VELAMMAL COLLEGE OF ENGINEERING AND TECHNOLOGY, MADURAI – 625009
(Autonomous)
(Accredited by NACC with 'A' Grade and by NBA for 5 UG Programmes)
(Approved by AICTE and affiliated to Anna University, Chennai)

REGULATIONS 2021
CHOICE BASED CREDIT SYSTEM
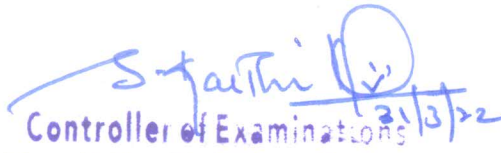## COMMON TO M.E. / M.Tech. Degree Programmes

(For the students admitted to M. E. / M.Tech. Programme from the Academic year 2021-2022 onwards)

This Regulation is applicable to the students admitted to M.E / M.Tech. Degree Programmes in Velammal College of Engineering and Technology from the academic year 2021-2022 onwards.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

I) **"Programme"** means Post Graduate Degree Programme that is M.E. / M.Tech. Degree Programme.

II) **"Discipline"** means specialization or branch of M.E. / M.Tech. Degree Programme, like Computer Science and Engineering, Power System Engineering, etc.

III) **"Course"** means Theory or Practical subject that is normally studied in a semester, like Applied Mathematics, Advanced Thermodynamics, etc.

IV) **"Dean (Academics)"** means the authority of the Institution who is responsible for all academic activities of the Institution for implementation of relevant rules of this Regulation pertaining to the Academic Programmes.

V) **"Dean (Student Affairs)"** means the authority of the Institution who is responsible for admission, students discipline, extracurricular and co-curricular activities.

VI) **"Chairperson"** means the Head of the Faculty.

VII) **"Head of the Institution"** means the Principal of the College.

VIII) **"Head of the Department (HoD)"** means the Head of the Department concerned.

IX) **"Controller of Examinations (CoE)"** means the authority of the Institution who is responsible for all activities of Internal and End semester Examinations.

X) **"University"** means ANNAUNIVERSITY, CHENNAI.

2. PROGRAMMES OFFERED, MODES OF STUDY AND ADMISSION REQUIREMENTS

2.1. P.G. PROGRAMMES OFFERED

- M.E. - Computer Science and Engineering
- M.E. - Communication System
- M.E. - Computer Science and Engineering (with specialization in Networks)
- M.E. - Manufacturing Engineering
- M.E. - Power Systems Engineering

2.2. MODES OF STUDY

2.2.1 Full-Time Mode:

Students admitted under 'Full-Time' should be available in the College / Institution during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities assigned to them.

The Full-Time students should not attend any other Full-Time programme(s) / course(s) or take up any Full-Time job / Part-Time job in any Institution or Company during the period of the Full-Time programme. Violation of the above rules will result in cancellation of admission to the P.G. programme. However, taking up of job is permitted with authorised break of study as explained in Clause 18.7.

2.2.2 Part-Time Mode:

In this mode of study, the students are required to attend classes along with regular students and complete the course in three years.

2.2.3 Conversion from one mode of study to the other is not permitted.
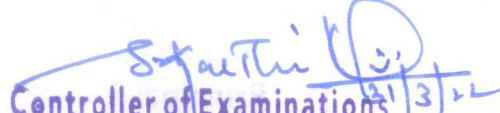
2.3 ADMISSION REQUIREMENTS

2.3.1 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. This is applicable for students admitted both under Single Window Counselling process and through the Management Quota.

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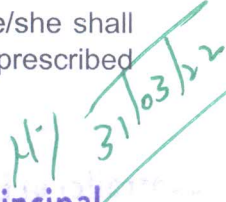
Any other relevant qualification which is not prescribed against each programme shall be considered for equivalence by the committee constituted by the University for the purpose. Admission to such degrees shall be offered only after obtaining equivalence to such degrees.

2.3.2 However, the University may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed at the time of admission.

2.3.3 Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the University from time to time.

2.3.4 Eligibility conditions for admission such as the class obtained, the number of attempts in qualifying examination and physical fitness will be as prescribed by the University from time to time.

2.3.5 All Part-Time candidates should satisfy other conditions regarding Experience, Sponsorship etc. that may be prescribed by the University from time to time.

