

Regulations for Part Time candidates admitted during the academic year 2012 - 2013 and onwards

1. CONDITIONS FOR ADMISSION

Candidates for admission to the first year of the Part Time - Seven Semester B.E. Degree course shall be required to have passed,

- i. the Diploma Examination in Engineering conducted by the State Board of Technical Education and Training, Tamil Nadu.

(or)

- ii. an Examination of any University or Authority, accepted by the Syndicate of the Anna University as equivalent thereto.

(or)

- iii. any other examination as notified by the Government of Tamil Nadu.

Any other conditions as notified by the Government of Tamil Nadu.

2. BRANCHES OF STUDY

Branches will be offered at the time of admission to the course. The following are the branches offered in this college.

1. B.E. Civil Engineering
2. B.E. Mechanical Engineering
3. B.E. Electrical and Electronics Engineering
4. B.E. Electronics and Communication Engineering

3. STRUCTURE OF PROGRAMMES

3.1 Every programme shall have a curriculum with well – defined syllabi comprising of both theory and practical courses such as :

- i. General core subjects comprising Mathematics, Basic Sciences, Engineering Sciences, Humanities and Engineering arts.
- ii. Core subjects of Engineering / Technology
- iii. Elective subjects for specialization in related fields
- iv. Workshop practice, computer practice, engineering graphics, laboratory work, industrial training, seminar presentation, project work, educational tours, camps etc.

3.2 The subjects of study shall be both theory and practical and shall be in accordance with the prescribed syllabus.

3.3 Each semester curriculum shall normally have a blend of lecture and practical subjects not exceeding 5.

3.4 A student who has passed all the subjects prescribed in the curriculum for the award of the

degree shall not be permitted to re-enroll to improve his/her **credits** in a subject or the aggregate **credits**.

3.5 The medium of instruction in examinations and project report shall be English.

4. **DURATION OF THE PROGRAMME**

The duration of the programme for the Degree of B.E. Programme shall be SEVEN (7) semesters with semester pattern. The number of working days will be **90** days (which includes **15** days for end semester examinations) or **450** Hours or **540** periods of each 50 minutes duration for semester pattern. The number of working days is to be calculated excluding study holidays, Government holidays and end - semester examination days. The Head of the Department shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.

5. **SYSTEM OF EXAMINATION**

Performance in each subject of study shall be evaluated based on (i) continuous internal assessment through the semester and (ii) an end semester examination.

THEORY

End semester Examinations will be conducted in all the theory subjects of study at the end of each semester for all the subjects. The maximum marks of each subject shall be 100, out of which the continuous internal assessment will carry 25 marks, while the end semester Examination will carry 75 marks.

To arrive the internal mark the following guidelines are to be followed.

- | | | | |
|-------|-------------|---|------------|
| (i) | Test | (3 Nos.) { each test is to be conducted for 50 Marks} | : 60 Marks |
| (ii) | Assignment | (3 Nos.) | : 30 Marks |
| (iii) | Attendance* | | : 10 Marks |

100 Marks

Total 100 Marks should be reduced to 25 Marks

*** Attendance (10 Marks)**

Percentage of attendance	Marks
75	0
76 - 80	2
81 - 84	4
85 - 89	6
90 - 94	8
95 and above	10

PRACTICAL

The Practical classes for all the Practical / Lab component subjects will be assessed continuously and marks will be entered in the prescribed proforma. The progress of Practical classes will be monitored by a committee formed by the concerned Head of the Departments / Professor in-charge of the Programme to ensure that the concerned staff conducts the laboratory experiments as specified in the syllabus. The proforma should be submitted at the end of the each month for Principal's / Chairman, Board of Examinations' approval. The maximum marks for the Practical / Lab component subjects shall be 100, out of which the continuous internal assessment

will carry 25 marks, while the end semester practical examination will carry 75 marks. If any practical subject contains Part A and Part B components, the maximum marks for each Part of the lab will be 50 marks, out of which the continuous internal assessment will carry 12.5 marks, while the end semester practical examination will carry 37.5 marks. The award of the end semester practical examination marks shall be conducted by both the Internal and External examiners. To arrive the internal mark the following guidelines are to be followed.

