



# KIT - Kalaignarkarunanidhi Institute of Technology

**An Autonomous Institution**

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai  
Accredited by NAAC with 'A' GRADE & NBA (AERO, CSE, ECE, EEE, MECH & MBA)

An ISO 9001 : 2015 Certified Institution, Coimbatore - 641 402.

**REGULATIONS - 2019**

**CHOICE BASED CREDIT SYSTEM (CBCS)**

**Common to B.E. / B.Tech. Full - Time Programmes**

**Degree of Bachelor of Engineering /  
Bachelor of Technology**

(Applicable for students admitted from the Academic Year 2021-22 onwards)

# **UG Regulations**



**1. SHORT TITLE AND COMMENCEMENT**

- ⊙ These Regulations shall be called the “KIT-Kalaignarkaraunanidhi Institute of Technology, Coimbatore, Regulations for the Award of B.E./B.Tech., Degree”.
- ⊙ They have been evolved, drafted and implemented after deliberations in and approvals from UGC, Anna University and Academic Council of the Institute, and are subject to change/modifications from time to time; (major modifications at a frequency of FOUR years in synchronization with the curriculum structure revision and minor changes as and when applicable).
- ⊙ The latest/first version shall be applicable for the students enrolling for B.E/B.Tech degree programs at this Institute from Academic year 2019-2020 and onwards.

**2. PREAMBLE**

The regulations prescribed herein have been made by KIT, an autonomous institution, approved by AICTE, New Delhi and affiliated to the Anna University, Chennai, to facilitate the smooth and orderly conduct of its academic programmes and activities at the B.E/B.Tech., level. It is expected that the regulations will enable the students to take advantage of the various academic opportunities at the Institute and prepare themselves to face the challenges in their professional careers ahead. It may be noted that:

- a. The provision made herein shall be applicable to all the B.E/ B.Tech. programmes offered at the institute, at present;
- b. They shall also be applicable to all the new B.E /B.Tech. programmes which may be started at the Institute in the future;
- c. Academic and non-academic requirements prescribed by the Academic Council have to be fulfilled by a student for eligibility towards award of B.E/B.Tech. Degree.

**3. PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In these Regulations, unless the context otherwise requires :

Sl. No.	Name	Definition
1.	<b>Programme</b>	Refers to Degree Programme that is B.E./B.Tech. Degree Programme.
2.	<b>Discipline</b>	Refers to branch or specialization of B.E./B.Tech. Degree Programme, like Computer Science and Engineering, Mechanical Engineering etc.,
3.	<b>Course</b>	Refers to a theory or practical subject that is normally studied in a semester, like Mathematics, Physics, etc.,
4.	<b>Head of the Institution</b>	Refers to the Principal of the College.
5.	<b>Controller of Examinations (CoE)</b>	Refers to the authority of the college who is responsible for all activities of the Examinations.

6.	<b>Head of the Department (HoD)</b>	Refers to the Head of the Department concerned.
7.	<b>University</b>	Refers to Anna University, Chennai.
8.	<b>College (KIT)</b>	Refers to KIT-Kalaignarunanidhi Institute of Technology, Coimbatore.
9.	<b>Curriculum</b>	Refers to the various components/courses studied in each programme that provide appropriate outcomes (knowledge, skill and behavior/attitude) in the chosen branch of study.
10.	<b>T- P – TU – C</b>	Refers to Theory, Practical, Tutorial, and Credits respectively.
11.	<b>Humanities and Social Sciences (HS)</b>	Courses include English, Professional Ethics and Human Values, Communication skills etc.
12.	<b>Basic Sciences (BS)</b>	Courses include Mathematics, Physics, Chemistry, etc.,
13.	<b>Engineering Sciences (ES)</b>	Courses include Engineering Practices, Engineering Graphics, Basics of Electrical / Electronics / Mechanical / Civil / Computer Engineering etc.,
14.	<b>Professional Core (PC)</b>	Courses include the core courses relevant to the chosen specialization / branch.
15.	<b>Professional Elective (PE)</b>	Courses include the elective courses relevant to the chosen specialization / programme.
16.	<b>Open Elective</b>	Open Elective (OE) courses include the courses which a student can choose from the curriculum of other B.E. / B.Tech. programmes and courses offered by the Departments under the Faculty of Science and Humanities & Department of Management. These courses may be offered by internal/external experts.
17.	<b>Project Work (PW)</b>	Refers to the project done by a student or a group of students during final year.
18.	<b>Career Enhancement Courses (CEC )</b>	Includes Mini Project Work and/or Internship, Seminar, Professional Practices, Case Study, soft skills and Industrial / Practical Trainings etc.,

19.	<b>Academic Evaluation Committee (AEC)</b>	The committee includes Principal, CoE, HoD concerned (For details refer <b>Annexure V</b> )
20.	<b>Department Evaluation Committee (DEC)</b>	The committee included HoD (need basis), senior faculty member(s) of department from various levels, class advisor, Mentor of the students. (For details refer <b>Annexure V</b> )

#### 4. ADMISSION

##### 4.1 B.E. / B.Tech. Degree Programme (I Semester)

The Candidates 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 under Part-III 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.

##### 4.2 Lateral Entry Admission

i. The candidates who possess the Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamilnadu or its equivalent are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech. in the branch corresponding to the 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 may be two additional Engineering subject(s) in the **third and fourth semesters** as prescribed by the AEC, if necessary.

##### 4.3 Re - admission

Students, who have discontinued for reasons other than disciplinary action, may be readmitted as per guidelines given by DoTE, Government of Tamilnadu and Anna University. Department Evaluation Committee (DEC) shall study and recommend on the exception and addition of courses to be registered for, by the student concerned during re-admission. The details shall be forward to Academic Evaluation Committee (AEC) for approval and the committee's decision shall be final.

## 5. PROGRAMMES OFFERED

B.E. / B.Tech. Programmes under the Faculty of Mechanical Engineering, Faculty of Electrical Engineering, Faculty of Information and Communication Engineering and Faculty of Technology. KIT offers 4 year (8 Semesters) B.E./B.Tech. Degree programme affiliated to Anna University, under Choice Based Credit System (CBCS) for students admitted from 2019 onwards in the following branches of Engineering and Technology as in Table 1.

**Table 1. List of B.E. / B.Tech. programmes offered**

B.E.	B.Tech
Aeronautical Engineering	Bio Technology
Agriculture Engineering	Artificial Intelligence and Data Science
Bio Medical Engineering	Computer Science and Business Systems
Computer Science and Engineering	
Electronics and Communication Engineering	
Electrical and Electronics Engineering	
Mechanical Engineering	

## 6. ACADEMIC STRUCTURE OF PROGRAMMES

### 6.1 Medium of Instruction

The medium of instruction for the entire undergraduate programme will be English.

### 6.2 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:

The typical curriculum structure for UG degree programmes are based on AICTE and Anna University and is given in Table 2.