3. STRUCTURE OF THE PROGRAMMES

3.1 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 Courses (PCC)** include the core courses relevant to the chosen specialization/branch.

iii. **Professional Elective Courses (PEC)** include the elective courses relevant to the chosen specialization/ branch.

iv. **Research Methodology and IPR Course (RMC)** covers topics on the process of research and patenting.

v. **Employability Enhancement Courses (EEC)** include Project Work and/or Internship, Seminar, Professional Practices, Summer Project, Case Study and Industrial / Practical Training.

vi. **Open Elective Courses (OEC)** include the courses credited from other post graduate Programmes of M.E./M.Tech and online courses.

vii. **Audit courses (AC)** include the courses such as Constitution of India, Entrepreneurship, etc.

3.2 Courses per Semester

Each semester curriculum shall normally have a blend of theory courses, lab integrated courses, laboratory courses and employability enhancement courses not exceeding 10. Whereas theory courses and laboratory integrated theory courses should not exceed 7 and laboratory courses and employability enhancement courses should not exceed 4. Each Course shall have credits assigned as per clause 3.3.

3.3 Credit Assignment

Each course is assigned with fixed credits as given below.

Contact period per week	Credits
1 Lecture Period	1
2 Tutorial Periods	1
1 Practical Period (Laboratory / Seminar / Project Work etc.)	0.5

3.4 Project Work

3.4.1 The project work consists of Project Work–I and Project Work–II. The Project Work–I is to be undertaken during Semester III and Project Work–II, which is a continuation of Project Work–I, (except when project work II is carried out in the industry) is to be undertaken during Semester IV.

3.4.2 In case of students not completing Project Work-I of project work successfully, the students can undertake Project Work-I again in the subsequent semester. In such cases the students can enroll for Project Work-II, only after successful completion of Project Work-I.

3.4.3 Project work shall be carried out under the supervision of a "qualified teacher" in the Department concerned. In this context "qualified teacher" means the faculty member possessing (i) PG degree with a minimum of 3 years experience in teaching or (ii) Ph.D. degree.

3.4.4 In case of Interdisciplinary projects, the supervisor shall be from the parent department and joint supervisor can be from other relevant departments.

3.4.5 A student may, however, undergo Project Work-II in industry/academic institution of repute offering PG programmes in Engineering/Technology/ research institutions for a minimum of 16 weeks during the final semester. In such cases, the students shall undergo the Project Work-II with the approval obtained from the Head of Department and Head of the institution preferably one month before the start of the industrial project.

3.4.6 The Project Work-II carried out in industry/academic institution of repute/research Institutions need not be a continuation of Project Work-I. 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 review meetings, if necessary, may also be arranged in online mode with prior approval from the Head of the Institution and suitable record of the meetings shall be maintained by the concerned department.

3.4.7 The Project Work-II shall be pursued for a minimum of 16 weeks during the final semester.

3.4.8 The deadline for submission of final Project Report for Project Work-II is 30 calendar days from the last working day of the semester in which project work / thesis / dissertation is done. However, the Project Work-I shall be submitted within the last working day of the semester as per the academic calendar published by the Institution.
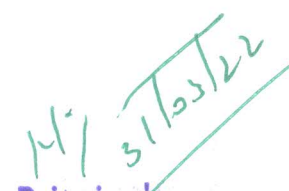
3.5 Industrial Training / Internship (Summer / Winter Vacation)

3.5.1 The students may undergo Industrial Training for a period as specified in the Curriculum during the summer / winter vacation. In this case, the training has to be undergone continuously for atleast two weeks in an organisation.

The students may undergo Internship at a Research organization / University/ Industry after due approval from the Head of the Department and Head of the Institution, and a copy of the same shall be forwarded to the Dean (Academics) for the period prescribed in the curriculum during the summer / winter vacation, in lieu of Industrial training. Attendance Certificate signed by the competent authority of the industry, as per the format provided by the CoE shall be submitted to the Head of the Department and Head of the Institution. The attendance certificate shall be forwarded to CoE by the Head of the Institution for processing results.

Controller of Examinations
Velammal College of Engineering and Techno...
(Autonomous)
Madurai - 625 009.

Dean (Academics)
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

Principal
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

3.5.2 If Industrial Training / Internship is not prescribed in the curriculum, the student may undergo Industrial Training / Internship during Summer/Winter vacation optionally and the credits earned will be indicated in the Grade Sheet. If the student earns three credits in Industrial Training/ Internship, the student may drop one Professional Elective (only one professional elective can be dropped). In such cases, Industrial Training / Internship need to be undergone continuously from one organization or with a combination one two week and one four week programme, from one/two organizations. However, if the number of credits earned is 1 or 2, these credits shall not be considered for calculation of CGPA. Students shall get permission from the Head of the Department and Head of the Institution for taking industrial training/internship and the Certificate of completion of Industrial Training / Internship shall be forwarded to CoE.

