



KINGSTON ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE & COA, New Delhi, Affiliated to Anna University, Chennai)

Chittoor Main Road, Christianpet,

Katpadi, Vellore-632059

M. E / MBA REGULATION 2026

Academic Year 2026-27 onwards



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1 PRELIMINARY & DEFINITIONS

1.1 Preamble

Kingston Engineering College, established under the Duraimurugan Educational Trust, has been conferred Autonomous Status by the University Grants Commission (UGC) under the provisions of the UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, as amended from time to time.

The autonomous status enables the Institution to design and implement curricula, adopt innovative teaching-learning practices, introduce flexible academic systems, conduct examinations, and award degrees through the affiliating University in accordance with the applicable regulations of UGC, AICTE, the Affiliating University, the Government of Tamil Nadu, while incorporating the principles of the National Education Policy (NEP) 2020 wherever applicable.

These Regulations govern all Postgraduate Programmes offered by the Institution from the academic year 2026–2027 onwards and shall be applicable to students admitted under Regulation R-2026 unless otherwise specified.

1.2 Short Title

These Regulations shall be known as

Kingston Engineering College (Autonomous) Regulations R-2026 for Postgraduate Programmes.

1.3 Commencement

These Regulations shall come into force from the Academic Year **2026–2027** and shall apply to all students admitted to the First-Year Postgraduate Programmes from that academic year onwards.

1.4 Statutory Compliance

These Regulations are framed in accordance with the guidelines and regulations issued by the following statutory authorities, as amended from time to time:

- University Grants Commission (UGC)
- All India Council for Technical Education (AICTE)
- Affiliating University
- Government of Tamil Nadu
- National Board of Accreditation (NBA)
- National Assessment and Accreditation Council (NAAC)

In case of any conflict, the provisions issued by the respective statutory authority shall prevail.

1.5 Objectives

The objectives of these Regulations are to:

1. Promote Outcome-Based Education.
2. Enhance academic flexibility.
3. Facilitate multidisciplinary learning.
4. Encourage innovation and research.
5. Strengthen industry-academia collaboration.
6. Improve employability and entrepreneurship.
7. Enable global academic standards.
8. Support lifelong learning.

1.6 Definitions

For the purpose of these Regulations, unless the context otherwise requires:

DEFINITION	DESCRIPTION
Programme	M.E / M. Tech. / MBA Degree
Discipline	Branch of M.E./M. Tech. Degree
University	Anna University, Chennai
Institution	Kingston Engineering College (Autonomous)
Head of the Institution	Principal
BoS Chairman	Chairperson of the Board of Studies of each department
HOD	Head of the Department
Controller of Examinations	Authority related to all exam related activities
Bonafide Student	Admitted and Enrolled to any one discipline in PG Programme
CBCS	Choice-Based Credit System (student centric flexible learning framework)
Semester	80 working days, 7 contact hours per day for Odd (July to December) / Even (January to June)
Course	Theory, Laboratory Integrated Theory, and Laboratory Courses
Other Courses	Mandatory Course and Employability Enhancement Courses
Credit (C)	Weight assigned to a course based on the number of contact hours (denotes L-Lecture, T-Tutorial, P-Practical / Project Work as applicable) required to cover the syllabus
Continuous Assessment	Evaluation conducted throughout the semester using tests, assignments, quizzes, laboratory, project work, presentations, and other academic activities to monitor students' progress.
End Semester Examination	The final examination conducted at the end of the semester to assess the overall understanding and achievement of the course outcomes.
Department Academic Committee	A committee within the department that plans, monitors, and reviews academic activities such as curriculum implementation, teaching-learning processes, assessments, and student performance.
Academic Council	The highest academic body of the institution responsible for approving academic regulations, curriculum, syllabi, examination policies, and other academic matters.
Outcome-Based Education	An education system that focuses on what students are expected to know, understand, and be able to do after completing a course or programme.

1.7 INTERPRETATION

Any question regarding the interpretation of these Regulations shall be referred to the Academic Council. The decision of the Academic Council shall be final, subject to the approval of the Governing Body wherever applicable.

1.8 POWER TO AMEND

The Academic Council may recommend amendments, additions, deletions, or modifications to these Regulations in accordance with the provisions of the applicable statutory authorities. Such amendments shall become effective upon approval by the Governing Body and, wherever required, the Affiliating University or other competent authority.

1.9 REMOVAL OF DIFFICULTIES

Where any difficulty arises in the implementation of these Regulations, the Principal may issue appropriate orders or guidelines, consistent with these Regulations, for smooth implementation. Such orders shall be placed before the Academic Council for revision.

NOTE:

Unless specifically provided otherwise, all academic matters relating to admission, curriculum, registration, attendance, examinations, assessment, promotion, credit transfer, internships, value-added courses, and degree requirements shall be governed by the respective chapters of these Regulations. References made to any clause shall be deemed to include all subsequent amendments approved by the Academic Council.

2. ADMISSIONS, MODE OF STUDY

2.1 Admissions

Candidates seeking admission to the first semester of the Postgraduate Degree Programme shall have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent, as specified under the qualification for admission as per TANCET for MBA Programme. This applies to students admitted through both Single Window Counselling and Management Quota.

Other eligibility requirements, including marks, number of attempts and physical fitness, shall be as prescribed by the Government of Tamil Nadu from time to time.

All students admitted provisionally or otherwise shall submit the following documents at the time of admission or by the prescribed last date:

Documents / Requirements

- Photo ID proof issued by State/Central Government
- Original Transfer Certificate from the institution last studied
- Copies of Grade/Mark Sheets of the qualifying examination
- Other relevant documents as prescribed

Admission shall be **cancelled by the University** if a student:

- Fails to submit the prescribed documents or fulfil stipulated requirements.
- Is subsequently found ineligible/unfit.
- Furnishes false information/certificates or suppresses relevant information at the time of admission.

2.2 Modes of Study

2.2.1 Full-Time Mode

Students admitted under **Full-Time Mode** shall be available in the College/Institution throughout the working hours, **from 9.00 AM to 4.30 PM**, for curricular, co-curricular and extra-curricular activities assigned to them.

Restriction:

- Students shall not attend any other Full-Time programme/course during the programme.
- Students shall not take up Full-Time or Part-Time employment in any Institution or Company during the programme.
- Violation of these conditions shall result in cancellation of admission to the P.G. programme.

2.3 Re-Joining the Programme

A student who has discontinued the programme, been prevented from continuing due to shortage of attendance, or been permitted to repeat a semester on personal request, may rejoin only at the normal commencement of the respective semester along with the regular batch.

Such readmission shall be subject to:

- Approval of the Directorate of Technical Education (DoTE).
- Prevailing regulations and guidelines of the parent University.

2.3.1 Rejoining / Readmission under Different Regulations

The provision for rejoining/readmission is given in the Table 2.1.