**Table 2 : Curriculum Structure**

Humanities and Social Sciences including Management Courses (HS)	Basic Sciences (BS)	Basic Engineering Sciences (ES)
Professional Core (PC)	Professional Elective (PE)	Open Elective (OE)
<b>Project Work (PW)</b>		
Career Enhancement Courses (CEC)		
<b>Mandatory Course (MC)</b>		

The course outcomes (CO's) are designed to align with the Programme Outcomes (PO's) and Programme Educational Objectives (PEO's) of the respective programmes.

In addition to the courses listed in the curriculum, the department can include elective courses offered by reputed Industry / Educational Institutions /Experts from time to time, approved by DEC/AEC and ratified by the Academic Council.

The credits earned through such courses shall be considered equivalent to Professional Elective (PE) credits or Open Elective (OE) credits as decided by the Department evaluation Committee (DEC) on a course to course basis.

Experts from the Industry / Institution may design such specialized elective courses based on the current technical skill requirements. The Department evaluation Committee (DEC) shall review and approve the course offered by the expert from the industry / Institution.

In addition to the courses that carry credits, all students are required to complete mandatory non-credit courses, if offered (eg., Value education courses, and others). Credits will not be awarded but will be assessed and graded, and must be completed.

The following is the credit distribution of KIT based on the suggested AICTE distribution. (Table 3)

**Table 3 : Credit Distribution**

Category	Credit range
<b>A - Foundation Courses</b>	
Humanities and Social Sciences including Management Courses (HS)	6-9
Basic Sciences Courses (BS)	17-26
Basic Engineering Sciences (ES)	10-29
<b>B - Professional Core Courses</b>	
Professional Core Courses (PC)	62-87
<b>C - Elective Courses</b>	
Professional Electives (PE)	15-18
Open Electives (OE)	6-12
<b>D - Project Work</b>	
Project Work (PW)	11-13
<b>E - Mandatory Courses Prescribed by AICTE/UGC</b>	
Mandatory Courses (Induction Program, Environmental Sciences, Indian Constitution)	–
<b>F - Career Enhancement Courses(CEC)</b>	8
<b>Total Credits</b>	<b>165 - 174</b>



### 6.3 Number of courses per semester

Each semester curriculum shall normally have a blend of lecture courses not exceeding 8 and Laboratory courses and Career Enhancement Courses (CEC) not exceeding 7. However, the total number of courses per semester shall not exceed 15. The students can register for Professional Elective/Open Elective courses in any semester, starting from the third semester.

### 6.4 Credit Assigned

Each course offered is given a T-P-TU-C structure, depending on the number of lecture periods (T), number of periods for practical (P) and number of tutorial periods (TU) required per week for an efficient teaching – learning process. A student is expected to put-in his/her own efforts in proportion with periods spent in classroom, as defined in T-P-TU-C structure. On successful completion of the course a student is said to have earned a specified number of credits defined for each course. Each course is assigned certain number of credits based on the following table:

**Table 4: Credit Assigned**

Contact period per week	Credits
1 Lecture Period ( T = Lectures given during class by the faculty)	1
1 Tutorial Periods (TU = Tutorial, also class based with more emphasis on problem solving)	1
2 Practical Period (P) (Laboratory Periods / CEC / Projects)	1

### 6.5 Career Enhancement Courses

#### 6.5.1 Personality and Character Development

All students shall enroll, on admission, in any one of the personality and character development programmes (NCC / NSS / YRC) and undergo training and attends camp as prescribe by the respective officers/ coordinators. The training shall include classes on hygiene and health awareness and also training in first-aid.

**National Cadet Corps (NCC)** will have number of parades/camps specified by the NCC officer.

**National Service Scheme (NSS)** will have social service activities in and around the College / Institution.

**Youth Red Cross (YRC)** will have activities related to social services in and around College /Institutions. While the training activities will normally be during weekends, the camp will normally be during vacation period.

#### 6.5.2 Industrial Training / Internship

Students shall undergo industrial training/Internship if mandated in the curriculum for periods as specified in the curriculum during the summer/winter vacation, the training

being taken on a continuous basis for the periods mentioned. The industry/organization is to be selected with the approval of the Department Evaluation Committee (DEC). Industrial training may also be referred to as “In-plant training”.

The Industrial Training / Internship shall carry 100 marks and shall be evaluated through CIA only. The credit will be awarded to the student after the submission of Internship / Training report to the HoD. The report will be evaluated by a team of (DEC) faculty members nominated by the HoD for awarding the Credit. Based on the recommendation by the team, the student will be awarded credits and the results will be sent to the Controller of Examinations. The awarded credit will taken for CGPA calculation. The final year project period at industry /research organization will not be considered as industrial Training / internship.

### **6.5.3 Industrial Visit**

Every student is required to go for at least one Industrial Visit every year starting from the second year of the Programme subject to the approval of the Head of the Department and Principal. The Heads of Departments shall ensure that necessary arrangements are made in this regard.

### **6.5.4 Professional Certificate Courses**

Students have to undergo one credit courses offered by experts from industry/research organizations and approved by academic council. Students can register such courses from his/her second year of study as and when these courses are conducted by the departments. A student is also permitted to register for these courses of other departments.

If a student does not successfully complete the registered industry supported one credit courses in a semester, the registration of that course will be considered as cancelled. Further, it will not be treated as arrear and if he/she wishes, he/she can re-register for the same course in the ensuing semesters and successfully complete it as and when it is offered subsequently.

### **6.5.5 Online Courses**

Students may be permitted to register for online courses (which are provided with certificate after evaluation of the performance, SWAYAM / NPTEL), during third to sixth semester of his / her study. On successful completion of the course, he / she has to submit the copy of the certificates to the Head of the Department. The assement will not be calculated for CGPA.

### **6.5.6 Soft Skills**

Every Student is required to go for two soft skill courses during first year of study. The soft skill course includes the communication skill, interpersonal skill and career development courses. One credit will be awarded for each soft skills courses and it will be included for SGPA/CGPA calculations.

### 6.5.7 Career Ability Course

The career Ability courses will be designed by the respective department with approval from DEC/AEC based on the industry requirements. One credit will be awarded for each soft skills courses and it will be included for SGPA / CGPA calculations.

### 6.5.8 Evaluation of One Credit Courses

Students can register for one credit courses in any semester when it is offered. Experts from the industry / Institution (KIT) may design such specialized one-credit courses based on the current technical skill requirements. The Department Evaluation Committee (DEC) shall review and approve the syllabus, course plan, and pedagogy and assessment pattern for the course. One credit courses can also be offered by internal experts i.e faculty members from other departments (not belonging to the specific discipline of the programme) also can offer such courses to the students with the approval of DEC.

A one - credit course shall carry 100 marks and shall be evaluated through Continuous Internal Assessment (CIA) only. The QP pattern and scheme will be decided by the course faculty and will be approved by the DEC/AEC.

The Head of the Department may identify a faculty member as the coordinator for the course. A committee consisting of the Head of the Department, faculty handling the course (if available), coordinator and a senior Faculty member nominated by the Head of the Department shall monitor the evaluation process.

The grades shall be assigned to the students by the above committee based on their performance and included in the calculation of CGPA.

### 6.5.9 Industry Supported Project Work

The students satisfying the following conditions shall be permitted to carry out their final semester Project work for six months in industry/research organization.