DURATION OF TRAINING/INTERNSHIP	CREDITS
2 Weeks*	1
4 Weeks	2
6 Weeks	3

*1 Week = 40 Internship Hours

3.5.3 Practical / Industrial Training, Summer Project if specified in the Curriculum shall not exceed the maximum duration of 4 weeks (in a single spell) and should be organized by the Head of the Department for every student.

3.5.4 At the end of Practical / Industrial Training, Summer Project, the student shall submit an Attendance certificate from the organization where he/she has undergone training and also a brief report. The evaluation for 100 marks will be carried out internally based on this report and a viva-voce Examination will be conducted by a Committee duly constituted by the Head of the Department. The attendance certificate submitted by the students along with the mark list will be forwarded to the Controller of Examinations.

3.6 Courses from other PG Programmes

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

3.7 Value Added Courses

The Students may optionally undergo Value Added Courses (VAC) over and above the topics covered in the curriculum to obtain practical and industry specific knowledge. The credits earned through the Value Added Courses shall be over and above the total credit requirements prescribed in the curriculum for the award of the degree. One / Two credit courses shall be offered by a Department of an institution **with the prior approval from the Head of the Institution and Dean (Academics) without any additional fee charged from the students.** The details of the syllabus, time table and course coordinator may be sent to the Dean (Academics) atleast one month before the course is offered for approval. **Students can take a maximum of two one credit courses / one two credit course** during the entire duration of the Programme.

Controller of Examinations 31/3/22
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

Dean (Academics) 31/03/22
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

Principal 31/03/22
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

3.8 Online Courses

Students may be permitted to register a maximum of two online courses, subject to a maximum of six credits, with the approval of Head of Department and Head of the Institution in lieu of open elective / professional elective courses. The Head of the Institution shall form a three member committee with members as HOD and a faculty member from the Department of the student, HOD of any other branch of the Institution to ensure that the student has not studied such courses and would not repeat it again as Professional Core/Professional Elective/Open Elective courses. Suitable online courses shall be chosen from the SWAYAM / NPTEL (Not included in curriculum) platform and student shall appear for Examination and produce the certificate for the same.

3.9 A student is permitted to register a maximum of two courses in total from clause 3.6 and 3.8

3.10 Audit courses

The student may optionally study audit courses prescribed by the Institution and it will be mentioned in the Grade Sheet. However, it will not be considered for computation of CGPA.

3.11 Medium of Instruction

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

4. DURATION AND STRUCTURE OF THE PROGRAMMES

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

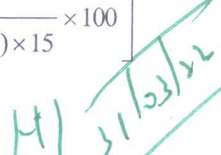| Programme	Minimum Number of Semesters	Maximum Number of Semesters
M.E. / M.Tech. (Full-Time)	4	8
M.E. / M.Tech. (Part Time)	6	12

4.2 The Curriculum and Syllabi of all the P.G. Programmes shall be approved by the Academic Council of VCET. 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.

4.3 Each semester shall normally consist of 75 working days or 540 periods of each 50 minutes duration, for full-time mode of study or 250 periods for part-time mode of study. The Head of the Institution 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. For the purpose of calculation of attendance requirement for writing the end semester examinations (as per clause 6) by students, following method shall be used.

$$Percentage\ of\ Attendance = \frac{Total\ no.of\ periods\ attended\ in\ all\ the\ courses\ per\ semester}{(No.of\ periods\ /\ week\ as\ prescribed\ in\ the\ curriculum\ taken\ to\ together\ for\ all\ courses\ of\ the\ semester) \times 15} \times 100$$

End Semester Examinations conducted by the Institution will be scheduled after the last working day of the semester.

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

Programme	Prescribed Credit Range
M.E. / M.Tech.	70 - 75

5. COURSE REGISTRATION

5.1 The Institution is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. 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 (vide clause 5.2).

The registration details of the student shall 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:

i. Courses of the current semester and
ii. Courses dropped in previous semesters.

The maximum number of credits that can be registered in a semester is 36. However, this does not include the number of Re-appearance (RA) and Withdrawal (W) courses registered by the student for the appearance of Examination.

5.2 Flexibility to Drop courses

5.2.1 From the first to pre-final semesters, the student has the option of dropping existing courses in a semester during registration. Total number of credits of such courses cannot exceed 6 for P.G. (Full Time) programmes and cannot exceed 3 for P.G. (Part Time) programmes. The student is permitted to drop the course(s) within 30 days of the commencement of the academic schedule.

5.2.2 A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree.

6 ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER

6.1 A student 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%** (after rounding off to the nearest integer)of overall attendance as calculated as per clause 4.3.