Table 2.1 Provision for Readmission / Re-Joining the Programme

Situation	Applicable Provision
Student admitted under an earlier regulation and rejoins under a subsequent regulation	Governed by the regulations, curriculum and provisions in force at the time of rejoining.
Courses completed under earlier regulation	Exempted from repetition.
Additional/equivalent courses under prevailing regulation	To be completed as recommended by the Institute Academic Management Committee (IAMC) to meet minimum credit requirements.
Credit deficiency under the prevailing autonomous curriculum	May be compensated through additional prescribed courses.
Additional courses	May be theory or laboratory courses offered during the regular semester, as approved by the institution.

After readmission, the student shall successfully complete the courses prescribed under the prevailing regulation and curriculum applicable at the time of rejoining.

2.4 MULTIPLE ENTRY / EXIT

This Clause is applicable as per the notification of the affiliating university.

3. PROGRAMMES OFFERED

Kingston Engineering College offers postgraduate programmes leading to the award of M.E., M. Tech. and MBA degrees, affiliated with Anna University, Chennai. The regular P.G. programmes extend over two academic years comprising four semesters. The programmes and branches approved by Anna University and AICTE are listed in Table 3.1.

Table 3.1: List of PG Programmes

S. No.	Programme	Branch
1	M.E.	Applied Electronics
		Computer Science and Engineering
		Engineering Design
		Power Systems Engineering
2	MBA	Master of Business Administration

4. PROGRAM DESIGN: STRUCTURE, CURRICULUM AND CREDITS

4.1 Programme Structure

The programmes follow Outcome-Based Education (OBE) and the Choice-Based Credit System (CBCS) to promote student-centred learning, academic flexibility, quality improvement and industry relevance.

OBE

- Defines **PEOs, POs, PSOs and COs** to guide curriculum design and delivery.
- Emphasizes knowledge, skills, attitudes and competencies.
- Aligns teaching, learning and assessment with intended outcomes.

- Uses assignments, projects, laboratory work, presentations, quizzes and examinations for continuous assessment.
- Supports outcome attainment analysis and continuous quality improvement.

CBCS

- Enables students to choose elective courses along with prescribed core courses.
- Provides flexibility based on student interests and career aspirations.
- Assigns credits according to academic workload.
- Facilitates credit transfer across institutions, subject to applicable regulations and institutional policies.

OBE and CBCS together promote **competent, adaptable and globally competitive graduates**.

4.2 Programme Duration

The duration of the programme based on admission category is represented in the Table 4.1.

Table 4.1: Programme Duration

Particulars	Provision
Programme Duration	2 years / 4 semesters
Working Days per Semester	80 working days, including examination days
Programme Completion	Successful completion of all prescribed courses and requirements
Extension	Up to 1 additional year for authorized break of study/course dropping
Maximum Period for Arrears	4 years from original admission
Shortage of Attendance	Treated as a break; total programme duration shall not exceed 4 years

The Head of the Department shall ensure that instruction is imparted according to the periods specified in the syllabus.

4.3 Semester Duration

Each academic year consists of Odd and Even Semesters, with each semester comprising approximately 80 working days / 540 periods of 50 minutes each.

4.4 Curriculum Structure

Each programme follows a semester-based credit system with prescribed credit requirements and course categories.

Table 4.2: Curriculum Structure for PG

Component	Provision
Credit Range – M.E.	65–75
Credit Range – MBA	105–110
Maximum Credits per Semester	36 credits
Curriculum Components	Basic Science, Engineering Science, Professional Core, Professional Elective, Employability Enhancement, Additional, Value Added, Mandatory and Off-Campus Courses
Off-Campus Courses	As per Clause 4.12

4.5 Course Categories

The M. E./ M. Tech./MBA curriculum comprises Theory, Laboratory Integrated Theory, Laboratory, Project Work, Internship, Industrial/Professional Skills Training and other approved academic components. The curriculum and syllabi are approved by the respective Board of Studies (BoS) and Academic Council and follow OBE principles. The course categorization is given in Table 4.3.

Table 4.3: Course Categories

Category	Description
Basic Science (BS)	Courses such as Mathematics
Professional Core (PC)	Courses relevant to the chosen specialization/branch
Professional Elective (PE)	Specialized/advanced/supportive courses selected from an approved pool
Self-Learning (SL)	Courses enabling interaction with global faculty, peers and industry experts for lifelong learning
Employability Enhancement (EE)	Project, internship, industrial training, industry-oriented/certification courses, seminar, online courses, business idea generation, comprehensive viva voce, etc.
Value Added (VA)	Optional courses for enhancing knowledge, technical skills and employability; not mandatory for degree completion
Mandatory Courses (MC)	Induction, outbound training, etc.; additional credits are shown in grade sheets but excluded from GPA/CGPA
Off-Campus (OC)	Courses undertaken through recognized institutions, universities or industries outside the Institution

4.6 Credits

4.6.1 Credit Distribution

The general credit assignment and requirements for the postgraduate programmes are presented in Table 4.4 and Table 4.5.

Table 4.4: Credit Distribution for M. E./M. Tech.

Course Type	Credit Range	Credit %
Basic Science Course (BS)	3–6	4–8%
Employability Enhancement Course (EE)	20–24	26–34%
Professional Core Course (PC)	26–43	34–61%
Professional Elective Course (PE)	15–21	20–30%
Total Credit	70–75	—

Table 4.5: Credit Distribution for MBA

Course Area	Credits	Percentage
Professional Core (PC)	58	54%
Professional Elective (PE)	18	17%
Employability Enhancement Course (EE)	19	18%
Practical Course (L)	12	11%
Mandatory Course (MC)	—	—
Total	107	100%

4.6.2 Assignment of Credits

Table 4.6 shows the mapping of the credit assignment towards the total contact hours for various course types.

Table 4.6: Assignment of Credits to Courses

Course Type	Contact Period	Total Contact Periods	Credits
Theory (L)	1 Lecture Hour/week	15	1
Tutorial (T)	1 Tutorial Hour/week	15	1
Practical (P)	2 Laboratory Periods/week	30	1
EE – Summer Training/Internship	2 weeks	—	1

The postgraduate programmes shall follow **CBCS**, enabling students to select courses according to programme requirements, accumulate credits and pursue interdisciplinary learning.

4.6.3 Credit Requirement for PG Degree

A regular student shall successfully complete the approved curriculum and earn the prescribed credits over a minimum of four semesters for the award of the M. E./M. Tech./ MBA degree.

4.7 Medium of Instruction

The medium of instruction for all courses, examinations, presentations and reports in the M.E./M.Tech./MBA programmes shall be English.

4.8 Mandatory One-Week Induction Programme

In accordance with AICTE guidelines, all newly admitted students shall undergo a compulsory one-week induction programme immediately after admission.

The programme may include:

- Proficiency enhancement modules
- Lectures by eminent personalities
- Local community visits
- Department/branch familiarization
- Institutional activities and events
- Academic guidance
- Anti-ragging awareness

The programme aims to provide a smooth transition into higher education and familiarize students with the academic environment and institutional culture.

4.9 Industrial Visit

Every student is encouraged to undertake at least one Industrial Visit in each semester, except the IV Semester, from the first year of the programme. The Head of the Department shall make appropriate arrangements.