- | | |
|---------------------------|------------|
| (i) Continuous Assessment | : 50 Marks |
| (ii) Test (minimum one) | : 40 Marks |
| (iii) Attendance* | : 10 Marks |

Total 100 Marks should be reduced to 25 Marks

*Attendance (10 Marks)

Percentage of attendance	Marks
75	0
76 - 80	2
81 - 84	4
85 - 89	6
90 - 94	8
95 and above	10

PROJECT WORK AND VIVA - VOCE :

For the project work and viva-voce examination the maximum marks shall be 200 comprising of 50 marks for internal assessment and 150 for the end semester examination. The award of the end semester marks for 150 shall be evaluated by both the Internal and External examiners, out of which the project report shall carry a maximum of 50 marks (same mark must be awarded to every student of the project group) while the viva-voce examination shall carry 100 marks (awarded to each student of the project group based on the individual performance in the viva-voce examination).

For Internal Mark:

- | | |
|-------------------------------------|---------------|
| Work assessed by Guide / Supervisor | : 50 % weight |
| Work assessed by a Committee | : 50 % weight |

6. REQUIREMENTS OF EXAMINATIONS AND ATTENDANCE

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

6.1 A candidate will be permitted to appear for the Examination for any semester, only if

- i. he / she secures not less than 75% of attendance in the number of working days during that semester, provided that it shall be open to Chairman of the Academic Council or any authority delegated with such powers (by the governing body) to grant exemption (based on the recommendation of the Head of the Department) to a candidate who has failed to secure 75% of the attendance for valid reasons and has secured not less than 66% of the attendance. Such exemptions can be allowed only TWO times during his/ her entire period of study.
- ii. Candidates representing University in State / National / International / Inter University Sports events, Co & Extra - Curricular activities, paper or project presentation with prior permission from the Head of Institution are given exemption upto 10% of the required attendance and such candidates shall be permitted to appear for the current semester examination.

- iii. his / her conduct has been certified to be satisfactory by the concerned Head of Department.
- iv. **Condonation can be allowed only two times during his / her entire course of study.**
- 6.2 Candidates who do not complete the semester (as per clause 6.1), will not be permitted to write the end-semester examination and are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year.

7. PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

- i. Every teacher is required to maintain a 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the Departments periodically (atleast three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the Departments will put his signature and date after due verification at the end of the semester, the record should be verified by the Head of the Institution who will keep this document in safe custody (for five years).

- ii. **Theory subjects [25 marks]**

- (a). **Unit Tests [60% weight] :**

Three tests each carrying fifty (50) marks shall be conducted by the Department / Institution. The total marks obtained in all the test put together out of 150, shall be reduced to 60 marks and rounded to nearest integer (this implies equal weight to all the three tests). However a retest at the discretion of the Head of the Department may be conducted for the deserving candidates.

- (b). **Assignment [30% weight] :**

Three Assignments requiring work of average 5 to 6 hours of study and written work of average 5 to 6 hours, each carried out by a student in a separate assignment folder, duly indexed with headings, date of submission, marks, remarks and signature of faculty with date etc.

- (c). **Attendance [10% weight] :**

A maximum 10 marks for attendance out of 100 marks shall be given to each student depending on his/her attendance percentage as per the distribution given below:

Attendance (10 Marks)	
Percentage of attendance	Marks
75	0
76 - 80	2
81 - 84	4
85 - 89	6
90 - 94	8
95 and above	10

The Internal marks are valid for two more attempts in addition to the current attempt for the candidates admitted from the academic year 2009 - 2010 and onwards. If a candidate scores 50% of marks only in the end semester examination, after three attempts (First attempt + two more attempts), he / she would be declared as a passed candidate in that examination.

iii. **Practical Courses [25 marks]**

Every practical exercise / experiment shall be evaluated based on conduct of exercise / experiment and records maintained. There shall be atleast one test. The criteria for arriving the internal assessment marks are :

Experiment / Record / Average Practical classes performance:	50% weight
Practical Test	: 40% weight
Attendance	: 10% weight
Total 100 marks should be reduced to 25 marks	

iv. **Theory Subjects with Laboratory Component**

(a). **Unit Tests [60% weight] :**

If there is a theory subject with Laboratory component, there shall be three tests; the first two tests (each 50 Marks) will be from theory portions and third test (maximum marks 50) will be for laboratory component. The total 150 marks should be reduced to 60 marks. However a retest at the discretion of the Head of the Department may be conducted for the deserving candidates.

(b). **Assignment [30% weight] :**

Three Assignments (at least 2 per term) requiring work of average 5 to 6 hours of study and written work of average 5 to 6 hours, each carried out by a student in a separate assignment folder, duly indexed with headings, date of submission, marks, remarks and signature of faculty with date etc.