6.2 However, a student who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific

Controller of Examinations 31/3/22
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

Dean (Academics) 21/02/22
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

Principal 31/03/22
Velammal College of Engineering and Techn....
(Autonomous)
Madurai - 625 009.

illness) / participation in state/national level sports events may be permitted to appear for the current semester examinations, subject to the condition that the student 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 documentation.

6.3 Students who **secure less than 65% overall attendance** shall not be permitted to write the End 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.

7   CLASS ADVISOR & MENTOR

CLASS ADVISOR

There shall be a class advisor for each class. He / She will be appointed by the HoD ofthe department concerned. The responsibilities for the class advisor shall be:

- To act as the channel of communication between the HoD and the students of the respective class.
- To collect and maintain various statistical details of students.
- To help the chairperson of the class committee in planning and conduct of the class committee meetings.
- To monitor the academic performance of the students including attendance and to inform the class committee.
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.
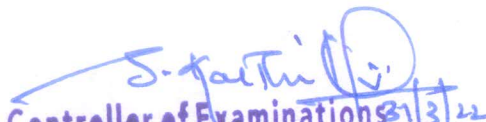
MENTOR

- Normally 10 students are assigned to every mentor (Faculty member)
- Mentor monitors the progress of the students in academics and personality development.
- Mentor shall counsel the students on a one-to-one basis as and when required.
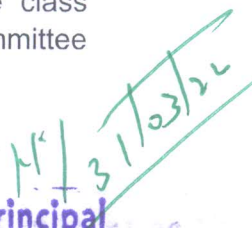- Mentor supports the class advisor in executing their responsibilities.

8   CLASS COMMITTEE

Every class shall have a class committee consisting of student representatives and a Chairperson who is not handling the class. Its objective is to improve the teaching-learning process.

The class committee for a class under a particular branch is normally constituted by the class committee Chairman nominated by Principal. The class committee shall be constituted within the first week of each semester and the first meeting shall be convened within one week of constitution of committee in order to inform the students about the natureand weightage of assessments within the framework of the Regulations. At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee. The Principal/Head of the Department may participate in any class committee meeting of the department.

The functions of the class committee include

    i. Clarifying the regulations of the degree programme and the details of rules therein (particularly clause 4 and 6) which should be displayed on college Notice-Board.

    ii. Identifying the problems experienced by students in the class room and in the laboratories.

    iii. Informing the student representatives, the academic schedule including the datesof assessments and the syllabus coverage for each assessment.

    iv. Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.

    v. Identifying the needy students, if any, and requesting the teachers concerned to provide additional guidance or coaching to such students.

    vi. The Chairperson is required to prepare the minutes of every meeting and submit the same to Principal within two days of the meeting. The same shall be circulated among the students and faculty members concerned. 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 Principal.

    vii. Two or three subsequent meetings shall be conducted in a semester at suitable intervals. During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

9   COURSE COMMITTEE FOR COMMON COURSES

Each common course offered to more than one group of students shall have a "Course Committee" comprising all the faculty members teaching the common course with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the HoD / Head of the Institution depending upon whether all the faculty members teaching the common course 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. Wherever it is feasible, the course committee may also prepare a common question paper for the Assessment Test(s).

10   SYSTEM OF EXAMINATION

10.1 There shall be an End-Semester Examination of 3 hours duration in each lecture based course.

The examinations shall ordinarily be conducted between October and December during the odd semesters and between April and June in the even semesters.

For the practical examinations (including project work), both internal and external examiners shall be appointed by the CoE.

10.2 WEIGHTAGE

The following will be the weightage for different courses:

i) Lecture or Lecture cum Tutorial based course:

Controller of Examinations
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

Dean (Academics)
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

Principal
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

| | Internal Assessment | 50% |
| | End Semester Examination | 50% |

ii) Laboratory based courses
    Internal Assessment   60%
    End Semester Examination   40%

iii) Theory Courses with
Laboratory components
    Internal Assessment   50%

    End Semester Examination   50%

iii) Project work
    Internal Assessment   40%
    Evaluation of Project Report
    by external examiner   25%
    Viva-Voce Examination   35%

For setting question papers and evaluation of answer scripts, the Examiner should have minimum five years of experience. In addition, the question paper pattern should be uniform for Internal Assessment Test, Model Examination and End semester Examinations. For End semester examinations, question papers may be set by 50% internal examiners and 50% external examiners. The final scrutiny will be done by External examiner.