4.10 Summer Industrial Training / Internship

Students may undergo Industrial Training for the period prescribed in the curriculum during summer vacation. Alternatively, with prior approval of the DAC, students may undertake an internship in a Research Organization, University, Institution or Industry for the duration specified in the curriculum.

4.11 Semester-Long Project Work / Industrial Project / Internship

- Students shall undertake a semester-long project in the final semester in their respective discipline.
- The project must be carried out individually under the guidance of a faculty member from the same department.
- With DAC approval, an industrial project or internship may be undertaken in an industry/research organization in lieu of the final semester project.
- The project/internship shall be relevant to the discipline and shall permit submission of the work as a report.
- Such industrial project/internship shall be independent of any summer training/internship.
- A completed product developed through the project may be considered for start-up activities.
- Project/Internship/Start-up Report shall be submitted on or before the last working day of the semester and evaluated as per Clause 15.6.

4.12 Off-Campus Courses and Transfer of Credits

Students may enroll in a maximum of one off-campus course per semester from I to III Semester, through physical, online or hybrid mode and should follow the duration and credit transfer as given in Table 4.7 subject to DAC approval.

Table 4.7: Course Duration and Credits

Duration	Credits
4 weeks	1
8 weeks	2
12 weeks	3
16 weeks	4

Students may undertake eligible SWAYAM/NPTEL courses, with credit transfer based on marks and certification given below in Table 4.8.

Table 4.8: NPTEL Marks–Grade Mapping

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

Eligible Institutions / Organizations for Off-Campus Courses

Students may undertake approved courses from eligible institutions as listed in Table 4.8 through:

Table 4.9: Requirement for off-campus courses

Provider	Requirement
Central/State-funded Universities/Institutions	Top 100 NIRF ranking in any one of the preceding 3 years
Foreign Universities	Courses directly offered and certified by the respective university/institution
Universities under QS	Top 500 QS World University Rankings in any one of the preceding 3 years
Foreign Universities under MoU	As per approved Learning Agreement and credit-transfer procedure
Research Institutions/Laboratories	National or State-funded
Industry Organizations	Reputed manufacturing/software companies and approved knowledge/industry partners

For hybrid courses, at least 50% shall be conducted in physical mode. Industry courses shall meet the prescribed institutional requirements, including relevant expertise, MoU, academic standards and approvals.

The DAC shall formulate/recommend course design, syllabus, duration, assessment and credit allocation to the BoS, followed by Academic Council approval. A Course Coordinator shall be nominated for each course. Passing requirements, credit allocation and transfer shall be recommended by the DAC and approved by the Head of the Institution as per the Regulations.

5. ACADEMIC CALENDAR

The **Academic Calendar** for each semester shall include the schedule of all academic activities, such as the commencement and completion of classes, examinations, assessment entry, Class Committee meetings, and common holidays. The Academic Calendar shall be published and made available on the **College website** before the commencement of the semester.

6 STUDENT ADVISORY AND WELFARE SUPPORT

6.1 CLASS ADVISOR

Each department shall appoint a Class Advisor to guide and support a class of students in academic and related matters. The Class Advisor shall counsel students on course registration, academic progress, and personal concerns, and monitor their overall development. The responsibilities of the Class Advisor include:

- Orient students on the Institution's academic regulations, policies, facilities, and support services.
- Advise students on course registration and curriculum requirements based on their academic performance.
- Monitor students' academic progress and provide counselling and remedial support, wherever necessary.
- Act as a liaison between students, course instructors, and the Head of the Department to address academic concerns.
- Encourage students to participate in scholarships, placements, co-curricular, and extracurricular activities.
- Coordinate with the Head of the Department and other academic bodies to support the overall academic and personal development of students.

6.2 GRIEVANCE REDRESSAL COMMITTEE (GRC)

Each Institution shall constitute a Grievance Redressal Committee (GRC) under the Chairpersonship of the Head of the Institution to address academic and non-academic grievances of students and the composition is given below.

Member	Composition
Chairperson	Principal / Head of the Institution
Faculty Members	Three senior faculty members nominated by the Principal, including one Member Secretary , one woman representative , and one representative from the SC/ST/OBC category.
Student Representative	One student nominated by the Principal based on academic merit, sports achievement, or excellence in co-curricular/extracurricular activities (Special Invitee).
Ombudsman	Faculty member appointed by the Parent University.

6.3 GUIDANCE & COUNSELLING CELL

Each faculty member shall mentor a group of 15 students and conduct regular mentoring sessions to monitor their academic progress, personal well-being, and overall development. Students may seek guidance from their faculty mentor for academic or personal concerns. Where necessary, the faculty mentor shall refer students to the Institution's Psychological Counsellor for specialized counselling and support.

6.4 PREVENTION OF SEXUAL HARASSMENT (POSH) CELL / INTERNAL COMPLIANCE COMMITTEE (ICC)

The POSH Cell / Internal Complaints Committee (ICC) shall be constituted in each Institution to ensure a safe, secure, and respectful environment for girls and women. The committee composition is given below.

Member	Composition
Presiding Officer (Chairperson)	A senior woman faculty member or woman employee of the Institution.
Faculty / Employee Members	At least two members from the teaching or non-teaching staff with commitment to women's welfare, social work, or legal knowledge.
External Member	One member from an NGO , women's organization, or a person experienced in issues related to sexual harassment.
Student Representatives	Student representatives may be nominated as Special Invitees for awareness and outreach activities but shall not be members of the Committee for grievance redressal.

6.5 SC / ST CELL

The **SC/ST Cell** shall ensure the welfare of **SC/ST students** by promoting a **discrimination-free environment**, addressing grievances, creating awareness about scholarships and government welfare schemes, and encouraging equal participation in academic, co-curricular, extracurricular, and placement activities. The Cell shall consist of **five members**, including **at least two SC/ST members** and **one-woman member**.

6.6 ANTI-RAGGING COMMITTEE

The Anti-Ragging Committee composition is given below which shall ensure a safe, secure, and ragging-free campus by implementing the AICTE/UGC Anti-Ragging Regulations, conducting awareness programmes, addressing complaints, and recommending appropriate disciplinary action.

Member	Composition
Chairperson	Head of the Institution
Faculty Members	Senior faculty members nominated by the Head of the Institution
Administrative Representatives	Representatives from the administrative staff
Non-Teaching Staff Representatives	Representatives from the non-teaching staff
Parent Representatives	Parent representatives
Student Representatives	Freshers and Senior students, with adequate representation of girl students
External Representatives	Representatives from the Civil Administration, Police Administration, and an NGO involved in youth welfare or anti-ragging activities

6.7 INSTITUTE ACADEMIC MANAGEMENT COMMITTEE (IAMC)

The **Institute Academic Management Committee (IAMC)** shall function under the **Chairpersonship of the Head of the Institution** to monitor academic quality and student progress and the composition is given below.

