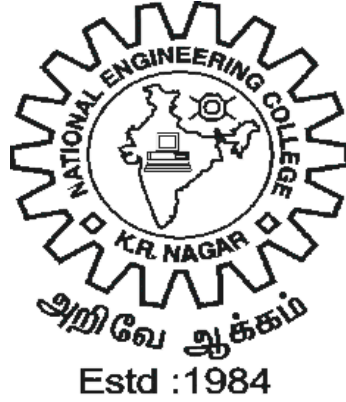


B.E / B.Tech DEGREE PROGRAMMES

(Applicable to students admitted in the year 2013 and later)

RULES AND REGULATIONS – 2013



NATIONAL ENGINEERING COLLEGE

(An Autonomous Institution, Affiliated to Anna University, Chennai)

K.R.NAGAR, KOVILPATTI – 628 503

Web: www.nec.edu.in

NATIONAL ENGINEERING COLLEGE, K.R.NAGAR

(An Autonomous Institution, Affiliated to Anna University, Chennai)

B.E. / B.Tech., Degree Programmes

RULES AND REGULATIONS – 2013

The following Rules and Regulations shall be applicable for all the U.G. Programmes offered in National Engineering College, K.R. Nagar, Kovilpatti from the academic year 2013 – 2014 onwards.

CREDIT SYSTEM

Applicable to the students to be admitted from the academic year 2013 – 2014 in National Engineering College (*An Autonomous Institution*), Affiliated to Anna University, Chennai.

1.0. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these regulations, the context requires:

1. “**Programme**” means Under Graduate Degree Programme. i.e., B.E. / B.Tech. Degree Programme.
2. “**Specialization**” means a specialization or discipline of B.E. / B.Tech. Degree Programme like Mechanical Engineering, Information Technology etc.,
3. “**Course**” means a Theory or Practical subject that is normally studied in a semester, like Engineering Graphics, Fundamentals of Computing and Programming etc.,
4. “**Controller of Examinations**” means the Authority of the Institution who is responsible for all the activities of the End Semester Examinations of this Institute.
5. “**Dean (Academic)**” means the authority of the Institution / who is responsible for initiating all the academic activities of the College / Institution and for implementation of relevant rules of this Regulations.
6. “**Head of the Institution**” means the Principal of the College / Institution / who is responsible for all the academic activities of that College / Institution and for implementation of relevant rules of this Regulations.
7. “**Chairperson**” means Head of the Faculty.
8. “**Head of the Department**” means Head of the Department concerned.
9. “**University**” means ANNA UNIVERSITY CHENNAI.

2.0 QUALIFICATIONS FOR ADMISSION

2.1 The candidates seeking admission for the First semester B.E. / B.Tech., degree programme should have passed the Higher Secondary Examination in the academic stream with Mathematics, Physics and Chemistry as main subjects of study conducted by the Government of Tamilnadu or an examination accepted by the syndicate of Anna University as equivalent there to. They should also satisfy other eligibility rules as prescribed by the Anna University and Director of Technical Education, Chennai, from time to time.

(OR)

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

2.2 Lateral entry admission

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

(OR)

(ii) The candidates who possess the Degree in Science (B.Sc.) (10+2+3 stream) with mathematics as a subject at the B.Sc. level are eligible to apply for admission to the third semester of B.E. / B.Tech.,

Such candidates shall undergo two additional Engineering subject(s) in the third and fourth semesters or fourth and sixth semesters respectively as prescribed by the respective faculty.

3.0 UG PROGRAMMES OFFERED

1. B.E. (Mechanical Engineering)
2. B.E. (Electronics and Communication Engineering)
3. B.E. (Computer Science and Engineering)
4. B.E. (Electrical and Electronics Engineering)
5. B.E. (Electronics and Instrumentation Engineering)
6. B.E. (Civil Engineering)
7. B.Tech., (Information Technology)

3.1. STRUCTURE OF THE PROGRAMME

3.1.1 Every Programme will have curricula with syllabi consisting of theory and practicals such as:

- General core courses comprising mathematics, basic sciences, Engineering sciences, humanities and engineering.
- Core courses of Engineering/Technology.
- Elective courses for specialization in related fields.
- Workshop Practice, Computer Practice, Engineering Graphics, Laboratory work, Industrial training, Seminar presentation, Project work, Educational tours, Camps etc.