11   PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT (IA)

For all theory, laboratory courses, theory courses with laboratory component and project work the continuous assessment shall be awarded as per the procedure given below:

11.1 THEORY COURSES

Three assessments each carrying 100 marks shall be conducted during the semester by the Institution. The weightage for the Internal Assessment is tabulated below:

Internal Assessment				Total Internal Assessment
Group Assignment / CaseStudy / Seminar / Mini Project / Open Book Test	IAT I	IAT II	Model Exam	50
15	10	10	15	

11.2 LABORATORY COURSES

Controller of Examination 31/3/22
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

Dean (Academics) 21/03/22
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

Principal 31/03/22
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

The maximum marks for Internal Assessment shall be 60 marks in case of practical courses. Every practical experiment shall be evaluated based on conduct of experiment and records to be maintained. Model Examination shall be conducted at the end of the semester. The criteria for arriving at the Internal Assessment marks of 60 is as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the Model Examination. The total mark shall be converted into a maximum of 60 marks and rounded off to the nearest integer.

Internal Assessment (100 Marks)*	
Evaluation of Laboratory Observation, Record	Model Exam
75	25

* Internal assessment marks shall be converted for 60 marks

11.3 THEORY COURSES WITH LABORATORY COMPONENT

If there is a theory course with laboratory component, there shall be one assessment for theory component (maximum mark is 100) and one assessment for laboratory component (maximum mark is 100). The weightage of assessment for theory component shall be 40 % and the laboratory component shall be 60 %. The weighted average of these two assessments shall be converted into 50 marks and rounded off to the nearest integer.

Assessment I (40% weightage) (Theory Component)		Assessment II (60% weightage) (Laboratory Component)		Total Internal Assessment
Group Assignment / CaseStudy / Seminar / Mini Project / Open Book Test	IAT	Evaluation of Laboratory Observation, Record	Model Exam	
40	60	75	25	200*

*The weighted average shall be converted into 50 marks for internal Assessment.

11.4 EVALUATION OF PROJECT WORK

The evaluation of Project Work for Project Work-I & Project Work-II. shall be done independently in the respective semesters and marks shall be allotted as per the weightages given in Clause11.4.1.

11.4.1 There shall be three assessments (each 100 marks) during the Semester by a review committee. The student shall make presentation on the progress made before the Committee. The Head of the Department shall constitute the review committee for each programme. The review committee consists of supervisor, expert from the Department and a project coordinator from the Department. If the project coordinator/expert member happens to be the Supervisor then an alternate member shall be nominated. In the case of project work II carried out in industry/academic/research institutions, the review committee shall have the supervisor, coordinator from industry/academic/research institutions and the project coordinator from the Department. The total marks obtained in the three assessments shall be reduced to 40 marks and rounded to the nearest integer (as per the Table given below). There will be a vice-voce Examination during End Semester Examinations conducted by a Committee consisting of the supervisor, one internal examiner and one external examiner.

The internal examiner and the external examiner shall be appointed by the Controller of Examinations. The distribution of marks for the internal assessment and End semester examination is given below:

Internal Assessment (40 Marks)			End Semester Examination (60 Marks)				
Review - I	Review - II	Review - III	Thesis Submission	Viva - Voce			
			External Examiner	Internal Examiner	External Examiner	Supervisor Examiner
10	15	15	25	10	15	10

11.4.2 The Project Report prepared according to approved guidelines as given by the CoE, and duly signed by the supervisor(s) and the Head of the Department concerned shall be submitted to the Head of the Department.

11.4.3 If the student fails to obtain 50% of the internal assessment marks in the Project Work-I and Project Work-II / final project, he/she will not be permitted to submit the project report and has to register for the same in the subsequent semester.

If a student fails to submit the project report on or before the specified deadline as mentioned in clause 3.4, he/she is deemed to have failed in the Project Work and shall register for the same in a subsequent semester. This applies to both for Project Work–I and Project Work–II.

If a student fails in the end semester examinations of Project Work–I, he/she has to resubmit the revised Project Report within 30 days from the date of declaration of the results. If he / she fail in the End semester examination of Project Work–II he/she shall resubmit the revised Project Report within 60 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee. For this purpose, preferably the same Internal and External examiners shall evaluate the resubmitted report.

If a student has submitted the project report but did not appear for the viva-voce examination, it will be considered as fail and he/she will be permitted to resubmit the report within 30/60 days from the declaration of results and permitted for reappearance in viva-voce examination, for Project Work-I and II respectively.

11.4.3.1 A copy of the approved Project Report after the successful completion of viva-voce examinations shall be kept in the library of the Institution.

11.5 OTHER EMPLOYABILITY ENHANCEMENT COURSES

(a) The Seminar / Case study / Mini project course is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar marks can be equally apportioned. A three member committee appointed by Head of the Institution consisting of course coordinator and two experts from the Department, will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar

paper (40%), presentation (40%) and response to the questions asked during presentation (20%).