The student should not have current arrears and shall have CGPA of 8.0 and above until 5th semester. The student shall undergo the eighth semester courses in the sixth and seventh semesters. The Head of Department, in consultation with the faculty handling the said courses shall forward the proposal recommended by the Principal to CoE after approval from AEC at least four weeks before the commencement of the sixth semester of the programme.

## 6.6 Course Numbering Scheme

Each course is denoted by a unique code consisting of 9 alphanumeric characters. The details of the numbering scheme are in Annexure I.

## 6.7 Credit Requirement for Programmes

The total number of credits that a student earns during the period of study is called the total credits. For the successful completion of the B.E/B.Tech programme, a regular student must earn 165-174 credits (varies with the programme) in minimum of eight semesters, while a lateral-entry student must earn 122-131 credits in a minimum of six semesters.

## 7 DURATION OF THE PROGRAMMES

7.1 The duration for the B.E./B.Tech. degree programmes shall extend over a period of 4 years (8 semesters) for the students admitted in the first semester but in any case not more than 7 years (14 semesters) and 3 years (6 semesters) for the students admitted in third semester (Lateral Entry Scheme) and not more than 6 years (12 semesters).

7.2 Each semester normally consists of 90 working days, including test and examination days. In any contingent situation, the number of working days per semester shall not be less than 65 days. The Principal is given the discretionary powers to decide the number of working days. In such contingencies, the Principal shall ensure that every faculty member teaches the full content of the specified syllabus for the course being taught.

7.2.1 Due to Pandemic / Abnormal situations the Scheme of Examinations and Evaluation will be followed as per the guidelines issued by the Government of Tamil Nadu and Anna University, Chennai.

7.3 The total period for completion of the programme reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 7.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.

7.4 For the purpose of regulations, the academic year will be divided into two semesters, the odd semester normally spanning from June to November and the even semester from December to May.

## 8. COURSE REGISTRATION

Each student, on admission shall be assigned to a mentor who shall advise and counsel the student about the details of the academic programme and choice of courses, considering the student's academic background and career objectives. Some courses require students to register through a course registration process via online.

### 8.1 Course Registration

Each student on admission shall register for all the courses prescribed in the curriculum in the student's first semester of the study.

The registration process for the courses offered in the online registration mode in the forthcoming semester, will commence preferably 10 working days prior to the last working day of the current semester.

A department shall offer a course only if a minimum number of students register for that course. This minimum number may vary from course to course and shall be specified by the department from time to time.

After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Internal Assessment Marks and appear for the End Semester Examination (ESE) or as specified in the curriculum.

## 8.2 Credits details for Course Registration

A student has to earn the total credits specified in the curriculum of the respective programme of study, in order to be eligible to obtain the degree. However, if the student wishes, then he/she is permitted to earn more than the total number of credits prescribed in the curriculum.

The number of credits, most students are expected to register for, in a semester, will be about 20-30 credits (excluding arrears). so that they complete the programme within the specified duration of the programme. The minimum credits a student can register for, in a regular semester shall be 12 and the maximum credit a student can register is 36(excluding arrears). Students shall register for project work in the 7th and 8th semester or 8th semester only.

## 8.3 Flexibility to Add / Drop courses

A student can add or drop the courses registered within the first 5 instructional days, from the commencement of a regular semester, subject to the availability of resources and the minimum / maximum number of credits required to be registered in a semester vide clause 8.2.

From semester 3 to 8, the student has the options for Adding/dropping an existing course. The total number of credits that a student can add/drop is limited to 6. Practical courses cannot be added / dropped.

## 8.4 Reappearance Registration

**8.4.1** If a student fails in a theory or practical course, the student shall do reappearance registration for that course in the subsequent semester by retaining the Continuous Assessment Marks already earned.

**8.4.2** If the theory course, in which the student has failed, is a Professional Elective or an Open Elective, the student may register for the same or any other Professional Elective or Open Elective course respectively in the subsequent semesters. Such changes can be done only with due approval by DEC.

**8.4.3** The student who fails in Project work/ Seminar other than Practical courses shall register for the same in the subsequent semester and reappear for the End Semester Examination.

**8.4.4** If a student is not eligible to appear for End Semester Examination of a course due to lack of attendance, the student has to register for that course again, when offered next, attend the classes and fulfill the attendance requirements. If the course, in which the student has lack of attendance, is an elective, the student may register for the same or any other elective in the subsequent semesters.

**8.4.5** If a student has completed the 8 semesters and has obtained RA grade in one or more courses, he can register and appear for arrear examination directly whenever conducted next.

**8.4.6** A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear the same course for improvement of Grade/Marks.

## 9. REQUIREMENTS FOR APPEARING FOR CIA, ESE

**9.1** A student who has fulfilled the following conditions shall be deemed to be eligible to appear for the CIA-I, CIA-II, CIA-III and ESE. Ideally, every student is expected to attend all the classes and earn 100% attendance. Students who have earned not less than 75% attendance course wise taking into account the number of periods required for that course as specified in the curriculum. Table 5 illustrates the mandatory attendance requirement for CIA-I, CIA-II, CIA-III and ESE.

**Table 5: Mandatory Attendance Requirement for CIA-I, CIA-II, CIA-III and ESE.**

Test / Examination Type	Period of Calculation	Minimum % of attendance required
Continuous Internal Assessment Test I (CIA-I)	<b>First Semester</b> From the date of joining of course to three working days before the start of CIA -I	60%
	<b>Second to Eighth semester</b> From the date of commencement of the class to one week before the start of CIA-I	75%
Continuous Internal Assessment Test II (CIA-II)	From the date of joining (1st semester) / date of commencement of class (2nd to 8th Semester) to one week before the start of CIA-II	75% (for students maintaining 80% or more attendance between CIA-I and CIA-II, but falls short of the 75% cumulative requirement, the requirement may be relaxed if recommended by the AEC)
Continuous Internal Assessment Test III (CIA-III)	From the date of joining (1st semester)/date of commencement of class (2nd to 8th Semester) to one week before the start of CIA - III	75% (for students maintaining 80% or more attendance between CIA-II and CIA-III, but falls short of the 75% cumulative requirement, the requirement may be relaxed if recommended by the AEC)

End Semester Examination (ESE)	From the date of joining (1st semester)/ date of commencement of class (2 <sup>nd</sup> to 8 <sup>th</sup> Semester) to the last day of instruction.	75%
--------------------------------	--	-----

- 9.1.1** Students having a CGPA of 8.50 and above and with no standing arrears will be exempted from the minimum attendance requirements (from 7th Sem. onwards).
- 9.1.2** A student shall normally be permitted to appear for End Semester Examination of the course if he / she has satisfied the attendance requirements (vide Clause -9.1). He /she is eligible to register for ESE in that semester by paying the prescribed fee.
- 9.1.3** 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 atleast 75% of the classes. Therefore, he/she shall secure not less than 75%.
- 9.1.4** 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.
- 9.1.5** Candidates who secure less than 65% overall attendance and candidates who do not satisfy the clause 9.1.3 and 9.1.4 shall not be permitted to write the semester 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.
- 9.1.6** The students who are consistently good in academics ONLY be considered for the grant of ODL under Co-curricular activities by the competent authorities. The following activities shall be considered for the sanction of ODL;
- ⦿ Sports and Games: TIES, Inter Collegiate, Inter Zonal, Inter University, State Level, National Level and Open Tournaments.
  - ⦿ NCC: Camps and expeditions, NSS camps
  - ⦿ Cultural Programme at State, National and International Level
  - ⦿ Seminar/Symposia: Paper presentation/Quiz
  - ⦿ Leadership courses organized by other organizations & Alumni Association activities, Association activities, Placement activities.