There shall be a certain minimum number of core courses and sufficient number of elective courses that can be opted by the student. The blend of different courses shall be so designed that the student, at the end of the programme, would have been trained not only in his / her relevant professional field but also would have developed as a socially conscious human being.

3.1.2 The student shall undergo self study Trans-disciplinary elective courses (3 credits) prescribed in the curriculum through self study mode in the **7th or 8th semester** with the approval of Head of the Department. The student shall study on their own under the guidance of a faculty member nominated by the Head of the Department and approved by the Principal. No formal lectures need to be delivered.

3.2 One Credit Non CGPA Courses

In addition, the students shall enroll, in any one of the one credit Non CGPA courses in each category listed in **annexure-I** and earn a minimum of **four credits** (one from each category) for the award of the degree. The details for assessing these activities are given in **Annexure-I**.

3.3 Each course 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) and **1 credit for 2 weeks, 2 credits for 4 weeks and 3 credits for 6 weeks of industrial training during semester vacations.**

3.4 Each semester curriculum shall normally have a blend of lecture courses not exceeding 7 and practical courses not exceeding 4. However, the total number of courses per semester shall not exceed 10.

3.5 For the award of the degree, a student has to earn certain minimum total number of credits specified in the curriculum of the relevant branch.

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

4.0 DURATION OF THE PROGRAMME AND SEMESTER

4.1 The minimum and maximum periods for completion of the UG programmes are given below.

Programme	Minimum No. of semesters	Maximum No. of semesters
B.E. / B.Tech.,	8	14
B.E. / B.Tech., Lateral Entry	6	12

Each semester normally consists of 90 working 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 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.

4.2 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.

4.3 The First semester of B.E. / B.Tech., Degree Programme normally spans from August to December and Second semester from January to May.

4.4 The courses in the curriculum of the odd semesters will be conducted only in odd semesters and that of the even semesters only in even semesters and a candidate may proceed to any semester if and only if he / she has completed the course prescribed for the previous semesters.

5.0 ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER

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

a. He/she shall have earned not less than 75% of attendance in each course in that semester and not less than 75% of attendance on an average in all the courses put together in that semester.

- b. His/her progress shall be satisfactory, and
 - c. His/her conduct shall be satisfactory.
- 5.2 Students who have earned less than 75% attendance in any individual course of the semester are not deemed to have completed the semester.
- 5.3 A candidate who secures 65% attendance (without considering any leave) in any individual course and an average attendance between 65% and 74% (without considering any leave) in all the courses put together in the current semester due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Principal / competent authority shall be given exemption from the prescribed attendance requirement and he/she shall be permitted to appear for the semester examinations.
- 5.4 The students can take part in any of the following activities:
- Sports and Games: TIES, Inter collegiate, Inter Zonal, Inter University, State level.
 - National level and Open Tournaments.
 - NCC: Camps and expeditions.
 - NSS camps.
 - YRC activities.
 - Cultural programmes.
 - Seminar / Symposia: Paper presentation / Quiz.
 - Leadership course organized by other organizations & Alumni Association activities.
 - Training programmes and Association activities.
 - Projects in Industries/Organizations.
 - Placement activities.
- 5.5 Percentage of attendance for the leave period (Medical Leave or ODL or Both) for the purpose of calculation of eligibility will be worked out based on the actual number of working days during the period of leave availed by the student and the actual total number of working days in that semester.
- 5.6 The ODL (On Duty Leave) requisition letter of the student shall be forwarded to the Principal through the concerned HOD by the staff in charge of the respective activities before / after completion of every activity.

5.7 The ODL sanctioned letters shall be submitted to the Department office. The Staff In-charge of the department office will check the eligibility for the award of attendance at the end of the semester and the same may be submitted to the Head of the Department for approval.

5.8 Those students who are not deemed to have completed the semester with reference to the conditions specified above shall undergo the semester again in all the courses in the respective semester of next academic year.