Member	Composition
Chairperson	Head of the Institution
Faculty Representatives	Heads of the Departments
Student Representatives	Two students from each year of study, including at least one girl student
Member Secretary	A Professor or Associate Professor nominated by the Head of the Institution

Meetings

- The IAMC shall meet **at least three times in an academic session**:
 -  **First Meeting:** Within **10 working days** from the commencement of the academic session.
 -  **Second Meeting:** After the **first assessment**.
 -  **Third Meeting:** At least **15 working days** before the last working day of the academic session.

Functions and Responsibilities

- Review curriculum requirements for **rejoining and readmitted students**.
- Monitor students' academic performance and recommend measures to improve learning outcomes.
- Identify students requiring **remedial coaching, mentoring, or counselling**.
- Address academic issues related to classrooms, laboratories, and other learning environments.
- Maintain the **minutes and records** of all IAMC meetings.
- Communicate the Committee's recommendations to the concerned stakeholders for implementation.
- Promote **academic excellence, transparency, fairness, and academic integrity**.
- Recommend academic matters requiring approval of the **competent authority** through the Head of the Institution.

6.8 CLASS COMMITTEE

Every class shall have a Class Committee consisting of the faculty members handling the courses, student representatives, and a Chairperson (Head of another Department nominated by the Head of the Institution). The Committee composition is given below and shall function as a Quality Circle to improve the teaching-learning process.

Member	Composition
Chairperson	Head of another Department nominated by the Head of the Institution
Faculty Members	Faculty members handling the courses of the class
Student Representatives	At least six students , preferably one male and one female each from Day Scholar, Hosteller, and Lateral Entry categories
Special Invitee	The Head of the Institution may attend any meeting.

Functions and Responsibilities

- Address academic and laboratory-related issues raised by students.
- Explain programme regulations, attendance requirements, assessment methods, and evaluation criteria.
- Communicate the academic schedule, syllabus coverage, and assessment details.
- Review students' academic performance and recommend measures to improve learning outcomes.

- Promote effective interaction between students and faculty to enhance the teaching–learning process.

Meetings

- The Class Committee shall be constituted **within the first week of each semester**.
- **First Meeting:** Within **7 working days** from the commencement of the semester to explain course structure, assessments, and evaluation.
- **Subsequent Meetings:** At least **two meetings** shall be conducted during the semester to review academic progress and address student feedback.
- Student representatives shall collect and present suggestions and concerns from their classmates.

Minutes of the Meeting

- The **Chairperson** shall prepare and submit the minutes to the **Head of the Institution** within **two working days** and circulate them to the concerned faculty members and students.
- Recommendations requiring administrative action shall be forwarded to the appropriate authority.
- Student representatives shall communicate the decisions and follow-up actions of the Committee to their classmates.

7 CLASS TIMINGS

Regular classes shall normally be conducted from Monday to Saturday between 9:00 AM and 4:30 PM, with appropriate breaks. Additional classes, examinations, or academic activities may be scheduled with the prior approval of the Head of the Institution.

8 REGISTRATIONS OF COURSES

- On admission, each student shall register for all courses prescribed for Semesters I–IV in the curriculum during the first semester.
- Course registration shall be completed online within the prescribed schedule. Students are responsible for timely registration.
- A student shall not register for a course already successfully completed.
- The maximum registration limit in a semester is 36 credits, including courses registered due to shortage of attendance.
- Credits earned through online courses shall be in addition to the 36-credit semester limit.

Table 8.1 illustrates the provision of courses and regulations to be followed.

Table 8.1: Course Registration Provisions

Course / Provision	Regulation
Internship, Project Work, Industry-Oriented Course, Industry Certification Course, Self-Learning Course	Cannot be dropped and shall be registered in the prescribed semester.
Professional Elective (PE) – Failed/Not completed	Student may opt for an alternate PE course in subsequent semester(s).
PE Selection	PE courses shall be selected from the specified Verticals/Streams in the curriculum.
PE Choice	Student may select PE courses from one Vertical or a combination of Verticals in a semester.
Minimum Strength for PE	At least 25% of the total student strength is required to offer a PE course.
Additional Courses	Students may register for additional PC/PE courses beyond the prescribed curriculum with prior permission of the Head of the Institution.

Credits of Additional Courses	Credits shall appear in the Grade Sheet but shall not be considered for CGPA calculation.
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Important Provision: Online course credits are additional to the 36-credit semester limit, whereas all other registered courses, including those arising from shortage of attendance, Honours and Minors, are subject to the maximum 36-credit limit.

8.1 VALUE-ADDED (VA) COURSE(S)

1. Students may optionally register for Value-Added (VA) Courses. Credits earned shall be reflected in the Grade Sheet but shall not be included in CGPA calculation. With the approval of the Head of the Institution, students may also register for VA Courses offered by other departments.
2. The Department Academic Committee (DAC) shall recommend the syllabus, timetable and faculty for conducting VA Courses before implementation.

9. ATTENDANCE GUIDELINES

9.1 ATTENDANCE REQUIREMENT

- Students shall attend all classes regularly. Attendance shall be calculated course-wise from the commencement of the semester to the last working day using the following formula:

$$\text{Attendance (\%)} = \frac{\text{Actual No. of Classes Attended}}{\text{Total No. of Classes Conducted}} \times 100$$

- Attendance Marks shall be awarded for each course and included in the Continuous Assessment (CA) as shown below.

Attendance (%)	80-84	85-88	89-92	93-96	97-100
Marks	1	2	3	4	5

- Every student shall secure a minimum overall attendance of 80% in the registered courses of a semester. The overall attendance shall be calculated as:

$$\text{Overall Attendance (\%)} = \frac{\text{Actual No. of Periods Attended in all registered courses (AAP)}}{\text{Total No. of Periods Conducted (TPC) in all registered courses}} \times 100$$

9.2 ATTENDANCE FOR MEDICAL REASONS

- Students unable to attend classes due to medical reasons shall submit a valid Medical Certificate to the Head of the Institution within four days of rejoining.
- Students with 70% to less than 80% attendance may be considered for attendance condonation based on the approved Medical Certificate.
- In such cases, the attendance shall be calculated by excluding the approved Medical Emergency Period (MEP):

$$\text{Overall Attendance (\%)} = \frac{\text{AAP}}{\text{TPC} - \text{MEP}} \times 100$$

- Medical Certificates submitted after the prescribed time shall not be accepted, and attendance shall be calculated as per Clause 9.1.

9.3 ELIGIBILITY FOR END SEMESTER EXAMINATION

- Students shall be eligible to appear for the End Semester Examination (ESE) only if they secure a minimum overall attendance of 80%.
- Students with less than 80% attendance shall not be permitted to appear for the ESE or progress to the next semester and shall repeat the semester with the prescribed courses, including any revised courses, if applicable.

9.4 ON-DUTY ATTENDANCE

- Students may be granted On-Duty (OD) attendance with prior approval of the Head of the Institution for campus recruitment, internships, project work, seminars, co-curricular, and extracurricular activities.

