the student's semester examination answer paper in a theory course, within 1 week from the declaration of results, on payment of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for laboratory course and project work.

## 15. AWARD OF LETTER GRADES

- 15.1. All assessments of a course will be evaluated on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each subject as detailed below:

Letter Grade	Grade Points	Marks Range
O (Outstanding)	10	91 - 100
A + (Excellent)	9	81 - 90
A (Very Good)	8	71 - 80
B + (Good)	7	61 - 70
B (Average)	6	50 - 60
RA (Re-Appearence)	0	<50
WA (Want of Attendance)	0	
W (withdrawal)	0	

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

'WA' denotes shortage of attendance who secured less than 70% overall attendance and hence prevention from writing the end semester examinations. 'WA' will appear only in the result sheet.

"RA" denotes that the student has failed to pass in that course.

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

If the grade RA / W is given to course, the attendance requirement need not be satisfied.

## 15.2. Grade sheet

After results are declared, 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 grade scored.
- The Semester Grade Point Average (SGPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.
- The list of mandatory courses carried out by the candidate.

SGPA 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 SGPA and CGPA.

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

where  $C_i$  is the number of Credits assigned to the course.

$GP_i$  is the 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 SGPA 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 B. E. / B. Tech. Degree provided the student has

- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- ii. Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 8 semesters within a maximum period of 7 years (6 years in the case of Lateral Entry) reckoned from the commencement of the first (third in the case of Lateral Entry) semester to which the candidate was admitted.
- iii. Successfully completed the Non CGPA requirements.
- iv. No disciplinary action pending against the student.
- v. The award of Degree must have been approved by the University.

## **16.2. CLASSIFICATION OF THE DEGREE AWARDED**

### **16.2.1. 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 8 semesters (6 semesters in the case of Lateral Entry) in the student's First Appearance **within four years** (Three years in the case of Lateral Entry).
- Should have secured a CGPA of not less than **8.50**.
- One-year authorized break of study (if availed of) is excluded in the four years (three years in the case of lateral entry) for award of First class with Distinction.
- Should NOT have been prevented from writing end semester examination due to lack of attendance in any semester.

### **16.2.2. 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 the 8 semesters (6 semesters in the case of Lateral Entry) **within Five years** (Four years in the case of Lateral Entry).
- One-year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is excluded in the duration of six years (five years in the case of lateral entry) for award of First class.
- Should have secured a CGPA of not less than **7.00**.

### **16.2.3. SECOND CLASS:**

All other students who qualify for the award of the degree shall be declared to have passed the examination in **Second Class**.

- 16.3.** 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 in that examination for the purpose of classification.

### **16.4. Photocopy / Revaluation**

A candidate can apply for photocopy of his/her semester examination answer paper in a theory course, within 1 week from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institutions. The answer script is to be valued and justified by a faculty member, who 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 Institutions. Revaluation is not permitted for practical courses and for project work.

## 16.5. Review

Candidates not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to Controller of Examination through the Head of the Institution.

Candidates applying for Revaluation only are eligible to apply for Review.

## 17. PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION

- 17.1. A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Chairman, sports board and HOD) be granted permission to withdraw from appearing for the end semester examination in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application shall be sent to Dean, Academics through the Head of the Institutions with required documents.
- 17.2. Withdrawal application is valid if the student is otherwise eligible as per the attendance requirements to write the examination and if it is made within TEN 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.
  - 17.2.1. Notwithstanding the requirement of mandatory 10 days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 17.3. In case of withdrawal from a course / courses, the course will figure both in Marks Sheet as well as in Result Sheet. **Withdrawal essentially requires the student to register for the course / courses** the student has to register for the course, fulfil the attendance requirements, earn continuous assessment marks and attend the end semester examination. However, withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction.

## 18. PROVISION FOR AUTHORISED BREAK OF STUDY

- 18.1. A student is permitted to go on break of study for a maximum period of one year as a single spell.
- 18.2. 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 re-join the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Dean, Academics 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 re-joining the programme.
- 18.3. The candidates permitted to re-join 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 re-joining.
- 18.4. The authorized break of study would not be counted towards the duration specified for passing all the courses for the purpose of classification.
- 18.5. 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 irrespective of the period of break of study in order that he / she may be eligible for the award of the degree.

- 18.6. If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study'.

## **19. DISCIPLINE**

- 19.1. Every student is required to observe disciplined and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the Institution. The Head of Institution shall constitute a disciplinary committee consisting of Head of Institution, Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline.
- 19.2. If a student indulges in malpractice in any of the examination, he / she shall be liable for punitive action as prescribed by the Institution from time to time.

## **20. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI**

The Institution may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and scheme of examinations through the Academic Council.