(c). **Attendance [10% weight] :**

A maximum 10 marks for attendance out of 100 marks shall be given to each student depending on his/her attendance percentage as per the distribution given below:

Attendance (10) Marks	
Percentage of attendance	Marks
75	0
76 - 80	2
81 - 84	4
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90 - 94	8
95 and above	10

The Internal marks are valid for two more attempts in addition to the current attempt for the candidates admitted from the academic year 2009 - 2010 and onwards. If a candidate scores 50% of marks only in the end semester examination, after three attempts (First attempt + two more attempts), he / she would be declared as a passed candidate in that examination.

v. **Project Work**

There shall be three assessments during the semester by a review committee. The students shall make presentation on the progress made before the committee. The Head of the Institution shall constitute the review committee for each branch of study. The criteria for arriving the internal assessment marks for the Project Work evaluated for 50 marks are :

Work assessed by the Project Guide	: 50%
Work Assessed by a committee	: 50%

The Internal marks are valid for two more attempts in addition to the current attempt for the candidates admitted from the academic year 2009 - 2010 and onwards. If a candidate scores 50% of marks only in the end semester examination, after three attempts (First attempt + two more attempts), he / she would be declared as a passed candidate in that examination.

8. PROCEDURE FOR COMPLETING THE PROGRAMME

- i. A candidate who has for some reason discontinued the course can join the course of study of any semester only at the time of its normal commencement in the Institution for regular students upon satisfying all the following conditions
 - a) he / she should have completed the course of study of the previous semesters.
 - b) he / she should be eligible to register for the examinations and satisfy rule 8 (iii)
 - c) he / she should have registered for all the examinations of the previous semesters.
- ii. A candidate will be permitted to proceed from one semester to the next higher semester only if he / she has satisfied the regulation for eligibility to appear for the End-Semester examination in the concerned semester, subject to the condition that the candidate should register for all the arrear subjects of lower semesters along with the current (higher) semester subjects.
- iii. A candidate should have completed the B.E. Degree Programme within a period of **SEVEN** consecutive academic years (14 semesters) from the date of admission to the course, even if the candidate discontinues and rejoins subsequently, to be eligible for the award of the degree. The minimum and maximum period for completion of the U.G. Programmes are given below:

Programme	Min. No. of Semesters	Max. No. of Semesters
B.E. (Part Time)	7	14

9. REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION

A candidate shall normally be permitted to appear for the semester examination of the current semester if he/she has satisfied the semester completion requirements (Subject to Clause 6.1) and has registered for examination in all subjects of that semester. Registration is mandatory for current semester examinations as well as arrears examinations failing which the candidate will not be permitted to move to the higher semester.

10. PASSING MINIMUM AND CLASSIFICATION OF SUCCESSFULL CANDIDATES

- i. For each subject the examination will be conducted for 100 marks. A candidate who secures not less than 50% of the total marks in the End Semester examination and Internal Assessment put together in both theory and Practical courses, including Project work, subject to securing a minimum of 50% in the End - Semester examination,

wherever applicable, shall be declared to have passed the examination in that subject. When the mark secured for 100 is converted to 75, minimum 37 marks must be secured for pass. Any Programme, during any semester, conducts the lab in two parts, say A and B, it is mandatory that the student must appear for both the parts of the lab in the end semester practical examination. The candidate is declared as pass in both the parts A and B lab, only if he / she secures a minimum **of 50% put together**, and the student must compulsorily appear for both the parts of the lab in the end semester practical examination. If the candidate is absent for any one part of the lab, the candidate is declared as fail in both the parts A and B of the lab [marked as Absent in External Examinations] and he / she should appear in both, part A and B in the Subsequent semesters.