(b) The Industrial / Practical Training shall carry 100 marks and shall be evaluated through internal assessment only. At the end of Industrial / Practical training / Internship / Summer Project, the candidate shall submit an attendance certificate from the organization where he / she has undergone training and a brief report. The evaluation will be made based on this report and a viva-voce Examination, conducted internally by a three member Committee of the department concerned constituted by the Head of the Institution consisting of course coordinator and two experts from the Department. The certificates submitted by the candidate shall be attached to the mark list sent by the Head of the Department. The attendance certificate submitted by the students along with the mark list will be forwarded to the Controller of Examinations.

(c) For all the courses under Employability Enhancement Courses Category, except the Project Work, the evaluation shall be done with 100% internal marks and as per procedure described in 11.5 (a/b).

11.6 Assessment for Value Added Course

The one / two credit course shall carry 100 marks and shall be evaluated through **continuous assessments only**. Two Assessments as per the clause 11.1 or 11.2 shall be conducted by the Department concerned. The total marks obtained in the assessments shall be reduced to 100 marks and rounded to the nearest integer. A committee consisting of the Head of the Department, faculty handling the course and a senior faculty member nominated by the Head of the Institution shall do the evaluation process. The list of students along with the marks and the grades earned shall be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of End Semester Examinations. The grades earned by the students for Value Added Courses will be recorded in the Grade Sheet, however the same shall not be considered for the computation of CGPA.

11.7 Assessment for Online courses

Students may be permitted to credit two online courses (which are provided with certificate), subject to a maximum of six credits. **The online course of 3 credits can be considered instead of one elective course**. These online courses shall be chosen from the SWAYAM / NPTEL platform, provided the offering organisation conducts regular examination and provides marks. The credits earned shall be transferred and the marks earned shall be converted into grades and transferred, provided the student has passed in the examination as per the norms of the offering organisation. The details regarding online courses taken up by the student and marks/credits earned shall be sent to the Controller of Examinations, VCET through in the subsequent semester(s) along with the details of the elective(s) to be dropped.

11.8 Internal marks approved by the Head of the Institution shall be displayed by the respective HoDs within 5 days from the last working day.

11.9 Attendance Record:

Every faculty member is required to maintain an '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 (topics covered), separately for each

Controller of Examinations
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

Dean (Academics)
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

Principal
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

course. This should be submitted to the Head of the Department and periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance and the same document has to be kept in safe custody for 5 years. The Head of the Department and Head of the Institution will affix their signatures with date after due verification. The University or any inspection team appointed by the University may inspect the records of attendance and assessments of both current and previous semesters.

11.10 Conduct of Academic Audit

Our Institution shall strive for a better performance of the students by conducting the academic audit as mentioned in Clause 11.

In order to ensure the above, Academic Audit is to be done for every course taught during the semester. For the internal assessments conducted for each course as per details provided in Clause 11, the academic records shall be maintained in the form of documentation for the individual assignments / case study report / report of mini project submitted by each student and assessment test question paper and answer script. Report of industrial training / internship shall also be maintained, if applicable. For laboratory courses students' record shall be maintained. Further, the attendance of all students shall be maintained as a record.

The Head of the Institution shall arrange to conduct the Academic Audit for every course in a semester by forming the respective committees with members drawn from various departments of the Institution.

The University or any inspection team appointed by the University may verify the records of Academic Audit report of the courses of both current and previous semesters, as and when required.

12   REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATIONS

12.1 A student shall normally be permitted to appear for the End semester examinations of the current semester if he/she has satisfied the semester completion requirements as per clause 6.1 & 6.2 and has registered for examination in all courses of the current semester.

12.2 Further, examination registration by a student is mandatory for all the courses in the current semester and all arrear(s) course(s) for the End semester examinations failing which, the student will not be permitted to move to the higher semester.

13   PASSING REQUIREMENTS

13.1 A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester Examinations] with a minimum of 45% of the marks prescribed for the end-semester Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work).

13.2 If a student fails to secure a pass in a theory course / laboratory courses, the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (IA + End Semester Examination) as per clause 13.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the end

semester examinations alone.

13.3 If a student is absent during the viva voce examination, it would be considered as fail. If a student fails to secure a pass in project work even after availing clause (11.4.3), **the student shall register** for the course again.

13.4 The passing requirement for the courses which are assessed only through purely internal assessment (EEC courses except project work), is 50% of the internal assessment marks only.