- OD attendance shall normally be limited to 10% of the total working days in a semester. Students representing the Institution in University, State, National, or international sports events may be granted additional OD attendance with approval.
- The Institution may arrange additional classes, wherever necessary, to help students satisfy the attendance requirement.

9.5 PUBLICATION OF ATTENDANCE STATUS

The **Controller of Examinations** shall publish the list of students **eligible** and **not eligible** to appear for the End Semester Examinations within **three working days** from the last working day of the semester.

9.6 INTERNSHIP AND PROJECT VIVA-VOCE

- Students who have submitted the Internship/Project report within the prescribed time but are unable to attend the Viva-Voce Examination may appear for a Supplementary Viva-Voce before the same examination panel.
- The original report shall be used, and submission of a revised or improved report shall not be permitted.
- The Supplementary Viva-Voce shall be conducted within 30 working days from the date of publication of results.

9.7 ATTENDANCE RECORD

- Every Course Instructor shall maintain an Attendance and Assessment Record for each course, including attendance, Continuous Assessment marks, and syllabus coverage.
- The record shall be verified by the Head of the Department at least three times during the semester and authenticated with signature and date.
- At the end of the semester, the records shall be verified by the Head of the Institution, preserved by the Institution for at least five years, and made available for inspection, audit, or accreditation by authorized agencies.

10. BREAK OF STUDY

- A student may be permitted one Break of Study for a maximum of one academic year (two consecutive semesters) during the programme for genuine and bonafide reasons such as prolonged hospitalization, accident or other serious medical conditions.
- Students who have completed up to Semester III may be permitted a one-semester (six-month) Break of Study for the above reasons.

The below Table 10.1 illustrates the provisions applicable for a break of study.

Table 10.1: Break of Study – Provisions

Particular	Provision
Application	Written application with prescribed supporting documents shall be submitted to the Head of the Department (HoD).
Approval	HoD shall forward the application to the Head of the Institution for approval. Approved cases shall be communicated to the Controller of Examinations (CoE).
Time of Application	Before commencement of the semester or immediately after occurrence of the genuine reason.
Retrospective Request	Not permitted under any circumstances.
After Prevention List	No Break of Study request shall be considered after publication of the Prevention List.
Maximum Programme Duration	Approved Break of Study shall be included within the maximum programme duration specified in Clause 4.2.
Rejoining	Students rejoining after an approved Break of Study or shortage of

	attendance shall follow the Curriculum and Regulations in force at the time of rejoining, as per Clause 2.3.1.
Rejoining Application	Prescribed application shall be submitted to the Head of the Institution through the HoD at the commencement of the rejoining semester.
Failure to Report	Absence for two consecutive semesters without prior intimation or approved Break of Study shall result in removal of the student's name from the Institution rolls.
Readmission after Removal	Such students shall not be eligible for readmission under any circumstances.

Full-Time Students – Professional Engagement

A Full-Time student intending to undertake employment, internship, start-up, entrepreneurship or any other full-time professional engagement during the programme shall obtain prior approval by applying for an authorized Break of Study for a maximum of one academic year.

The engagement shall commence only after approval by the Head of the Institution, and approved cases shall be communicated to the Controller of Examinations for necessary action.

11. UNAUTHORIZED ABSENCE

- A student who remains absent for an entire semester without obtaining an approved Break of Study or informing the Institution in writing (hard copy or official email) shall be treated as unauthorizedly absent.
- The Head of the Institution shall notify the student and parent/guardian regarding the unauthorized absence at least three times during the semester through email or registered post.
- If the student fails to report even after these notices, the Institution shall forward the student's details to the Director, Centre for Academic Courses.
- After verification, the University may cancel the student's admission and communicate the decision to the competent State admission authority.

12. DISCIPLINARY PROCEEDINGS

- Students involved in ragging, misconduct, examination malpractice, or any other disciplinary offence shall be subject to disciplinary action as per the Institution's regulations.
- The Disciplinary Committee, constituted by the Head of the Institution, shall conduct an inquiry within seven working days of the reported incident and the role of members is given below.

Committee Member	Role
Head of the Institution	Chairperson
Head of the concerned Department	Member
Head of another Department	Member
Professor/Associate Professor of another Department	Member
Woman Professor/Associate Professor of another Department	Member
Class Advisor of the concerned student	Member
• If the Committee recommends suspension for more than one week, semester debarment, or issue of a Transfer Certificate, the case shall be referred to the Students' Grievance Redressal Committee (GRC) for further action. • The concerned student shall be given a fair opportunity to present their case before any disciplinary action is imposed. • Cases of examination malpractice during Continuous Assessment, End Semester, Practical Examinations, or any other assessment shall be dealt with as per the Institution's Malpractice Rules and Regulations, and the action taken shall be reported to the University.	

13. ASSESSMENT EVALUATION

- Each course shall be handled by a Course Instructor, who is responsible for conducting classes and maintaining attendance and assessment records.
- Student performance shall be evaluated through Continuous Assessment (CA) and End Semester Examination (ESE), except for specified courses assessed entirely through Continuous Assessment.

The Table 13.1 illustrates the assessment weightage based on the course categories.

Table 13.1 Assessment Weightage

S. No.	Course Type	Continuous Assessment (%)	End Semester Examination (%)	Total Marks
1	Theory	40	60	100
2	Laboratory	60	40	100
3	Laboratory Integrated Theory	50	50	100
4	Project Work	60	40	100
5	Internship / Industrial Training	100	–	100
6	Other Employability Enhancement Courses (EE)	100	–	100
7	Mandatory Courses	100	–	100
8	HS (Physical Education, Foreign Language)	100	–	100

- End Semester Examinations (Theory, Laboratory, and Laboratory Integrated Theory) of three hours' duration shall normally be conducted during November–December (Odd Semester) and May–June (Even Semester).
- The Project Work Evaluation components are given below in the Table 13.2.

Table 13.2 Project Work Evaluation

Component	Evaluation
Project Report	Evaluated individually by one Internal Examiner and one External Examiner.
Viva-Voce	Conducted individually for each student by a committee comprising the External Examiner, Project Supervisor, and Internal Examiner.
Examiner Appointment	Internal and External Examiners for Theory, Laboratory, Laboratory Integrated Theory, and Project Work shall be appointed by the Controller of Examinations.

14. PROCEDURES FOR AWARDING MARKS

Continuous Assessment (CA) shall be carried out for Theory, Laboratory, Laboratory Integrated Theory (LIT), and Project Work as per the following scheme.

14.1 THEORY COURSES

- Theory courses shall be evaluated for 100 marks, comprising 40% Continuous Assessment (CA) and 60% End Semester Examination (ESE).
- Continuous Assessment consists of two Continuous Assessment Tests (CATs) and attendance & course activities (tutorials, assignments, quizzes, case studies, GATE questions, etc.) as prescribed in the syllabus.
- The average of the two Internal Assessment Tests along with the prescribed activities shall constitute the CA marks.
- A Model Examination covering all units shall be conducted for practice and shall not carry CA weightage.

Table 14.1 specifies the assessment pattern for theory courses.