- ⊗ Training programs/Internship at industries and Higher learning Institutions
- ⊗ Personal damage incurred during the extracurricular activities
- ⊗ The ODL requisition letter shall be forwarded to the Principal through the HoD of the student by the staff-in-charge of the respective activities before completion of every activity.
- ⊗ The ODL sanctioned letters shall be submitted to the Department Office. The faculty-in-charge of the department office will check the eligibility for the award of attendance at the end of semester and the same may be submitted to DEC for approval.

**9.1.7** The student should register all the courses of current semester and all the arrear courses in the previous semesters. If any student fails to register and pay the examination fees within the due date, he/she shall not be permitted to attend the End Semester Examinations. However, he/she will be permitted to continue their studies in the next higher semester, provided that the student satisfies the requirements as stipulated in this clause of this regulation.

**9.1.8** Those students who are not deemed to have completed the semester with references to the conditions specified above shall undergo the semester again in all the courses in the respective semester during next academic year. He/she shall seek re-admission as per the norms of the affiliating University/DOTE (Directorate of Technical Education). The days of suspension for a student on disciplinary grounds will be considered as days of absence for calculating the percentage of attendance for each individual course.

## **10. PROVISION FOR WITHDRAWAL FROM EXAMINATION**

A student may, for valid reasons (medically unfit / unexpected family situations/Sports person representing Tamilnadu / India with prior permission for participation from Principal / CoE / DEC), be granted permission to withdraw (after registering for the examinations) from appearing for any course or courses in the End Semester Examination of a particular semester. The student may withdraw by following the due process of the CoE's office before the commencement of examination. This facility can be availed only once during the entire duration of the degree programme.

Withdrawal from ESE will be valid only if the student is, otherwise, eligible to write the examination and the application for withdrawal is made to the CoE, prior to the examination in the course or courses concerned. The application for withdrawal should be recommended by the Head of the Department concerned and approved by the Head of the Institution.

## **11. TEMPORARY BREAK OF STUDY FROM A PROGRAMME**

**11.1** Break of study is normally not permitted. However, if a student intends to temporarily discontinue the programme in the middle of a semester / year for valid reasons (such as Internships, accident or hospitalization due to prolonged ill health) and wishes to re-join the programme in the next academic year, he / she shall apply in advance to the Principal through the Head of the



Department, stating the reasons. The application shall be submitted not later than the last date for registering for the semester examinations. Break of study is permitted only once during the entire period of the degree programme.

- 11.2** The student permitted to re-join the programme after the break shall be governed by the rules and regulations in force, at the time of re-joining.
- 11.3** The duration specified for passing all the courses for the purpose of classification of degree(vide clause 19) shall be increased by the period of such break of study permitted(vide clause 11)
- 11.4** If a student is detained for want of requisite attendance, academic progress and good conduct, the period spent in that semester shall not be considered as permitted Break of Study and Clause 11.3 is not applicable for such cases.

## 12. ASSESSMENT PROCEDURES FOR AWARDING MARKS

The total marks for each course generally (Theory, Practical, Project Work) will be 100, comprising of two components namely Continuous Internal Assessment (CIA) and End Semester Examination (ESE). However, there could be some open elective courses, human excellence courses, one credit industry courses, add-on courses and Mandatory courses that have only continuous assessment for 100 marks without an End Semester Examination. The Department Consultative Committee (DCC) has to approve such courses every semester. The scheme of assessment may also be decided by the faculty handling the course concerned with the approval from DCC and shall be made available to the students during the online course registration. Each course shall be evaluated for a maximum of 100 marks as illustrated in

**Table - 6.**

**Table - 6 : Course Evaluation**

S. No.	Category of course	Continuous Internal Assessment	Semester End Examinations
1.	Theory Courses	40 Marks	60 Marks
2.	Laboratory Courses	60 Marks	40 Marks
3.	Project Work	40 Marks	60 Marks
4.	Career Enhancement Course (CEC) and Mandatory Course (MC)	100 Marks	–

The End Semester 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.

The End Semester 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.

For the End Semester Examination in both theory and practical courses including project work the internal and external examiners shall be appointed by the Controller of Examinations.

**13. MARKS DISTRIBUTION**

**13.1 Question paper pattern**

**a) Table 7.1 Continuous Internal Assessment**

**(CIA – I CIA – II and CIA - III)**

2 Marks	12 Marks	Total marks
7	3 ( Either or Type )	50

**b) Table 7.2 End Semester Examinations**

2 Marks	13 Marks	15 marks	Total Marks
10	5 ( Either or Type )	1 ( Either or Type )	100
<b>For Mathematics paper only</b>			
2 Marks	16 Marks		Total Marks
10	5 ( Either or Type )		100
<b>For Engineering Graphics only</b>			
20 Marks			Total Marks
5			100

**13.2 Theory Courses**

Theory Courses including mandatory courses are to be assessed out of 100 marks, the maximum marks for CIA is fixed as 40 and the ESE carries 60 marks.

The ESE for theory courses including mandatory courses will be of 3 hours duration and shall normally be conducted for a maximum of 100 marks during the Odd and Even Semesters. Every student should appear for the ESE for all the courses excluding the courses for which only continuous assessment is recommended.

A minimum of two tests would be conducted in a day (in the case of tests and they would be of two hours duration each) students will have two hours of coaching session followed by the CIA. In case a student misses the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level academic and sports events with prior permission from the HOD, a Reassessment may be given at the end of the semester after getting approval from the HOD through the Course Coordinator concerned.

To arrive the Continuous Assessment Marks, the following guidelines should be followed

**Table 8 : Theory Courses : Continuous Assessment Marks**

CIA I (100 Marks)		CIA II (100 Marks)		CIA III (100 Marks)		Total Continuous Assessment Marks
Individual Assignment/ Case Study/ Seminar/ Mini project	Written Test	Individual Assignment/ Case Study/ Seminar/ Mini project	Written Test	Individual Assignment/ Case Study/ Seminar/ Mini project	Written Test	
40	60	40	60	40	60	300*

\*The weighted average shall be converted into 40 marks for Internals

A minimum of three CIA will be conducted as a part of continuous assessment during the semester by the respective department. Each Continuous assessment is to be conducted for 100 marks and will have to be distributed in two parts viz., Individual Assignment/Case study/Seminar/Mini project and Test with each having a weightage of 40% and 60% respectively. The tests shall be in written mode. The total Continuous assessment marks of 300 shall be converted into a maximum of 40 marks and rounded to the next integer.