13.5 **Clarification Day** can be conducted before declaring the results for all courses during that semester and the students will be having the privilege to view their Answer scripts and submit the feedback form to the course in charge.

13.6 A student can apply for revaluation of his/her semester examination answer paper in a theory course as per the guidelines of CoE, on payment of a prescribed fee along with prescribed application to the CoE through the Head of the Department and Head of the Institution. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for laboratory course andEEC courses.

14   AWARD OF LETTER GRADES

14.1 The award of letter grades will be decided using relative grading principle. The performance of a student will be reported using letter grades, each carrying certain points as detailed below:

Letter Grade	Grade Points
O (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8
B + (Good)	7
B (Average)	6
C (Satisfactory)	5
RA (Re-appearance)	0
SA (Shortage of Attendance)	0
W (Withdrawal)	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","C".

'**SA**' denotes shortage of attendance (as per clause 6.3) andhence Prevention from writing the end semester examinations. '**SA**' will appear only in the result sheet.

"**RA**" denotes that the student has failed to pass in that course. "**W**" denotes **withdrawal** from the exam for the particular course. The grades RA and W will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the End Semester Examinations as per the Regulations.

If the grade RA is given to **Theory Courses/ Laboratory Courses** it is not required to

Controller of Examinations
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

Dean (Academics)
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

Principal
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

satisfy the attendance requirements (vide clause 6), but has to appear for the end semester examination and fulfil the norms specified in clause 13 to earn a pass in the respective courses. If the grade RA is given to **Project work,** the course has to be registered again and attendance requirement (vide clause 6) should be satisfied.

If the grade RA is given to **EEC course (except project work), which are evaluated only through internal assessment,** the student shall register for the course again in the subsequent semester fullfill the norms as specified in Clause 13 to earn pass in the course. However, attendance requirement need not be satisfied.

14.2 The grades O, A+, A, B+, B, C obtained for the one/two credit courses (not part of curriculum) under the title **'Value Added Courses' and 'internship/industrial training' (if not part of curriculum)** shall figure in the Grade Sheet. For these courses if the grades obtained are RA, SA, it will **not figure in the Grade Sheet.**

14.3 For the students who complete the Audit Course satisfying attendance requirement, the title of the Audit Course will be mentioned in the Grade Sheet. If the attendance requirement is not satisfied, it will not be shown in the **Grade Sheet.**

14.4 GRADE SHEET

After results are declared, Grade Sheets will be issued to each student which will contain the following details:
- The college in which the student has studied.
- The list of courses registered 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 for a semester is the ratio of the sum of the products of the number of credits acquired for courses and the corresponding points to the sum of the number of credits acquired for the courses in the semester. CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded for calculating GPA and CGPA.

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

where
C_i is the number of credits assigned to the course
GP_i is the Grade 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.**

15 ELIGIBILITY FOR THE AWARD OF THE DEGREE

15.1 A student shall be declared to be eligible for the award of the P.G. Degree (M.E./ M.Tech.) provided the student has

Controller of Examinati
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

Dean (Academics)
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

Principal
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

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. a. **M.E./ M.Tech. (Full time)**

Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the student was admitted.

b. **M.E./ M.Tech.(Part Time)**

Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 6 semesters within a maximum period of 6 years reckoned from the commencement of the first semester to which the student was admitted.

iii. Successfully passed any additional courses prescribed by the Dean (Academics) whenever readmitted under regulations R-2021 (vide clause **18.3**)

iv. No disciplinary action pending against the student.

v. The award of Degree must have been approved by the Syndicate of the University.

16 CLASSIFICATION OF THE DEGREE AWARDED

16.1 FIRST CLASS WITH DISTINCTION:

A Student who satisfies the following conditions shall be declared to have passed the examination in **First class with Distinction**:

M.E. / M.Tech. (Full Time)

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within **three** years, which includes authorized break of study of one year (if availed). Withdrawal from examination (vide Clause 17) 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.

M.E. / M.Tech. (Part Time)

- 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 (vide Clause 17) 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.

16.2 FIRST CLASS:

A student who satisfies the following conditions shall be declared to have passed the examination in **First class**:

M.E. / M.Tech.(Full Time)

- Should have passed the examination in all the courses of all four semesters **within three 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

Controller of Examinations
Velammal College of Engineering and Technology
(Autonomous)
Madurai-625009.

Dean (Academics)
Velammal College of Engineering and Technology
(Autonomous)
Madurai-625009.

Principal
Velammal College of Engineering and Tech...
(Autonomous)
Madurai-625009.

applicable).

- Should have secured a CGPA of not less than **6.50**.

M.E. / M.Tech. (Part Time)

- 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 **6.50**.