6.0 FACULTY ADVISER (TUTOR)

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

7.0 CLASS COMMITTEE

7.1 A Class Committee consists of all teachers handling courses of the concerned class, student representatives - cross section of students (Academically good, Average, Poor) and a chairperson who is a faculty not handling the course for the class. The overall goal of the Class Committee is to improve the teaching-learning process. The functions of the Class Committee include:

- Solving problems experienced by students in the classroom and in the laboratories.
- Clarifying the regulations of the degree programme and the details of rules therein.
- Informing the student representatives about the academic schedule including the date of assessments (Tests & Assignments) and the syllabus coverage for each assessment.
- 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.

- 7.2 The class committee for a class under a particular branch is normally constituted by the Head of the department. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Chief Tutor.
- 7.3 The class committee shall be constituted on the first week of commencement of any semester.
- 7.4 At least 6 student representatives (usually 3 boys and 3 girls) shall be included in the class committee.
- 7.5 The chairperson of the class committee may invite the Tutor(s) and the Head of the Department to the meeting of the class committee.
- 7.6 The Principal may participate in any class committee meeting.
- 7.7 The chairperson is required to prepare the minutes of every meeting, submit the same to HOD within two working 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.
- 7.8 The class committee shall meet four times in a semester:
- The first meeting within a week from the date of commencement of the semester.
 - The second meeting a week after the first test results.
 - The third meeting a week after the second test results.
 - The last meeting a week after the third test results or a week before the last working day of the semester.
- 7.9 During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of other students of the class to improve the effectiveness of the teaching-learning process.

8.0 SYSTEM OF EXAMINATION

- 8.1 Performance in each course of study shall be evaluated based on (i) continuous internal assessment throughout the semester and (ii) End Semester Examination at the end of the semester.

- 8.2 Each course, both theory and practical (other than project work) shall be evaluated for a maximum of 100 marks. The project work shall be evaluated for a maximum of 200 marks.
- 8.2.1 For all theory and practical courses other than project work, the continuous internal assessment shall carry **30 and 40** marks respectively while the End Semester Examination shall carry **70 and 60** marks for theory and practical respectively.
- 8.2.2 For project work, the continuous internal assessment shall carry **80** marks while the end semester examinations shall carry **120** marks.
- 8.2.3 The theory and the practical components of the integrated courses shall be evaluated based on the procedure stipulated by assigning the weightage in accordance with the credit ratio.
- 8.3 The End Semester Examination (Theory & Practical) of 3 hours duration shall ordinarily be conducted between November and January during the odd semesters and between May and July during the even semesters.
- 8.4 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 followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner and an internal examiner.
- However, if a student fails to submit the project report on or before the specified deadline and the project work does not meet the requirement, he/she is deemed to have failed in the project work and shall re-enroll for the same in a subsequent semester. If he/she fails in the viva-voce examination of Project work, he/she shall resubmit the project report within 30 days from the date of declaration of the results. For this purpose, the same Internal and External examiner shall evaluate the re-submitted report.
- 8.5 The practical courses shall be evaluated by **Internal Examiners** and the project work shall be evaluated by a committee consisting of the **External examiner, Internal examiner and Guide** in the End Semester Examination.
- 8.6 The End Semester Theory Examinations shall be conducted by Chief Superintendent appointed by the Principal. The Hall Superintendents from the college shall invigilate the halls during theory examinations.
- 8.7 The students involving in malpractice during end semester examinations shall appear before the enquiry committee and punishment will be given by the committee as per the college autonomous norms.

8.8 Comprehensive examination shall be conducted to evaluate the analytical ability and the comprehensive knowledge gained by the students in all the courses he / she had undergone till then. Comprehension of a student shall be evaluated in the form of a written test or viva voce or online exam as decided by the class committee.