### 13.3 CRITERIA FOR ASSESSMENT FOR LAB COURSES

For practical including virtual practical Courses, out of 100 marks, the maximum marks for CIA is fixed as 60 and the ESE carries 40 marks.

Every practical exercise / experiment shall be evaluated (as per the rubrics approved by the class committee) based on conduct of experiment / exercise and records. There shall be at least one model test. The criteria for arriving at the CIA marks of 60 is as follows :

**Table 9: Practical Courses : Continuous Internal Assessment Marks**

Continuous Assessment (100 Marks)*	
Evaluation of Laboratory experiment, results & Record	Test
75	25

\*Continuous Assessment marks shall be converted into 60 marks

The ESE for practical courses shall be of 3 hours duration and normally be conducted for a maximum of 100 marks during the odd and Even Semesters.

### 13.4 PROJECT WORK

For final year Project Work out of 100 marks, the maximum marks for Continuous Assessment is 40 marks and that for the End Semester Examination (project report evaluation and viva-voce examination) is 60 marks. Project work may be assigned to a single student or to a group of students not exceeding 4 per group, under the supervision of faculty guide(s).

The Head of the Department shall constitute a review committee for each programme. There shall be a minimum of three faculty members in the review committee. There shall be three reviews (as per **Table - 10**) in total, during the semester by a review committee. The student shall make presentation on the progress made before the committee.

Interim project report shall be submitted before the project reviews with the approval of the guide. The Project Report, prepared according to the approved guidelines and duly signed by the guide and the Head of the Department, shall be submitted to the department as per the timeline announced by the department. The End Semester Examination for project work shall consist of evaluation of the final project report by an external examiner, followed by a viva-voce examination conducted separately for each student, by a committee consisting of the external examiner, and an internal examiner. The Controller of Examinations (CoE) shall appoint Internal and External Examiners for the End Semester Examination of the Project Work.

The Continuous Internal Assessment Marks (CIAM) and End Semester Examinations Marks (ESEM) for Project Work and the Viva-Voce Examination will be distributed as indicated in **Table - 10**.

**Table - 10 : CIAM and ESEM break-up for project work**

SI.No.	Review No.	Description	Marks	Total Marks	
<b>Continuous Internal Assessment Marks</b>					
1.	a.	Review Committee	5	10	
		Guide	5		
	b.	Review Committee	7	15	
		Guide	8		
	c.	Review 3	Review Committee	7	15
			Guide	8	
<b>Total CIAM</b>				<b>40</b>	
<b>End Semester Examinations Marks</b>					
2.	a.	Evaluation of final report and viva-voce	Internal Examiner	10	<b>50</b>
			External Examiner	40	
	b.	Outcome*	Publication of papers / prototype / patents etc.,	10	10
<b>Total ESEM</b>				<b>60</b>	
<b>Total Marks</b>				<b>100</b>	

# Review committee consists of internal faculty members nominated by the Head of the Department. The guide of student being examined shall not be part of the committee.

\* Outcome – in terms of paper publication, patents, product development and industry projects shall be awarded by both internal and external examiners, based on the document proofs submitted by the student concerned.

If a student fails to submit project report / does not appear for the ESE /fails in the End Semester Examination (ESE), he/she is deemed to have failed in the project work and shall have to re-register for the same when offered next.

#### 14. PASSING REQUIREMENTS

**14.1** A student is declared to have successfully passed a theory based course if he / she has secured:

- ⊙ A minimum of 45% marks in the End Semester Examinations.
- ⊙ A minimum of 50% marks on combining both Continuous Internal Assessment Marks (CIAM) and End Semester Examination Marks (ESEM).

**14.2** A student is declared to have successfully passed a practical / project based course if he/she has secured :

- ⊙ A minimum of 45% marks in the End Semester Examinations.
- ⊙ A minimum of 50% marks on combining both Continuous Internal Assessment Marks (CIAM) and End Semester Examination Marks (ESEM).

**14.3** For a student who does not meet the minimum passing requirements, the term “RA” against the course will be indicated in his/her grade sheet. He/she shall reappear in the subsequent examinations for the course as arrear or re-register for the course when offered .

**14.4** For a student who is absent for end-semester theory / practical / project viva-voce, the term “RA” will be indicated against the corresponding course. He/she shall reappear for the End Semester Examination of that course as arrear in the subsequent semester or when offered next.

**14.5** The letter grade “W” will be indicated for the courses for which the student has been granted authorized withdrawal (refer Clause 10).

**14.6** For mandatory courses (non-credit), the student must satisfy the minimum attendance requirement & passing criteria as specified for the course as detailed in Section 16.2.

#### 15. METHODS FOR REDRESSAL OF GRIEVANCES IN EVALUATION

Students who are not satisfied with the grades awarded in the End Semester Examination of Theory for regular and arrear exams can seek redressal as illustrated in Table 11.

**Table - 11 : Grievance Redressal Mechanism**

Sl. No.	Redressal Sought	Methodology	
		Regular Exam	Arrear Exam
1.	Revaluation	<ul style="list-style-type: none"> <li>⊙ Apply for photo copy of answer book</li> <li>⊙ Then apply for revaluation after course expert recommendation</li> </ul>	
2.	Challenge of Evaluation	<ul style="list-style-type: none"> <li>⊙ Apply for photo copy of answer book</li> <li>⊙ Then apply for revaluation after course expert recommendation</li> <li>⊙ Next apply for challenge of evaluation</li> </ul>	

Note: All applications to be made to COE along with the payment of the prescribed fee.

**Challenge of Evaluation – Flow Process****Table - 12 : Evaluation – Flow Process**

<b>Step 1</b>	A student can make an appeal to the CoE for the review of answer scripts after paying the prescribed fee
<b>Step 2</b>	CoE will issue the photocopy of answer scripts to the student
<b>Step 3</b>	The faculty who had handled the subject will evaluate the script and HoD will recommend
<b>Step 4</b>	A committee consisting of 2 evaluators appointed by CoE will review and declare the result
<b>Step 5</b>	If the result is in favour of the student, the fee collected will be refunded to the student
<b>Step 6</b>	The final mark will be announced by CoE.

**16. LETTER GRADE****16.1 Grading System**

The award of letter grades will be decided based on relative grading principle. The relative grading is applicable to ONLY those students who have passed the examination as per the passing requirements enumerated above. For those students who have not passed the examination, Reappearance (U) shall be awarded as shown in the below Table. 13.a and 13.b

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

**Table 13 a : Grades and Range of Marks**

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

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

**Table 13 b : Grades and Grade Points**

Letter Grade	Grade Points	Result
O (Outstanding)	10	PASS
A+ (Excellent)	9	
A (Very Good)	8	
B+ (Good)	7	
B (Average)	6	
C (Satisfactory)	5	
U (Re-appearance)	0	RA (Re- appearance)
SA (Shortage of Attendance)	0	RC (Repeat Course)
WD (Withdrawal)	0	EA (Extended Appearance)
AB (Absent)	0	RA (Re- appearance)
WH (Withheld)	0	RA (Re-appearance)
Pass in Mandatory non-credit courses	0	P
Fail in Mandatory non-credit courses	0	F

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", "C". 'SA' denotes shortage of attendance and hence prevented from writing the ESE. 'SA' will figure both in the Grade Sheet as well as in the Result Sheet.

