



KIT- Kalaighnarkarunanidhi Institute of Technology
(An Autonomous Institution)
Coimbatore – 641 402



REGULATIONS 2020
CHOICE BASED CREDIT SYSTEM
Common to M.C.A. Full-Time Programmes

DEGREE OF
MASTER OF COMPUTER APPLICATIONS

(Applicable for students admitted from the Academic Year 2020-21 onwards)

1. SHORT TITLE AND COMMENCEMENT

- These Regulations shall be called the “KIT-Kalaignarkaraunanidhi Institute of Technology, Coimbatore, Regulations for the Award of M.C.A., 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 M.C.A., degree programs at this Institute from Academic year 2020-2021 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 M.C.A., 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 the M.C.A., programmes offered at the institute, at present;
- b) Academic and non-academic requirements prescribed by the Academic Council have to be fulfilled by a student for eligibility towards award of M.C.A., Degree.

3. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

SI.No.	Name	Definition
1	Programme	Refers to Degree Programme that is M.C.A. Degree Programme.
2	Discipline	Refers to branch or specialization of M.C.A. Degree Programme, like Computer Science and Engineering, Mechanical Engineering etc.,
3	Course	Refers to a theory or practical subject that is normally studied in a semester, like Mathematics, Physics, etc.,
4	Head of the Institution	Refers to the Principal of the College.
5	Controller of Examinations(CoE)	Refers to the authority of the college who is responsible for all activities of the Examinations.
6	Head of the Department(HoD)	Refers to the Head of the Department concerned.
7	University	Refers to Anna University, Chennai.
8	College(KIT)	Refers to KIT-Kalaignarkaranidhi Institute of Technology, Coimbatore.
9	Curriculum	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	T-P-TU- C	Refers to T heory, P ractical, TU torial, and C redits respectively.
11	Foundation Courses (FC)	May include Mathematics or other basic courses
12	Professional Core (PC)	Courses include the core courses relevant to the chosen specialization/branch.

Sl.No.	Name	Definition
13	Professional Elective (PE)	Courses include the elective courses relevant to the chosen specialization/ branch.
14	Project Work(PW)	Refers to the project done by a student or a group of students during final year.
15	Career Enhancement Courses(CEC)	Includes Mini Project Work and/or Internship, Seminar, Professional Practices, Case Study, soft skills and Industrial/Practical Trainings etc.,
16	Academic Evaluation Committee (AEC)	The committee includes Principal, CoE, HoD concerned(For details refer Appendix V)
17	Department Evaluation Committee (DEC)	The committee included HoD (need basis), senior faculty member(s) of department from various levels, class advisor, Mentor of the students. (For details refer Appendix V)

4. ADMISSION

4.1 Candidates seeking admission to M.C.A., Degree Programme:

Candidates for admission to the first semester of the Post-Graduate Degree Programme shall be required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under qualification for admission as per the Tamil Nadu Common Admission (TANCA) criteria.

Note: TANCA releases the updated criteria during the admissions every academic year.

Admission shall be offered only to the candidates who possess the qualification prescribed against each programme.

Any other relevant qualification which is not prescribed against each programme shall be considered for equivalence by the committee constituted for the purpose. Admission to such degrees shall be offered only after obtaining equivalence to such degrees.

4.2 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

KIT offers 2 year (4 Semesters) M.C.A., Degree programme affiliated to Anna University, under Choice Based Credit System (CBCS) for students admitted from 2020 onwards.

6. ACADEMIC STRUCTURE OF PROGRAMMES

6.1 Medium of Instruction

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

6.2 Categorization of Courses

Every Post Graduate Degree Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

- i. **Foundation Courses (FC)** may include Mathematics or other basic courses
- ii. **Professional Core (PC)** courses include the core courses relevant to the chosen specialization/branch.
- iii. **Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization/ branch.
- iv. **Project Work (PW)** includes Project Work to be done in final semester
- v. **Carrear Enhancement Courses (CEC)** includes Mini Project Work and/or Internship, Seminar, Professional Practices, Summer Project, Case Study and Industrial / Practical Training.