8.9 **Assessment for Self Study Course**

For self study Trans disciplinary elective course, a faculty member recommended by the HOD and approved by the Principal shall be responsible for periodic monitoring and evaluation of the course. The course shall be evaluated through Continuous Assessment and End Semester Examination similar to that of a theory course. **However, the question paper pattern shall be 5 out of 8 each carrying 20 marks.**

9.0 PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

9.1 For all theory courses, the continuous assessment shall be for a maximum of 30 marks (consisting of 25 marks for Tests / Assignments / Seminar / Quiz and 5 marks for Attendance). For all Practical Courses, the continuous assessment shall be for a maximum of 40 marks (consisting of 30 marks for viva, conducting experiments results and 10 marks for attendance). For project work, the continuous assessment shall be for a maximum of 80 marks (consisting of 70 marks for project assessment by three periodical reviews and 10 marks for attendance). The above continuous assessment shall be awarded as per the procedure given below:

a) *Theory Courses*

Three Assessments each carrying 100 marks shall be conducted during the semester by the Staff / Department concerned. The total marks obtained in all three assessments put together, out of 300 shall be proportionately reduced for 25 marks and rounded to the nearest integer (This also implies equal weightage to all the three assessments).

b) *Practical Courses*

Every practical course shall be evaluated based on the completion of experiment, viva - voce and the records of work done. There shall be at least one test during the semester.

c) *Project Work*

The concerned Head of the Department shall constitute a review committee for the branch. There shall be three assessments (each 100 Marks) during the semester by the review committee. The student shall make presentation on the progress made by him / her before the committee. The total marks obtained in the three assessments shall be

reduced for 70 marks and rounded to the nearest integer. (This also implies equal weightage to all the three assessments).

9.2 Attendance

The marks for attendance shall be awarded as given below:

Attendance	Marks	
	For Theory	For Practical & Project work
75% to 80% of attendance	2	4
81% to 85% of attendance	3	6
86% to 90% of attendance	4	8
91% to 100% of attendance	5	10

9.3 Each Staff member shall maintain an “ATTENDANCE AND ASSESSMENT RECORD” which consists of attendance marked for each Lecture / Practical / Project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the Department periodically (at least three times in a semester). The Head of the Department will verify the details given by the Staff member. At the end of the semester, the record should be verified by the Principal who will keep this document in safe custody (for five years). The Academic auditing committee appointed by the Principal may inspect the records of attendance and assessment for both current and previous semesters.

9.4 REQUIREMENTS FOR APPEARING FOR TERMINAL EXAMINATION

A candidate shall normally be permitted to appear for the End Semester Examination of any semester commencing from First semester if he/she has satisfied the semester completion requirements and has registered for examination in all courses of the semester. Registration is mandatory for end semester examinations as well as arrear examinations failing which the candidate will not be permitted to move to the higher semester. A candidate already appeared for courses or any course in a semester and passed the examination is not entitled to reappear in the same course or courses of the semester for improvement of grades / marks.

9.5 PASSING REQUIREMENTS

9.5.1 A candidate who secures not less than 50% of total marks prescribed for the courses with a minimum of 45% of the marks prescribed for the End Semester Examination in

theory and 50% for practical courses (including Project work), shall be declared to have passed the Examination.

9.5.2 If a candidate fails to secure a pass in a particular course, it is mandatory that he/she shall register and reappear for the examination in that course during the subsequent semester when examination is conducted in that course; he/she should continue to register and reappear for the examinations in the failed courses till he / she secures a pass.

9.5.3 The internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid only upto second attempt. From the 3rd attempt onwards the passing requirement shall be as follows:

The candidate should secure a minimum of 50% of the maximum marks prescribed for course in the End Semester Examinations alone to get pass in that subject.

9.5.4 A candidate shall be declared to have passed in the Physics and Chemistry Laboratory–I, Physics and Chemistry Laboratory – II and Engineering Practices Laboratory practical examinations if he/she secures not less than 50 out of 100 in both Part A and Part B put together, subject to the condition that he/she secures at least a minimum of 20 marks out of 50 in each of the Part A and Part B. If he/she secures less than a minimum prescribed mark 20 in either of the Part A or Part B, he/she has to reappear for the entire laboratory examination (Part A and Part B) in the subsequent semesters till he/she secures the marks as per the above mentioned passing criteria.