"U" denotes that the student has failed to pass in that course. "WD" denotes withdrawal from the exam for the particular course. WH denotes the result withheld for the particular course. The grades U,WD and WH will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the ESE.

If the grade U/AB is given to the courses which are evaluated through CIA and ESE, is not required to satisfy the attendance requirements, but has to appear for the end semester examination and fulfill the passing requirements to earn a pass in the respective courses.

If the grade U/AB is given to the courses which are evaluated only through Continuous assessment, the student shall register for the course again in the subsequent semester, fulfill the passing requirements to earn pass in the course. However, attendance requirement need not be satisfied

## 16.2 Grading for Mandatory Courses

Mandatory Courses are courses that are required to be completed to fulfill the degree requirements (e.g. Human excellence, Environmental science, etc.). They are normally non – credit based. These courses will not be taken in to consideration for the SGPA / CGPA calculations. Each of these courses is assessed continuously and internally for a total mark of 100. The pass mark is 50%. Students, who fail to pass this course, are required to repeat the course, when offered next.

**16.2.1** For Mandatory non-credit courses the student must satisfy the minimum attendance requirement & passing criteria as specified for the course. These courses do not carry credits but needs to be completed to fulfill the degree requirements.

**16.2.2** For the Mandatory non-credit courses student completing the course will be awarded Pass grade (P) and those who fail to satisfy the attendance requirement or fail to satisfy the minimum passing requirement of 50% marks, will be awarded Fail (F) grade and the student must re-register for the course when it is offered next.

## 16.3 Formula for SGPA and CGPA calculations

After the results are declared, grade sheets will be issued to each student, which will contain the following details:

- ① The College Name and Affiliating University.
- ① The list of courses registered during the semester and the grades scored.
- ① The Semester Grade Point Average (SGPA) for the semester.
- ① The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

On completion of a semester, each student is assigned a Semester Grade Point Average which is computed as below for all courses registered for, by the student during that semester.

$$\text{Semester Grade Point Average} = \frac{\sum(C_i \times GP_i)}{\sum C_i}$$

where  $C_i$  is the credit for a course in that semester and  $GP_i$  is the Grade Point earned by the student for that course. The SGPA is rounded off to two decimals.

The overall performance of a student at any stage of the Degree programme is evaluated by the Cumulative Grade Point Average (CGPA) up to that point of time.

$$\text{Cumulative Grade Point Average} = \frac{\sum(C_i \times GP_i)}{\sum C_i}$$

where  $C_i$  is the credit for each course in each of the completed semesters at that stage and  $GP_i$  is the grade point earned by the student for that course. The CGPA is rounded off to two decimals.



**16.4 FORMULA FOR CALCULATING PERCENTAGE**

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

**17. ELIGIBILITY FOR THE AWARD OF DEGREE**

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 and 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 passed any additional courses prescribed by the Academic council
- iv. Successfully completed the NCC / NSS / NSO / YRC requirements.
- v. Successfully passed any additional courses prescribed by the Department & concerned whenever readmitted under regulations 2019 (R19) (vide Clause 4.3)
- vi. No disciplinary action pending against the student.
- vii. The award of Degree must have been approved by the Academic Council of KIT.

**18. CLASSIFICATION OF B.E. / B.TECH DEGREE**

The degree awarded to eligible students will be classified as given in **Table 14**.

**Table - 14 : Classification of the B.E. / B.Tech. Degree**

Sl.No.	Class Awarded	Criteria
1.	First class with distinction	<p>A student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction :</p> <ul style="list-style-type: none"> <li>⊙ Should have passed the examination in all the courses of all the eight semesters (10 Semesters in case of Mechanical (Sandwich) and 6 semesters in the case of Lateral Entry) in the student's First Appearance within five years (Six years in the case of Mechanical (Sandwich) and Four years in the case of Lateral Entry). Withdrawal from examination will not be considered as an appearance.</li> <li>⊙ Should have secured a CGPA of not less than 8.50.</li> <li>⊙ One year authorized break of study (if availed of) is included in the five years (Six years in the case of Mechanical (Sandwich) and four years in the case of lateral entry) for award of First class with Distinction.</li> <li>⊙ Should NOT have been prevented from writing end semester examination due to lack of attendance in any semester.</li> </ul>

2.	First Class	<p>A student who satisfies the following conditions shall be declared to have examination in First class :</p> <ul style="list-style-type: none"> <li>⊙ Should have passed the examination in all the courses of all eight semesters (10 Semesters in case of Mechanical (Sandwich) and 6 semesters in the case of Lateral Entry) within five years. (Six years in case of Mechanical (Sandwich) and Four years in the case of Lateral Entry).</li> <li>⊙ 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 included in the duration of five years (Six years in case of Mechanical (Sandwich) and four years in the case of lateral entry) for award of First class.</li> <li>⊙ Should have secured a CGPA of not less than 6.50.</li> </ul>
3.	Second Class	<p>All other students who qualify for the award of the degree shall be declared to have passed the examination in Second Class.</p>
<p><b>Note :</b> A student who is absent for the End Semester Examination in a course / project work Viva Voce after having registered for the same will be considered to have appeared for that examination (except approved withdrawal from End Semester Examinations as per Clause 9) for the purpose of classification.</p>		

## 19. AWARD OF DEGREE

The Academic Council of the institution will approve the award of Degree to all eligible students. The degree will be issued by Anna University, Chennai and the consolidated Grade Sheet will be issued by the institution. The consolidated grade sheet will specify any specializations and distinctions that the student has earned during the course of the study.

## 20. FACULTY MENTOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students (maximum 25) to a faculty member of the department. He/She shall function as Faculty Mentor for these students throughout their period of study. The faculty mentor shall,

- ⊙ Advise the students in registering and reappearances of courses
- ⊙ Monitor their attendance, academic progress and discipline of the students
- ⊙ Counsel periodically or during the faculty mentor meeting scheduled in the class time table.
- ⊙ Inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- ⊙ If necessary, the faculty mentor may also discuss with or inform the parents about the progress of the students through Head of the Department or in Parent-Teacher meeting.

**21. CLASS COMMITTEE**

The objective of the Class Committee is to improve the teaching-learning process.