16.3 SECOND CLASS:

All other students (not covered in clauses 16.1 and 16.2) who qualify for the award of the degree (vide Clause 15.1) shall be declared to have passed the examination in **Second Class**.

16.4 A student who is absent in End Semester Examination in a course / project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from end semester examinations as per clause 17) for the purpose of classification.

16.5 Photocopy / Revaluation

A student can apply for photocopy of his/her semester examination answer paper in a theory course, as per the guidelines of CoE on payment of a prescribed fee through proper application to the CoE through the Head of the Department and Head of Institution. The answer script is to be valued and justified by a faculty member, who handled the subject and recommend for revaluation with breakup of marks for each question. Based on the recommendation, the student can register for the revaluation through proper application to the CoE. The CoE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for practical courses and for EEC courses.

A student can apply for revaluation of answer scripts for 5 subjects maximum at a time.

16.6 Review

Students not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to Controller of Examinations through the Head of the Department and Head of the Institution.

Students applying for Revaluation only are eligible to apply for Review.

17   PROVISION FOR WITHDRAWAL FROM END SEMESTER EXAMINATIONS:

17.1 A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Head of the Institution) be granted permission to withdraw from appearing for the End Semester Examination in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application shall be sent to CoE through the Head of the Department and Head of the Institution with necessary documents.

17.2 Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 6) and if it is made within TEN days after the date of the examination(s) in that course or courses and recommended by the Head of the Department and Head of the Institution and approved by the Controller of Examinations. For a student to withdraw from

a course / courses, he/she should have registered for the course, fulfilled the attendance requirements (vide clause 6) and earned continuous assessment marks.

17.2.1 Notwithstanding the requirement of mandatory 10 days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

17.3 In case of withdrawal from a course / courses, it will figure both in Marks Sheet as well as in Result Sheet. However, withdrawal shall not be considered as an appearance for the eligibility of a student for First Class with Distinction.

17.4 If a student withdraws from writing end semester examinations for a course or courses, he/she shall register for the same in the subsequent semester and write the end semester examination(s).

17.5 If a student applies for withdrawal from Project work, he/she will be permitted for the withdrawal only after the submission of project report before the deadline. However, the student may appear for the viva voce examination within 30/60 days after the declaration of results for Project Work I and II respectively and the same is not considered as reappearance.

17.6 Withdrawal is permitted for the end semester examinations in the final semester, However clause 16 is applicable for classification of degree awarded.

18   PROVISION FOR AUTHORIZED BREAK OF STUDY

18.1 A student is permitted to avail authorised break of study for a maximum period of one year in a single spell.

18.2 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 student may apply for additional break of study not exceeding another one year. If a student 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 Dean(Student Affairs) and Dean(Academics) in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Department and Head of the Institution stating the reasons therefore and the probable date of rejoining the programme.

18.3 The students permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new regulations shall register for additional courses, if any, as notified by the Dean (Academics) under change of regulations. These courses may be from any of the semesters of the curriculum in force, so as to bridge the curriculum in force and the old curriculum. In such cases, the total number of credits to be earned by the student may be more than or equal to the total number of credits prescribed in the curriculum in force.

18.4 The authorized break of study of maximum of one year is included in the duration specified for passing all the courses for the purpose of classification (vide Clause 16.1).

18.5 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 4.1 irrespective of the period of break of study in order that he/she may

be eligible for the award of the degree.

18.6 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 18.1).

18.7 If a student in Full Time mode wants to take up job / start-up / entrepreneurship during the period of study he/she shall apply for authorised break of study for one year. The student shall undertake the job / start-up / entrepreneurship only after getting approval of the same by The Dean(Academics) with due proof to that effect.

18.8 No fee is applicable to students during the Break of Study period.

19   DISCIPLINE

19.1 Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University / Institution. The Head of Institution shall constitute a disciplinary committee consisting of Head of Institution, Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a committee shall be constituted including one representative from Anna University, Chennai. In this regard, the member will be nominated by the University on getting information from the Head of the Institution.

19.2 If a student indulges in malpractice in any of the End semester / internal examination he / she shall be liable for punitive action as prescribed by the Institution from time to time.
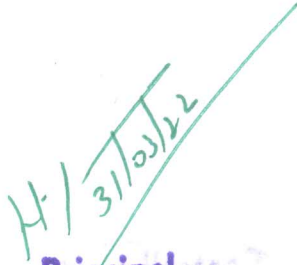
20   REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The Institution may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and scheme of examinations through the Academic Council with the approval of the Syndicate.

Controller of Examina... 31/3/22
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

Dean (Academics) 31/03/22
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.

Principal 31/03/22
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625 009.