9.6 AWARD OF LETTER GRADES

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

Letter grade	Grade Points	Marks Range
S	10	91 – 100
A	9	81 – 90
B	8	71 – 80
C	7	61 – 70
D	6	56 – 60
E	5	50 – 55

U	0	< 50
I	0	
W	0	
AB	0	

“U” denotes unsatisfactory grade which requires Reappearance (RA) in the examination for that particular course. (RA will figure in Result sheets & Grade sheets). “W” denotes **withdrawal** from the course. “AB” denotes **absent**. The Grade “I” denotes **inadequate attendance** and hence prevention from writing the end semester examination. The Grade “I”, “W” and “AB” will figure only in the Result Sheets.

9.6.2 GRADE SHEET

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

- The College Name and Affiliated University.
- The list of courses enrolled during the semester and the grade scored.
- The Grade Point Average (GPA) for the semester.
- 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 courses enrolled and the points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester, rounded up to 2 decimal points

$$\text{GPA} = \frac{\text{Sum of [Credits acquired} \times \text{Grade Points]}}{\text{Sum of Credits Registered}}$$

CGPA will be calculated in a similar manner, considering all the courses enrolled from first semester to last semester rounded up to 2 decimal points. "RA", "I", "AB" and "W" grades will be excluded for calculating GPA and CGPA.

$$\text{CGPA} = \frac{\sum_{i=1}^n C_i \cdot GP_i}{\sum_{i=1}^n C_i}$$

where C_i - is the Credits assigned to the course

GP_i - is the point corresponding to the grade obtained for each Course

n - is number of all Courses successfully cleared during the particular

semester in the case of GPA and during all the semesters in the case of CGPA

9.7 REVALUATION

A candidate can apply for revaluation of his/her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the HOD. **A candidate can apply for**

- i. Revaluation of answer scripts for not exceeding 5 subjects at a time.**
- ii. Xerox copy of the answer scripts**

The revaluation results will be intimated to the candidate concerned through the Head of the Department. **Revaluation is not permitted for practical courses, seminars, practical training and for project work.**

10.0 ELIGIBILITY FOR THE AWARD OF THE DEGREE

A student shall be declared to be eligible for the award of the Degree only when

- 10.1 Successfully gained the required number of total credits as specified in the curriculum corresponding to his/her Programme within the stipulated time.
- 10.2 No disciplinary action is pending against him/her.
- 10.3 Successfully completed the field visit / industrial training, if any, as prescribed in the curriculum.
- 10.4 The maximum time limit for the completion of the B.E. / B.Tech. Degree programmes will be 7 (SEVEN) years (FOURTEEN consecutive semesters) from the date of admission to the first semester of the programme and 6 (SIX) years (TWELVE consecutive semesters) for the lateral entry candidates from the date of admission to the third semester of the programme.
- 10.5 The award of the Degree shall be approved by the syndicate of the University.
- 10.6 Successfully completed any additional courses prescribed by the Dean (Academic), whenever any candidate is readmitted under Regulations other than R – 2013.
- 10.7 Successfully undergone **Four Non CGPA courses.**

11.0 CLASSIFICATION OF THE DEGREE AWARDED

11.1 *First class with Distinction*

A candidate who qualifies for the award of Bachelors degree having passed all the prescribed examinations in all the courses within **EIGHT semesters (SIX semesters**

for Lateral Entry Candidates) in his / her first appearance securing a CGPA of not less than 8.00 shall be declared to have passed in First Class with distinction. For this purpose the withdrawal from examination (vide clause 12.4) will not be construed as an appearance. Further, the authorized break of study (vide clause 13) will not be counted for the purpose of classification.

- Should not have been prevented from writing end semester examination due to lack of attendance / malpractice in any of the semester.

11.2 *First Class:*

A candidate who qualifies for the award of degree having passed the examination in all the subjects within **TEN semesters (EIGHT semesters for Lateral Entry candidates)** consecutively and securing a CGPA of not less than 6.00 shall be declared to have passed in First class. For this purpose the authorized break of study (vide clause 13) will not be counted for the purpose of classification.