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## Annexure 1

### Mandate Courses and Activities

Category	Objective
Health & Fitness	Orient and accelerate learners to pay attention towards health, fitness and to live a healthy life.
Service to Society	Inculcate the essence of Service to Humanity based on solidarity, sharing and brotherhood and create a sense of oneness
Skill course	Impart essential computing/ language / proficiency skills gaining confidence towards active participation in administering the role
Technical Expertise	Instilling Capacity building skills that leads to implementation/ design of products, solution
Employability skills	Fostering career path across wide sectors beyond qualifications and experience
Social Course	Cultivating the relationships and functioning of the society with government, economics, civics and sociology
Proficiency Exam	Measures the student abilities and skills in their specific programme and also to know how well he/she has learned, understood and internalized the related concepts and principles of his/her courses.

### List of Mandatory Courses

Year	Group	Group Category	Course	Course Code
<b>I Year (1 Credit)</b>				
I	GI	Health & Fitness	Yoga for Human Excellence	HF01
			General Psychology	HF02
			Health care Programme	HF03
			Physical Grooming	HF04
			Human values	HF05
			Fire Safety Hazards	HF06
			Transportation Management	HF07
			Music	HF08
			Value Education	HF09
	GII	Service to Society 1	National Service Scheme	SS01
			YRC	SS02
			RRC	SS03
			CCC	SS04
			Energy Club	SS05
			Water Club	SS06
			ECO Club	SS07
			E Club	SS08

Year	Group	Group Category	Course	Course Code
	GIIII	Skill Course - Basic level	Microsoft Office	SC01
			Computer Installation & Troubleshooting	SC02
			Electrical Wiring and Basic Repair	SC03
			Welding	SC04
			Basics of Google Domain	SC05
			Typewriting-English/Tamil	SC06
			Digital Photography	SC07
			Tally	SC08
II Year (2 Credits)				
II	GIV	Service to Society 2	Guidance to School Education	SS09
			Organizing Continuing Education Programmes	SS10
			Dissemination of Information on Government welfare schemes to villagers	SS11
			Cleanliness	SS12
			Agriculture for Engineers	SS13
			Swachh Bharat Abhiyan	SS14
			Extension Activity	SS15
	GV	Social Course	Indian Constitution	SL01
			Essence of Indian Knowledge Tradition	SL02
			Environment Protection	SL03
			Universal Human values	SL04
			Ethics in Engineering	SL05
			Stress Management	SL06
			Emotional Intelligence	SL07
	Feminism and Social Justice	SL08		
	GVI	Employability Skill Level - Basic	Integrated Aptitude skill course-1	ES01
			Soft skill certificate course-1	ES02
			Civil service Academy	ES03
			Work Readiness skills	ES04
			Resume Building	ES05
			Project Management	ES06
			Inhouse Training	ES07
III Year (2 Credits)				
III	GVII	Skill Course Level-1	FOSS course – Domain specific	SC10
			3 day Workshop	SC11
			3 Seminar	SC12
			Website Development	SC13
			Professional Society Membership & Activities	SC14



Year	Group	Group Category	Course	Course Code
			Technical events	SC15
			Industrial training	SC16
			Library Learning & Education	SC17
	GVIII	Technical Expertise-1	Value Added Course – Domain specific	TE01
			Online course	TE02
			National Conference	TE03
			Internship	TE04
			Project Contest	TE05
			Technical events	TE06
			Code Camp	TE07
			Mobile Repair Technology	TE08
	GIX	Employability Skill Level-1	GATE Coaching-1	ES08
			UPSC Exam-1	ES09
			Integrated Aptitude skill course-2	ES10
			Soft skill certificate course-2	ES11
			Marketing Management	ES12
			Workplace Literacy & numeracy	ES13
			Visual Media and Film Making	ES14
IV Year (2 Credits)				
IV	GX	Proficiency Exam	Clearing proficiency Exam	PE01
			International Certificate Course	PE02
			English Proficiency Certification (TOEFL / IELTS / BEC)	PE03
			Domestic Languages (Hindi / Sanskrit)	PE04
			Foreign Languages (French / German / Japanese / Korean)	PE05
			Aptitude Proficiency certification (GMAT / CMAT / GRE / CAT)	PE06
	GXI	Technical Expertise-2	Publications	TE09
			Self-learning courses	TE10
			Online course	TE11
			Organizing a technical event	TE12
			Product Development	TE13
			Document preparation system: LaTeX	TE14
			Educational & Technical Visit	TE15
			Arduino Developer	TE16
	GXII	Employability Skill-2	GATE Coaching-2	ES15
			UPSC Exam-2	ES16
			Business plan & Development	ES17
			Radio / Video Jockeying & Emceeing	ES18
			Higher Education Cell	ES19