Table 14.1 Continuous Assessment Pattern

Assessment	Coverage	Duration	Marks	Weightage
Continuous Assessment Test – I	2 Units	3 Hours	100	35%
Continuous Assessment Test – II	3 Units	3 Hours	100	35%
Other Assessments	Attendance & Activities		100	30% (<i>Attendance – 5%, Activities – 25%</i>)
Model Examination	All Units	3 Hours	100	No Weightage

14.2 LABORATORY COURSES

- Laboratory courses shall be evaluated through 60% Continuous Assessment and 40% End Semester Practical Examination.

The weighted distribution for laboratory courses is given in the Table 14.2. The End Semester Practical Examination (100 marks) shall normally be conducted before the theory examinations.

TABLE 14.2: Weightage of Continuous Assessment for Laboratory Courses

S. No	Assessment	Maximum CA Marks	Weightage (%)	Total Marks
1	Completion of Experiments, Submission of observation notebooks, Model Practical Examination and Evaluation of Laboratory Record	100	75%	100
2	Other Assessments (Activities prescribed in the syllabus & Attendance)	100	25%	

14.3 LABORATORY INTEGRATED THEORY (LIT) COURSES

- Laboratory Integrated Theory (LIT) courses shall have 50% Continuous Assessment and 50% End Semester Examination.
- The distribution of marks between Theory and Practical components shall be based on the L-T-P-C structure of the course.
- The weighted average of Continuous Assessment components shall be converted to 50 marks and the weightage distribution is represented in the Table 14.3.
- For courses with different L-T-P-C structures, the Theory and Practical weightage shall be proportional to the lecture and practical contact hours, while maintaining 50:50 CA and ESE weightage.

TABLE 14.3: Weightage of Continuous Assessment and End Semester Examination for Laboratory Integrated Theory Courses

L	T	P	C	Continuous Assessment Test			End Semester Examination	
				Theory	Practical	Activities	Theory	Practical
				100 Marks	100 Marks Completion of Experiments, Submission of observation notebooks, Model Practical Examination and Evaluation of Laboratory Record	100 Marks Activities prescribed in the syllabus & Attendance		
1	0	2	2	20%	20%	10%	-	50%
1	0	4	3	10%	30%	10%	-	50%
2	0	2	3	30%	10%	10%	50%	-

3	0	2	4	30%	10%	10%	50%	-
2	0	4	4	20%	20%	10%	30%	20%
3	0	4	5	30%	10%	10%	40%	10%

14.4 PROJECT WORK

The evaluation of Project Work–I and Project Work–II for M.E./M.Tech. programmes and Project Work for the M.B.A. programme shall be carried out independently in the respective semesters.

The detailed weightage distribution is given in Table 15.4.

Table 14.4 Weightage for Project Work

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

Evaluation Process

- Continuous Assessment – 60%: Based on three periodic project reviews conducted by a committee constituted by the Head of the Department, comprising the Project Guide(s), Project Coordinator and one Internal Subject Expert.
- End-Semester Evaluation – 40%: Comprises Project Thesis Report Evaluation (20%) and Final Viva-Voce (20%).
- At the end of the semester, the student shall submit the Project Thesis Report and defend the work before the panel of examiners.
- The Viva-Voce panel shall comprise one Internal Examiner from the respective Department and one External Examiner nominated by the Controller of Examinations.
- For industrial projects, the marks allotted to the Supervisor shall be shared equally between the Faculty Supervisor from the Department and the Coordinator/Guide from the Company.

14.5 INTERNSHIP CUM PROJECT WORK

A student selected for **Internship cum Project Work** shall undertake the project in the concerned industry under the joint supervision of an **Internal Guide** and an **External Guide**. On receipt of the internship offer letter/official communication, the **Head of the Department (HoD)** shall nominate the Internal Guide and, if required, an Internal Co-Guide, and submit the student details to the Head of the Institution. The provisions are listed in the Table 14.5 and submission guidelines are listed in the Table 14.6.

Table 14.5: Internship cum Project Work – Provisions

Particular	Provision
Internal Guide	Faculty member from the student's Department. An Internal Co-Guide from another Department may be nominated based on the project requirements.
External Guide	Nominated by the industry; coordinates with the Internal Guide(s) for planning, monitoring and successful completion of the project.
Project Review	External Guide shall be a member of the Project Review Committee and jointly certify completion with the Internal Guide(s).
Confidentiality / IPR	Industry-related confidentiality and IPR requirements shall be explained

	by the External Guide at the beginning of the internship.
Industry Support	Industry shall provide necessary technical information, facilities and data. Internal Guide(s) shall ensure adequacy of support throughout the internship.
Review – Within 60 km	Students shall attend project reviews in physical mode .
Review – Beyond 60 km	Students may attend reviews physically or online .
External Guide Participation	Shall participate in all review meetings physically or online .
Evaluation	As per Table 14.6 .

Table 14.6: Submission of Project Report

Project	Submission Deadline
Project Work-I – M.E./M.Tech.	On or before the last working day of the respective semester as specified in the Academic Calendar.
Project Work-II – M.E./M.Tech.	Within 60 calendar days from the last working day of the semester in which the project is completed.
Project Work – MBA	Within 60 calendar days from the last working day of the semester in which the project is completed.

Non-Submission of Report

If the report is not submitted even within the extended period, the student(s) shall be **deemed to have failed the Project Work course** and shall be required to **redo the course**.

Validated Product / Prototype

If the project results in a **validated product or prototype**, it may be considered equivalent to Project Work. The student(s) shall submit a **Start-up Report** containing:

- Concept and process flow of the developed product
- Publications, if any
- Patents, if any
- Other relevant outcomes

The **Start-up Report** shall be evaluated as per **Clause 18.4**.

14.6 OTHER EMPLOYABILITY ENHANCEMENT COURSES

(Internship / Industrial Training / Industry-Oriented Courses / Technical Seminar)

A. Internship / Industrial Training / Technical Seminar

- After completing Industrial Training/Internship/Industry-Oriented Course, the student shall submit the organization-issued certificate along with a brief report on the work carried out.
- Evaluation shall be based on the report and Viva-Voce conducted by an internal evaluation committee constituted by the Head of the Department.
- For Technical Seminar, the student shall present a contemporary topic relevant to the programme and submit a seminar report. Evaluation shall consider presentation, technical content, report and Viva-Voce performance.
- Evaluation shall be through Continuous Assessment only. No End-Semester Examination shall be conducted.
- Credits earned shall not be included in CGPA calculation, but the results shall be reflected in the Grade Sheet.

Students Performance shall be evaluated only through Continuous Assessments as per Table 14.7.