11.3 *Second Class*

All other candidates (not covered in clauses 11.1 and 11.2) who qualify for the award of degree (vide clause 10.0) shall be declared to have passed the examination in second class.

11.4 A candidate who is absent in semester examination in a course/project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification. (Subject to clause 13.0 & 15.0)

12.0 PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION

12.1 A candidate may be granted permission to withdraw from appearing for the examination of any one course or consecutive examinations of more than one course in a semester examination for valid reasons and on prior application.

12.2 Such withdrawal shall be permitted only once during the entire period of study.

12.3 Withdrawal application is valid only if it is made within 10 days prior to the commencement of the examination in that course or courses and recommended by the HOD and approved by the Principal.

12.3.1 Notwithstanding the requirement of mandatory TEN days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

12.4 Withdrawal shall not be construed as an appearance for the eligibility of a candidate for

First Class with Distinction. This provision is not applicable to those who seek withdrawal during VII semester.

- 12.5 Withdrawal from the End semester examination is **NOT** applicable to the courses with arrear in the previous semesters.
- 12.6 The candidate shall reappear for the withdrawn courses during the examination conducted in the subsequent semester.
- 12.7 Withdrawal is permitted for the end semester examinations in the final semester, only if, the period of study of the student concerned does not exceed five years as per clause 11.1.

13.0 PROVISION FOR AUTHORISED BREAK OF STUDY

- 13.1 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the candidate may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a candidate intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the **Principal, in advance**, but not later than the last date for registering for the end semester examination of the semester in question, through the Principal of the Institution stating the reasons therefore and the probable date of rejoining the programme.
- 13.2 The candidate permitted to rejoin the programme after the break shall be governed by the Curriculum and Regulations in force at the time of rejoining. **If the Regulation is changed**, then, those candidates may have to do additional courses as prescribed by the **Dean (Academic)**.
- 13.3 The authorized break of study (for a maximum of one year) will not be counted for the duration specified for passing all the courses for the purpose of classification. However, additional break of study granted will be counted for the purpose of classification.
- 13.4 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 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 13.5 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" or

“Withdrawal” is not applicable for this case.

14.0 INDUSTRIAL VISIT

Every student is required to undergo one Industrial visit per year of the programme. Every teacher shall take the students at least for one industrial visit in a year.

15.0 WITHDRAWAL FROM THE EXAMINATIONS

- 15.1 A candidate will be permitted to withdraw in any one of the semesters except first semester (Third semester for lateral entry candidates) during the entire duration of the Degree programme, for valid and genuine reasons by making an application in the office of the Controller of Examinations along with the Hall ticket or attendance certificate from the Head of the Department for withdrawal at least one day in advance of the last theory examination in that semester.
- 15.2 When he/she appears subsequently, he/she has to appear for all the courses of that semester. Subsequent appearance will not be counted as separate attempt.
- 15.3 Those candidates who withdraw are eligible for the award of First Class and First Class with Distinction as per the requirement in this regard. However he/she will not be ranked.
- 15.4 Withdrawal is permitted only once in the whole programme.

16.0 DISCIPLINE

Every student is required to observe discipline 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.

17.0 REVISION OF REGULATIONS AND CURRICULUM

The Academic Council of the College reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.

18.0 SPECIAL CASES

In the event of any clarification in the interpretation of the above rules and regulations, 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 will be final.

ANNEXURE – I

CATEGORY OF ONE CREDIT NON CGPA COURSES

Group	Code	Category	Credit	Minimum Credit Requirement
Group I	NCG11	Sports / Yoga	1	1
	NCG12	National Cadet Corps	1	
	NCG13	National Service Scheme	1	
	NCG14	Extra Curricular Activities	1	
Group II	NCG21	English Proficiency Certification	1	1
	NCG22	Soft Skills	1	
	NCG23	Foreign Languages	1	
Group III	NCG31	Value Added Courses	1	1
	NCG32	Industrial Training	1	
	NCG33	Industrial Lectures	1	
Group IV	NCG41	Aptitude Proficiency Certification	1	1
	NCG42	Globally accepted Certification Courses	1	
	NCG43	Co-curricular Activities	1	
Total			13	4

Note1: Students should take at least one course each from Groups I to IV. A student has to earn a minimum of 4 credits for the award of the degree. The details for assessing these one credit courses are given below.