- ii. A candidate who successfully completes the course requirements and has passed all the prescribed examinations in all the Seven Semesters within a maximum period of Seven years(14 semesters) reckoned from the commencement of the first semester to which the candidate was admitted is eligible to get the degree.
- iii. A candidate who qualifies for the Degree by passing the examination in all subjects of the entire Programme in first attempt within a period of Seven Semesters from the date of admission to the Programme and secures a **CGPA of not less than 8.00** for the entire Programme shall be declared to have passed the examination for the degree in **FIRST CLASS WITH DISTINCTION**. For this purpose the withdrawal from examination will not be construed as an appearance. Further, the authorized break of study will not be counted for the purpose of classification.
- iv. A candidate transferred from other Institution, who qualifies for the Degree by passing the examination in all subjects of the entire Programme in first attempt within a period of Seven Semesters from the date of admission to the Programme and secures a **CGPA of not less than 8.00** for the entire Programme shall be declared to have passed the examination for the degree in **FIRST CLASS WITH DISTINCTION**. For this purpose the withdrawal from examination will not be construed as an appearance. Further, the authorized break of study will not be counted for the purpose of classification.
- v. A candidate who qualifies for the award of the Degree having passed the examinations in all the subjects of the Programme in the semesters first to seven within a maximum period of Nine consecutive semesters after his/her commencement of study in the first semester and secures a **CGPA of not less than 6.50** for the entire Programme shall be declared to have passed the examination for the degree in **FIRST CLASS**. For this purpose, the authorized break of study will not be counted for the purpose of classification.
- vi. All other successful candidates shall be declared to have passed the examination for the Degree in **SECOND CLASS**.
- vii. A candidate who is absent in semester examination in a subject / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification.

11. ISSUE OF GRADE SHEETS

Individual grade sheet for each semester will be issued, containing the following information through the Head of the Department concerned, after the publication of the results.

- i) The **credits** obtained in each subject in internal assessment and end semester examination and total **credits** obtained for each course.
- ii) Whether the candidate has passed / failed in the courses concerned.

12. MALPRACTICE

If a student indulges in malpractice in any of the end semester examinations, he / she shall be liable for punitive action as and when prescribed by the **Anna University, Chennai**.

13. REVALUATION

- i. Copies of answer script for theory subjects can be obtained from the Office of the Controller of Examinations on payment of a prescribed fee specified for this purpose through proper application.
- ii. A candidate can apply for revaluation of his / her semester examination answer paper in a theory subject, on payment of a prescribed fee through proper application to the Office of the Controller of Examinations, as per the norms given by the Chairman, Academic Council. Revaluation is not permitted for Practical subjects and for Project work.
- iii. Retotalling is permissible for all arrear and current theory subjects.
- iv. Challenging the revaluation is permitted, for those students who have applied for photocopy of the answer script. The Copy of answer Script is to be valued by a competent authority and the valued script should be submitted to COE's office along with the prescribed fee for challenging revaluation.

14. ELIGIBILITY FOR THE AWARD OF DEGREE

A candidate shall be declared to be eligible for the award of the B.E Degree provided the candidate has

- i) Successfully completed the course requirements and has passed all the prescribed examinations in all **the 7 semesters within a maximum period of 7 years** from the commencement of first semester to which the candidate was admitted.
- ii) The award of degree must have been approved by the Syndicate of the University.
- iii) The Minimum credit to be earned to get -PTBE degree is 90 .

15. CLASS COMMITTEE

15.1 A class committee consists of teachers of the concerned class, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include

- Solving problems experienced by students in the class room and in the laboratories.
- Clarifying the regulations of the degree programme and the details of rules therein.
- Informing the student representatives the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory/drawing/ project work/ seminar etc.) the breakup of marks for each experiment / exercise/ module of work, should be clearly discussed in the class committee meeting and informed to the students.
- Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
- Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.

- 15.2 The class committee for a class under a particular branch is normally constituted by the Head of the Department. However, if the students of different branches are mixed in each class of the first semester (generally common to all branches), the class committee is to be constituted by the Head of the Institution.
- 15.3 The class committee shall be constituted on the first working day of any semester or earlier.
- 15.4 Atleast 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee.
- 15.5 The chairperson of the class committee may invite the Faculty Adviser(s) and the Head of the Department to the meeting of the class committee.
- 15.6 The Head of the Institution may participate in any class committee of the institution.
- 15.7 The chairperson is required to prepare the minutes of every meeting, submit the same to the Head of the Institution within two days of the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Head of the Institution.
- 15.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weight of assessments within the framework of the Regulations. Two or three subsequent meetings may be held at suitable intervals. During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process.

16. FACULTY ADVISER

To help the students in planning their courses of study and for general advise on the academic programme, the Head of the Department of the student will attach a certain number of students to a teacher of the Department who shall function as Faculty Adviser for those students throughout their period of study. Such Faculty Adviser shall advise the students and monitor the courses taken by the students, check the attendance and progress of the students attached to him / her and counsel them periodically. If necessary, the faculty adviser may also discuss with or inform the parents about the progress of the students.