Table 14.7: Weightage for Continuous Assessment for Internship/Industrial Training

Industrial Training/ Internship/ Technical Seminar Report	Presentation	Viva- Voce	Total Marks
50	30	20	100

B. Industry-Oriented Course (IOC)

- Every student shall successfully complete an Industry-Oriented Course (IOC) prescribed in the curriculum. Students may register for IOCs offered by other departments, subject to prerequisites.
- Departments shall submit proposals for the subsequent semester. Course content shall be designed by an Industry Expert in consultation with the Department and coordinated by a nominated faculty member.
- IOC content shall emphasize transdisciplinary/multidisciplinary applications, case studies, standards, certifications, projects and industry practices.
- Proposals shall include the Industry Expert profile, course title, 15-hour lesson plan, schedule and prerequisites, if applicable.
- Proposals shall be reviewed and recommended by the Academic Planning Committee (APC) through the respective Head of the Department. Approved IOCs shall be published on the Institution's website before commencement of End-Semester Examinations and offered in the subsequent semester.
- Classes may be conducted in physical or hybrid mode, preferably within the Institution. Practical sessions, case studies and projects may also be conducted at the industry. The batch size shall preferably be limited to 70 students.
- Evaluation shall be through Continuous Assessment only as given in Table 15.8, comprising two Internal Examinations (IEs) with equal weightage. Assessment may include quizzes, assignments, projects, descriptive tests or MCQs.
- No End-Semester Examination shall be conducted.
- IOC credits shall not be included in CGPA calculation, but results shall be reflected in the Grade Sheet.
- Student feedback shall be collected at the end of each IOC and reviewed by the Head of the Department for course improvement.

Table 14.8: Weightage for Continuous Assessment for Industry Oriented Course

Attendance	Internal Assessment-1	Internal Assessment-2	Total
5	35	60	100

C. ASSESSMENT OF VALUE-ADDED COURSE

- A one/two-credit Value-Added Course shall carry 100 marks and shall be evaluated through Continuous Assessment only.
- Two assessments shall be conducted during the semester by the concerned Department.
- The total marks obtained shall be converted to 100 marks and rounded to the nearest integer.
- Evaluation shall be monitored by a committee comprising the Head of the Department, Course Faculty and a Senior Faculty Member nominated by the Head of the Institution.
- The list of students, marks and grades may be forwarded to the Controller of Examinations at least one month before the commencement of End-Semester Examinations.

14.7 NOTIFICATION OF INTERNAL ASSESSMENT MARKS

The total Internal Assessment marks secured by each student in every course shall be published by the respective Head of the Department at least five working days before the commencement of the End Semester Examinations, enabling students to verify their marks.

15. ACADEMIC AUDIT

- Each department shall improve student performance through Continuous Assessments and End Semester Examinations as prescribed in the Regulations.
- The Head of the Department shall conduct an Academic Audit once every year for all courses through external expert(s) approved by the Head of the Institution.
- The audit shall verify attendance and assessment records, Continuous Assessment documents, laboratory records, internship/industrial training reports (where applicable), CO-PO attainment, course feedback, and the teaching-learning process.
- Based on the audit findings, the Head of the Department shall implement corrective measures for continuous academic improvement.
- All academic records of UG programmes shall be maintained by the department for a minimum of five years.

16. REQUIREMENTS FOR APPEARING END-SEMESTER EXAMINATIONS

1. A candidate shall normally be permitted to appear for the End-Semester Examinations for all courses registered in the current semester, subject to fulfilment of the semester completion requirements under Clause 10.
2. A student who has passed a course in a previous semester shall not be permitted to reappear for the same course for grade improvement.

17. PASSING REQUIREMENTS

A student shall be declared PASS in a course upon satisfying the applicable requirements given below in Table 17.1.

Table 17.1: Passing Requirements

Course Category	Minimum End-Semester Requirement	Minimum Overall Requirement
Theory	45% in End-Semester Examination	50% combining CA + End-Semester Examination
Laboratory Integrated Theory / Project	45% in End-Semester Examination	50% combining CA + End-Semester Examination
Laboratory	45% in End-Semester Examination	50% combining CA + End-Semester Examination
Project Work	45% in End-Semester Examination (<i>Project Report Evaluation + Viva-Voce</i>)	50% combining CA + End-Semester Examination
Value-Added Course (VA)	—	50% as per prescribed evaluation process
Employability Enhancement Course (EE) (<i>except Project Work</i>)	—	50% of total Continuous Assessment marks

CA – Continuous Assessment

For courses having an End-Semester Examination, the student must satisfy both the minimum End-Semester Examination requirement and the minimum overall marks requirement.

18. NOT SATISFYING 'PASSING' CRITERIA

Table 18.1: Provisions for Students Not Satisfying Passing Criteria

Course Category	Provision
Theory / Laboratory Integrated Theory / Laboratory	Student shall reappear for the End-Semester Examination in subsequent semester(s). Continuous Assessment marks of the first appearance shall be retained for subsequent attempts until passing. From the third attempt onwards, if the student does not satisfy the prescribed overall pass requirement, the student shall be declared PASS if a minimum of 50% is secured in the End-Semester Examination alone.
Project Work	If the student submits the Project Report but is absent for the End-Semester Viva-Voce, the student shall be deemed to have failed. A student absent/failing in the Viva-Voce shall reappear within 45 days from publication of results, on payment of the prescribed fee. If unsuccessful again, the student shall re-register and complete the Project Work when offered subsequently.
Industry-Oriented Course (IOC)	Re-examination shall be conducted within 15 days from publication of results. If the student fails, the registration shall be cancelled and the student shall register for the same or another approved IOC in a subsequent semester.
Employability Enhancement Courses (EEC)	Students not satisfying the passing requirement shall attend special sessions arranged by the Head of the Institution during free slots or before/after working hours. If still unsuccessful, the student shall re-register and complete the course when offered subsequently.
Courses assessed solely through CIA	Minimum passing requirement shall be 50% of the total Continuous Internal Assessment (CIA) marks. This includes EEC courses, except Project Work.

19. PUBLICATION OF RESULTS AND REVALUATION

19.1 Publication of Results

Examination results shall be published within 20 working days from completion of the End-Semester Examinations of the respective programme.

19.2 Photocopy of Answer Script

A student may apply for a photocopy of the semester examination answer script for:

- Theory Courses
- Laboratory Integrated Theory Courses

The application shall be submitted to the Controller of Examinations (CoE) through the Head of the Institution, within one week from declaration of results, using the prescribed form and on payment of the prescribed fee.

Table 19.1: Revaluation and Review Process

Provision	Regulation
Revaluation – Eligible Courses	Theory and Laboratory Integrated Theory
Revaluation – Not Permitted	EEC and Mandatory Courses
Revaluation Result	Published within 15 days from the last date for application
Review Application	Within one week from publication of revaluation results
Review – Eligible Courses	Theory and Laboratory Integrated Theory
Review/Revaluation – Not Permitted	Laboratory Courses and Project Work
Application Authority	CoE through Head of the Institution
Fee	Prescribed fee shall be paid

The result of the review of the answer script shall be communicated to the concerned student through the Head of the Institution.

20 ABSOLUTE GRADING

The performance of a student will be recorded using letter grades, each carrying certain points as shown in Table 20.1.