GROUP – I

NCG11

SPORTS / YOGA

CREDIT: 1

SPORTS

1.	Pre – requisites / Eligibility Conditions	-
2.	Detail of Course Content / Syllabus	As prescribed by the Physical Education department
3.	Duration of the Course	Minimum contact hours required – 40 Hours
4.	Assessment Procedure	As decided by the Physical Education department
5.	Criteria for allocation of credit	Participation in Ties /Zone/Inter Zone / Open Tournament or representation in intramural Sports & Games with 80% attendance in ground practice / Pass on Examination conducted by Physical Education department.
6.	In case of failure	Repeat the course

YOGA

1.	Pre – requisites / Eligibility Conditions	As prescribed by Yoga class practitioners
2.	Detail of Course Content / Syllabus	
3.	Duration of the Course	
4.	Assessment Procedure	
5.	Criteria for allocation of credit	Completion certificate issued by the NEC Yoga Club / Yoga class practitioners
6.	In case of failure	-

NCG12

NATIONAL CADET CORPS (NCC)

CREDIT: 1

1.	Pre – requisites / Eligibility Conditions	Student should be a citizen of India. He / She should have the minimum physical fitness as per NCC wing requirement
2.	Detail of Course Content / Syllabus	Norms as prescribed by NCC wing
3.	Duration of the Course	
4.	Assessment Procedure	
5.	Criteria for allocation of credit	
5.	Criteria for allocation of credit	Pass in NCC 'C' certificate or NCC 'B' Certificate with active participation certificate in 5 activities organized by NEC, NCC Unit
6.	In case of failure	-

NCG13

NATIONAL SERVICE SCHEME (NSS)

CREDIT: 1

1.	Pre – requisites / Eligibility Conditions	-
2.	Detail of Course Content / Syllabus	
3.	Duration of the Course	
4.	Assessment Procedure	
5.	Criteria for allocation of credit	
5.	Criteria for allocation of credit	Attend one orientation programme and active participation certificate for 120 contact hours / year or active participation certificate in 5 activities
6.	In case of failure	-

NCG14

EXTRA-CURRICULAR ACTIVITIES

CREDIT: 1

1.	Pre – requisites / Eligibility Conditions	-
2.	Detail of Course Content / Syllabus	Activities as decided by the respective club convener / coordinator
3.	Duration of the Course	Minimum requirements as specified by the club convener / Coordinator
4.	Assessment Procedure	
5.	Criteria for allocation of credit	Active participation certificate with good conduct in Fine arts / Rotract / Junior JAYCEE / YRC / RRC / Youth welfare Association / Quiz / Science / Mathematics / Literary Associates / IAS academy
6.	In case of failure	-

GROUP – II

NCG21

ENGLISH PROFICIENCY CERTIFICATION

CREDIT: 1

1.	Pre – requisites / Eligibility Conditions	As prescribed by the certifying authority
2.	Detail of Course Content / Syllabus	
3.	Duration of the Course	
4.	Assessment Procedure	
5.	Criteria for allocation of credit	A pass in the BEC examination / Minimum score in TOFEL iBT / GRE / IELTS
6.	In case of failure	Repeat the course

NCG22

SOFT SKILLS

CREDIT: 1

1.	Pre – requisites / Eligibility Conditions	Completion of 2 nd semester
2.	Detail of Course Content / Syllabus	As prescribed by Placement Cell
3.	Duration of the Course	-
4.	Assessment Procedure	-
5.	Criteria for allocation of credit	Successful completion of Soft skill Training with minimum 20 contact hours
6.	In case of failure	-

NCG23

FOREIGN LANGUAGES

CREDIT: 1

1.	Pre – requisites / Eligibility Conditions	Language should not be an Indian language
2.	Detail of Course Content / Syllabus	As prescribed by the Foreign Language course conducting Universities / Schools
3.	Duration of the Course	
4.	Assessment Procedure	
5.	Criteria for allocation of credit	Pass certificate for the Foreign language course
6.	In case of failure	Repeat the course