Instead of two electives in the curriculum, the student may be permitted to choose a maximum of 2 courses from other PG programmes with the approval of the Head of the Department offering such courses.

6.3 Number of courses per semester

Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Career Enhancement Courses. Each course may have credits assigned as per clause 6.4.

6.4 Credit Assignment

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 (T) 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/Project Work)	1

6.5 Career Enhancement Courses

6.5.1 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 be taken for CGPA calculation. The final year project period at industry/research organization will not be considered as industrial Training/internship.

6.5.2 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.

6.5.3 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.

6.5.4 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 assessment will not be calculated for CGPA.

6.5.5 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.

6.5.6 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.

6.5.7 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.

6.5.8 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 2nd semester. The student shall undergo the final semester courses in the Pre semester. 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 pre - 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 APPENDIX A

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. The minimum prescribed credits required for the award of the degree shall be within the limits specified below:

Programme	KIT Credit Range
M.C.A.	80-85

7. DURATION OF THE PROGRAMMES

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

Programme	Min. No. of Semesters	Max. No. of Semesters
M.C.A. (Full Time)	4	8

7.2 The Curriculum and Syllabi of all the P.G. Programmes shall be approved by the Academic Council of KIT. The number of Credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the respective specialization of the P.G. Programme

7.3 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.

7.3.1 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.

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

7.5 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 students 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 Assessment Marks and appear for the End Semester Examination (ESE).

8.2 Credits details for Course Registration

Each student has to register for all courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of 6 credits). The student can also register for courses for which the student has failed in the earlier semesters.

The registration details of the candidates may be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations.

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

- Courses of the current semester.
- The core (Theory/Lab /CEC) courses that the student has not cleared in the previous semesters.
- Elective courses which the student failed (either the same elective or a different elective instead)

8.3 Flexibility to Drop courses

A student has to earn the total number of credits specified in the curriculum of the respective programme of the study in order to be eligible to obtain the degree. From II semester to Final semesters, the student has the options for dropping an existing course. The total number of credits that a student can drop is limited to 6. Practical courses cannot be 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-1, CIA-2, CIA-3 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-1, CIA-2, CIA-3 and ESE.

Table 5: Mandatory Attendance Requirement for CIA-1, CIA-2, CIA-3 and ESE.

Test/Examination Type	Period of Calculation	Minimum % of attendance required
Continuous Internal Assessment Test 1 (CIA-1)	First Semester From the date of joining of course to three working days before the start of CIA -1	60%
	Second to Eighth semester From the date of commencement of the class to one week before the start of CIA-1	75%
Continuous Internal Assessment Test 2 (CIA-2)	From the date of joining (1 st semester) / date of commencement of class (2 nd to 8 th Semester) to one week before the start of CIA-2	75% (for students maintaining 80% or more attendance between CIA 1 and CIA-2, but falls short of the 75% cumulative requirement, the requirement may be relaxed if recommended by the AEC)
Continuous Internal Assessment Test 3 (CIA-3)	From the date of joining (1 st semester)/date of commencement of class (2 nd to 8 th Semester) to one week before the start of CIA -3	75% (for students maintaining 80% or more attendance between CIA-2 and CIA 3, 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 (1 st semester)/ date of commencement of class (2 nd to 8 th Semester) to the last day of instruction.	75%
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- 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		
3	Project Work		
4	CEC(Technical Seminar / Soft Skill / Industry oriented one credit courses)	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 Attendance Mark

Marks are awarded for the attendance earned by the students for individual courses as per the following table.