Table 20.1: Award of Letter Grades

Letter Grade	Grade Points*	Range of Marks
O (Outstanding)	10	91-100
A+ (Excellent)	9	81-90
A (Very Good)	8	71-80
B+ (Good)	7	61-70
B (Average)	6	56-60
C (Satisfactory)	5	50-55
RA (Re-Appearence)	0	< 50
SA (Shortage of Attendance)	0	NA
WD (Withdrawal)	0	NA

Grades and Special Status Codes

- **RA (Re-Appearence):** Student shall reappear for the End Semester Examination to complete the course. Attendance is not required for Theory, Laboratory, and Laboratory Integrated Theory courses.
- **SA (Shortage of Attendance):** Student is not eligible to appear for the End Semester Examination due to shortage of attendance. This status is displayed only in the Result Sheet.
- **WD (Withdrawal):** Indicates that the student has withdrawn from the course. The student shall appear for the End Semester Examination in a subsequent attempt.
- **EE Reappearence:** Students awarded RA in Employability Enhancement Courses (except Project Work) shall re-register for the course and satisfy the passing requirements. Attendance is not mandatory.
- **Mandatory/Audit Courses:** Students meeting the prescribed attendance, participation, and assessment requirements shall be awarded P (Pass); otherwise, F (Fail).
- **Value-Added Courses:** Grades O, A+, A, B+, B, and C shall be shown in the Grade Sheet. Courses with RA or SA shall not be reflected in the Grade Sheet.

21 GRADE SHEET, GPA AND CGPA

- After the declaration of results, each student shall receive a Grade Sheet containing:
 - Courses registered in the semester and the grades obtained.
 - Honours, Minor, and other additional courses (passed) under "Additional Courses".
 - Semester Grade Point Average (GPA).
 - Cumulative Grade Point Average (CGPA).
- GPA is calculated for each semester using only the curriculum courses (excluding additional and Value-Added Courses).
- CGPA is calculated using the grades of all curriculum courses completed from the first semester onwards. Additional courses are excluded, except for students who successfully complete B.E./B.Tech. (Honours) or Minor, where the prescribed additional courses are included as per the Regulations.
- Courses with RA (Reappearence) or SA (Shortage of Attendance) grades are not considered for GPA/CGPA calculation. Value-Added Course credits are also excluded.

GPA / CGPA Formula

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

Where:

- **C_i** = Credits of the course
- **GP_i** = Grade Point obtained
- **n** = Number of successfully completed curriculum courses considered for GPA/CGPA
- Students completing additional **Professional Elective/Open Elective** courses shall have their **CGPA computed as per the applicable Regulations**.
- Students eligible for **Honours/Minor** but **not wishing to receive the award** shall submit a written declaration **at least 30 days before the completion of Semester VIII**.

Conversion of CGPA to Percentage: Percentage of Marks=CGPA×10

For example, **CGPA = 8.25 → Percentage = 82.5%**.

22. ELIGIBILITY FOR THE AWARD OF DEGREE

22.1 AWARD OF THE DEGREE

A student shall be eligible for the award of the M.E./M.Tech./MBA Degree upon fulfilling the following requirements:

S. No.	Requirement
i	Successfully earn the minimum credits prescribed in the approved curriculum within the stipulated period of study.
ii	Satisfy the Programme Completion requirements specified in Clause 23.
iii	Successfully complete all prescribed Mandatory Courses, wherever applicable.
iv	Have no pending disciplinary proceedings at the time of award of the degree.
v	The award of the degree shall be subject to the approval of the Syndicate of the University.

23. CLASSIFICATION OF THE DEGREE AWARDED

23.1 FIRST CLASS WITH DISTINCTION

A student shall be awarded First Class with Distinction in the M.E./M.Tech./MBA Degree on satisfying all the following conditions. The consolidated eligibility criteria for the award of First Class with Distinction are presented in Table 23.1.

Table 23.1: Eligibility Criteria for the Award of First Class with Distinction

Criteria	M.E./M.Tech. (Regular)	MBA
Duration of the Programme	2 Years	2 Years
Maximum Duration Permitted	3 Years	3 Years
Additional Credit Requirement	Not Applicable	Not Applicable
Minimum CGPA	8.50	8.50
Pass Requirement	First appearance in all courses	First appearance in all courses
Authorized Break of Study	One year (included within maximum duration)	One year (included within maximum duration)
Prevention from End-Semester Examination	Not permitted	Not permitted
Withdrawal from writing End Semester Examination	Not treated as an appearance	Not treated as an appearance

23.2 FIRST CLASS

A student shall be awarded First Class in the M.E./M.Tech./MBA Degree if the student:

1. Successfully completes all prescribed courses within the maximum permitted duration, including an authorized Break of Study and/or period of prevention due to shortage of attendance, wherever applicable.
2. Secures a minimum CGPA of 6.50 at the completion of the programme.

The consolidated eligibility criteria for the award of First Class are given in Table 23.2.

Table 23.2: Eligibility Criteria for the Award of First Class

Criteria	M.E./M.Tech/MBA
Duration of the Programme	2
Maximum Duration Permitted	4
Additional Credit Requirement	NA
Minimum CGPA	6.50
Pass Requirement	All prescribed courses
Authorized Break of Study	One year (included within maximum duration)
Prevention from End-Semester Examination	Included in maximum duration
Withdrawal from writing end semester examination	Not considered as an appearance

23.3 SECOND CLASS

A student who qualifies for the M.E./M.Tech./MBA Degree under Clause 23.1 but does not satisfy the requirements for First Class with Distinction or First Class shall be awarded Second Class.

For degree classification:

- A student absent for an End-Semester Examination or Project Work after registering shall be considered to have appeared for the examination.
- An approved withdrawal under Clause 24 shall not be treated as an appearance.

24. PROVISION FOR WITHDRAWAL FROM EXAMINATION

A student eligible to appear for the End-Semester Examination may be permitted to **withdraw from the examination in any one semester** during the programme for genuine and bona fide reasons, subject to prior approval of the **Head of the Institution**. The approval shall be communicated to the **Controller of Examinations**.

Withdrawal – Key Provisions

Particular	Provision
Eligibility	Student eligible to appear for End-Semester Examination
Frequency	Once during the entire programme
Reason	Genuine and bona fide reasons
Approval	Head of the Institution
Communication	Controller of Examinations
Medical Emergency	Post-facto approval may be granted if prior intimation and supporting documents are provided
Subsequent Examination	Student shall appear in the corresponding course(s) at the next available examination
Effect on Degree Classification	Withdrawal is not treated as an examination appearance
Final Semester Withdrawal	Supplementary End-Semester Examination shall be conducted within 30 working days from publication of results, subject to approval
Maximum Duration	Final-semester withdrawal is permitted only if the total programme duration does not exceed 4 years, as per Clause 6.2(v) & (vi)

Note: Withdrawal shall not be considered as an appearance for determining eligibility for **First Class with Distinction**.

25. REVISIONS OF REGULATIONS, CURRICULUM AND SYLLABI

The Institution may, from time to time, revise, amend, or modify the Regulations, Curriculum, Syllabus, and Scheme of Examinations through the recommendations of the Board of Studies and Academic Council, with the approval of the Governing Body.