GROUP – III

NCG31

VALUE ADDED COURSES

CREDIT: 1

1.	Pre – requisites / Eligibility Conditions	Student has to fulfill the necessary Pre – requisites of the course being offered by the department
2.	Detail of Course Content / Syllabus	As prescribed by the course coordinator on approval with HOD of respective department
3.	Duration of the Course	
4.	Assessment Procedure	
5.	Criteria for allocation of credit	Certificate issued by the HOD for the successful completion of the course with 80% attendance
6.	In case of failure	-

NCG32

INDUSTRIAL TRAINING

CREDIT: 1

1.	Pre – requisites / Eligibility Conditions	After completion of the third semester
2.	Detail of Course Content / Syllabus	Inplant training in any organization related to their programmes
3.	Duration of the Course	One to two weeks
4.	Assessment Procedure	1. Evaluation of report given by the student (40%) 2. Student's presentation (40%) 3. Oral Examination (20%)
5.	Criteria for allocation of credit	Satisfactory completion certificate issued by respective department HOD based on the performance of the student
6.	In case of failure	-

NCG33

INDUSTRIAL LECTURES

CREDIT: 1

1.	Pre – requisites / Eligibility Conditions	Student should obtain prior approval of his / her department & organizing department Heads
2.	Detail of Course Content / Syllabus	As prescribed by the organizing Institutions
3.	Duration of the Course	
4.	Assessment Procedure	1. Student has to submit a report for each industrial lecture / group of lectures 2. Evaluation Committee will be constituted by the respective department HOD to assess the report
5.	Criteria for allocation of credit	Proof for the participation of 5 days of industrial Guest lecture arranged by the industry / other Institute / our faculty along with satisfactory completion certificate issued by the respective department HOD
6.	In case of failure	-

GROUP – IV

NCG41

APTITUDE PROFICIENCY CERTIFICATION

CREDIT: 1

1.	Pre – requisites / Eligibility Conditions	As prescribed by the course coordinator
2.	Detail of Course Content / Syllabus	
3.	Duration of the Course	40 Hours with minimum 80% of attendance
4.	Assessment Procedure	As prescribed by the course coordinator
5.	Criteria for allocation of credit	Pass in End Examination / Minimum score in GMAT / CAT / NAC / MAT
6.	In case of failure	Re appear

NCG42

GLOBALLY ACCEPTED CERTIFICATION COURSES

CREDIT: 1

1.	Pre – requisites / Eligibility Conditions	Prior permission from the HOD is must
2.	Detail of Course Content / Syllabus	As prescribed by the certifying authority
3.	Duration of the Course	
4.	Assessment Procedure	
5.	Criteria for allocation of credit	Proof for the successful completion of the course provided by the globally accepted certifying agencies like HPATA / Microsoft / National Instruments (Lab View) / Oracle / IBM / CISCO Networking Academy / ADOBE / REDHAT / Sun Micro systems / JAVA / Softwares related to Mechanical and Civil Engineering
6.	In case of failure	

NCG43

CO-CURRICULAR ACTIVITIES

CREDIT: 1

1.	Pre – requisites / Eligibility Conditions	Student can opt any one from the following categories with the approval of respective HOD
2.	Detail of Course Content / Syllabus	1.Active participation in professional society activities like IE / ISTE / IEEE / ASME / SAE 2.Paper presentation / Publications in Symposium / Seminars / Conferences / Journals 3.Mini project relevant to student's study of interest related to society / curriculum
3.	Duration of the Course	Two years
4.	Assessment Procedure	Professional Activities: 1. As developed by the course coordinator to assess the active involvement of student in society activities Paper presentation / Mini Project: 1. Assessment of quality of the paper / Mini project by the Expert Committee constituted by the HOD of the respective department
5.	Criteria for allocation of credit	1. Successful completion certificate issued by society incharge / Course Completion Certificate issued by the HOD based on the assessment report issued by the evaluation / Expert Committee for paper presentation / mini project
6.	In case of failure	-