Attendance Range in %	Marks to be earned by the students
96-100	5
91-95	4
86-90	3
81-85	2
75-80	1

13.2 Question paper pattern

a) Table 7.1 Continuous Internal Assessment

(CIA 1, CIA -2 and CIA-3)

2 Marks	12 Marks	Total marks
7	3(3 out of 5)	50

b) Table 7.2 Midsem and End Semester Examinations

2 Marks	13 Marks	15 marks	Total Marks
10	5(Either or Type)	1(Either or Type)	100
For Mathematics paper only			
2 Marks	16 Marks	Total Marks	
10	5	100	

13.3 Theory Courses

Continuous Internal Assessment tests are conducted by the Office of the Controller of Examination. Continuous Internal Assessment comprises three Continuous assessment tests, Assignment / Class test / Presentation / Online Test / Mini projects / Tutorials and Attendance. By adopting this method, the students will go through a continuous and systematic study pattern. The Corresponding weightages are given below.

Table 8 : Continuous Internal Assessment Test for Theory Courses

Particulars	Syllabus	Duration	Exam Mark	Internal Mark
Continuous Internal Assessment 1	1.5 Units	1.5 hours	50 marks	10
Continuous Internal Assessment 2	1.5 Units	1.5 hours	50 marks	10
Continuous Internal Assessment 3	1.5 Units	1.5 hours	50 marks	10
Assignment / Class Test / Online Test / Mini Project / Tutorial / Presentation/ Online course/Certificate Course				5
Attendance				5
Total				40

13.4 Criteria for Assessment for Lab Courses

Every exercise / experiment in all practical courses shall be valued on a continuous basis. The criteria for Continuous Assessment (for each cycle of exercise/experiment) are given in Table 9

Table 9: Assessment for Lab Courses

SI.No.	Description	Weightage
1	Continuous Internal Assessment Marks(CIAM)	
a.	Average of Experimental Report/ Workbook	25
b.	Model examination	10
c.	Attendance	5
	Total CIAM	40
2	Semester End Exam Marks(ESEM)	
a.	Lab Examination with Viva Voce	60
	Total ESEM	60
	Total Marks	100

13.5 PROJECT WORK

For Project Work (Phase I & II) 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.

A candidate may, however, in certain cases, be permitted to work on projects in an Industrial/Research Organization, on the recommendations of the Head of the Department Concerned. In such cases, the Project work shall be jointly supervised by a supervisor of the department and an expert, as a joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.

The Project work (Phase II in the case of M.E/M.Tech.) shall be pursued for a minimum of 16 weeks during the final semester.

The deadline for submission of final Project Report is 60 calendar days from the last working day of the semester in which project / thesis / dissertation is done. However, the Phase-I of the Project work in the case M.E. / M.Tech. Programmes shall be submitted within a maximum period of 30 calendar days from the last working day of the semester as per the academic calendar published by the University.

The Continuous Internal Marks (CIM) and Semester End marks (SEM) for Project Work and the Viva-Voce Examination will be distributed as indicated in **Table 10**

Table 10: CIM and SEM break-up for project work

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

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)/ fails in Continuous Internal assessment (CIA) 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 50% 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 50% 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"> Apply for photo copy of answer book Then apply for revaluation after course expert recommendation	
2	Challenge of Evaluation	<ul style="list-style-type: none"> Apply for photo copy of answer book Then apply for revaluation after course expert recommendation Next apply for challenge of evaluation 	

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

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

16. LETTER GRADE

Absolute grading system is adopted in converting marks to grads

16.1 Absolute Grading Policy

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

Table 13: Absolute Grading – Letter Grade and its Range

Sl.No.	Range of percentage of total marks	Letter Grade	Grade Points
1	91 - 100	O (Outstanding)	10
2	81 – 90	A+ (Excellent)	9
3	71 – 80	A (Very Good)	8
4	61 – 70	B+ (Good)	7
5	50 – 60	B(Average)	6
6	<50	RA (Re-appearance)	0
7	Shortage of attendance	RA (Re-appearance due to shortage of attendance)	0
8	Absent	RA (Re-appearance due to absence)	0
9	Withdrawal from examination	W	0
10	Pass in Mandatory non-credit courses	P	0
11	Fail in Mandatory non-credit courses	F	0

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: "O", "A+", "A", "B+", "B". 'RA' indicates that Reappearance is mandatory for that course concerned. 'SA' denotes shortage of attendance (as per Clause 9) and hence prevented from writing the End Semester Examination. P and F are grades for mandatory, but non-credit courses.