The functions of the class committee include:

- ⊗ Resolving difficulties experienced by students in the classroom and in the laboratories.
- ⊗ Clarifying the regulations of the degree programme and the details of rules therein.
- ⊗ Discussing the progress of academic schedule and deviations if any.
- ⊗ Evaluating the performance of the students of the class after each test and finding the ways and means of improvement.
- ⊗ Every class in first year of study shall have a class committee consisting of faculty members who are teaching in that class, student representatives (cross section of students from boys and girls) and a chairperson who is a faculty not handling the course for the class.
- ⊗ From III semester onwards, Class committee comprises of all the faculty members who are handling courses in that particular semester and two student representatives from each course. A chairperson who is a faculty not handling course for that particular semester, nominated by the Head of the Department shall coordinate the activities of this committee.
- ⊗ The class committee shall be constituted by the Head of the Department/Chief Tutor on the first week of commencement of the semester.
- ⊗ The class committee shall meet three times in a semester as specified in the academic calendar.
- ⊗ The Principal may participate in any class committee of the institution.
- ⊗ During these meetings, the representative of the class shall meaningfully interact and express the opinions and suggestions of the other students of the class to improve the effectiveness of the teaching-learning process.
- ⊗ The Chairperson is required to prepare the minutes of the meeting, signed by the members and submit the same to Head of the Department within five working days of the meeting. Head of the Department will in turn consolidate and forward the same to the Principal, within 10 working days of the meeting.
- ⊗ In each meeting, the action taken report of the previous meeting is to be presented by the Chairperson of the class committee.

**22. COMMON COURSE COMMITTEE**

- ⊗ A theory course handled by more than one teacher shall have a “Common Course Committee” comprising of all teachers teaching that course and few students who have registered for that course. There shall be two student representatives from each batch of that course. One of the teachers shall be nominated as Course Coordinator by the HoD concerned and duly approved by the Principal.
- ⊗ The first meeting of the Common Course Committee shall be held within fifteen days from the date of commencement of the semester. The nature and weightage of the continuous assessments shall be decided in the first meeting, within the framework of the Regulations. Two or three subsequent meetings in a semester may be held at suitable intervals. During

these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to the whole batch.

- ④ In addition, the “Common Course Committee” (without the student representatives) shall meet to ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments.
- ④ Wherever feasible, the common course committee (without the student representatives) shall also prepare a common question paper for the continuous assessment tests. The question paper for the End Semester Examination is common and shall be set by the Course Coordinator in consultation with all the teachers or the external member as appointed by the Controller of Examinations.

### 23. DETAILS OF FACULTY PEDAGOGICAL AND STUDENT ASSESSMENT RECORD

Every teacher is required to maintain a Faculty Record Book/ course file consisting of the following details as shown below;

- ④ Time-table, course syllabus, program outcomes, course outcomes.
- ④ Details of attendance of each student marked in each theory/practical/project work class.
- ④ CIA marks, Details of Assignment/ seminar given, course delivery details, corrective and preventive actions on test performance of students and any other additional details.

The record book should be submitted to the HOD periodically (at least three times in a semester) for checking the syllabus covered, the test marks and attendance. The HOD shall put his/her signature and date in the record book after due verification. At the end of the semester, the record book shall be verified by the Principal who will also ensure safe custody of the document for at least four years. The university or any inspection team appointed by the University / UGC / AICTE may verify the records of attendance and assessment of both current and previous semesters.

### 24. DISCIPLINE

Every student is required to maintain discipline and decorum both inside and outside the institution campus. They shall follow all the rules and regulations and should not indulge in any activity which can tarnish the reputation of the University or Institution. The Principal shall refer any act of indiscipline by students to the Discipline and Welfare Committee and other appropriate committees for action.

### 25. REVISION OF REGULATIONS AND CURRICULUM

The institution may from time to time revise, amend or change the Regulations, scheme of Examinations and syllabi, if found necessary. Academic Council assisted by Board of Studies and Standing Committee will make such revisions / changes.

**Note :** Any ambiguity in interpretation of this regulation is to be put up to the Standing Committee, whose decision will be final.

**26. SPECIAL CASES**

In the event of any clarification in the interpretation of the above rules and relations, they shall be referred to the Standing Committee. The standing committee will offer suitable interpretations/clarifications/amendments required for special case on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final.

**ANNEXURE - I****COURSE NUMBERING SCHEME**

B	1	9	M	E	T	7	0	9
Programme	Regulation		Department Code		Course Type	Semester	Sequence Number	

<p><b>Programme :</b> Bachelor Degree (B.E. / B.Tech) - B Masters Degree (M.E. / M.Tech / MBA / MCA) - M</p> <p><b>Regulation :</b> R – 19</p> <p><b>Department Code</b> AD - Artificial Intelligence and Data Science AE - Aeronautical Engineering AG - Agricultural Engineering BT - Bio Technology BM - Bio Medical Engineering CB - Computer Science and Business Systems CS - Computer Science and Engineering EC - Electronics and communication Engineering EE - Electrical and Electronics Engineering ME - Mechanical Engineering CA - Computer Application MB - Management Studies CH - Chemistry EN - English PH - Physics MA - Mathematics MC - Mandatory Course CE - Career Enhancement</p>	<p><b>Course Type</b> T - Theory P - Practical / Project/ Internship E - Elective O - Open Elective C - One Credit Courses N - Online courses S - Special Electives</p> <p><b>Semester</b> 1 - First Semester 2 - Second Semester 3 - Third Semester 4 - Fourth Semester 5 - Fifth Semester 6 - Sixth Semester 7 - Seventh Semester 8 - Eighth Semester</p> <p><b>Sequence Number</b> 00-99</p>
---	---

**ANNEXURE - II****POLICY ON MALPRACTICES****GENERAL**

- ⊙ It shall be the endeavour of all concerned to prevent, control and take remedial action to bring about the occurrences of malpractices to “Zero” in Examinations (both Internal and External), Assignments and in all Academic class works.
- ⊙ Therefore, a comprehensive approach to the malady of malpractices has to be adopted to create a mindset of integrity and honesty, and at the same time take sufficiently stern action to make it clear that such attempts are fraught with comparably very high risk.
- ⊙ In keeping with this stance, the following measures are to be taken by all concerned from class room level to the Examination Halls:

**A. PREVENTION (This is the best method of tackling this malady)****a. Class room level:**

All faculty members are to involve themselves in a psychological growth of students by personal example and self-respect and strive towards

- ⊙ Developing a sense of honour in the minds of students so that they look down upon earning undeserved marks.
- ⊙ Imbibing a sense of self-respect and internal dignity that prevents him/her from succumbing to the temptation of easy marks by cheating.
- ⊙ Generating an awareness of the risks to their character and career if convicted, while also explaining the process and strict rules and regulations adopted by the educational system to prevent malpractices.
- ⊙ Taking stern view of copied assignments and attempts at malpractices in internal examinations also merits equal seriousness as external examinations.
- ⊙ Setting sufficiently strong deterrent rules in place and regulations like intimation to parents and warning to students in the presence of parents etc. even in case of efforts at malpractices in internal tests and/or repeated acts despite warnings in case of assignments also.

**Examination Halls**

Detailed instructions on Invigilation, question paper setting and evaluation and such other instructions will be issued for Invigilation, vigilance, which are to be brought to the notice of all students prior to the examinations.

**B. PENAL ACTION FOR MALPRACTICES**

All instances of malpractices will be forwarded to the Principal/ Chief Superintendents. The offences will be investigated by a Standing Enquiry Committee constituted by Principal, The committee is to summon and give the student an opportunity to present / plead his/her case. The Committee may also summon anybody else, if it so deems necessary for the conduct of enquiry, in the interest of proper investigation and dispensation of the case. The tenure of the committee would be a complete Academic year.