17. COURSE COMMITTEE FOR COMMON SUBJECTS

Each common theory subjects offered to more than one discipline or group, shall have a "Course Committee" comprising all the teachers teaching the common subject with one of them nominated as Course Coordinator. The nomination of the course Coordinator shall be made by the Head of the Department / Head of the institution depending upon whether all the teachers teaching the common subject belong to a single department or to several departments. The 'Course committee' shall meet as often as possible and ensure uniform evaluation of the tests and arrive at a common scheme of evaluation for the tests. Where it is feasible, the course committee may also prepare a common question paper for the test(s).

18. PROVISION FOR WITHDRAWAL FROM EXAMINATION

- i. **A candidate may, for valid reasons, be granted permission to withdraw from appearing for the examination in any subject or subjects of only one semester examination during the entire duration of the degree programme. Also only one application for withdrawal is permitted for that semester examination in which withdrawal is sought.**
- ii. **Withdrawal application shall be valid only if the candidate is otherwise eligible to write the examination and if it is made prior to the commencement of the last examination in that semester and duly recommended by the Head of the Department and approved by the Head of the Institution.**
- iii. Withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction.
- iv. Withdrawal is possible only if the candidate satisfies the attendance requirements [as per Clause 6.1]

19. TEMPORARY BREAK OF STUDY FROM A PROGRAMME

- i. A candidate is not normally permitted to temporarily break the study. However if a candidate intends to temporarily discontinue the programme in the middle for valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programme in a later semester he/she shall apply to the Head of the Institution in advance, in any case, not later than the last date for registering for the semester examinations of the semester in question, through the Head of the Department stating the reasons thereof.
- ii. The candidate permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.
- iii. The duration specified for passing all the subjects for the purpose of classification vide Clause 10(iii), 10(iv) and 10(v) shall be increased by the period of such permitted break of study.
- iv. 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 8(iii) irrespective of the period of break of study in order that he/she may be eligible for the award of the degree (vide clause 14).
- v. If any student is detained for want of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as permitted 'Break of Study' and Clause 19(iii) is not applicable for this case.

20. RANK OF A STUDENT

A candidate who qualifies for the Degree by passing the examination in all subjects of the entire Programme in first attempt within a period of Seven Semesters from the date of admission to the Programme can be given his position in the class as rank. The Rank is determined from I Semester to VII Semester end semester examination CGPA. Students transferred from other institutions to GCT are not eligible for rank.

21. PROCEDURE FOR USING SCRIBER

If a candidate is physically handicapped (in case of accidents / ill health) at the time of examination, then he / she may be permitted to use a scribe to write the examination. In such case 30 minutes extra time will be permitted. The Scribe shall be a non-engineering student / graduate.

22. DISCIPLINE

Every student is required to observe disciplined and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the College. In the event an act of indiscipline being reported, the Principal shall constitute a disciplinary committee consisting of three Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline. The disciplinary action is subject to review by the University in case the student represents to the University. Any expulsion of the student from the college shall be with prior concurrence from Director of Technical Education / University.

23. CREDIT SYSTEM

The letter grade and the grade point are awarded based on percentage of marks secured by a candidate in individual course as detailed below:

Range of Total Marks	Letter Grade	Grade Points (GP)
90 to 100	S	10
80 to 89	A	9
70 to 79	B	8
60 to 69	C	7
55 to 59	D	6
50 to 54	E	5
0 to 49	U	0
Incomplete	I	0
Withdrawal	W	0

“U” denotes failure in the subject.

“I” denotes incomplete as per clause 6.1 and hence prevention from writing End Semester Examination.

“W” denotes withdrawal from the subject.

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

The list of subjects enrolled during the semester and the grades scored.
The Grade Point Average (GPA) for the semester and
The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

GPA is the ratio of the sum of the products of the number of credits of subjects registered and the points corresponding to the grades scored in those subjects, taken for all the subjects, to the sum of the number of credits of all the subjects in the semester.

$$\text{GPA} = \frac{\text{Sum of [C x GP]}}{\text{Sum of C}}$$

where C - credit of a particular subject
GP - grade point obtained by the student in the respective subject.

CGPA will be calculated in a similar manner, considering all the subjects enrolled from first semester. "U", "I" and "W" grades will be excluded for calculating GPA and CGPA.

Each subject is normally assigned certain number of credits with 1 credit per lecture period per week, 1 credit per tutorial period per week, 1 credit for 2 periods of laboratory or practical or seminar or project work per week (2 credits for 3 or 4 periods of practical).

However, the performance of a student is evaluated only based on the credit system.

24. REVISION OF REGULATION AND CURRICULUM

The college may from time to time revise, amend or change the regulations, scheme of examinations and syllabus, if found necessary.