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.

16.2.3 Grade Sheet

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

- The College Name and Affiliating University.
- The list of courses registered during the semester and the grades scored.
- The Semester Grade Point Average (SGPA) for the semester.
- 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.

16.2.4 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 clause no.7.
- iii. Successfully passed any additional courses prescribed by the Academic council
- iv. Successfully passed any additional courses prescribed by the Department & concerned whenever readmitted under regulations 2019 (R19) (vide Clause 4.2)
- v. No disciplinary action pending against the student.
- vi. The award of Degree must have been approved by the Academic Council of KIT.

18. CLASSIFICATION OF FMCA DEGREE

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

Table 14: Classification of the ME/MBA/MCA 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> <p>M.C.A</p> <ul style="list-style-type: none"> ➤ Should have passed the examination in all the courses of all the six semesters in the student's First Appearance within four years, which includes authorised break of study of one year (if availed). Withdrawal from examination will not be considered as an appearance. ➤ Should have secured a CGPA of not less than 8.50. ➤ Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.
2	First Class	<p>A student who satisfies the following conditions shall be declared to have passed the examination in First class:</p> <p>M.C.A</p> <ul style="list-style-type: none"> ➤ Should have passed the examination in all the courses of all six semesters within four years, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable). ➤ Should have secured a CGPA of not less than 7.00.
3	Second Class	<p>All other students (not covered in clauses Sl.No.1 and 2 under clause 18) who qualify for the award of the degree (vide Clause 19) shall be declared to have passed the examination in Second Class.</p>

Note: *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.*

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 20) 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 registering 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.
- 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.
- 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;

- Time-table, course syllabus, program outcomes, course outcomes.
- Details of attendance of each student marked in each theory/practical/project work class.
- CIA marks, Midsem 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

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

<p><u>Programme :</u> Masters Degree (M.C.A.) - M</p> <p><u>Regulation:</u> R – 20</p> <p><u>Department Code</u> AE - Applied Electronics CS - Computer Science and Engineering ED - Engineering Design PS - Power System Engineering VD - VLSI Design CA - Computer Application MB - Management Studies EN - English MA - Mathematics CE - Career Enhancement MC - Mandatory Course</p>	<p><u>Course Type</u> T - Theory P - Practical / Project/ Internship E - Elective O - Open Elective C - One Credit Courses N - Online courses S - Special Electives</p> <p><u>Semester</u> 1 - First Semester 2 - Second Semester 3 - Third Semester 4 - Fourth Semester 5 - Fifth Semester 6 - Sixth Semester</p> <p><u>Sequence Number</u> 00-99</p>
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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

SI.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) gadgets	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) gadgets	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.	
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 reevaluation 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>Additional Punishment:</p> <ol style="list-style-type: none"> 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. ii. If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears-subjects for two subsequent semesters.
19	Vulgar/offensive writings by the candidate in the answer script.	Invalidating the examinations of all the theory and practical subjects of the
20	The candidate possessing the answer script of another candidate	current semester and all the arrears – subjects registered by the 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.	Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears – subjects registered by the candidate. Additional Punishment:
23	The candidate substituting an answer book let prepared outside the examination hall for the one already distributed to the candidate	<ul style="list-style-type: none"> 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. ii. If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears-subjects for two subsequent semesters.
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.	Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears – subjects registered by the candidate. Additional Punishment:
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	<ul style="list-style-type: none"> i. If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for

	irregularity by making telephone calls, visits, mails or by any other means.	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.
26	Candidate possessing any firearm/weapon inside the examination hall.	ii. If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears-subjects for four subsequent semesters.
27	Cases of Impersonation	(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. 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 permanently . He/she is not eligible for any further admission to any programme of the University. Debarring the 'bonafide student' for whom the impersonation was done from continuing his/her studies and writing the examinations permanently . He/she is not eligible for any further admission to any programme of the University.

Appendix 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.

Appendix 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.