The Committee is to be guided by the following :

- ⊙ The seriousness of the malpractice, in terms of deviousness, and culpability/ criminality of motive
- ⊙ The seriousness in terms of effort and degree of deviousness and culpability / criminality of effort
- ⊙ Any FIR / Police case that has been registered in the first instance by the Principal/ Chief Superintendent
- ⊙ Any other special consideration either mitigating or to the contrary.

**C. PENALTY FOR OFFENSES**

The penalties awarded will depend on the seriousness of the Offence. A list of Offences and penalties are placed at **Annexure III**.

The Enquiry Report with findings and recommendations of the Committee are to be forwarded to the Controller who will undertake necessary follow up action. Based on the recommendations of the Controller of Examinations, the Principal is empowered to award penalties for offences classified as belonging to categories 1 to 7 of the offence table. The cases falling in categories from S.No. 8 onwards are to be put up to the Principal for consideration and award of suitable penalty.

**ANNEXURE - III**

Sl.No.	Nature of Malpractice	Maximum Punishment
1.	Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks.	Fine of Rs. 1000/- per subject.
2.	The candidate writing his/her name in the answer script.	
3.	The candidate writing his/her registration number/college name in places other than specified in the answer script	
4.	Any special marking in the answer script by the candidate.	
5.	The candidate communicating with neighbouring candidate orally or non- verbally; the candidate causing suspicious movement of his/her body.	
6.	Irrelevant writing by the candidate in the answer script.	
7.	The candidate writing answer on his/her question paper or making use of his/her question paper for rough work	

8.	The candidate possessing cell phones/ programmable calculator(s) / any other electronic storage device(s) <b>gadgets</b>	Invalidating the examination of the particular subject written by the candidate
9.	The candidate possessing cell phones/ programmable calculator(s)/any other electronic storage device(s) <b>gadgets</b>	Invalidating the examination of the particular subject written by the candidate
10.	The candidate possessing any incriminating material(s) (whether used or not). For example:-Written or printed materials, bits of papers containing written information, writings on scale, calculator, handkerchief, dress, part of the body, Hall Ticket, etc.	<p>Invalidating the examination of the subject concerned and all the theory and the practical subjects of the current semester registered by the candidate.</p> <p>Further the candidate is not considered for revaluation of answer scripts of the arrears-subjects.</p> <p>If the candidate has registered for arrears – subjects only, invalidating the examinations of all the arrears – subjects registered by the candidate.</p>
11.	The candidate possessing cell phone(s)/ programmable calculator(s)/any other electronic storage device(s) gadgets and containing incriminating materials (whether used or not).	
12.	The Candidate possessing the question paper of another candidate with additional writing on it.	
13.	The candidate passing his/her question paper to another candidate with additional writing on it	
14.	The candidate passing incriminating materials brought into the examination hall in any medium (hard/soft) to other candidate(s).	
15.	The candidate copying from neighbouring candidate.	
16.	The candidate taking out of the examination hall answer booklet(s), used or unused	
17.	Appeal by the candidate in the answer script coupled with a promise of any form of consideration.	



18.	Candidate destroying evidence relating to an alleged irregularity.	<p>Invalidating the examinations of the subject concerned and all the theory and the practical subjects of the current semester registered by the candidate.</p> <p>Further the candidate is not considered for revaluation of answer scripts of the arrears-subjects.</p> <p>If the candidate has registered for arrears – subjects only, invalidating the examinations of all the arrears – subjects registered by the candidate.</p> <p><b>Additional Punishment :</b></p> <p>i. If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for one year i.e., for two subsequent semesters. However the student is permitted to appear for the examination in all the arrears-subjects during the debarred period.</p> <p>ii. If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears - subjects for two subsequent semesters.</p>
19.	Vulgar/offensive writings by the candidate in the answer script.	<p>Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears –subjects registered by the candidate.</p>
20.	The candidate possessing the answer script of another candidate	
21.	The candidate passing his / her answer script to another candidate	
22.	Involved in any one or more of the malpractices of serial no. 8 to 21 for the second or subsequent times.	<p>Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears –subjects registered by the candidate.</p> <p><b>Additional Punishment :</b></p> <p>i. If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for one year i.e., for two subsequent semesters. However the student is permitted to appear for the examination in all the arrears-subjects during the debarred period.</p>
23.	The candidate substituting an answer book let prepared outside the examination hall for the one already distributed to the candidate	

		<p>ii. If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears - subjects for two subsequent semesters.</p>
24.	The candidate indulge in any disruptive conduct including, but not limited to, shouting, assault of invigilator, officials or students using abusive and /or threatening language, destruction of property.	<p>Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears –subjects registered by the candidate.</p> <p><b>Additional Punishment :</b></p>
25.	The candidate harass or engage others to harass on his/her behalf an invigilator, official, witnesses or any other person in relation to an irregularity by making telephone calls, visits, mails or by any other means.	<p>i. If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for two years i.e., for four subsequent semesters. However the student is permitted to appear for the examination in all the arrears-subjects during the debarred period.</p>
26.	Candidate possessing any firearm/weapon inside the examination hall.	<p>ii. If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears-subjects for four subsequent semesters.</p>
27.	Cases of Impersonation	<p>i. Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Supt.</p> <p>If a student of this University is found to impersonate a 'bonafide student', the impersonating student is debarred from continuing his/her studies and writing the examinations <b>permanently</b>. He/she is not eligible for any further admission to any programme of the University.</p> <p>Debarring the 'bonafide student' for whom the impersonation was done from continuing his/her studies and writing the examinations <b>permanently</b>. He/she is not eligible for any further admission to any programme of the University.</p>

**ANNEXURE - IV****Process to Consider the Application for Revocation of Detainment**

The process to consider the application for revocation of detainment on account of lack of attendance in 3 or more courses, due to genuine reasons (viz. sports participation, NCC, Medical Grounds etc.) is as follows :

The student submits an application for consideration via a request letter to the CoE, not later than 3 days from the last working day, along with the HoD's recommendation, Class Advisor's report and Mentor's recommendation. A committee consisting of the Principal, CoE, HoD ( Respective Department) and HoD's-2 from departments other than the student's own. The committee shall meet within 4 working days, to consider the case. Stakeholders may be called to be present in the meeting as may be required, and Decision arrived at. The decision approved by Principal shall be final.

**ANNEXURE - V****Academic Evaluation Committee (AEC)**

The committee includes the Principal, CoE, HoD concerned. The committee meets to carry out business related to academic matters which require central decision making and approval viz. retest approval of missed CIA, addressing the feedback collected from the various departments class committee meetings.

**Department Evaluation Committee (DEC)**

The committee includes HoD (need basis), and a few faculty members of the department from various levels. The committee meets to carry out business related to academic matters that can be addressed within the department viz. course equivalence of common courses for readmitted students; approval of new courses to be offered by the department; consider and approve the credit equivalence of courses offered by industry, review the course offerings; consider the merit of applications involving lack of attendance in PE/OE courses to take up another PE or OE; approve CIAM only courses every semester; approve scheme of assessment for each course; Approval for and Mapping credits of certification courses; approval of list of nationally or internationally recognized professional certification courses with prometric testing.